



Epping Forest District Council

SENIOR MANAGEMENT SELECTION PANEL **Wednesday, 26th September, 2018**

You are invited to attend the next meeting of **Senior Management Selection Panel**, which will be held at:

Committee Room 2, Civic Offices, High Street, Epping
on **Wednesday, 26th September, 2018**
at **9.30 am** .

Derek Macnab
Acting Chief Executive

Democratic Services
Officer

S. Tautz (Ext 4243)
democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Chairman), M Sartin (Vice-Chairman), A Grigg, R Jennings, G Mohindra, C P Pond, J M Whitehouse

1. APOLOGIES FOR ABSENCE

2. TERMS OF REFERENCE

To note the following terms of reference for the Panel that were agreed by the Council at its meeting on 21 December 2017:

“In accordance with the Officer Employment Procedure Rules set out in Part 4 of the Council’s Constitution:

- (a) to undertake the recruitment and selection of Chief Executive and Chief Officer positions as necessary;
- (b) to appoint to the proposed Chief Officer positions subject to the Objection Procedure;
- (c) to recommend the appointment (if necessary) of the Chief Executive to the Council subject to the Objection Procedure;
- (d) to undertake the functions of the redundancy panel procedure including:
 - (i) ensuring that those affected are informed and consulted;
 - (ii) considering proposals to make any Chief Officer post holders redundant;
 - (iii) taking into account consideration of alternative proposals from those

- affected by such proposals; and
- (iv) whether alternative positions may be available;
- (e) consequent on (d) above, notifying the Executive and making recommendations to Council accordingly; and
- (f) to make recommendations to the Council on designations of the statutory officers positions and their deputies as necessary”.

3. MINUTES (Pages 5 - 6)

To confirm the minutes of the meeting of the Panel held on 6 September 2018.

4. 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):

Agenda Item No	Subject	Exempt Information Paragraph Number
5	People Strategy - Appointment of Strategic Director	1

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.

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.

5. PEOPLE STRATEGY – APPOINTMENT OF STRATEGIC DIRECTOR

To undertake final interviews for appointment to the Council's vacant Strategic Director position.

6. DATE OF NEXT MEETING

To note that the next meeting of the Panel will be held at 5.00pm on 12 December 2018.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Senior Management Selection Panel **Date:** Thursday, 6 September 2018

Place: Committee Room 1, Civic Offices, High Street, Epping **Time:** 5.00 - 5.50 pm

Members Present: C Whitbread (Chairman), M Sartin (Vice-Chairman), R Jennings, G Mohindra, C P Pond and J M Whitehouse

Apologies: Councillor A Grigg

Officers Present: D Macnab (Acting Chief Executive), P Maginnis (Assistant Director (People Team and Business Support)), S Tautz (Democratic Services Manager)

Also in attendance: H Kerswell (Solace in Business)

3. TERMS OF REFERENCE

The Panel noted its terms of reference, that had been agreed by the Council at its meeting on 21 December 2017.

4. MINUTES

RESOLVED:

That the minutes of the meeting of the Panel held on 26 June 2018 be taken as read and signed by the Chairman as a correct record.

5. PEOPLE STRATEGY - APPOINTMENT OF CHIEF EXECUTIVE

The Panel considered arrangements for the recruitment and appointment of the Council's Chief Executive, having regard to the guidance note and flow chart for chief officer appointments that had been developed following an overview and scrutiny review of relevant recruitment processes in 2011/12.

Members considered the draft job description and role profile for the Chief Executive position, the indicative salary for the role (circa £120,000) and the proposed timeline for the recruitment and appointment of the Chief Executive.

RESOLVED:

- (1) That the Assistant Director (People Team and Business Support) finalise the job description and role profile for the Chief Executive position and that this be circulated to all members of the Panel as soon as possible;
- (2) That the Assistant Director (People Team and Business Support) consider whether appointment to the Chief Executive position is eligible for criminal record check by the Disclosure and Barring Service; and

- (3) That interviews for the Chief Executive position be held on 11 and 12 December 2018, with a view to an appointment being made by the Council at its meeting on 12 December 2018.

6. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press 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):

Agenda Item No	Subject	Exempt Information Paragraph Number
5	People Strategy - Appointment of Strategic Director	1

7. PEOPLE STRATEGY – APPOINTMENT OF STRATEGIC DIRECTOR

The Panel undertook further shortlisting of prospective candidates for appointment to the Council's vacant Strategic Director position.

Heather Kerswell of Solace in Business was in attendance at the meeting to present the assessment of each prospective candidate to the Panel.

RESOLVED:

- (1) That the prospective candidates identified by the Panel be invited to interview for the vacant Strategic Director position; and
- (2) That interviews for the Strategic Director position be held on 26 September 2018.

8. DATE OF NEXT MEETING

The Panel noted that its next meeting would be held at 9.30am on 26 September 2018 and would comprise interviews for the vacant Strategic Director position.

CHAIRMAN