



**Extract from the minutes of the Joint Senior Staff Committee - 1 August 2023**

**JSnSC/012/23-24 Recruitment for Assistant Director for Finance (Section 151 Chief Finance Officer)**

The Joint Senior Staff Committee is 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.