

## EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

**Committee:** Council **Date:** 27 July 2010

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 10.08 pm

**Members Present:** Councillors Mrs A Grigg (Chairman), K Angold-Stephens (Vice-Chairman), R Barrett, R Bassett, A Boyce, W Breare-Hall, Ms R Brookes, Mrs P Brooks, K Chana, Mrs T Cochrane, Mrs D Collins, Ms C Edwards, C Finn, Mrs R Gadsby, J Hart, Ms J Hart, D Jacobs, D C Johnson, B Judd, Ms Y Knight, Mrs J Lea, L Leonard, A Lion, J Markham, Mrs M McEwen, G Mohindra, R Morgan, S Murray, J Philip, Mrs C Pond, W Pryor, Mrs P Richardson, B Rolfe, B Sandler, Mrs M Sartin, Mrs P Smith, P Spencer, D Stallan, Ms S Stavrou, H Ulkun, Mrs L Wagland, Ms S Watson, A Watts, Mrs E Webster, Mrs J H Whitehouse, J M Whitehouse, D Wixley and J Wyatt

**Apologies:** Councillors R Cohen, J Collier, P Gode, Mrs S Jones, J Knapman, Mrs J Sutcliffe and C Whitbread

**Officers Present:** J Gilbert (Director of Environment and Street Scene), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), G Lunnun (Assistant Director (Democratic Services)), G J Woodhall (Democratic Services Officer), P Seager (Chairman's Secretary), P Tredgett (Information Assistant) and I Willett (Assistant to the Chief Executive)

### 42. WEBCASTING INTRODUCTION

The Assistant to the Chief Executive, on behalf of the Chairman of the Council, reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

### 43. MINUTES

#### RESOLVED:

That the minutes of the Council meeting held on 29 June 2010 be taken as read and signed by the Chairman as a correct record.

### 44. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor Stallan declared a personal interest in agenda item 10 (Report of the Cabinet – Supplementary Estimates) by virtue of his wife and daughter being members of Ongar Leisure Centre. The Councillor advised that he had determined that his interest was not prejudicial and that he would remain in the meeting for the consideration and voting on the matter.

(b) Pursuant to the Council's Code of Member Conduct, Councillor Judd declared a personal interest in agenda item 10 (Report of the Cabinet – Supplementary Estimates) by virtue of his son being occasionally employed at Ongar Leisure Centre.

The Councillor advised that he had determined that his interest was not prejudicial and that he would remain in the meeting for the consideration and voting on the matter.

(c) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 10 (Report of the Cabinet – Supplementary Estimates) by virtue of being a member of Epping Sports Centre. The Councillor advised that he had determined that his interest was not prejudicial and that he would remain in the meeting for the consideration and voting on the matter.

(d) Pursuant to the Council's Code of Member Conduct, Councillor Jacobs declared a personal interest in agenda item 10 (Report of the Cabinet – Supplementary Estimates) by virtue of his wife being a member of the Ongar Leisure Centre. The Councillor advised that he had determined that his interest was not prejudicial and he would remain in the meeting for the consideration and voting on the matter.

(e) Pursuant to the Council's Code of Member Conduct, Councillor Grigg declared a personal interest in agenda item 10 (Report of the Cabinet – Supplementary Estimates). The Councillor advised that she had determined that her interest was not prejudicial and she would remain in the meeting for the consideration and voting on the matter.

#### **45. ANNOUNCEMENTS**

##### **(a) Former Chief Executive**

The Chairman welcomed the former Chief Executive, Peter Haywood, his wife Hilary and his daughter Charlotte to the meeting.

The Chairman reported that Mr Haywood had retired after 32 years working for Epping Forest District Council and 42 years in local government.

Councillors J M Whitehouse, C Pond, R Morgan, S Murray, D Collins, M McEwen, D Jacobs, and P Richardson paid tribute to the work undertaken by Peter Haywood since joining the Council in 1978 in the Finance Department. Members noted that during his time at the Council, Peter Haywood had held positions including Chief Accountant, Finance Director and Joint Chief Executive and had become Chief Executive in August 2007.

Mr Haywood responded thanking members and officers for the support he had received over the years. He also thanked his wife and family for the support they had given him.

The Chairman presented Mrs Haywood with a bouquet of flowers.

