

Committee Agenda



**Epping Forest
District Council**

Senior Management Selection Panel Thursday, 6th September, 2018

You are invited to attend the next meeting of **Senior Management Selection Panel**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping
on Thursday, 6th September, 2018
at 5.00 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

S. Tautz (Ext 4243)
democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Chairman), M Sartin (Vice-Chairman), A Grigg, R Jennings, G Mohindra, C P Pond, J M Whitehouse

PLEASE NOTE THE START TIME OF THIS MEETING

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. TERMS OF REFERENCE**

To note the following terms of reference for the Panel that were agreed by the Council at its meeting on 21 December 2017:

“In accordance with the Officer Employment Procedure Rules set out in Part 4 of the Council’s Constitution:

- (a) to undertake the recruitment and selection of Chief Executive and Chief Officer positions as necessary;
- (b) to appoint to the proposed Chief Officer positions subject to the Objection Procedure;
- (c) to recommend the appointment (if necessary) of the Chief Executive to the Council subject to the Objection Procedure;
- (d) to undertake the functions of the redundancy panel procedure including:

- (i) ensuring that those affected are informed and consulted;
 - (ii) considering proposals to make any Chief Officer post holders redundant;
 - (iii) taking into account consideration of alternative proposals from those affected by such proposals; and
 - (iv) whether alternative positions may be available;
- (e) consequent on (d) above, notifying the Executive and making recommendations to Council accordingly; and
- (f) to make recommendations to the Council on designations of the statutory officers positions and their deputies as necessary”.

3. MINUTES (Pages 5 - 6)

To confirm the minutes of the meeting of the Panel held on 26 June 2018.

4. PEOPLE STRATEGY - APPOINTMENT OF CHIEF EXECUTIVE (Pages 7 - 28)

To consider arrangements for the recruitment and appointment of the Council's Chief Executive. The following documents are attached with regard to the recruitment and selection of the Chief Executive:

- the job description for the current Chief Executive position and the role profile (for comparison) for the Council's Strategic Director positions;
- the guidance note and flow chart for chief officer appointments developed following an overview and scrutiny review in 2011/12; and
- the proposed timeline for the recruitment and appointment of the Chief Executive.

It is proposed that interviews for the Chief Executive position be held on 11 and 12 December 2018. The Assistant Director (People Team and Business Support) will report to the Panel with regard to arrangements for the recruitment and selection process.

5. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Paragraph Number	Information Number
5	People Strategy - Appointment of Strategic Director	1	

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any

currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

6. PEOPLE STRATEGY – APPOINTMENT OF STRATEGIC DIRECTOR

To undertake the further shortlisting of applications for appointment to the Council's new Strategic Director positions.

Representatives of Solace in Business will be in attendance at the meeting to present applications received to the Panel. The report of Solace in this regard will be circulated separately.

7. DATE OF NEXT MEETING

To agree arrangements for the next meeting of the Panel, if required.