

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

Chief Officer Employment Committee
Thursday, 7th May, 2026 at 6.00 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members: Councillor Peter Morris (Chairman)
Councillor Trevor Bridgwood (Vice-Chairman)

Councillor Eve Bennett
Councillor Owen Bierley
Councillor Mrs Jackie Brockway
Councillor Paul Howitt-Cowan
Councillor Paul Key
Councillor Maureen Palmer
Councillor Mrs Lesley Rollings
Councillor Mrs Mandy Snee
Councillor Moira Westley

1. Apologies for Absence

2. To Approve the Minutes of the Previous Meeting (PAGES 3 - 4)

To Approve and Sign as a Correct Record the Minutes of the Meeting of the Chief Officer Employment Committee held on 12 March 2026.

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. Public Report(s):

- i) Update on implementation of revised Senior Management Structure and approval to recruit to vacant (PAGES 5 - 10)

Senior Management Positions

5. **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 paragraph 3 of Part 1 of Schedule 12A of the Act.

6. **Exempt Appendix**

- i) Appendix 2 - Assessment of Recruitment Supplier (TO FOLLOW)
Proposals

Paul Burkinshaw
Head of Paid Service
The Guildhall
Gainsborough

Tuesday, 28 April 2026

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Chief Officer Employment Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 12 March 2026 commencing at 6.00 pm.

Present: Councillor Peter Morris (Chairman)

Councillor Owen Bierley
Councillor Mrs Jackie Brockway
Councillor Stephen Bunney
Councillor Paul Key
Councillor Maureen Palmer
Councillor Mrs Mandy Snee
Councillor Moira Westley

In Attendance:

Paul Burkinshaw
Lynne Thomsett
Katie Storr

Chief Executive
People Services Manager
Democratic Services & Elections Team Manager

Apologies:

Councillor Trevor Bridgwood (Vice-Chairman)
Councillor Eve Bennett

Membership:

Councillor Stephen Bunney substituting for Councillor Eve Bennett

22 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

RESOLVED - that the Minutes of the Meeting of the Chief Officer Employment Committee held on 17 December 2025 be confirmed and signed as a correct record.

23 MEMBERS' DECLARATIONS OF INTEREST

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

24 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.

25 STAFFING MATTER

The Chief Executive presented the report and the rationale for the proposal and the recommendation that was set out in the report.

A period of questioning, which sought to clarify a number of points, ensued with Officers responding accordingly.

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

RESOLVED - that the proposal as outlined within the report be agreed and the Chief Executive, in consultation with the Monitoring Officer and People Services Manager, be authorised to agree and finalise the appropriate documentation.

The meeting concluded at 6.21 pm.

Chairman



**Chief Officer Employment
Committee**

Date 7 May 2026

Subject: Senior Management Structure and Approval to Recruit

Report by:

Paul Burkinshaw, Chief Executive

Contact Officer:

Lynne Thomsett, People Services Manager

Executive Summary:

This report provides an update on the review of the council's senior management structure following consideration by the committee at its meeting held on 17th December 2025 and seeks approval to recruit to the positions of 'Director - Environment and Cultural Services' and 'Head of Revenues and Benefits' as part of this review.

Appendices to Report

Appendix 1 – Final Senior Management Structure

Appendix 2 (Exempt) - Assessment of Recruitment Supplier Proposals (to follow)

RECOMMENDATION(S):

- (1) That the committee notes the progress in connection with the senior management restructure, and**
- (2) That the committee approve the arrangements for the recruitment for the positions of Director- Environment and Cultural Services and Head of Revenues and Benefits as set out in the report**

1. Introduction

- 1.1 On 17 December 2025 Chief Officer Employment Committee approved proposals for a review of the council's Senior Officer structure and delegated authority to the Chief Executive, in consultation with the Chairman of the Committee, the Chief Financial (S151) Officer and the People Services Manager as appropriate to take all necessary action to implement the proposals set out in the report and to make any minor revisions to the structure.
- 1.2 Following the meeting of the Chief Officer Employment Committee, a period of consultation with affected employees was undertaken and subsequently a final structure was agreed as set out in Appendix 1.
- 1.3 Designations are being made where appropriate to the positions within the structure, and two positions that remain vacant are now proposed for recruitment through external advert –
 - Director- Environment and Cultural Services
 - Head of Revenues and Benefits.
- 1.4 The Head of Policy role is ring-fenced for internal candidates who would otherwise be displaced by the review.