##### **(b) Announcements by the Chairman of the Council**

###### **(i) Attendance at Events**

The Chairman reported on her attendance at visits to the Civic Offices by Lambourne School and Whitebridge School.

The Chairman also reported on her attendance at the opening of the Sporting Heroes Exhibition at Epping Forest District Museum during which she had experienced a canoeing simulator.

Councillor Mrs Grigg advised that she had attended the Engage Dance Showcase held at Harlow Playhouse. She had also attended the Shelley Fun Day organised by East Potential Little Star Children's Centre.

The Chairman reported that she had started the Race for Life event held at North Weald Airfield which had attracted over 2,000 participants. Councillor Grigg advised that after starting the event she had walked the 5 kilometres course and she thanked members who had sponsored her.

The Chairman reported on her attendance at Nazeing School as part of the West Essex Partnership initiative to raise aspirations and recognise the achievements of children in primary schools.

**(ii) Flowers from the Meeting**

The Chairman advised that John Gilbert, Director of Environment and Street Scene had raised over £2,300 in support of her charities following his recent voyage. In recognition she advised that she would be sending the floral display from this meeting to Mrs Gilbert.

**(c) Announcements by the Leader of the Council**

There were no announcements by the Leader under this heading.

**(d) Announcements by Portfolio Holders**

There were no announcements by Portfolio Holders under this heading.

**46. PUBLIC QUESTIONS (IF ANY)**

The Council noted that there were no public questions for this meeting.

**47. REPORTS FROM THE LEADER, CHAIRMAN OF THE OVERVIEW AND SCRUTINY COMMITTEE AND MEMBERS OF THE CABINET**

The Council received written reports from the Chairman of the Overview and Scrutiny Committee, the Environment Portfolio Holder, the Finance and Economic Development Portfolio Holder, the Housing Portfolio Holder, the Legal and Estates Portfolio Holder, the Leisure and Wellbeing Portfolio Holder, the Operational Planning and Transport Portfolio Holder, the Performance Management Portfolio Holder and the Safer and Greener Portfolio Holder.

The Chairman invited the Leader to provide an oral report and other members of the Cabinet to give an oral update of their written reports.

**(a) Leader of the Council**

The Leader advised that she had now had telephone conversations with the Managing Director of O2 UK Limited and one of his Deputies regarding the mobile phone mast in Honey Lane, Waltham Abbey. The Managing Director's Deputy had undertaken to investigate the matter and to speak to the Leader again before the end of the current week.

The Leader reported that the West Essex Partnership (encompassing Harlow, Uttlesford and Epping Forest Local Strategic Partnerships) had been nominated for an award in the Eastern Region for their Future Jobs Fund project which had enabled over 70 jobs to be created for unemployed young persons. At the awards ceremony the Partnership had come second and had received a certificate.

Councillor Mrs Collins also reported on her attendance together with the Chairman of the Council at the West Essex Primary prize giving event held at Epping Forest College.

**(b) Operational Planning and Transport Portfolio Holder**

Councillor Ms Stavrou reported that she was still waiting to hear from Essex County Council in relation to the outstanding Parking Reviews.

She also reported that in relation to the Ranger Service the County Council had now indicated that it would be possible for the District Council to undertake a service without using the county 'branding'. Officers were discussing the detail of a service with their colleagues at the County Council, and further information would be provided to members in due course.

**(c) Safer and Greener Portfolio Holder**

Councillor Mrs Smith advised that the Home Office had issued a consultation paper "Policing in the 21<sup>st</sup> Century: Reconnecting Police and the People". Details would appear in the Council Bulletin shortly and the matter would be discussed by the Safer Communities Partnership. The closing date for responses was 20 September 2010.

**48. QUESTIONS BY MEMBERS WITHOUT NOTICE**

**(a) Performance Reward Grant Cutbacks**

Councillor Murray referred to the written report of the Leisure and Wellbeing Portfolio Holder in relation to the announcement by Essex County Council that it would be withdrawing funding from a range of local projects for children and young people. He asked the Portfolio Holder if steps would be taken to minimise the effects of this withdrawal of funding.

Councillor Rolfe undertook to provide members with a full report as to how this decision would impact on various groups.

