

## **WEST LINDSEY DISTRICT COUNCIL**

MINUTES of a meeting of the Chief Officer Employment Committee held in the Ancholme Meeting Room at the Guildhall, Gainsborough on Thursday 6 October 2011.

**Present:** Councillor Jackie Brockway (in the Chair)  
Councillor David Cotton (Vice Chairman)

Councillor Alan Caine  
Councillor Burt Keimach  
Councillor Jessie Milne  
Councillor William Parry  
Councillor Reg Shore  
Councillor Chris Underwood-Frost

**Apologies:** Apologies were submitted by Councillor Ian Fleetwood

**Membership:** Councillor Jessie Milne substituting for Councillor Ian Fleetwood

**In Attendance:** Chief Executive  
Human Resources Manager  
Democratic Services Team Leader

### **9 MINUTES**

Meeting of the Chief Officer Employment Committee held on 22 September 2011.

**RESOLVED** that the Minutes of the meeting of the Chief Officer Employment Committee held on 22 September 2011 be confirmed and signed as a correct record.

### **10 MEMBERS' DECLARATIONS OF INTEREST**

No declarations of Interest were made.

### **11 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the

likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

## 12 FUTURE CHIEF OFFICER RESPONSIBILITIES

The Chief Executive presented a report which outlined the final Director responsibilities and structure for approval. The structure was based on consultation with staff and took into account the views of the Committee and allocation of responsibilities to deliver the Corporate Plan Priorities.

The rationale was that Core Strategy and National Planning Policy Framework required a dedicated Director. Efficiencies proposed were that one Director with three Service Managers would replace one Director with four Service Managers which would be more streamlined. This would be not just a saving but would be a better quality establishment with more corporate working. Further details setting out the proposed final structure, with responsibilities, were set out in the report.

Discussion ensued, which sought reassurance that should further change be necessary the structure had the flexibility for adjustment. It was affirmed that the role of the Committee was to establish Chief Officer posts only and that the operational structure below that level was for the Chief Executive to manage.

Assurance was given that the feedback from the consultation with staff had been positive, and that the Council had been assessed by Investors in People this week. Partners of the Council also felt that a dedicated Director for Planning and Regeneration would be beneficial.

The intention was that Directors' roles would be more strategic and with less detailed management. Members questioned if this meant that there would be times when there were no Directors available should they be needed, but the Chief Executive stated that the management team were always accessible by telephone or email, and that Chairs of Committees would also be available, as would Service Managers.

**RESOLVED** that subject to the outcome of the Policy and Resources Committee on 18 October 2011, in terms of the retirement of the Director of Neighbourhoods and Health, the structure and responsibilities attached at Appendix 1 of the report, be approved.

Discussion continued in relation to the selection and appointment process. Eligibility to apply for the post would be ring fenced to those Service Managers whose current functions formed the new Directorate. The date provisionally arranged for interviews would need to be set back to allow time for the Policy and Resources Committee decision and call-in timescale. The dates for the technical assessment, and the formal interviews, were discussed

Chief Officer Employment Committee - 6 October 2011

and would be confirmed in due course. Candidates would be asked to submit a brief presentation, the proposed content of which was set out in the report.

**RESOLVED** that subject to the outcome of the Policy and Resources Committee on 18 October 2011, in terms of the retirement of the Director of Neighbourhoods and Health, the selection and appointment process, be approved.

The meeting concluded at 6.35 pm

Chairman