

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

**Committee:** Committee for the Appointment of a Chief Executive      **Date:** Friday, 18 May 2012

**Place:** Committee Room 1, Civic Offices, High Street, Epping      **Time:** Times Not Specified

**Members Present:** J M Whitehouse (Chairman), Mrs C Pond (Vice-Chairman), Mrs A Grigg, Mrs M McEwen, J Philip and Mrs L Wagland

**Other Councillors:** Ms S Stavrou and C Whitbread

**Apologies:** S Murray

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

**Also in attendance:** J. Houlihan (GatenbySanderson)

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### **29. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor S Murray.

### **30. DECLARATIONS OF INTEREST**

There were no declarations of interest made for this meeting.

### **31. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

The Committee noted that no substitute members had been notified for this meeting.

### **32. TERMS OF REFERENCE**

The Committee noted the terms of reference for this Committee as set out on the agenda which reflected decisions made by the Council at its January 2012 meeting.

### **33. MINUTES**

#### **RESOLVED:**

That the minutes of the meeting held on 6 March 2012 be taken as read and signed by the Chairman as a correct record.

### **34. DATE OF NEXT AND FUTURE MEETINGS**

The Committee noted the forward recruitment programme as previously agreed and that the assessment and selection process would be conducted on 7 and 8 June 2012.

#### **RESOLVED:**

That a further meeting of this Committee be convened on 8 June 2012 at 2 pm or at such time as the assessment and recruitment process concludes in order to ratify the name of the preferred candidate for onward recommendation to the extraordinary Council meeting to be held on 18 June 2012.

### 35. EXCLUSION OF PUBLIC AND PRESS

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<b><u>Agenda Item No</u></b>	<b><u>Subject</u></b>	<b><u>Exempt Information Paragraph Number</u></b>
8	Appointment of a Chief Executive - Short listing of Applicants	1 and 2

### 36. CHIEF EXECUTIVE APPOINTMENT - SHORT LISTING OF APPLICANTS

The Committee considered a report (tabled) of GatenbySanderson regarding the technical interviews held with the long listed applicants on 8 and 9 May 2012 and a recommended short list of applicants to proceed to the final selection and assessment stage.

Presenting this report, GatenbySanderson made clear that the way in which the long listed applicants were rated was based on the performance at the technical interviews and should be interpreted as the relative, rather than absolute, merits of each candidate in what was regarded to be overall a strong field. The Committee noted that the questioning at the technical interviews reflected the key criteria agreed by the Committee at the last meeting under Minute 24 (6.3.12) Each applicant had been interviewed for approximately one hour and each candidate was given the opportunity to outline their past experience and its relevance to the current application.

The Committee noted that one candidate had, for various personal reasons, decided to withdraw from the process prior to the technical interviews being held.

After opportunities for Committee members to raise questions on the technical assessments, GatenbySanderson gave a presentation on each of the four applicants recommended to proceed to the final stage and the three which were regarded as marginal. Members of the Committee asked questions on each of these applications and the findings from the technical assessors. The Committee agreed to restrict their detailed consideration to the four recommended candidates and the three marginal cases and agreed with the recommendations of GatenbySanderson regarding those who should not proceed to the next stage after a further opportunity for members to ask questions about those applicants.

#### **RESOLVED:**

- (1) That the following applicants be admitted to the final assessment and selection process on 7 and 8 June 2012, namely Candidates 1, 2, 3, 4 and 7; and

- (2) That GatenbySanderson take steps to immediately advise all candidates of the outcome of this meeting.

**37. ASSESSMENT CENTRE - 7 AND 8 JUNE 2012**

GatenbySanderson gave an outline of the two days on which the Assessment Centre would be operating. The following key features of those two sessions were proposed:

- (a) psychometric testing – two modules designed to provide impartial data on preferred ways of working for each candidate and on leadership styles;
- (b) critical thinking exercises; and
- (c) observed and participatory exercises designed to test candidates behaviour in a variety of situations.

GatenbySanderson also proposed that Leader interviews should be regarded as an important part of the assessment process, whether with the Leader alone or accompanied by other members of the Committee. The Committee also felt that a maximum amount of contact time with all applicants on the short list should be arranged as part of the Assessment Centre and with this in mind joint luncheon sessions would be arranged.

It was accepted that the Assessment Centre should be based on maximising contact between members of the Committee and applicants. It was also agreed that details of the proposed exercises and interview questions could be delegated to GatenbySanderson in consultation with the Assistant Head (Human Resources) of this Council.

**RESOLVED:**

- (1) That the Assessment Centre proposals be agreed;
- (2) That GatenbySanderson be authorised, in consultation with the Assistant Head (Human Resources), to produce:
  - (a) exercises for the Assessment Centre designed to allow the Committee to form impressions of the candidates in a variety of situations;
  - (b) questions for formal interviews;
  - (c) assessment sheets for each stage of the process.

**CHAIRMAN**

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