**(b) Roding Valley Recreation Ground**

Councillor Spencer asked the Legal and Estates Portfolio Holder if the District Council was still responsible for bylaws relating to the Recreation Ground in Buckhurst Hill and to the Roding Valley Meadows Nature Reserve and, if so, whether enforcement action could be taken as the notice boards displaying the bylaws had been removed.

Councillor Wagland stated that the bylaws had been made in 1981 by the District Council and were now out of date and not enforceable. She also confirmed that for the bylaws to be enforceable they needed to be displayed on site. Councillor Wagland advised that negotiations were still taking place with the Buckhurst Hill Parish Council about responsibility for the Recreation Ground and when these had

been resolved it would be possible to put in place up to date bylaws which could be enforced by the Police and Council Officers. In relation to the Roding Valley Meadows Nature Reserve, Councillor Wagland stated that she believed the situation was the same as the Recreation Ground but she would need to check the position.

**(c) Countrycare**

Councillor Wixley paid tribute to the work undertaken by Paul Hewitt, Countrycare Manager who had recently resigned from the Council. He asked the Safer and Greener Portfolio Holder what plans she had for recruiting a new manager.

Councillor Smith stated that the vacancy would be dealt with in the normal way.

On behalf of the Council, the Chairman paid tribute to the work undertaken by Paul Hewitt.

**(d) Parking Schemes**

Councillor Leonard referred to the Parking Schemes in Epping and Buckhurst Hill which were currently under review and asked the Operational Planning and Transport Portfolio Holder if priority could be given to the Loughton Broadway Parking Scheme since there was not one already in place in that locality.

Councillor Stavrou advised that the Loughton Broadway Scheme could not be given greater priority and that it would be necessary to complete the reviews currently taking place before considering that area. She pointed out the difficulties which had been encountered with these schemes and stated that the County Council and the District Council were doing their best with the funds available.

**(e) Langston Road Depot Development**

Councillor Philip stated that at the recent Cabinet meeting, reference had been made to 86% of out of town spend being out of the District and he asked the Legal and Estates Portfolio Holder if she was able to provide more information about this statement.

Councillor Wagland stated that in the context of the Langston Road Depot site being used for purposes which would not compete with High Street shops she had made reference to a Retail Study prepared by Roger Tym and Partners. That study had shown that comparison goods spending patterns in the Epping Forest District had a very low retention level with approximately 86% going out of the District to over centres in particular Harlow, Romford, and Ilford. She advised that comparison goods were classed as clothes, furniture, carpets, DIY goods, electrical and sports. The amount of the retained spend was approximately £142 million and that lost amounted to approximately £847.3 million.

Councillor Wagland advised that food was not included and was classed as convenience shopping. The total spend on convenience shopping was approximately £569.3 million of which approximately £192 million (38%) was retained within the District and approximately £377 million (62%) was going out of the District.

Councillor Wagland advised that further statistics were available if required and emphasised that the aim for the Council should be to retain as much spend within the district as possible.

**(f) Recycling**

Councillor Johnson asked the Environment Portfolio Holder if she was confident that the current levels of recycling could be retained.

Councillor Sartin stated that the residents deserved credit for achieving a recycling figure of 61.53% during the first quarter of 2010/11. She advised that efforts would be made to retain that level but that during the current dry period there was less green waste being collected. However, despite this it was expected that the Council would achieve its target for recycling during the year.

**(g) Proposed Reduction of Heating Charges – Ninefields, Waltham Abbey**

Councillor Johnson referred to the proposal to reduce heating charges for Council owned blocks of flats on the Ninefields Estate and asked the Housing Portfolio Holder if he agreed that this was a matter of concern for the affected residents and if he supported the proposed reduction in heating charges.

Councillor Stallan thanked Councillor Wyatt for pursuing this matter on behalf of the residents and confirmed that his aim as Portfolio Holder was to provide residents with as cost-effective heating as possible.

**(h) Cessation of Free Swimming for Over 60's**

Councillor Ms R Brookes asked the Leisure and Wellbeing Portfolio Holder if in the light of withdrawing free swimming for over 60's he would investigate the possibility of introducing a season ticket or a loyalty scheme to encourage those users to continue to exercise as much as possible.

