



# Public Document Pack

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Committee Manager - Jane Fulton (Ext 37611)

7 May 2021

## CABINET

A virtual meeting of the Cabinet will be held on **Monday 17 May 2021 at 5.00 pm** and you are requested to attend.

Members: Councillors Walsh (Chair), Oppler (Vice-Chair), Coster, Mrs Gregory, Lury, Stanley, Mrs Staniforth and Mrs Yeates.

**PLEASE NOTE:** *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

*This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>*

*Any members of the public wishing to address the Cabinet meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on **Friday, 7 May 2021** in line with current Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.*

*For further information on the items to be discussed, please contact: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)*

## **AGENDA**

19. **INTERIM APPOINTMENT TO THE POST OF GROUP HEAD OF CORPORATE SUPPORT (SECTION 151 OFFICER)** (Pages 1 - 4)

This report is now attached and seeks approval from Cabinet for the internal appointment of Carolin Martlew to the interim post of Group Head of Corporate Support and Section 151 Officer following the resignation of Alan Peach.

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings - The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link – Filming Policy - [The Policy](#)

## ARUN DISTRICT COUNCIL

### REPORT TO CABINET ON 17 MAY 2021

**SUBJECT: Interim Appointment to the post of Group Head of Corporate Support  
(Section 151 Officer)**

**REPORT AUTHOR:** Nigel Lynn, Chief Executive  
**DATE:** 1 May 2021  
**EXTN:** 37600  
**PORTFOLIO AREA:** Corporate Support

#### **EXECUTIVE SUMMARY:**

This report seeks approval from Cabinet for the internal appointment of Carolin Martlew to the interim post of Group Head for Corporate Support and Section 151 Officer following the resignation of Alan Peach.

#### **RECOMMENDATIONS:**

Cabinet is requested to resolve to:

- i) Approve the appointment of Carolin Martlew, Arun's current Financial Services Manager, to the post of Interim Group Head for Corporate Support and Section 151 Officer for a period of between 12 to 18 months, at which point a formal competitive selection process for a permanent post will apply; and
- ii) To acknowledge and formally recognise Alan Peach's long-standing contribution to Arun District Council.

#### **1. BACKGROUND:**

- 1.1 Alan Peach has been Group Head of Corporate Support since 1 April 2017, prior to that date, Alan has served the Council in various senior financial positions and is a long-standing member of staff, first joining Arun District Council in October 1982. As the Council's Section 151 Officer, he has worked tirelessly to ensure good financial governance and has supported and advised the Corporate Management Team and Members accordingly.
- 1.2 After such long service, Alan has decided to retire and will be leaving the Council's employment on 30 June 2021. Due to owed annual leave, Alan's last working day will be Friday 21 May 2021.

- 1.3 Carolin Martlew is the Council's Financial Services Manager and for the past 2 years, Carolin has been taking part in developmental activities as part of a succession planning programme which includes undertaking many duties of the Section 151 Officer. She is currently the Deputy Section 151 Officer.
- 1.4 We would like to appoint Carolin on an interim basis for a period of between 12 to 18 months to allow Carolin to undertake the role in its entirety, so that she is able to fairly compete with external applicants and to allow the Council time to organise a comprehensive recruitment and selection process for the formal role.
- 1.5 Within the Constitution, Part 6, Procedure Rules, Section 7 Officer Employment, Section 2.0 Recruitment and Appointment, Paragraph 2.6 states that any objection to this appointment is to be made by the Leader on behalf of the Cabinet to the Chief Executive within 5 working days.

**2. PROPOSAL(S):**

That approval is given for the internal appointment to the post of Interim Group Head of Corporate Support and Section 151 Officer.

**3. OPTIONS:**

- a) To support the internal appointment for the post of interim Group Head of Corporate Support and Section 151 Officer; and
- b) To state any objection to this appointment to the Leader on behalf of Cabinet within 5 working days.

**4. CONSULTATION:**

| Has consultation been undertaken with:  | YES | NO |
|---|-----|----|
| Relevant Town/Parish Council  |     | X  |
| Relevant District Ward Councillors  |     | X  |
| Other groups/persons (please specify) – Councillors from each Political Group, Cabinet Portfolio Holder |     | X  |

| 5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:<br>(Explain in more detail at 6 below) | YES | NO |
|---|-----|----|
| Financial   | ✓   |    |
| Legal   |     | X  |
| Human Rights/Equality Impact Assessment   |     | X  |
| Community Safety including Section 17 of Crime & Disorder Act   |     | X  |
| Sustainability  |     | X  |
| Asset Management/Property/Land  |     | X  |
| Technology  |     | X  |

|   |  |  |
|---|--|--|
| Other (please explain)  |  |  |
| <b>6. IMPLICATIONS:</b><br><br>The Council needs to ensure that it has a Section 151 Officer to fulfil its legal and statutory obligations. |  |  |

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| <b>7. REASON FOR THE DECISION:</b><br><br>To ensure that the Council has a Section 151 Officer to fulfil its legal and statutory obligations and a Group Head in place to support the Corporate Support Services. |
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| <b>8 EFFECTIVE DATE OF THE DECISION:</b> 26 May 2021 |
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| <b>8. BACKGROUND PAPERS:</b><br><br>None |
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