

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

**Members Room, Shoreham Centre**

**21 June 2023**

Councillor Neil Parkin, Chairman

**Adur District Council:**

Councillor Angus Dunn  
Councillor Jeremy Gardner

**Worthing Borough Council:**

Councillor Rebecca Cooper  
Councillor Carl Walker  
Councillor Kevin Jenkins

**JSnSC/1/23-24      Substitute Members**

No substitutions were declared.

**JSnSC/2/23-24      Declarations of Interest**

There were no declarations of disclosable pecuniary interests.

**JSnSC/3/23-24      Public Question Time**

There were no questions from members of the public.

**JSnSC/4/23-24      Items Raised under Urgency Provisions**

There were no items raised under urgency provisions.

**JSnSC/5/23-24      Recruitment process for the Chief Financial Officer (Assistant Director for Finance and Section 151 Officer)**

Before the Committee was a report from the Head of Paid Service as item 5.

The Assistant Director for Finance & Chief Financial Officer for Adur District and Worthing Borough Councils was due to retire. The Chief Financial Officer is one of three statutory roles required by the Councils and the terms of reference for the Joint Senior Staff Committee require the appointment process to be approved by the Committee prior to a referral to Full Council.

The purpose of the report was to obtain the Joint Senior Staff Committee's approval to the proposed recruitment process set out in paragraph 4 of the report and the terms and conditions upon which it is proposed the Statutory Chief Officer role of s151 Chief Financial Officer is appointed.

It was anticipated that the Chief Financial Officer would retire in August, with a date to be confirmed.

Members sought clarification regarding their involvement in the recruitment process and the timeline for recruitment. Offices advised that the Joint Senior Staff Committee would be responsible for interviewing the shortlisted candidates before recommending a candidate to both Full Councils for appointment. It was noted that extraordinary Council meetings may need to be convened for the purpose of approving an appointment.

**Resolved,**

The Joint Senior Staff Committee

1. approved the recruitment of the Section 151 Chief Financial Officer for Adur District and Worthing Borough Councils on the terms set out in this report;
2. agreed that where the recruitment process was incomplete at the date of retirement and as an alternative option set out in paragraph 3.3 of the report, delegated authority to the Chief Executive Officer in consultation with the Leaders and the Joint Chairs of the Committee to recommend to Full Council the appointment of an Interim Chief Financial Officer on substantially same terms and conditions as set out in this Report.

The meeting was declared closed by the Chairman at 6.43 pm, it having commenced at 6.30 pm

**Chairman**