

Scrutiny Task and Finish Panel Agenda



Senior Recruitment Task and Finish Scrutiny Panel Thursday, 15th December, 2011

Place: Committee Room 2, Civic Offices, High Street, Epping

Time: 7.30 pm

Democratic Services Officer: Simon Hill, Democratic Services
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Members:

Councillors K Angold-Stephens (Chairman), R Bassett, Mrs A Grigg, D Stallan and J M Whitehouse

THE DEADLINE FOR THE SUBMISSION OF ALTERNATES TO THIS MEETING IS
18:30 HOURS

1. APOLOGIES FOR ABSENCE

2. ALTERNATE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Assistant to the Chief Executive) To report the appointment of any alternate members for the meeting.

3. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

4. NOTES OF THE LAST MEETING (Pages 3 - 6)

To consider the notes of the last meeting (attached).

5. TERMS OF REFERENCE

To note the Terms of Reference for the Panel as follows:

1. To consider and formulate a written procedure for reporting complex and sensitive senior officer employment contracts to members;
2. To consider the scope and agree positions to which these arrangements should apply (eg. Chief Executive; Deputy Chief Executive; Directors; Assistant to the Chief Executive and other statutory officers);
3. To formulate a procedure on how the Council seek advice on the form of contract and other contractual considerations arising from senior staff appointments taking account of lessons learnt from previous cases;
4. To bring any other recruitment issues arising from the review to the attention of the Committee for the Appointment of the Chief Executive;
5. To report to the Overview and Scrutiny Committee with recommended procedures by 6 March 2012.”

6. INFORMATION GATHERING AND EVIDENCE (Pages 7 - 94)

The following documents have been attached for members consideration:

- (1) A process diagram for Senior Officer Recruitment;
- (2) Chief Officer Recruitment – Guidance Note;
- (3) Chief Executive – Job Profile;
- (4) Example Council Contract;
- (5) Responses from officers on the proposed review where received;
- (6) Copies of previous reports to Council on appointments 2007 and 1992 (Restricted members only)

The Assistant Director, Corporate Support Services (HR) will be attending the meeting to give evidence to the Panel. Responses from members of the Public Law Partnership will follow.

7. FUTURE MEETINGS

To agree a programme of dates for meetings.