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Uttlesford District Council

Interim Chief Executive: Rob Tinlin

Extraordinary Council

To all Members of Uttlesford District Council, you are hereby summoned to attend the meeting of the District Council to be held as shown below to deal with the business set out in the agenda.

Date: Thursday, 9th September, 2021

Time: 6.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

Chair: Councillor A Coote

Members: Councillors A Armstrong, H Asker (Vice-Chair), G Bagnall, S Barker, M Caton, C Criscione, C Day, A Dean, G Driscoll, D Eke, J Emanuel, J Evans, P Fairhurst, M Foley, R Freeman, N Gregory, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, G Smith, M Sutton, M Tayler and J De Vries

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. Please register your intention to speak at this meeting by writing to committee@uttlesford.gov.uk.

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, and encouraged to attend the meeting via Zoom to readout their questions or statement themselves. For further information, please see overleaf. Those who would like to watch the meeting live can do so virtually [here](#). The broadcast will be made available as soon as the meeting begins.

**AGENDA
PART 1**

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies and declarations of interest.

2 Appointment of Head of Paid Service and Chief Executive

5 - 8

To consider the appointment of Head of Paid Service and Chief Executive.

MEETINGS AND THE PUBLIC

In light of the High Court judgement regarding the extension of remote meeting regulations, Council, Cabinet and Committee meetings will now be returning to in-person and will be held on-site from Thursday 6th May 2021. However, due to social distancing measures and capacity considerations in line with the Council's risk assessment, public access and participation will continue to be encouraged virtually until further notice. Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

Members of the public are permitted to speak at this meeting and will be encouraged to do so via the video conferencing platform Zoom. If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone. Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510 369/410/467/548 who will advise on the options available.

Facilities for people with disabilities

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510410/467 as soon as possible prior to the meeting.

Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

For information about this meeting please contact Democratic Services

Telephone: 01799 510467, 510410 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

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Website: www.uttlesford.gov.uk

Committee:	Extraordinary Council Meeting	Date:	
Title:	Appointment of the Head of Paid Service and Chief Executive		Thursday, 9 September 2021
Report Author:	Robert Tinlin, Interim Chief Executive rtinlin@uttlesford.gov.uk		

Summary

1. Following the retirement of the former Head of Paid Service and Chief Executive, the Appointments Committee has undertaken a recruitment campaign to secure a suitable successor appointment for this position.
2. The Appointments Committee met on Friday, 3 September 2021, to interview shortlisted candidates and select a Chief Executive Designate for recommendation to the Council for appointment.

Recommendation

3. That the Council appoints Peter Holt to the post of Head of Paid Service and Chief Executive.

Financial Implications

4. The post is a permanent part of the staff establishment and costs are fully covered within the salary budget.

Situation

5. The former Head of Paid Service and Chief Executive retired from the Council with effect from 31 August 2021, although was on leave from 1 July. The Council approved an interim appointment whilst the Appointments Committee pursued the permanent recruitment of a new permanent Chief Executive.
6. The recruitment campaign ran through August and the Appointments Committee considered all of the applications received. Following technical interviews of the longlisted candidates by the Interim Chief Executive and the recruitment agency, a shortlist of candidates were tested in a broad-ranging assessment centre, the results of which helped inform the Committee in interviewing the final candidates and in reaching its decision on a preferred candidate.
7. Arising from the background assessments and interviews, the Appointments Committee recommend the appointment of Peter Holt. as the Council's next Chief Executive & Head of Paid Service.

8. The recommended candidate, Peter Holt, has extensive local government and leadership experience. Peter has been an independent Strategic Consultant since April 2021 having previously been Assistant Chief Executive and Deputy Monitoring Officer for South Northants Council from 2018. Prior to this Peter held a number of Interim roles dating back to 2013; Lead Peer Reviewer, Powys County Council, Organisational Development and Communication Consultant London Borough of Brent, Crisis Management Consultant Cheshire East Council, Interim Head of Communications and Organisational Development Oxford City Council, Lead Peer Reviewer – Cheshire West and Chester Council for Local Government Association, Interim Head of Communications for Cornwall Council and Renfrewshire Council, Communication and Organisational Development Consultant for London Borough of Brent, Communications Consultant Dorset County Council and Interim Head of Communications for London Borough Camden. From 2009-2013 Peter was Director of Communication and Marketing for Bristol City Council and from 2006-2009 held the same title for Newcastle City Council. From 2004-2005 Communication Director for Northern Ireland Policing Board. 2002-2004 Head of Corporate Communication for City of London Police, 1996-2002 Trust Board Secretary and Head of Communication for Newham Primary Care Trust. He began his career as a Parliamentary Researcher from 1991-1996. He has a Law degree and is currently undertaking an MBA.
9. It is, therefore, recommended that this Extraordinary Council Meeting approves the appointment of Peter Holt as the Head of Paid Service and Chief Executive.

Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
That proper processes are not followed in the appointment to this Interim post	1	2	<ul style="list-style-type: none"> • HR & Procurement procedures are in place to ensure compliance with relevant employment & financial legislation • Council to approve the appointment • Appointments Committee has

That the Council does not appoint a new Chief Executive	1	3	<p>overseen a thorough, professional and effective recruitment process</p> <ul style="list-style-type: none"> • The Appointments Committee has used a respected recruitment agency with significant knowledge, experience of the LG market
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1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

**APPOINTMENTS COMMITTEE held at CHESTERFORD RESEARCH PARK,
on FRIDAY, 3 SEPTEMBER 2021 at 9.30am**

Present: Councillor J Lodge (Chair)
Councillors M Caton, C Criscione, N Hargreaves, P Lees and
S Merifield, R Pavitt

Officers in
attendance: Rob Tinlin (Chief Executive), N Roberts (HR Manager) and
Steve Guest (Director Executive – Solace in Business)

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

There were no apologies.

There were no declarations of interest.

2 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5 July were approved as a correct record.

3 EXCLUSION OF PUBLIC AND PRESS

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 part 1 of Schedule 12A of the Act.

4 APPOINTMENT OF HEAD OF PAID SERVICE & CHIEF EXECUTIVE

The meeting was adjourned at 10am and reconvened at 3pm in order for the interviews to take place.

The Chair introduced the item and Members discussed the appointment of the Head of Paid Service and Chief Executive.

RESOLVED to recommend to Council that Peter Holt be appointed as Head of Paid Service and Chief Executive.

The meeting ended at 5pm