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# Uttlesford District Council

Chief Executive: Peter Holt

## Appointments Committee

**Date:** Tuesday, 23rd May, 2023

**Time:** On the rise of Annual Council

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

**Chair:** Councillor P Lees

**Members:** Councillors S Barker, C Criscione, J Emanuel, J Evans,  
N Hargreaves (Vice-Chair) and G Sell

*Committee membership is subject to approval at Annual Council*

# **AGENDA**

## **PART 1**

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

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

To receive any apologies for absence and declarations of interest.

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

3 - 5

To consider the minutes of the following meetings:

- 16<sup>th</sup> January 2023
- 16<sup>th</sup> February 2023 (Appointments Sub-Committee)
- 21<sup>st</sup> March 2023 (Appointments Sub-Committee)

#### **3 Recruitment of the permanent Head of Legal and Monitoring Officer**

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To consider delegated arrangements for the recruitment of the permanent Head of Legal and Monitoring Officer.

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

Telephone: 01799 510410, 510369, 510460 or 510548

Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

**General Enquiries**

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# Public Document Pack Agenda Item 2

**APPOINTMENTS COMMITTEE held at COMMITTEE ROOM - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on MONDAY, 16 JANUARY 2023 at 7.20 pm**

Present: Councillor P Lees (Chair)  
Councillors J Emanuel, N Hargreaves (Vice-Chair), A Khan, R Pavitt and G Smith

Officers in attendance: P Holt (Chief Executive), N Roberts (HR Manager) and C Shanley-Grozavu (Democratic Services Officer)

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

Apologies for absence were received from Councillor Merifield.

There were no declarations of interest.

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

The following minutes were approved as a correct record:

- Monday 28<sup>th</sup> February 2022
- Tuesday 8<sup>th</sup> March 2022 (Appointments Sub-Committee)

## 3 **RECRUITMENT OF THE PERMANENT ASSISTANT DIRECTOR OF HOUSING, HEALTH AND COMMUNITIES**

The recruitment process for the permanent position of Assistant Director of Housing, Health and Communities was agreed.

RESOLVED:

- That the Appointments Committee form a sub-committee of three members (Councillors Lees (Chair), Khan and Smith), giving them authority to make the appointment to the post of Assistant Director Housing, Health and Communities.
- That the sub-committee will hold a meeting on Thursday 16<sup>th</sup> February 2023 to consider the shortlisted candidates and confirm an appointment if there is a suitable candidate.

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**APPOINTMENTS SUB-COMMITTEE held at CHIEF EXECUTIVE'S OFFICE - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on THURSDAY, 16 FEBRUARY 2023 at 9.00 am**

Present: Councillor P Lees (Chair)  
Councillors A Khan and G Smith

Officers in attendance: P Holt (Chief Executive) and N Roberts (HR Manager)

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

There were no apologies for absence or declarations of interest.

## 2 **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.

*The meeting was adjourned in order for the interviews to take place.*

## 3 **APPOINTMENT OF THE ASSISTANT DIRECTOR OF HOUSING, HEALTH AND COMMUNITIES**

The Chair introduced the item and Members discussed the appointment of the Assistant Director of Housing, Health and Communities.

RESOLVED to appoint Candidate X as Assistant Director of Housing, Health and Communities.

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**APPOINTMENTS SUB-COMMITTEE held at CHIEF EXECUTIVE'S OFFICE - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on TUESDAY, 21 MARCH 2023 at 12.30 pm**

Present: Councillor P Lees (Chair)  
Councillors A Khan and G Smith

Officers in attendance: P Holt (Chief Executive) and N Roberts (HR Manager)

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

There were no apologies for absence or declarations of interest.

## 2 **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.

*The meeting was adjourned in order for the interviews to take place.*

## 3 **APPOINTMENT OF THE ASSISTANT DIRECTOR OF HOUSING, HEALTH AND COMMUNITIES**

The Chair introduced the item and Members discussed the appointment of the Assistant Director of Housing, Health and Communities.

RESOLVED to appoint Kerry Clifford as Assistant Director of Housing, Health and Communities

# Agenda Item 3

**Committee:** Appointments Committee

**Date:** Tuesday 23  
May 2023

**Title:** Recruitment of the permanent Head of Legal &  
Monitoring Officer

**Report** Peter Holt – Chief Executive

**Author:** pholt@uttlesford.gov.uk  
01779 510702

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## Summary

1. The Appointments Committee is responsible for recruiting the Head of Legal & Monitoring Officer and to make a recommendation on appointment to Full Council.
2. The recruitment process has commenced and the final members interviews will be taking place on either the 29 or 30 June 2023 depending on members availability.
3. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members, giving them authority to recruit to the post of Head of Legal & Monitoring Officer and make a recommendation on appointment to Full Council.
4. That this sub-committee will hold a meeting on either 29 or 30 June to select their candidate for recommendation on appointment to the next Full Council.

## Recommendations

5. That the Appointments Committee form a sub-committee of three members giving them authority to recruit to the post of Head of Legal & Monitoring Officer and make a recommendation on appointment to Full Council.
6. That this sub-committee will hold a meeting on either 29 or 30 June (depending on member availability) to consider the shortlisted candidates and select their candidate for recommendation on appointment to the next Full Council.

## Financial Implications

7. There are no direct financial implications arising from this report.

## Background Papers

8. None

## Situation

9. The Appointments Committee is responsible for the recruitment of the Head of Legal & Monitoring Officer.
10. This role also includes the Statutory Officer duties of a Monitoring Officer and all Statutory Officer appointments recommended by the Appointments Committee must be approved at Full Council.
11. The post will be advertised in Mid-May and will close in Mid-June 2023. Long listed candidates will go through to the technical stage of the assessment process with shortlisted candidates attending the final members interviews taking place on either 29 or 30 June (depending on members availability).
12. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members, giving them authority to recruit to the post of Head of Legal & Monitoring Officer and make a recommendation on appointment to Full Council.
13. This sub-committee will hold a meeting on either 29 or 30 June 2023 (depending on member availability) to consider the shortlisted candidates and select their candidate for recommendation on appointment to the next Full Council.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That proper processes are not followed in the appointment of the Head of Legal & Monitoring Officer	1	2	<p>HR &amp; Procurement &amp; governance arrangements are in place to ensure compliance with relevant employment &amp; financial legislation &amp; Constitutional requirements</p> <p>Appointments Committee/ delegated sub-committee to select the candidate for recommendation for appointment to Full Council with advice and support from HR Manager and HofPS&amp;CE</p> <p>Use of specialist and respected recruiters with depth of experience in the sector</p>

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.

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