

# Committee Agenda



**Epping Forest  
District Council**

## **Senior Management Selection Panel Monday, 4th February, 2019**

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

**Committee Room 1, Civic Offices, High Street, Epping  
on Monday, 4th February, 2019  
at 5.00 pm .**

**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 and J M Whitehouse

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### **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 10 January 2019.

### 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 Paragraph Number	Information Paragraph Number
5	Appointment of Chief Executive		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. APPOINTMENT OF CHIEF EXECUTIVE

To shortlist applications received for appointment as the Council's new Chief Executive.

Ms. T. McDougall and Ms. H. Kerswell (Solace in Business) will be in attendance at the meeting, to present the results of the technical assessment of each of the long-listed applicants to the Panel.

**6. DATE OF NEXT MEETING**

To note that the next meeting of the Panel will be held at 5.00pm on 11 February 2019.

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## EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Senior Management Selection Panel    **Date:** Thursday, 10 January 2019

**Place:** Committee Room 1, Civic Offices,  
High Street, Epping    **Time:** 5.00 - 6.00 pm

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

**Other Councillors:** None

**Apologies:** None

**Officers Present:** D Macnab (Acting Chief Executive), P Maginnis (Service Director (Business Support Services))

**Also in attendance:** T. McDougall (Solace in Business)

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### 14. TERMS OF REFERENCE

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

### 15. MINUTES

#### RESOLVED:

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

### 16. 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):

<u>Agenda Item</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
5	Appointment of Chief Executive	1

### 17. APPOINTMENT OF CHIEF EXECUTIVE

The Panel undertook the longlisting of applicants for appointment as the Council's Chief Executive. Ms. T. McDougall of Solace in Business was in attendance at the meeting to present the application of each prospective candidate to the Panel.

**RESOLVED:**

That the candidates identified by the Panel be invited to attend a technical assessment for the position of Chief Executive.

**18. DATE OF NEXT MEETING**

It was noted that the next meeting of the Panel would be held at 5.00pm on 4 February 2019.

**CHAIRMAN**