

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

APPOINTMENTS BOARD/INVESTIGATING AND DISCIPLINARY COMMITTEE

Minutes from the Meeting of the Appointments Board/Investigating and Disciplinary Committee held on Monday, 6th October, 2025 at 2.30 pm in the Kempe Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors R Blunt, D Heneghan, J Kirk, B Long, C Morley, S Ring and A Ware(Chair)

OFFICERS PRESENT:

Kate Blakemore – Chief Executive
Alexa Baker - Monitoring Officer and Assistant Director for Governance
Paul Lowes – Assistant Director for Corporate Services

7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Beales, Sandell and Bone (Councillor Heneghan was substitute).

8 DECLARATIONS OF INTEREST

There were no declarations of interest.

9 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100(A)(4) of the Local Government act 1972, the press and public 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 paragraphs 1 and 2 of Part 1 of Schedule of 12A to the Act.

10 TO DETERMINE THE GENERAL ARRANGEMENTS FOR THE SELECTION OF CHIEF OFFICERS

The Chief Executive presented the report and officers responded to questions and comments from Members.

Members discussed arrangements for informally meeting the applicants and the interview process.

RESOLVED: The General Arrangements for the selection of a Chief Operating Officer and Chief of Staff/Monitoring Officer, and for determining whether the interim Deputy Chief Executive appointment should be made permanent, are approved.

11 **APPROVAL OF THE SALARY PACKAGE FOR CHIEF OFFICERS**

The Chief Executive provided context following questions from Members in relation to salaries for the Chief Officer positions.

RESOLVED: The respective Salary Packages for the recruitment of a Chief Operating Officer and Chief of Staff/Monitoring Officer are approved.

12 **TO NOTE THE JOB DESCRIPTION AND ADVERT FOR THE CHIEF OFFICER POSITIONS**

Members of the Board asked questions on specific criteria relating to the Chief of Staff position in which the Assistant Director for Corporate Services responded and clarified.

RESOLVED: The Job Descriptions for the Chief Operating Officer and Chief of Staff/Monitoring Officer are noted.

13 **DATE OF NEXT MEETING**

The next meeting was scheduled to take place on the 7th November 2025 in the Council Chamber, Town Hall.

The meeting closed at 3.17 pm