

**SOUTH DOWNS NATIONAL PARK AUTHORITY  
APPOINTMENT, MANAGEMENT & STANDARDS COMMITTEE MEETING  
14 FEBRUARY 2024**

Held at the South Downs Centre, Midhurst at 4.00pm

Present: Vanessa Rowlands (Chair), Heather Baker, Tim Burr, Janet Duncton, Melanie Hunt

SDNPA Officers: Vicky Paterson (HR Manager), Nicola Stoddart (HR Officer), Richard Sandiford (Head of Governance)

**ITEM 1: Apologies for Absence**

165 There were none.

**ITEM 2: Declarations of Interest**

166 There were none.

**ITEM 3: Minutes of the Previous Meetings held on 14 December 2023**

167 The minutes of the previous meetings of the Committee were agreed as an accurate record and signed by the Chair.

**ITEM 4: Urgent Matters**

168 There were none

**ITEM 5: Exclusion of Press and Public**

169 It was proposed and seconded in respect of **Agenda Items 8 & 9** that the public, including the press, should be excluded from the meeting on the basis that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if a member of the public were present during the items there would be disclosure to them of exempt information within Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972, being information relating to any individual, and that in all the circumstances of the case, the public interest in maintaining the exempt information outweighs the public interest in disclosing the information, for the reasons set out.

170 **RESOLVED:** That the Committee move into private session for Agenda Items 8 & 9 and exclude any members of the public and press from the meeting.

**ITEM 6: Public Participation**

171 There was none.

**ITEM 7: Recruitment of the Chief Executive Officer**

172 The HR Manager introduced the report.

173 Members made the following comments:

- Did all comments on the job description and person specification need to be made now?
- Was there any difference in weight in the person specification between knowledge and understanding?
- Perhaps the Corporate Responsibilities in the job description should make a reference to finance.
- All members were in agreement that the post should be advertised externally.
- Did the Authority or P&R Committee have any decision to take in relation to the appointment of a recruitment consultant?

174 Members were advised:

- The committee could provide further comments to the HR Manager, including after discussions with the recruitment agency.
- There was no particular difference in weight between knowledge and understanding. Understanding was to indicate more of an awareness, knowledge was more in depth.
- The Authority or P&R Committee had no decision to take in relation to the appointment of a recruitment consultant.

175 **RESOLVED:** The Committee is recommended to:

1. Agree the Job Description and Person Specification for the role of Chief Executive Officer, as set out at Appendix I, and delegate any minor amendments to the HR Manager in consultation with the Chair of the Authority.
2. Recommend to the National Park Authority that the appointment of the Chief Executive should not be made exclusively from amongst the existing Officers of the Authority.

176 The meeting paused at 4.26pm

177 The meeting resumed at 4.46pm

## **PART II EXCLUSION OF PRESS AND PUBLIC**

178 The meeting was closed to the public, including the press, and moved into private session at 4.46pm.

### **ITEM 8: Minutes of the Previous Meeting held on 14 December 2023**

179 The minutes of the previous meeting of the Committee were agreed as an accurate record and signed by the Chair.

### **ITEM 9: Interim Chief Executive Performance Objectives 2024**

180 Members considered and discussed the matters before them.

181 **RESOLVED:** The Committee agreed the terms and conditions and remuneration of the Interim Chief Executive as set out at Appendix I.

182 The meeting closed at 5.42pm.

**Chair**

Signed: \_\_\_\_\_