



# Epping Forest District Council

## **DIRECTORATE RESTRUCTURING PANEL** **Thursday, 29th August, 2013**

You are invited to attend the next meeting of **Directorate Restructuring Panel**, which will be held at:

**Chief Executive's Office**  
on **Thursday, 29th August, 2013**  
at **8.00 pm** .

**Glen Chipp**  
Chief Executive

**Democratic Services**  
**Officer**

I. Willett (Office of the Chief Executive)  
Tel: 01992 564243 Email: [iwillett@eppingforestdc.gov.uk](mailto:iwillett@eppingforestdc.gov.uk)

### **Members:**

Councillors C Whitbread (Chairman), Ms S Stavrou (Vice-Chairman), K Angold-Stephens, J Hart, J Knapman, G Waller and J M Whitehouse

---

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

### **2. DEPUTIES**

To note that the following Councillors were appointed at the Council meeting on 30 July 2013 as deputies for members of this Panel:

**Conservative Group (5):** W. Breare-Hall, J. Philip, B Rolfe, A. Watts, J. Wyatt.

**Liberal Democrats Group:** J H Whitehouse

**Loughton Residents' Association Group:** C. Pond.

### **3. DECLARATIONS OF INTEREST**

### **4. TERMS OF REFERENCE (Pages 5 - 6)**

To note the Terms of Reference for the Panel as agreed at the Council meeting on 21 May 2013 (attached).

**5. DIRECTORATE RE-STRUCTURING - DRAFT REPORT OF THE HEAD OF PAID SERVICE (Pages 7 - 24)**

(Head of Paid Service/Chief Executive) To comment on the proposed report of the Head of Paid Service (attached).

**6. SALARY BENCHMARKING**

(Chief Executive) To consider benchmarking information on salaries provided by GatenbySanderson (to follow).

**7. JOB DESCRIPTIONS AND PERSON SPECIFICATION - DIRECTORS, DEPUTY CHIEF EXECUTIVE AND STATUTORY ROLES (Pages 25 - 64)**

(Chief Executive) To consider a report (attached) on draft job descriptions and a person specification for Directors, and job descriptions for the roles of Deputy Chief Executive, and the Monitoring Officer, Chief Finance Officer and their deputies.

**8. TRAINING IN EMPLOYMENT PROCEDURE RULES ETC.**

(Chief Executive) It is proposed to commission the barrister who amended the Employment Procedure Rules in the Council's Constitution to provide the requisite training. It is envisioned that it would be a practical session covering:

- Member's responsibilities
- What could go wrong?
- The essential issues to focus on

A date is currently being arranged by Democratic Services for all the Panel members and their deputies.

**9. DATE OF NEXT MEETING**

To note the date of the next meeting (to be reported orally).

To consider a forward programme of meetings of this Panel following the Council meeting on 26 September 2013.

**10. 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.