

EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF SENIOR RECRUITMENT TASK AND FINISH SCRUTINY
PANEL
HELD ON THURSDAY, 10 NOVEMBER 2011
IN COMMITTEE ROOM 2, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.30 - 9.00 PM

Members Present: K Angold-Stephens (Chairman), Mrs A Grigg, D C Johnson, D Stallan and J M Whitehouse

Other members present: Mrs D Collins and Mrs L Wagland

Apologies for Absence: R Bassett

Officers Present C O'Boyle (Director of Corporate Support Services) and S G Hill (Senior Democratic Services Officer)

Also in attendance:

1. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

It was reported that Councillor Johnson was the alternate member in place of Councillor Bassett.

2. DECLARATIONS OF INTEREST

(1) Councillors D Collins and A Grigg declared personal interests in item 4 (Scoping Report) by virtue of being party to meetings with the former Chief Executive. The members stated that they proposed to remain in the meeting for the duration of the debate.

(2) Councillor Wagland declared a personal interest item 4 (Scoping Report) by virtue of being Portfolio Holder and Leader. The member stated that she proposed to remain in the meeting for the duration of the debate.

(3) Councillor Angold-Stephens a personal interest item 4 (Scoping Report) by virtue of being on the Panel that had appointed the current Acting Chief Executive. The member stated that she proposed to remain in the meeting for the duration of the debate.

3. SCOPING REPORT

Members discussed a scoping report:

Agreed:

(1) That the final report of the Panel be aimed at the 6 March meeting of the Overview and Scrutiny Committee;

(2) That the officers to which the future process apply be limited to Chief Executive; Deputy Chief Executive; Directors; Assistant to the Chief Executive and other statutory officers;

(3) That the Aims and Objectives of the Panel be agreed and recommended to Overview and Scrutiny Committee as follows:

“To bring forward a procedure for the reporting of complex and sensitive contracts to members and a procedure to be followed in the event of such contracts being entered into.

To report their findings to the Overview and Scrutiny Committee for onward consideration by the Council.

To have agreed written procedures in place in time to inform the outcome of the recruitment to the position of Chief Executive which is currently vacant and any issues arising from the review by Ernst and Young in respect of the corporate management structure. “

(4) That the Terms of Reference of the Panel be agreed and recommended to Overview and Scrutiny Committee as follows:

“Terms of Reference

1. To consider and formulate a written procedure for reporting complex and sensitive senior officer employment contracts to members;

2. To consider the scope and agree positions to which these arrangements should apply (eg. Chief Executive; Deputy Chief Executive; Directors; Assistant to the Chief Executive and other statutory officers);

3. To formulate a procedure on how the Council seek advice on the form of contract and other contractual considerations arising from senior staff appointments taking account of lessons learnt from previous cases;

4. To bring any other recruitment issues arising from the review to the attention of the Committee for the Appointment of the Chief Executive;

5. To report to the Overview and Scrutiny Committee with recommended procedures by 6 March 2012.”

(5) That the following be brought forward to member at the next meeting:

(a) Copies of best practice and potential pitfalls supplied by Public Law Partnership authorities;

(b) Options for seeking advice in future recruitment exercises;

(c) A process map of current procedure for such appointments;

(d) Copies of previous reports on recruitment procedures;

(e) The views of Acting Chief Executive, Section 151 Officer, Chief Internal Auditors and Assistant Director on the processes involved;

(6) That the following draft timetable be agreed:

Meeting	Date	Purpose and Outcome
First meeting of the Panel	10 November 2011	To have agreed the aims, objectives, terms of reference; information/evidence required and timetable
Second meeting of the Panel	15 December 2011	To receive and consider information/evidence
Third meeting of the Panel	TBA	To consider findings of the review and compile recommendations for the final report.
Overview and Scrutiny Committee	6 March 2012	To receive the formal procedures and related recommendations

4. FUTURE MEETINGS

Agreed that the next meeting of the Panel should be held on 15 December 2011 at 7.30 pm.