

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
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**AGENDA**

**Chief Officer Employment Committee**  
**Thursday, 6th March, 2025 at 4.30 pm**  
**Trent Meeting Room - The Guildhall**

**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. **Apologies for Absence**
2. **To Approve the Minutes of the Previous Meeting** (PAGES 3 - 6)  
To Approve and Sign as a Correct Record the Minutes of the Meeting of the Chief Officer Employment Committee held on 7 January 2025.
3. **Members' Declarations of Interest**  
Members may make any declarations of interest at this point but may also make them at any time during the course of the meeting.
4. **Exclusion of Public and Press**  
To resolve 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.

5. **Exempt Report(s)**

i) Recruitment of a Chief Executive and Interim Director (TO FOLLOW)  
Recruitment

ii) Update on the Recruitment of a Director of Finance and  
Assets

Proposed draft timetable and verbal update from the People (TO FOLLOW)  
Services Manager.

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Wednesday, 26 February 2025

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Chief Officer Employment Committee held in the Trent Meeting Room - The Guildhall on 7 January 2025 commencing at 4.30 pm.

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

Councillor Owen Bierley  
Councillor Mrs Lesley Rollings  
Councillor Trevor Young

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

**Also In Attendance:** Councillor Stephen Bunney

**Apologies:** Councillor Peter Morris

**Membership:** No substitutes appointed

### 13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 7 NOVEMBER 2024

Having been proposed and seconded, on being put to the vote it was: -

**RESOLVED** that the Minutes of the Meeting of the Chief Officer Employment Committee held on 7 November 2024 be confirmed and signed as a correct record.

### 14 MEMBERS' DECLARATIONS OF INTEREST

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

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

## 16 INTERIM SENIOR MANAGEMENT ARRANGEMENTS AND RECRUITMENT PROPOSAL DUE TO RESIGNATION OF DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

Due to the recent departure of the Director of Operational and Commercial Services, and the upcoming departure of the Director of Corporate Services (Section 151 Officer), there was need to review the Council's senior management structure.

Members therefore considered a report which set out: -

- a) the temporary senior structure that was currently in place to ensure continued delivery of services that had previously sat within the Operational and Commercial Services Portfolio;
- b) proposals for interim arrangements to cover the responsibilities of the outgoing Director of Corporate Services (S151 Officer), which included changes to the line management of the Assistant Director of People and Democratic Services (Monitoring Officer); and interim proposals to cover the statutory Section 151 Officer role; and
- c) proposals related to the development of a permanent senior structure, allowing opportunity to incorporate any recommendations arising from the Council's upcoming Corporate Peer Challenge.

The Chief Executive and Head of Paid Service presented the report, taking Members through the report in detail and offering rationale for the proposals. It was stressed that the main decision for the Committee at this current time was to approve the replacement of the Director of Corporate Services, albeit in a revised role, with an indicative timetable for recruitment contained within the report.

An indicative permanent structure had been included within the report but Members were advised a further, more detailed report would be submitted to the Committee, anticipated March 2025, before Members were asked to make a definitive decision on the matter.

It was noted that the indicative permanent structure, saw a number of positions titled Strategic Head created. The Head of Paid Service outlined the concept of the Strategic Head roles, and the supporting capacity they would provide to those Directors with larger portfolios. These would not be new roles, with identified Officers anticipated to move into the roles, in line with HR Policies bringing their existing workload into the new roles.

Whilst two possible future structures had been included in the report, the Head of Paid Service stressed his preference was that of the three Director Model and unless Members indicated otherwise, this would be the basis on which the future report was prepared.

Given Strategic Head roles would carry significant responsibility, the Leader outlined his expectations around hours and attendance of Officers in such positions.

Members indicated their contentment with the Interim 151 arrangements, the revised job role for the Director of Finance and Assets (151) and the need to recruit at the earliest opportunity.

There was some discussion around the current market and how back-filling would be approached, noting ideally any back-filling would, where possible, be at lower levels of the organisation, often making it easier to accommodate. It was further confirmed that Officer(s) in the finance department would receive additional remuneration whilst fulfilling interim roles

For the avoidance of doubt, the Head of Paid Service requested that it be made clear through the minutes that recommendation (5) did not mean the committee would at this meeting be agreeing the revised structure. Recommendation (11) intended to make clear that the matter would be subject to a further report.

Debate ensued with Administration Members commenting on what they considered were a better alignment of services, presenting opportunity to further develop such things as the Cultural Strategy in line with Administration wishes. It was also hoped it would allow for better community involvement in activities.

In response to Members' questions Officers advised the appointment process for Strategic Head roles was still being investigated and would be clarified in due course. It was also confirmed any salary figures in the report presumed a top of pay scale position.

Officers undertook to investigate the directorate spend figures quoted on page 17 of the report and confirm their accuracy or otherwise to Members outside of the meeting.

Officers further confirmed, in response to Members' questions, that the figure quoted for covering Lincolnshire Resilience Forum duties was a realistic one, outlining the equation used.

Referring back to the Head of Paid Services comments regarding the perceived ambiguous wording of recommendation (5), for the avoidance of doubt it was moved and seconded that the words "implementation of" be replaced with "consideration of" within that recommendation.

On being put to the vote the amendment was **CARRIED**. With all the recommendations, including the amendment, having been moved and seconded, on being put to the vote it was

**RESOLVED** that:

- (a) the temporary Senior Management structure set out in fig.2 of the report be formally noted;
- (b) the line management of the Assistant Director for People and Democratic Services be moved to the Chief Executive and Head of Paid Service from

January 2025;

- (c) the revised role of Director of Finance and Assets be recruited to at the earliest opportunity.
- (d) oversight of the recruitment be delegated to the Chairman and Vice Chairman of the Chief Officer Employment Committee, with the full Committee to be included in the recruitment process as set out in Appendix 3 of the report;
- (e) consideration of the proposed revised structure in fig 3 of the report be delayed until after the feedback from the Peer Challenge in January in order to take on board any related recommendations (excluding resolution (c) above);
- (f) the impact of formalising and extending the current temporary arrangements, for a further interim period, on strategic delivery, strategic and managerial capacity, operational resources, and staff health and wellbeing be monitored and kept under regular review by the Management Team;
- (g) any changes required to the Constitution, to recognise the changes in structure, to form part of the Constitution Review report for the Annual Meeting of Council in May 2025;
- (h) it be **RECOMMENDED** Council at its January meeting, that the role of Section 151 Officer be transferred to Peter Davy from 18<sup>th</sup> February 2025 (the last day of the Corporate Director's notice period) until the recruitment process is complete and the appointed person is in role with the Authority;
- (i) the current Deputy Section 151 be requested to act up to the role of Director of Finance and Assets until a permanent appointee is recruited;
- (j) the underspend in 2024/25 related to the Management Team structure be carried forward into 2025/26 to support the interim arrangements; and
- (k) a further report on the three Director model and any recommendations from the Peer Challenge be considered by the Chief Officer Employment Committee at a meeting to be called in March 2025.

The meeting concluded at 5.10 pm.

Chairman