

## **EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES**

**Committee:** Committee for the Appointment of a Chief Executive      **Date:** Monday, 14 February 2011

**Place:** Cabinet Room, Civic Offices, High Street, Epping      **Time:** 6.00 - 6.55 pm

**Members Present:** Councillors Mrs D Collins (Chairman), C Whitbread (Vice-Chairman), A Green, Mrs A Grigg, Mrs C Pond and J M Whitehouse

**Other Councillors:** Councillors

**Apologies:** S Murray

**Officers Present:** P Maginnis (Assistant Director (Human Resources)) and I Willett (Assistant to the Chief Executive)

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### **10. MINUTES - 16.11.10**

#### **RESOLVED:**

That the minutes of the meeting held on 16 November 2011 be confirmed.

### **11. SUBSTITUTE MEMBERS**

The Committee noted that there were no substitute members notified for this meeting.

### **12. DECLARATIONS OF INTEREST**

The Committee noted that there were no declarations of interest for this item.

### **13. TERMS OF REFERENCE**

The Committee noted the Terms of Reference for this Committee as set out on the agenda and as agreed by the Council on 30 July 2010 (Minute 61).

### **14. OPTIONS FOR THE DELIVERY OF THE CHIEF EXECUTIVE ROLE - UPDATE REPORT**

The Leader of Council reported that following the last meeting contacts had been made with the leaders of Uttlesford and Harlow District Council and she informed the Committee that there was little appetite from either of those authorities and this Council to an arrangement whereby they might share a Chief Executive. In view of this, the Chairman's recommendation was that the Council should move towards appointing its own Chief Executive.

In the ensuing discussion the Committee noted that an offer had been received from Improvement East to make consultants working for that organisation available to this Council at no cost to advise on various aspects of EFDC operations. In view of the

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current financial uncertainties affecting Local Government, the Leader indicated that it was the intention of the majority group to work with the Acting Chief Executive on a new management structure so as to capitalise on savings already being achieved. The work with Improvement East would inform those discussions and would enable the Council to reach conclusions in good time for the completion of the Acting Chief Executive contract on 31 August 2011. The Chairman stated that she had discussed the position with him.

The Committee acknowledged that if there was a further short extension to the Acting Chief Executive's contract after 31 August 2011 in order to achieve a new management structure, this would not necessarily cause difficulty. The Committee commented that although there were still arguments in favour of joint working with other councils, it was realistic to accept that these opportunities were not likely to arise in the short term and that, in any event, the Council would be best served by having its own Chief Executive to ensure that its voice is heard in all the appropriate forums in this difficult period.

In response to questions from the Committee, it was confirmed that Tribal, the Council's recruitment consultants, were able to undertake a recruitment exercise as and when the Council considered that the time was right.

**RESOLVED:**

- (1) That a report be submitted to Council recommending that the option of a shared Chief Executive with other neighbouring councils be not pursued unless new options emerged; and
- (2) That the other discussions by the Committee on the Chief Executive post be noted.

**15. CHIEF EXECUTIVE - JOB DESCRIPTION, PERSON SPECIFICATION AND REMUNERATION**

The Committee gave further consideration to a discussion paper on the main features of the job description and person specification for the Chief Executive post.

The job profile attached to the report was approved and it was considered appropriate to pass this document to Improvement East or its consultants to review in the light of their findings on Council operations. The Chairman reported that the Acting Chief Executive was shortly submitting a report to the Cabinet on the Improvement East proposal and that a review of the Chief Executive position would be part of the brief.

**RESOLVED:**

That the draft job profile for the post of Chief Executive be agreed and made available to Improvement East or its consultants for review and comment.

**16. DATE OF NEXT AND FUTURE MEETINGS**

The Committee agreed that for the time being there was no need to call a further meeting but that the Committee would be kept up to date by e-mail on any developments and the need for any meetings to be convened.

**17. EXCLUSION OF PUBLIC AND PRESS**

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There was no business required to be considered in private session at this meeting.

**CHAIRMAN**

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