

# TANDRIDGE DISTRICT COUNCIL

## CHIEF OFFICER SUB COMMITTEE

Minutes and report to Council of the virtual meeting of the Sub-Committee held on the 10<sup>th</sup> March 2021 at 9.00 am

**PRESENT:** Councillors Blackwell, Bloore, Botten, Elias and Sayer

Annette Capper (Interim Executive Head of Corporate Resources)  
Lidia Harrison (Head of Legal Services & Monitoring Officer)  
Jackie King (Acting Chief Executive)  
Vince Sharp (Democratic Services)

**ALSO PRESENT:** Amy Billington (SOLACE)  
Terry McDougall (SOLACE)  
Robert Tinlin (LGA / technical adviser to the Council)

### 1. ELECTION OF CHAIR FOR THE MEETING

Councillor Sayer was elected Chair for the meeting.

### 2. MINUTES OF THE MEETING HELD ON THE 14TH JANUARY 2021

These were approved as a correct record.

### 3. CHIEF EXECUTIVE RECRUITMENT UPDATE

It was resolved that this matter be dealt with in 'Part 2' as it disclosed exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

The Sub-Committee considered:

- reports from the Interim Executive Head of Corporate Resources regarding the recruitment process to date and the need to further extend the appointment of Jackie King as Acting Chief Executive; and
- a report from SOLACE regarding its assessment of six shortlisted candidates arising from technical interviews (referred to as candidates 1 to 6 below reflecting alphabetical order of surname).

It was agreed that Jackie King be admitted to the meeting in the capacity of observer regarding the proposed involvement of the Executive Leadership Team (ELT) in the process for assessing shortlisted candidates.

Terry McDougall presented the SOLACE report and advised that one of the candidates had since withdrawn. She summarised the assessments of the five remaining candidates.

Discussion ensued regarding the process for seeking ELT's views about the candidates to be selected for interview. It was agreed that this would be facilitated by a SOLACE employee on Friday, 12<sup>th</sup> March who would capture the views of the ELT members concerned. This, together with the views of a stakeholder panel and the outcome of further assessments of the candidates (also on 12<sup>th</sup> March, to be conducted via Zoom) would form part of the SOLACE report to the Sub-Committee ahead of the final interviews.

***RESOLVED*** – that:

- A. candidates 2, 3, 4 and 6 be selected for final interviews for the post of Chief Executive (such interviews to take place on the 15<sup>th</sup> and 16<sup>th</sup> March 2021);
- B. the appointment of Jackie King to the post of Acting Chief Executive be extended until the 15<sup>th</sup> July 2021, or the arrival in post of the new permanent Chief Executive, whichever is the sooner; and
- C. authority be delegated to Jackie King to make arrangements for the Executive Head of Corporate Resources post to be backfilled until the 15<sup>th</sup> July 2021, or the arrival in post of the new permanent Chief Executive, whichever is the sooner.

(Annette Capper, Jackie King, Amy Billington and Terry McDougall left the meeting for the discussion in respect of resolutions B and C above).

Rising: 10.55 am