Councillor Rolfe agreed to pursue this matter with Council officers and Sports Leisure Management.

**49. MOTIONS**

The Council was advised there were no motions for consideration at this meeting.

**50. QUESTIONS BY MEMBERS UNDER NOTICE****(a) Collections of Residual Waste****By Councillor Murray to Councillor Sartin, Environmental Portfolio Holder**

“(1) Does the Portfolio Holder consider it acceptable for there not to be weekly collections for residuals (black wheelie bins) during the summer months;

(2) What advice would she give to young families who are finding it extremely difficult to hygienically keep soiled nappies for 13 days between collections during the hot summer months (particularly in households with more than one youngster in nappies); and

(3) What steps does she intend to take in order to help solve this problem for the rest of the summer weeks and in future years, particularly bearing in mind the current Government's recent statement in favour of the weekly collection of residuals”.

**Response read by Councillor Sartin, Environment Portfolio Holder**

"I recognise that some residents may have concerns regarding the fortnightly collection of residual waste through the summer period. However, the new service, which commenced last September, provides a year round weekly collection of all putrescible matter and garden waste, which is an improvement on the previous arrangements. Provided residents make full use of this weekly collection, they should have no difficulties regarding smells, flies, maggots etc.

Moving on to the issue of soiled nappies, these should not be placed directly into a wheeled bin irrespective of the frequency of collection. They should be contained in a plastic bag tied off or perhaps more conveniently in "nappy sacks" which are readily available in supermarkets and pharmacy chains. These can be purchased for as little as £0.50 for a hundred or more, and the bags can be properly sealed and are also scented. Alternatively, flushable liners can be used with disposable nappies which capture the solids and can be disposed of by flushing down the toilet.

It also remains possible for families to use traditional cloth type nappies thereby avoiding the use of disposable ones. Around 8 million disposable nappies are thrown away every year, with most of these ending up in landfill, where it can take 100s of years for them to rot away. This means that the current generations' disposable nappies will still be around when their great grand children are born! The cost to local communities through landfill charges and taxes is in the region of £70 million per annum. The old type of terry towelling nappies are no more, replaced by easy to use cotton based nappies, and research has shown that, even allowing for the energy costs of washing etc, over time these are cheaper to use than disposables. Details can be found at The Real Nappy Information Service ([www.goreal.org.uk](http://www.goreal.org.uk)). Further details can also be found on the Essex County Council website in the waste and recycling section.

Taking the above into account I can see no reason to alter the current collection arrangements. The provision of a weekly residual collection during the summer would add significantly to the costs of the waste collection service at a time when we are being required to make savings. Since the start of the summer we have received some calls about the absence of a weekly collection. These have numbered less than one hundred. In the main these have been because the callers have not realised that the new service, which provides for a weekly collection of all putrescible waste, does not provide a weekly residual collection during the summer months. Of these only a few have specifically mentioned disposable nappies and the callers have been given the advice as set out above. Where a family has a number of children in nappies and there is a capacity issue with the standard 180 litre residual bin, and subject to an assessment, a larger capacity wheeled bin can be provided. I can therefore see no reason to change the existing collection arrangements, which are currently producing recycling rates in excess of 60%, just to deal with nappies".

Councillor Murray advised that he did not wish to ask a supplementary question arising out of the original question or the response.

**51. REPORT OF THE CABINET - SUPPLEMENTARY ESTIMATES**

**Mover: Councillor Collins – Leader of the Council**

The Leader reported on requests for supplementary estimates.

In response to questions the Leader confirmed that the study to be undertaken in relation to the upgrading of the A1168 Chigwell Lane would cover a number of issues not simply signalling of the junction of Chigwell Lane with Langston Road and Oakwood Hill. She also advised that the study would extend beyond the immediate locality and take account of other junctions where there were currently highway issues. Account would also be taken of the need to retain and enhance pedestrian routes.