2. Recruitment to vacant positions

- 2.1 The post of Director – Environment and Cultural Services is a Chief Officer position and provides strategic leadership across key frontline services critical to the delivery of the Council's Corporate Plan as set out in the structure chart.
- 2.2 The position of Head of Revenues and Benefits operates as a Deputy Chief Officer position and is essential for ensuring the effective delivery of statutory revenue and benefits services, financial resilience and support to the council's wider financial strategy. The post will also have responsibility for the leading council's role in the Crisis and Resilience Fund.
- 2.3 It is proposed that recruitment to both posts will be undertaken through an open and competitive process incorporating external advertising and Executive search support for the Director role.
- 2.4 Proposals have been invited from four recruitment agencies with experience in local government senior appointments. These have been evaluated and are provided in exempt Appendix 2 (to follow)
- 2.5 It is proposed that:
 - a specialist executive recruitment agency be appointed to support the recruitment to the Director – Environment and Cultural Services post;

- That recruitment to the Head of Revenues and Benefits post proceed through normal external advertising or agency support, depending on market response and value for money considerations.
- That authority be delegated to the Head of Paid Service, Director of Corporate Services and Head of People Services, in consultation with the Chair of the Chief Officer Employment Committee to recruit and appoint a Head of Revenues and Benefits.

Options analysis

| | Option | Rational for not recommending |
|---|---|--|
| 1 | Do not recruit to Director – Environment and Cultural Services. | Potential for service delivery failure due to lack of capacity at the senior level. |
| 2 | Do not appoint a specialist recruitment agency to assist with the recruitment of Director- Environment and Cultural Services. | <p>External advertising demonstrates transparency and openness, reduces legal challenge risk, supports equality of opportunity and demonstrates value for money and best candidate selection.</p> <p>Specialist recruitment agencies can add value to the process, particularly in relation to candidate reach, market intelligence and engagement with suitable candidates who may not be actively seeking new roles.</p> |
| 3 | Do not delegate authority to recruit and appoint a Head of Revenues and Benefits. | This could cause unnecessary delays, particularly whilst the recruitment to the Director role is underway simultaneously. |

4. Conclusion

- 4.1 Approval of the proposed arrangements will enable the council to proceed promptly with the recruitment of two critical senior leadership positions, ensuring continuity of good quality services for residents.

ASSOCIATED IMPLICATIONS

Legal: Recruitment will comply with statutory requirements relating to the appointment of Chief Officers and Deputy Chief Officers.

Financial: FIN/23/27/COEC/SL

The senior management structure has been reviewed against existing budget provision and the proposals are fully funded for 2026/2027.

Recruitment costs will be met from savings arising from the vacant Director post.

The organisational establishment will be updated to reflect the structure once fully approved and implemented and will be incorporated into the Medium Term Financial Plan from 2027/2028.

Staffing:

The staffing implications are set out within this report.

LGR implications:

All employees will be protected under TUPE arrangements. This means that terms and conditions are protected at the point of transfer.

Equality and Diversity including Human Rights:

All appointments will be made on merit following a fair, open and transparent recruitment and selection process.

Data Protection Implications:

All recruitment and employee data is held in accordance with data protection legislation.

Climate Related Risks and Opportunities:

None.

Section 17 Crime and Disorder Considerations:

None.

Health Implications:

None.

Risk Assessment:

Failure to appoint to these roles in a timely manner may impact:

- service delivery;
- financial management; and
- organisational capacity.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Revised Senior Management Structure

Senior Leadership Team (Chief Officers)

- Strategic Leadership & Direction

Chief Executive
(Head of Paid Service)

Assistant Chief Executive - Governance
(Monitoring Officer)

Director - Corporate Services
(S151 Officer)

Director - Environment and Cultural Services

Director-Planning, Regeneration and Communities

Assistant Chief Executive - Policy and Performance

Heads of Service (Deputy Chief Officers)

- Empowered & Accountable Delivery –
(stepping up to fill the gap between service managers and directors)

Head of People Services

Head of Finance & Procurement
(Dep S151 Officer)

Head of Environmental Services

Head of Localities and Community Services

Head of Policy

Head of Elections and Democratic Services

Head of Revenues and Benefits

Head of Waste and Street Cleansing

Head of Housing, Health and Wellbeing

Head of PMO & Performance

Head of Communications and Engagement

Head of Customer Services

Head of Leisure and Cultural Services

Head of Planning

Head of Building Control

Head of ICT and Digital
(Shared Service)

Head of Property and Assets

Head of Economic Growth and Regeneration