

## **EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES**

**Committee:** Committee for the Appointment of a Chief Executive      **Date:** Friday, 8 June 2012

**Place:** Gilwell Park Conference Centre, Chingford, London E4 7QW      **Time:** 5.45 - 6.55 pm

**Members Present:** J M Whitehouse (Chairman), Mrs C Pond (Vice-Chairman), Mrs A Grigg, Mrs M McEwen, Mrs L Wagland, Ms S Stavrou and C Whitbread

**Other Councillors:**

**Apologies:** J Philip

**Officers Present:** P. Maginnis (Assistant Director (Human Resources), I. Willett (Assistant to the Chief Executive), J. Houlihan (GatenbySanderson)

---

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J Philip.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest made for this meeting.

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

The Committee noted that no substitute members had been notified for this meeting.

### **4. TERMS OF REFERENCE**

The Committee noted the Terms of Reference for this Committee as set out on the agenda which reflected decisions made by the Council at its January 2012 meeting.

### **5. MINUTES**

#### **RESOLVED:**

That the minutes of the meeting held on 18 May 2012 be taken as read and signed by the Chairman as a correct record.

### **6. DATE OF NEXT AND FUTURE MEETINGS**

The Committee noted that, subject to the discussions at this meeting, no further meetings of this Committee were planned.

### **7. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

**Committee for the Appointment of a Chief Executive**  
**Friday, 8 June 2012**

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<b><u>Agenda Item No</u></b>	<b><u>Subject</u></b>	<b><u>Exempt Information Paragraph Number</u></b>
8	Recruitment of a Chief Executive – Review of Assessment Centre.	1 and 2

**8. REVIEW OF ASSESSMENT CENTRE AND PREFERRED CANDIDATE**

The Committee reviewed the assessment process which had taken place on Thursday 7 June and earlier on the day of the meeting with a view to deciding on a preferred candidate for recommendation to the Council meeting on 18 June 2012.

**Overview and Scrutiny Review Report**

The Committee also reviewed the proposals in the Overview and Scrutiny Committee recommendations to the Council which were adopted in 2011 in respect of such senior appointments. This review encompassed:

- (a) an evaluation report to the Overview and Scrutiny Committee on the recruitment of a Chief Executive once the process had reached a conclusion;
- (b) a review of Officer Employment Procedure Rules in the Constitution taking account of recent counsel's advice;
- (c) inclusion within the Constitution of the procedure for notifying and receiving objections to any proposed appointment of Chief Executive from members of the Cabinet;
- (d) the provision within the Contract of Employment of clear and measurable performance management and supervision measures for the postholder;
- (e) The need for training for those undertaking the performance management and supervisory role;
- (f) procedures for dealing with employment issues short of a dispute situation;
- (g) review of the Overview and Scrutiny proposals after one year.

The Committee concluded that all measures proposed in the Overview and Scrutiny Committee report had been addressed and that, on the question of performance management and supervision, personal development review arrangements in respect of the Chief Executive position would apply as with all other members of staff and that, in addition, there should be regular progress meetings between the postholder and the Leader of Council to review personal objectives to be set for the Chief Executive once he was in post.

**Contract of Employment**

The Committee asked that the Contract of Employment for the Chief Executive should, with any necessary variations due to the special nature of the post, conform closely to the standard Contract of Employment for all staff. On questions of

**Committee for the Appointment of a Chief Executive**  
**Friday, 8 June 2012**

performance management and supervision and dealing with employment issues short of disputes, regard would be taken of best practice in other authorities and also to the national Chief Executive's handbook.

**Preferred Candidate**

The Committee reviewed the five shortlisted applicants for the position of Chief Executive and recorded that one candidate had left the process at the end of the Recruitment Centre Sessions on 7 June 2012. The Committee then reviewed the remaining four candidates and resolved to make a provisional offer of the post to Mr Glen Chip at a salary of £112,000 per annum. The salary figure was to include attendance at evening meetings for which a separate allowance would be otherwise be payable. The Committee noted the position regarding terms and conditions of employment relating to car allowances where an essential car user would apply and to car leasing which, although entitlement to a lease car applied, was subject to a review by the Council and currently suspended.

The Assistant Head (Human Resources) was asked to draft a provisional Contract of Employment for consideration by the Council's legal adviser to be nominated by the Solicitor to the Council from the Public Law Partnership.

**Consultation with Cabinet Members**

The Assistant to the Chief Executive outlined the process for consulting members of the Executive under the provisions of the 2001 Regulations and that once the clearance was given to the release of the name of the preferred candidate a letter would be sent to Cabinet members indicating the process and giving them individually the opportunity of objecting to the preferred candidate being proposed.

**Staff Liaison and Publicity**

In view of the sensitivities of the preferred candidate's current employment, it was agreed that there should be no release of information without his approval. Following this, and with the publication of the Committee's report to the Council, an Information Statement would be sent to all members staff and Councillors regarding the proposed offer.

**RESOLVED:**

That a report be submitted to the Council meeting on 18 June 2012 recommending:

- (a) that an oral report be given by the Chairman of the Committee on consultation under the Local Authorities (Standing Orders) (England) Regulations 2011 with members of the Executive regarding the proposed appointment of Mr G Chip to the position of Chief Executive;
- (b) that subject to (a) above, Mr G. Chipp be offered the position of Chief Executive at a salary of £112,000 (inclusive of payment of attendance allowance for evening meetings) subject to final agreement of the contract;
- (c) that the Chairman of this Committee and the Leader of Council, in consultation with the Assistant Director (Human Resources) and Messrs GatenbySanderson be authorised to agree a starting date with the preferred candidate, carry out if necessary further negotiations regarding salary and that other contractual matters;

**Committee for the Appointment of a Chief Executive**  
**Friday, 8 June 2012**

- (d) that the Council note that the Contract of Employment for the Chief Executive will make specific provision for clear and measurable performance management and supervision based on;
- (i) the Council's key objectives;
- (ii) specific personal targets to be set for the Chief Executive by the Leader of the Council; and
- (iii) regular review meetings with the Leader of the Council of a kind and at a frequency which meets the best interests of the Council, together with an annual appraisal;
- (e) that the Overview & Scrutiny Committee receive a report on the recruitment process for this appointment and be requested to undertake, through the Constitution & Member Services Standing Scrutiny Panel, a review of the Constitution's Employment Procedure Rules in the light of recent legal advice;
- (f) that, if necessary, the temporary contract of the Acting Chief Executive be extended if the new Chief Executive takes up his duties after 31 August 2012 and that the Chairman of the Committee and the Leader of the Council be authorised to agree the revised termination date for the temporary contract and Mr Macnab's return to his substantive post of Deputy Chief Executive; and
- (g) that the Council's appreciation of Mr D Macnab's work as Acting Chief Executive be recorded.

**CHAIRMAN**