### **Report as first moved ADOPTED**

#### **RESOLVED:**

(1) That a supplementary capital estimate in the sum of £62,000 for new fitness equipment at Epping Sports Centre and Ongar Leisure Centre be approved;

(2) That a supplementary capital estimate in the sum of £150,000 to purchase the freehold of the car park at the rear of the Black Lion Public House, High Street, Epping be approved;

(3) That a supplementary revenue estimate in the estimated sum of £16,587.50 (half of the total cost of £33,175 plus VAT) for the preparation of a highways modelling, traffic impact assessment and negotiating solutions by JMP Consultants Limited with Essex County Highways Authority for the upgrading of the A1168 Chigwell Lane in relation to the proposed development of Langston Road Depot as a Retail Park be approved;

(4) That a supplementary revenue estimate in the sum of £62,867.50 (half of the cost) for submitting a joint outline planning application for the redevelopment of the Langston Road Depot and the adjoining T11 site be approved, provided the negotiations with Essex Highways Authority in resolution (3) above are successful; and

(5) That the Housing Revenue Account supplementary estimate of £57,000 for 2010/11 to fund the cost of reducing the heating charges for 216 one-bedroom properties at Ninefields, Waltham Abbey be approved.

### **52. REPORT OF THE CABINET - SHARED OLYMPIC OFFICER POST**

The Chairman advised that the decisions taken by the Cabinet at its meeting on 19 July 2010 did not require reference to the full Council.

### **53. REPORT OF THE CABINET - GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT - DIRECTION**

#### **Mover: Councillor Collins – Leader of the Council**

The Leader submitted a report advising that the Minister for Decentralisation had revoked the Direction which had required the Council to prepare a separate Gypsy and Traveller Development Plan document.

Members thanked the Leader, and the Chairman of the Council for work undertaken in her former role as Planning Portfolio Holder for all the work they had undertaken in order to achieve this situation. Members also thanked Parish Councils and Residents' Groups for the responses they had made to the consultation document.



In response to questions the Leader confirmed that the use of compulsory purchase powers had not been and were not envisaged in relation to providing sites for gypsies and travellers.

#### **Report as first moved ADOPTED**

##### **RESOLVED:**

- (1) That all site owners, relevant Town and Parish Councils, known local Residents' Associations and the local travelling community be informed of the decision of the Minister for Decentralisation to revoke the Direction which had required this Council to prepare a separate Gypsy and Traveller Development Plan document;
- (2) That work on the Gypsy and Traveller Development Plan Document be ceased immediately;
- (3) That the Council's website be updated as soon as is practical to reflect the situation;
- (4) That the Options and Issues consultation work be discontinued; and
- (5) That those residents who own or live in the vicinity of affected sites be reassured that the impact of this decision is, where appropriate, to restore the identified sites to the planning status they enjoyed prior to the Direction of September 2007.

#### **54. HANGAR 6, NORTH WEALD AIRFIELD - TEMPORARY CHANGE OF USE - WAIVING OF CALL-IN**

Members noted that the Vice-Chairman of the Council had agreed that the decision of the Legal and Estates Portfolio Holder regarding variations of the lease of Hangar 6 of North Weald Airfield to permit its use for one wedding reception in accordance with conditions should be treated as a matter of urgency and should not be subject to call-in.

#### **55. REPRESENTATION ON OUTSIDE ORGANISATIONS**

The Leader of the Council reported on appointments which she had made to Outside Organisations.

##### **RESOLVED:**

That the decisions of the Leader of the Council to appoint (a) Councillor Smith, Safer and Greener Portfolio Holder as the Council's representative and Councillor Stravou, Operational Planning and Transport Portfolio Holder as the deputy on the Crime and Disorder Strategy Panel and (b) Councillor Rolfe, Leisure and Wellbeing Portfolio Holder as the Council's representative on the Essex Supporting People Commissioning Body with no deputy appointed, be noted.

#### **56. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS**

There were no reports on the business of joint arrangements and external organisations under this item.

**57. APPOINTMENT OF ACTING CHIEF EXECUTIVE AND DESIGNATION OF HEAD OF PAID SERVICE**

The Chairman advised that this matter would be considered under agenda item 19 in private session.

**58. DELEGATED AUTHORITIES HELD BY THE CHIEF EXECUTIVE**

**Mover: Councillor Collins - Leader of the Council**

The Leader of the Council presented a report regarding delegated authorities following the retirement of the Chief Executive. She advised that the recommendations in the report would be subject to the appointment of an Acting Chief Executive in private session.

