

**Minutes of the Joint Senior Staff Committee of
Adur and Worthing Councils
Meeting held in the Members Room,
Shoreham Centre on**

1 August 2023

Councillor Neil Parkin (Chairman)

Adur District Council:

Angus Dunn
Jeremy Gardner

Worthing Borough Council:

Dr Beccy Cooper
Carl Walker
*Kevin Jenkins

***Absent**

JSnSC/6/23-24 Substitute Members

Councillor Richard Nowak declared his substitution for Councillor Kevin Jenkins.

JSnSC/7/23-24 Declarations of Interest

Members were invited to declare any disclosable pecuniary interests but no interests were declared.

JSnSC/8/23-24 Confirmation of Minutes

Resolved that the minutes from the Joint Senior Staff Committee meeting held on 21 June 2023, were approved as an accurate record and signed by the Chairman.

JSnSC/9/23-24 Questions from the Public

There were no questions from the public.

JSnSC/10/23-24 Items Raised under Urgency Provisions

There were no items raised under urgency provisions.

JSnSC/11/23-24 Exclusion of Press & Public

The Committee was advised that in the opinion of the Proper Officer, the press and public should be excluded from the meeting for consideration of item 6.

The Committee agreed the following resolution:

‘that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting from the following items of business on the grounds that they

involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A to the Act indicated against the item’.

JSnSC/12/23-24 Recruitment for Assistant Director for Finance (Section 151 Officer)

Before the Committee was an exempt report from the Chief Executive Officer as item 7.

The Joint Senior Staff Committee was responsible for the recruitment of the Chief Executive (Head of Paid Service), Chief Financial Officer and Monitoring Officer, and making recommendations to Full Councils on such appointments.

The report updated Members on progress made in the appointment of the Assistant Director for Finance and Section 151 Chief Finance Officer since the meeting held on 21 June 2023 and provided an overview of the recruitment and selection process along with the necessary documents to support the committee in undertaking interviews and selection.

Resolved,

The Joint Senior Staff Committee

- 1.1 Recommended that Adur and Worthing Councils approve the appointment of Mrs Emma Thomas as the Assistant Director for Finance (Section 151 Chief Finance Officer) of Adur and Worthing Councils;
- 1.2 Recommended that Extraordinary Meetings of Adur and Worthing Full Councils be called, in accordance with the Council Procedure Rules at 4.1, to approve the appointment of Mrs Emma Thomas as the Assistant Director for Finance (Section 151 Chief Finance Officer) to both Adur District and Worthing Borough Councils prior to the retirement of the outgoing Chief Financial Officer on 31st August 2023.
- 1.3 Noted the appointment to the post would be made subject to the approval of both Full Councils.
- 1.4 Delegated authority to the Head of Paid Service to make minor and inconsequential amendments to the terms of employment.

The meeting was declared closed by the Chairman at 7.52 pm, it having commenced at 6.30 pm

Chairman