

**Minutes of a meeting of the
Joint Senior Staff Committee
Adur District and Worthing Borough Councils**

Worthing Town Hall, Chapel Road, Worthing BN11 1HA

7 July 2021

Councillor Daniel Humphreys (Chairman)

Adur District Council:

Councillor Neil Parkin
Councillor Angus Dunn
Councillor Lee Cowen

Worthing Borough Council:

Councillor Kevin Jenkins
Councillor Rebecca Cooper

JSnSC/1/21-22 Substitute Members

No substitutions were declared.

JSnSC/2/21-22 Declarations of Interest

There were no declarations of disclosable pecuniary interests.

JSnSC/3/21-22 Confirmation of Minutes

Resolved that the minutes of the meeting of the Committee held on 27 April 2021 be approved as a correct record and signed by the Chairman.

JSnSC/4/21-22 Questions from the Public

There were no questions from members of the public.

JSnSC/5/21-22 Items Raised under Urgency Provisions

There were no items raised under urgency provisions.

JSnSC/6/21-22 Benchmark salary review and proposed recruitment process for the post of Chief Executive and Head of Paid Service

Before the Committee was a report from the Director for Digital, Sustainability and Resources as item 6.

The report provided the rationale and evidence for the review of the salary of the Chief Executive of Adur and Worthing Councils, required in advance of recruitment activities for the role.

The report also provided an overview of the recruitment and selection process for the new Chief Executive.

The Committee considered the current Annual Appraisal Process, noting that it was undertaken by the Leaders of both Adur and Worthing Councils every 12 months and which had not previously resulted in an increase in salary.

Members also gave consideration to the recruitment market for Local Authority Chief Executive's, flexibility in the delivery of performance related pay, the types of contract that could be offered and requested that the current Job Description be shared with the Committee in advance of the proposed recruitment process.

Members expressed their support for a move to a salary range as opposed to a spot salary.

The recommendations in the report were proposed by Councillor Humphreys, seconded by Councillor Parkin and unanimously supported by the Committee.

Resolved,

That the Joint Senior Staff Committee

1. recommended to Adur and Worthing Full Councils that an increase is applied to the salary of the Chief Executive and Head of Paid Service, being a range from £134,000 rising to £155,000; and
2. agreed to the proposed recruitment process for the Chief Executive and Head of Paid Service.

The meeting was declared closed by the Chairman at 1.22 pm, it having commenced at 1.00 pm

Chairman