

# GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE

## MINUTES OF MEETING HELD ON MONDAY 5 DECEMBER 2022

### Present:

Councillor Paul Follows, Leader, Waverley Borough Council (co-chair) [in the chair]  
Councillor Julia McShane, Leader, Guildford Borough Council (co-chair)  
Councillor Joss Bigmore, Deputy Leader, Guildford Borough Council  
Councillor Stephen Mulliner, Waverley Borough Council  
Councillor Paul Spooner, Guildford Borough Council

### Action By

#### 10. APOLOGIES FOR ABSENCE

An apology was received from Councillor Peter Clark.

#### 11. DISCLOSURES OF INTEREST

There were no disclosures of interest.

#### 12. MINUTES

RESOLVED: That the minutes of the meeting held on 22 August 2022 be agreed as a correct record.

#### 13. APPOINTMENT OF JOINT MONITORING OFFICER

The Joint Appointments Committee (JAC) noted that, under the collaboration arrangements, both councils had agreed to appoint a Joint Management Team comprising, amongst others, the three statutory offices of Head of Paid Service, Monitoring Officer, and the Section 151 Officer (Chief Finance Officer).

The JAC was responsible for undertaking the appointment process in respect of the statutory officers and making recommendations to the Full Council meetings of both councils in that regard.

Following the final interviews of the short-listed candidates with regard to the appointment of a Joint Executive Head of Legal and Democratic Services (which incorporated the Monitoring Officer role), the JAC was invited to consider formally making a recommendation to both councils in respect of that appointment.

RESOLVED:

- (1) To recommend to both Councils that Susan Sale, currently Head of Law and Governance at Oxford City Council be appointed to the role of Joint Executive Head of Legal and Democratic Services (Monitoring Officer), subject to no material or well-founded objection being made by either of the Council Leaders

on behalf of their respective Executives.

- (2) To note that the Joint Chief Executive will provisionally offer the role to the candidate accordingly and progress HR procedures in line with the Councils' relevant policies.

The meeting commenced at 4.58 pm and concluded at 5 pm

Chairman