

Guildhall Gainsborough  
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**AGENDA**

**A SUPPORTING ITINERARY WILL BE PROVIDED TO ATTENDEES**

**Chief Officer Employment Committee**

**Monday, 14th April, 2025 at 5.00 pm**

**Trent Meeting Room, The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA**

**Members:**

Councillor Moira Westley (Chairman)  
Councillor Mrs Mandy Snee (Vice-Chairman)  
Councillor Owen Bierley  
Councillor Mrs Jackie Brockway  
Councillor Jeanette McGhee  
Councillor Peter Morris  
Councillor Mrs Lesley Rollings  
Councillor Trevor Young

1. **To Approve the Minutes of the Previous Meeting** (PAGES 2 - 4)  
To approve and sign as a correct record the Minutes of the Meeting of the Chief Officer Employment Committee held on 9 April 2025.

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Monday, 14 April 2025

# Agenda Item 2

Chief Officer Employment Committee – 9 April 2025  
Subject to Call-in. Call-in will expire at 5pm on

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Chief Officer Employment Committee held in the Trent Meeting Room - The Guildhall on 9 April 2025 commencing at 5.00 pm.

**Present:** Councillor Moira Westley (Chairman)  
Councillor Mrs Mandy Snee (Vice-Chairman)

Councillor Owen Bierley  
Councillor Jeanette McGhee  
Councillor Peter Morris  
Councillor Trevor Young  
Councillor Stephen Bunney

**Also Present:** Councillor Trevor Bridgwood

**In Attendance:**  
Ian Knowles Chief Executive  
Lisa Langdon Assistant Director People and Democratic (Monitoring Officer)  
Lynne Thomsett People Services Manager  
Katie Storr Democratic Services & Elections Team Manager  
Ele Snow Senior Democratic and Civic Officer

**Apologies:** Councillor Mrs Lesley Rollings

**Membership:** Councillor Stephen Bunney was appointed substitute for Councillor Lesley Rollings

### 32 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

**RESOLVED** that the Minutes of the Meeting of the Chief Officer Employment Committee held on 31 March 2025 be confirmed and signed as a correct record.

### 33 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest made at this point in the meeting.

### 34 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

**Note:** The meeting entered closed session at 5.02pm

### **35 FINALISE INTERVIEW QUESTIONS AND SCORING CRITERIA**

The People Services Manager summarised the brief as had been provided to the candidates, and Members were provided with copies of the candidates' CVs, together with a set of draft questions which had been designed to address the key requirements of the role. Guidance was provided in relation to the scoring matrix and confirmation was provided that supplementary questioning would be permitted, if considered relevant. It was confirmed that Members would have opportunity to review the information contained within each CV during deliberations and alongside with the interview scores.

On reviewing the draft questions, an amendment was suggested with the aim of highlighting the 'in person' aspect of required committee meetings. All Members were in agreement with the amendment, and the questions were **APPROVED** and allocated to Members for asking during each interview.

### **36 FORMAL INTERVIEW FOR THE POST OF INTERIM DIRECTOR OF OPERATIONAL AND COMMERCIAL SERVICES**

The Committee welcomed the first candidate at 5.16pm and introductions were made. Members posed the previously agreed interview questions, with supplementary questions also being posed where relevant, and the candidate duly responded.

The candidate was provided the opportunity to ask questions of the Committee, with Members responding accordingly. Having concluded the interview, the Chairman thanked the candidate for their time and attendance, and the candidate left the meeting at 5.38pm.

Members welcomed the second candidate at 6.01pm, with introductions being made and questions being posed as per agreed arrangements. The candidate's responses were received, and supplementary questions were posed and answered where relevant.

The candidate was provided the opportunity to ask questions of the Committee, with Members responding accordingly. On conclusion of the interview, the candidate was thanked for their time and attendance, and they left the meeting at 6.27pm.

The third candidate was welcomed at 6.41pm, and introductions were made before Members commenced with the agreed interview questions. The candidate responded, with supplementary questions being posed where relevant.

The candidate was provided the opportunity to ask questions of the Committee, with Members responding accordingly. Having concluded the interview, the Chairman thanked the candidate for their time and attendance, and the candidate left the meeting at 7.24pm.

### **37 DELIBERATIONS AND APPOINTMENT TO POST**

Members began their deliberations at the conclusion of the final interview and shared their views in light of the information provided by the candidates during their interviews. Scoring of the questions was discussed and shared.

The Committee debated the balance of the role across Operations and Commercial Services, recognising that the successful candidate would be required to manage both elements.

**Note:** Councillor J. McGhee left the room at 8.01pm and returned at 8.03pm

Clarification was provided by the Democratic Services and Elections Team Manager regarding the proposed period of employment as resolved by the Committee at their meeting on 6 March 2025, that being a maximum of six months, on a 3-4 day a week basis.

Members expressed their agreement with the option to increase the number of days per week if necessary, and indicated their expectation for the People Services Manager to negotiate as appropriate, keeping the Committee informed.

The Chairman summarised the comments made in relation to each candidate and, with no clear agreement amongst Members of the Committee, a vote was taken. By majority vote, there was one successful candidate, however, Members stated their agreement for the People Services Manager to approach the next favoured candidate, should there be any difficulties with the first person. Having concluded the debate at 8.05pm, it was

**RESOLVED** that the People Services Manager enact the decision of the Committee to offer the post of Interim Director of Operational and Commercial Services to the candidate Mr Alan Bowley, noting the additional steps, detailed above, to be taken if required.

### **38 RECRUITMENT OF A CHIEF EXECUTIVE**

The Committee heard from the People Services Manager who explained the progress to date regarding appointing an agency to undertake the recruitment of a permanent Chief Executive. She explained that the quotes received were all of a similar offer and cost, with she and the Chief Executive scheduled to commence the scoring element of the procurement process, the day after the committee meeting.

Members discussed the benefits or drawbacks of using an agency, concluding that it remained the most efficient option.

Having discussed the procurement process and subsequent actions, the Chairman summarised the decision required from the Committee and took the vote. It was

**RESOLVED** that appointment of an agency for the recruitment of a permanent Chief Executive be delegated to the People Services Manager, with the Chief Executive, and following consultation with the Chairman and Vice Chairman of the Chief Officer Employment Committee, and the Leader of the Council.

The meeting concluded at 8.25 pm.

Chairman