Borough Council of
King's Lynn &
West Norfolk

Appointments Board

Agenda

Monday, 6th October, 2025
at 2.30 pm

in the

Kempe Room, Town Hall, Saturday Market Place, King's Lynn

Borough Council of
King's Lynn &
West Norfolk

King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

APPOINTMENTS BOARD AGENDA

DATE: **6TH OCTOBER 2025**

VENUE: **KEMPE ROOM - TOWN HALL, SATURDAY MARKET PLACE, KING'S LYNN PE30 5DQ**

TIME: **2.30 pm**

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST (Page 4)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

3. EXCLUSION OF PRESS AND PUBLIC

To consider passing the following resolution:

"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 12A to the Act".

4. TO DETERMINE THE GENERAL ARRANGEMENTS FOR THE SELECTION OF CHIEF OFFICERS

5. APPROVAL OF THE SALARY PACKAGE FOR CHIEF OFFICERS

6. TO NOTE THE JOB DESCRIPTION AND ADVERT FOR THE CHIEF OFFICER POSITIONS

7. DATE OF NEXT MEETING

To be confirmed – to carry out interviews for positions.

To: Members of the Appointments Board/Investigating and Disciplinary Committee

Councillors A Beales (Chair), R Blunt, F Bone, J Kirk, B Long, C Morley, S Ring, S Sandell and A Ware (Vice-Chair)

For Further information, please contact:

democratic.services@west-norfolk.gov.uk
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART

Borough Council of King's Lynn & West Norfolk

START

Does the matter directly relate to one of your DPIs?

YES ← Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

→ NO Does the matter directly relate to the finances or wellbeing of one of your ERIs?

YES ↙ Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

↓ NO Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

YES ← Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

↓ NO Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

YES ← Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because of the interest?

↓ YES You have a **conflict** and cannot act or remain in the meeting *

↓NO Take part as normal

↓ NO Does it relate to a Council Company or outside body to which you are appointed by the Council?

YES ↙ Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

YES ← You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

NO ← You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

↓ NO Does another interest make you that feel you cannot act in a fair, impartial, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, impartial, objective or open manner?

NO TO BOTH Declare the interest for the sake of openness and transparency. Then take part as normal.

YES TO ONE ↓ You have a **conflict**. Declare the interest. Do not participate and do not vote.

* without a dispensation

Glossary:
DPI: Disclosable Pecuniary Interest
ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:
1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group