

To: MEMBER OF THE CHIEF OFFICER SUB COMMITTEE  
Councillors Blackwell, Botten, Elias, Milton and Sayer

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Dear Sir/Madam

**CHIEF OFFICER SUB COMMITTEE**  
**FRIDAY, 13TH NOVEMBER, 2020 AT 2.00 PM**

The agenda for this virtual meeting of the Sub-Committee, to be hosted from the Council Offices, Oxted via Zoom, is set out below.

## AGENDA

1. **Apologies for absence (if any)**
2. **Election of Chair for the meeting**
3. **Minutes of the meeting held on 22nd October 2020** (Pages 3 - 4)
4. **Declarations of interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

5. **To consider passing the following resolution**

**RESOLVED** – that any members of the press and public be excluded from the meeting for the following item of business under Section 100A (4) of the Local Government Act 1972 (as amended) on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act: *Paragraph 1 (information relating to an individual)*;
- (ii) for the item, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

6. **Recruitment of a permanent Chief Executive**

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## TANDRIDGE DISTRICT COUNCIL

### CHIEF OFFICER SUB-COMMITTEE

Minutes of the virtual meeting of the Sub-Committee held on the 22<sup>nd</sup> October 2020 at 2.30pm

#### PRESENT:

##### Sub-Committee Members:

Councillors Blackwell, Botten, Elias, Milton and Sayer.

##### Officers:

Lidia Harrison (Head of Legal Services and Monitoring Officer)

Jackie King (Executive Head of Corporate Resources)

Vince Sharp (Case Officer – Support Services)

## 1. ELECTION OF CHAIR

Councillors Elias and Sayer were nominated (by Councillors Milton and Botten respectively). Upon being put to a vote, Councillor Sayer was elected Chair.

## 2. APPOINTMENT OF INTERIM CHIEF EXECUTIVE / HEAD OF PAID SERVICE ARRANGEMENTS

It was resolved that this matter be dealt with in 'Part 2' as it disclosed exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (*information relating to an individual*).

**RESOLVED** – that the recommendations within the report be adopted, i.e.:

- A. the role of the Head of Paid Service be delegated to the Executive Head of Corporate Resources from Monday, 26<sup>th</sup> October 2020 until an interim or permanent member of staff is engaged into the Chief Executive post;
- B. the Executive Head of Corporate Resources be asked to:
  - (i) commence work with the LGA from Friday, October 23<sup>rd</sup> to broker conversations with other local authorities with a view to providing interim cover on a shared service arrangement until a permanent replacement can be recruited and that any such proposals are brought back to the Sub-Committee for a decision as to whether or not to pursue further interviews with interims;
  - (ii) collate and shortlist a selection of suitable candidates for both the interim and permanent appointments through the LGA, PENNA and SOLACE;
  - (iii) prepare a recruitment framework for the interim appointment, including timeline and a set of interview questions (the LGA had offered to provide a technical assessor to sit on the panel to assist Sub-Committee members at no cost to the Council); and
  - (iv) ensure full costings are prepared for each option.

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