



# Epping Forest District Council

## ***DIRECTORATE RESTRUCTURING PANEL Tuesday, 19th November, 2013***

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

**Committee Room 2, Civic Offices, High Street, Epping  
on Tuesday, 19th November, 2013  
at 6.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services                      I. Willett  
Officer**

### **Members:**

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

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

Councillor W. Breare-Hall (deputy)

### **2.        RESERVE MEMBERS**

To note that the following Councillors have been 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.        MINUTES (Pages 5 - 10)**

To approve as a correct record the minutes of the meeting held on 22 October 2013 (attached)

**5. HEAD OF PAID SERVICE REPORT (Pages 11 - 20)**

(Chief Executive) To consider a report on outstanding issues relating to the Head of Paid Service report due for submission to the Council meeting on 17 December 2013 (To follow).

**6. EMPLOYMENT RULES**

(Chief Executive) To note that a repeat training session on the Employment Procedure Rules has been arranged for 25 November 2013 at 7.00 pm in Committee Room 1.

A report will be given on members who have not yet received this training.

**7. 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):

<b><i>Agenda Item No</i></b>	<b><i>Subject</i></b>	<b><i>Exempt Information Paragraph Number</i></b>
7	<i>Top Management – Salary Proposals and Voluntary Redundancies</i>	<i>1&amp;2 – information relating to an individual or which is likely to reveal the identity of an individual.</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.

**8. SALARIES/VOLUNTARY REDUNDANCIES**

(Chief Executive) To consider a report (circulated separately under confidential cover)