



Essex County Council

Appointments Sub-Committee

09:00	Friday, 13 March 2020	Committee Room 3, County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

- Judith Dignum. Democratic Services Officer, or
 - Lisa Siggins, Democratic Services Officer
- Telephone:** 033301 34579 / 34594
Email: democratic.services@essex.gov.uk

		Pages
1	Membership, Apologies, Substitutions and Declarations of Interest	4 - 4
2	Election of Chairman To elect a Chairman for the meeting.	
3	Minutes of this Meeting To delegate authority to the Chairman to confirm as a correct record and sign the minutes of this meeting, following which the outcome will be reported to a future meeting of the Committee to determine the terms and conditions of employment of Chief and Deputy Chief Officers.	
4	Urgent Business To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.	

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

The following items of business have not been published on the grounds that they involve the likely disclosure of exempt information falling within Part I of Schedule 12A of the Local Government Act 1972. Members are asked to consider whether or not the press and public should be excluded during the consideration of these items. If so it will be necessary for the meeting to pass a formal resolution:

That the press and public are excluded from the meeting during the consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information falling within Schedule 12A to the Local Government Act 1972, the specific paragraph(s) of Schedule 12A engaged being set out in the report or appendix relating to that item of business.

5 Candidate Interviews

To interview candidates for the post of Director Sustainable Growth .

Interview Pack to follow

* **Guidance on meeting outcomes following candidate interviews** 5 - 5

6 Urgent Exempt Business

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972. If there is exempted business, it will be clearly marked as an Exempt Item on the agenda and members of the public and any representatives of the media will be asked to leave the meeting room for that item.

The agenda is available on the [Essex County Council website](#) and by then following the links from [Running the Council](#) or you can go directly to the [Meetings Calendar](#) to see what is happening this month.

ECC Guest Wifi

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- Please log in to 'ECC Guest'
- Follow the instructions on your web browser

Attendance at meetings

Most meetings are held at County Hall, Chelmsford, CM1 1LX. [A map and directions to County Hall can be found on our website.](#)

Access to the meeting and reasonable adjustments

County Hall is accessible via ramped access to the building for people with physical disabilities.

The Council Chamber and Committee Rooms are accessible by lift and are located on the first and second floors of County Hall.

Induction loop facilities are available in most Meeting Rooms. Specialist headsets are available from Reception.

With sufficient notice, documents can be made available in alternative formats, for further information about this or about the meeting in general please contact the named officer on the agenda pack or email democratic.services@essex.gov.uk

Audio recording of meetings

Please note that in the interests of improving access to the Council's meetings, a sound recording is made of the public parts of many of the Council's Committees. The Chairman will make an announcement at the start of the meeting if it is being recorded.

If you are unable to attend and wish to see if the recording is available, you can find out by checking the [Calendar of Meetings](#) any time after the meeting starts. Any audio available can be accessed via the 'On air now!' box in the centre of the page, or the links immediately below it.

Should you wish to record the meeting, please contact the officer shown on the agenda front page.

Committee: Appointments Sub-Committee

Enquiries to: Lisa Siggins, Democratic Services Officer

Membership, Apologies, Substitutions and Declarations of Interest

Recommendations:

To note:

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

Membership

(Quorum: 3)

Councillor D Finch
Councillor T Ball
Councillor M Mackrory

Appointments made by the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers or the Appointments Sub-Committee

Guidance on meeting outcomes following candidate interviews

1. Summary

This guidance clarifies the role of the Committee or Sub-Committee when it meets to interview candidates.

2. Meeting outcomes following candidate interviews

The interviews take place in the context of a formal, legally constituted meeting, which means that the decision must be made by a majority of members present and voting, with the person presiding at the meeting having a casting vote if necessary. The meeting **must** result in a decision to take one of three potential courses of action, as set out below:

i. Make an appointment

The meeting identifies a suitable candidate from amongst those interviewed and expresses a view on remuneration. The appointment process is progressed by officers following the meeting.

ii. Do not make an appointment

The meeting does not identify a suitable candidate from amongst those interviewed. The process to determine next steps may be decided by the meeting or be progressed by officers following the meeting.

iii. Adjourn the meeting and defer the decision on whether or not to make an appointment

The meeting decides that it needs more information before deciding whether or not to appoint one of the candidates interviewed. The meeting **will need to be reconvened with identical membership** once this information has been obtained.

The information required must be specified by Members at the meeting and recorded in the minutes. If possible, a date to reconvene should also be agreed at the meeting, but officers will progress this subsequently if necessary.

**Democracy Team
January 2020**