

## Scrutiny Task and Finish Panel Agenda



### **Senior Recruitment Task and Finish Scrutiny Panel Thursday, 12th January, 2012**

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

**Time:** 6.00 pm

**Democratic Services Officer:** Simon Hill Ext 4249  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

**Members:**

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

THE DEADLINE FOR THE SUBMISSION OF SUBSTITUTES TO THIS MEETING IS  
17:00 HOURS

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**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. DRAFT FINAL REPORT (Pages 7 - 18)**

To discuss the draft final report (attached).

**7. FUTURE MEETINGS**

To agree a programme of dates for meetings.