



# Public Document Pack

## Uttlesford District Council

Interim Chief Executive: Rob Tinlin

### Appointments Committee

**Date:** Friday, 3rd September, 2021

**Time:** 9.30 am

**Venue:** Meeting Room 1 - 4, Chesterford Research Park, Little Chesterford,  
CB10 1XL

**Chairman:** Councillor J Lodge

**Members:** Councillors M Caton, C Criscione, N Hargreaves, P Lees, S Merifield  
and R Pavitt

# **AGENDA**

## **PART 1**

### **Open to Public and Press**

#### **1 Apologies for Absence and Declarations of Interest**

To receive apologies for absence and declarations of interest.

#### **2 Minutes of the Previous Meeting**

3 - 4

To consider the minutes of the previous meeting.

#### **3 Exclusion of Press and Public**

Consideration of reports containing exempt information within the meaning of section 1001 and paragraphs 1, 2 and 3 part 1 Schedule 12A Local Government Act 1972.

## **PART 2**

### **Exclusion of Public and Press**

#### **4 Appointment of Head of Paid Service**

To consider the appointment of Head of Paid Service (verbal).

**For information about this meeting please contact Democratic Services**

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# Public Document Pack Agenda Item 2

**APPOINTMENTS COMMITTEE held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on MONDAY, 5 JULY 2021 at 10.00 am**

Present: Councillor J Lodge (Chair)  
Councillors N Hargreaves and P Lees

Officers in attendance: R Harborough (Director - Public Services), N Roberts (HR Manager), C Shanley-Grozavu (Democratic Services Officer) and R Tinlin (Interim Chief Executive)

## 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received by Councillors Caton, Criscione, Merifield and Pavitt.

There were no declarations of interest.

## 2 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 28 May 2021 were approved.

## 3 **EXCLUSION OF PRESS AND PUBLIC**

AGREED that under section 1001 of the Local Government Act 1972 the public be excluded for the following items of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1, 2 and 3 part 1 of Schedule 12A of the Act.

## 4 **APPOINTMENT OF ASSISTANT DIRECTOR GOVERNANCE AND LEGAL AND MONITORING OFFICER**

The Director of Public Services presented a report which set out the recruitment process for the permanent position of Assistant Director Governance and Legal and Monitoring Officer. The report recommended a candidate to the committee, following interviews which had been held in the previous week.

The Chair said that it had been an exhaustive process and they were content with the recommendation which the officers had brought forward.

Councillor Lodge proposed that Jane Reynolds be agreed as the candidate the committee recommends to council to be appointed as the Assistant Director Governance and Legal and Monitoring Officer. This was seconded by Councillor Hargreaves.

RESOLVED: To agree Jane Reynolds as the candidate the committee recommends to council to be appointed as the Assistant Director Governance and Legal and Monitoring Officer.

5 **UPDATE: PERMANENT RECRUITMENT OF THE HEAD OF PAID SERVICE AND CHIEF EXECUTIVE**

The HR Manager presented an update on the permanent recruitment of the Head of Paid Service and Chief Executive. They outlined the process and introduced the selected recruitment agency to the Committee.

In response to questions, it was confirmed that all members of the Appointments Committee would be involved in the recruitment process, including the final interviews, subject to their availability.

Following the HR Manager's update, members provide a verbal recruitment brief to the agency's Lead Recruitment Officer and Media Lead, the HR Manager and the Interim Chief Executive.

*The meeting ended at 11:50*