



# Epping Forest District Council

## **COMMITTEE FOR THE APPOINTMENT OF A CHIEF EXECUTIVE**

**Tuesday, 6th March, 2012**

**Place:** Committee Room 1, Civic Offices, High Street, Epping

**Time:** 5.30 pm

**Democratic Services Officer** I. Willett (Office of the Chief Executive)  
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Members:

Councillors J M Whitehouse (Chairman), Mrs C Pond (Vice-Chairman), Mrs A Grigg,  
Mrs M McEwen, S Murray, J Philip and Mrs L Wagland

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**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

(Chief Executive) To declare interests in any item on the agenda.

**3. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

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

**4. TERMS OF REFERENCE**

To note the following terms of reference for this Committee as agreed by the Council at its meeting on 30.7.10 (Minute 61):

“(a) to consider, in consultation with the Council’s Recruitment Consultants, the person specification, job description and associated matters relating to the recruitment and appointment of the Council’s Chief Executive (Head of Paid Service);

(b) to consider arrangements of advertising the vacancy;

(c) to consider the arrangements for interviewing, assessment and appointment to the Chief Executive position;

(d) to report back to full Council on progress on 28 September 2010;

(e) to report back subsequently to full Council with a recommendation on the person to be appointed to the position of Chief Executive;

(f) to consider alternative means by which the duties of the Chief Executive may be conducted; and

(g) to consider the remuneration appropriate to the role recommended by the Appointment Committee.”

In addition, the following additional terms of reference were added at the January 2012 Council meeting. These derive from the report of the Task & Finish Scrutiny Panel on Senior Recruitment:

“(h) clear and measurable performance management and supervision arrangements;

(i) ensuring those undertaking performance management and supervision to have undertaken appropriate training and have access to advice and authority from Council to undertake this role; and

(j) whether there should be any process put in place for dealing with employment issues short of formal dispute.”

**5. MINUTES (Pages 5 - 12)**

To confirm the minutes of the last meeting of the Committee (attached).

**6. APPOINTMENT OF HR ADVISERS**

To receive a report on discussions regarding the appointment of HR advisers for this recruitment.

**7. CHIEF EXECUTIVE APPOINTMENT -JOB DESCRIPTION & PERSON SPECIFICATION (Pages 13 - 18)**

To finalise and agree the attached revised job description and person specification in respect of the Chief Executive post.

**8. RECRUITMENT PROCESS - NEXT STEPS**

The appointed HR Advisers will attend the meeting at 6.15 pm in order to discuss the following matters:

- (a) market conditions and salary;
- (b) recruitment advertising;
- (c) management of applications/assessment centre;
- (d) liaison with the committee during the recruitment process;
- (e) dealing with internal applicants
- (f) training for members of the Committee;
- (g) recruitment timetable.

**9. CHIEF EXECUTIVE - SALARY**

To consider and agree the salary applicable to the post of Chief Executive, taking account of the previous discussions with the Consultants.

**10. DATE OF NEXT AND FUTURE MEETINGS**

To determine a forward programme of meetings to achieve an appointment by 31 August 2012.

**11. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

| <i>Agenda Item No</i> | <i>Subject</i> | <i>Exempt Information Paragraph Number</i> |
|-----------------------|----------------|--|
| <i>Nil</i>            | <i>Nil</i>     | <i>Nil</i>                                 |

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.