

## APPOINTMENTS, REMUNERATION AND CHIEF OFFICER CONDUCT COMMITTEE

16 November 2021

Present:-

Councillors A Connett, R Hannaford, J Hart (Chair), J McInnes (Vice-Chair) and A Saywell

\* 11 **Minutes**

**RESOLVED** that the minutes of the meeting held on 20 October 2021 be signed as a correct record.

\* 12 **Items Requiring Urgent Attention**

There was no item raised as a matter of urgency.

13 **Interim Arrangements on the Retirement of the County Solicitor and Head of Digital Transformation and Business Support**

The Committee considered the Report of the Chief Executive on the proposed interim arrangements on the retirement of the County Solicitor: Chief Officer for Legal, Communications and Human Resources and Head of Digital Transformation and Business Support.

The Committee noted that the County Solicitor: Chief Officer for Legal, Communications and Human Resources had responsibility for legal services; registration of births, marriages and deaths; HM Coroners; communications, human resources and democratic support and scrutiny and was due to retire on the 3<sup>rd</sup> December 2021.

The current postholder Head of Digital Transformation and Business Support had responsibility for IT, procurement, property management, business support, customer relations, and Information Governance and was due to retire from the Council's employ on the 31<sup>st</sup> January 2021.

It was proposed that the Deputy County Solicitor during the interim period would be responsible for:

- Legal Services and to act as County Monitoring Officer;
- Democratic Services, Scrutiny and Member Support;
- Registration of Births, Deaths and Marriages and to act as Proper Officer;
- Coronial Services and resources to support the Senior Coroner for Exeter and Greater Devon; and

- the Council's insurance fund.

The Head of Human Resources and the Head of Communication would report to the Chief Executive until new leadership arrangements were in place.

In relation to the Head of Digital Transformation and Business Support, interim arrangements would be put in place from within the existing leadership team for this service area.

It was noted that interim arrangements would be put in place for both leadership roles, until such time as the Chief Executive recommended a new structure and the Committee and Council approved the appointment of related leadership posts. The interim solution ensured that statutory roles such as Monitoring Officer and Proper Officer were undertaken effectively.

It was **MOVED** by Councillor Hart, **SECONDED** by Councillor McInnes and

### **RESOLVED**

- (a) that the interim arrangements as outlined in section 2 following the retirement of the County Solicitor: Chief Officer for Legal, Communications and Human Resources; and the Head of Digital Transformation and Business Support be noted and endorsed;
- (b) that Council be recommended to agree the interim appointment of the current Deputy County Solicitor from the 4<sup>th</sup> December 2021 as the County Monitoring Officer and the Proper Officer for the Registration service; and
- (c) that whilst it was anticipated that firm proposals on revised Leadership structures would be brought to the Committee in the new year, if any delay was encountered, then the Committee will review the interim arrangements again, no later than mid-March 2022.

### **NOTES:**

1. *Minutes should always be read in association with any Reports for a complete record.*
2. *If the meeting has been webcast, it will be available to view on the [webcasting site](#) for up to 12 months from the date of the meeting*

\* **DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 9.30 am and finished at 9.45 am