

Derek Macnab
Acting Chief Executive
Epping Forest District Council
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9th January 2012

Your ref:
Our ref:

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Dear Derek

Targeted review of senior management structure, planning and economic development function

This letter is to provide clarification to the panel responsible for the appointment of the Chief Executive for Epping Forest District Council.

As you will be aware from our engagement letter dated 2nd September 2011 our engagement with Epping Forest District Council was to conduct a targeted review of the senior management structure and planning and economic development function and to review strategic property options.

The purpose of our initial engagement was to confirm the existing structure, function and roles, develop an understanding of the Council's current vision and priorities. The focus for our work was on what currently works well, what could work better and any challenges, barriers or issues. The objective was to consider how a new operating model and senior management structure could better align to the vision and priorities for the Council.

Further to the submission of our report, you have sought clarification and we would like to reaffirm our recommendations in relation to the post of Chief Executive and Deputy Chief Executive.

It is our view that there is specific need to initiate the process for the permanent appointment of a sole Chief Executive for Epping Forest District Council as a matter of priority. It is important that any future change to the senior management structure be lead by, and fully supported by a permanent and sole appointment to this post. It should be the responsibility of the permanently appointed Chief Executive to determine the pace of change and the extent to which the options set out in our report should be implemented.

We note that the current post of Deputy Chief Executive is vacant with the current post holder acting as Chief Executive.

We believe that the new structure should be better aligned to the current and future need of the Council and also recommend that the substantive post of Deputy Chief Executive be removed

from the senior management structure. It is important to highlight that the responsibilities of this post be retained and are appropriately reallocated elsewhere within the structure.

I trust this provides clarification but please do not hesitate to contact me in the event of further clarification required by the appointment panel.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Marlon Richardson'.

Marlon Richardson
Director
On behalf of Ernst & Young LLP