



Essex County Council

# Senior Management Employment Sub-Committee

11:45	Friday, 25 September 2020	Online Meeting
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Part of this meeting will be open to the public via telephone or online. Details about this are on the next page. Please do not attend County Hall as no one connected with this meeting will be present.

**For information about the meeting please ask for:**

- Judith Dignum, Democratic Services Officer, or
- Victoria Freeman, Senior Democratic Services Officer

**Telephone:** 03330 134579 / 321512

**Email:** democratic.services@essex.gov.uk

## 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.

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held via online video conferencing.

Members of the public will be able to view and listen to any items on the agenda unless the Committee has resolved to exclude the press and public from the meeting as a result of the likely disclosure of exempt information as defined by Schedule 12A to the Local Government Act 1972.

### How to take part in/watch the meeting:

**Participants:** (Officers and Members) will have received a personal email with their login details for the meeting. Contact the Democratic Services Officer if you have not received your login.

### Members of the public:

#### Online:

You will need the Zoom app which is available from your app store or from [www.zoom.us](http://www.zoom.us). The details you need to join the meeting will be published as a Meeting

Document, on the Meeting Details page of the Council’s website (scroll to the bottom of the page) at least two days prior to the meeting date. The document will be called “Public Access Details”.

### **By phone**

Telephone from the United Kingdom: 0203 481 5237 or 0203 481 5240 or 0208 080 6591 or 0208 080 6592 or +44 330 088 5830.

You will be asked for a Webinar ID and Password, these will be published as a Meeting Document, on the Meeting Details page of the Council’s website (scroll to the bottom of the page) at least two days prior to the meeting date. The document will be called “Public Access Details”.

### **Accessing Documents**

If you have a need for documents in, large print, Braille, on disk or in alternative languages and easy read please contact the Democratic Services Officer before the meeting takes place. For further information about how you can access this meeting, contact the Democratic Services Officer.

The agenda is also available on the Essex County Council website, [www.essex.gov.uk](http://www.essex.gov.uk) From the Home Page, click on ‘Running the council’, then on ‘How decisions are made’, then ‘council meetings calendar’. Finally, select the relevant committee from the calendar of meetings.

Please note that an audio recording may be made of the meeting – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

		<b>Pages</b>
<b>1</b>	<b>Election of Chairman</b> To elect a Chairman for the meeting.	
<b>2</b>	<b>Membership, Apologies, Substitutions and Declarations of Interest</b>	<b>4 - 4</b>
<b>3</b>	<b>Minutes of this Meeting</b> 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 Senior Management Employment Committee.	
<b>4</b>	<b>Urgent Business</b> 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: Director, Local Delivery - Children and Families**  
(Exempt in accordance with paragraphs 1 and 2 of Schedule 12A to the Local Government Act 1972 - information relating to any individual, or which is likely to reveal the identity of an individual.)

To interview candidates for the post of Director, Local Delivery - Children and Families

(Interview Packs will be circulated separately to Members of the Sub-Committee)

- \* 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.

## Agenda item 2

**Committee:** Senior Management Employment Sub-Committee

**Enquiries to:** Judith Dignum, Democratic Services Officer  
Victoria Freeman, Senior 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 Ray Gooding  
Councillor Louise McKinlay  
Councillor Anne Turrell

# Appointments made by the Senior Management Employment Committee and the Senior Management Employment 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  
September 2020