**RESOLVED:**

(1) That the schedule of Council Delegated Authorities for Council functions set out in Appendix 1 to these minutes be transferred to the Acting Chief Executive with effect from 28 July 2010;

(2) That the Acting Chief Executive be also responsible for any delegated Council functions currently listed as exercisable by the Deputy Chief Executive from 28 July 2010 pending further review of the Office of the Deputy Chief Executive; and

(3) That the list of Executive functions delegated to the Acting Chief Executive as set out in Appendix 2 to these minutes which the Leader of the Council will be asked to approve following this meeting be noted.

**59. 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 item of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A of the Act indicated and the exemption is considered to outweigh the potential public interest in disclosing the information:

<b>Agenda Item Number</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
19	Appointment of Acting Chief Executive and Designation of Head of Paid Service	1

**60. ADJOURNMENT**

The Chairman adjourned the meeting at 9.10 p.m. and the meeting resumed at 9.15 p.m.

**61. APPOINTMENT OF ACTING CHIEF EXECUTIVE AND DESIGNATION OF HEAD OF PAID SERVICE****Mover: Councillor Collins – Leader of the Council**

The Leader reported on proposals to appoint an Acting Chief Executive and to designate that officer as the Head of Paid Service.

In presenting the report the Leader of the Council thanked Councillor J M Whitehouse, Councillor Wagland and former Councillor M Cohen for the negotiations they had undertaken with the former Chief Executive.

**First amendment moved by Councillor J M Whitehouse and seconded by Councillor Mrs D Collins.**

“That recommendations (4) and (5) be added as follows:

(4) That a Chief Executive Appointment Committee be established comprising seven Councillors drawn from all political groups (four Conservative, one LRA, one Liberal Democrats, one representing non-affiliated members including at least one member of the Executive; and

(5) That the Terms of Reference of the Chief Executive Appointment Committee include:

(a) to consider in consultation with the Council’s Recruitment Consultants, the person specification, job description and associated matters relating to the recruitment and appointment of the Council’s Chief Executive (Head of Paid Service);

(b) to consider arrangements for advertising the vacancy;

(c) to consider the arrangements for interviewing, assessment and appointment to the Chief Executive position;

(d) to report back to full Council on progress on 28 September 2010; and

(e) to report back subsequently to full Council with a recommendation on the person to be appointed to the position of Chief Executive.”

**Carried**

**Second amendment moved by Councillor Watts and seconded by Councillor Johnson**

“That the words “and a maximum of two members” be inserted after the words “at least one member” in recommendation (4)”.

**Carried**

**Third amendment moved by Councillor Watson and seconded by Councillor Johnson**

“That the following be added to the Terms of Reference of the Appointment Committee in recommendation (5)

- (f) to consider alternative means by which the duties of the Chief Executive may be conducted; and
- (g) to consider the remuneration appropriate to the role recommended by the Appointment Committee”

**Carried**

**Report as amended ADOPTED**

**RESOLVED:**

- (1) That Mr Derek Macnab, Deputy Chief Executive, be appointed Acting Chief Executive with effect from 28 July 2010 until 31 December 2010.
- (2) That, in accordance with Section 4(1) of the Local Government and Housing Act 1989, the Acting Chief Executive be designated Head of Paid Service for the period set out in (1) above;
- (3) That the post of Deputy Chief Executive be not deleted;
- (4) That a Chief Executive Appointment Committee be established comprising seven Councillors drawn from all political groups (four Conservative, one LRA, one Liberal Democrats, one representing non-affiliated members) including at least one member and a maximum of two members of the Executive;
- (5) That the Terms of Reference of the Chief Executive Appointment Committee include:
  - (a) to consider, in consultation with the Council's Recruitment Consultants, the person specification, job description and associated matters relating to the recruitment and appointment of the Council's Chief Executive (Head of Paid Service);
  - (b) to consider arrangements of advertising the vacancy;
  - (c) to consider the arrangements for interviewing, assessment and appointment to the Chief Executive position;
  - (d) to report back to full Council on progress on 28 September 2010;
  - (e) to report back subsequently to full Council with a recommendation on the person to be appointed to the position of Chief Executive;
  - (f) to consider alternative means by which the duties of the Chief Executive may be conducted; and
  - (g) to consider the remuneration appropriate to the role recommended by the Appointment Committee.

**CHAIRMAN**