

A meeting of the **SENIOR OFFICERS COMMITTEE** will be held in the **WYTON ROOM, 2ND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 24 NOVEMBER 2022** at **10:00 AM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **1. ELECTION OF CHAIR**

To elect a Chair of the Committee for the ensuing Municipal Year.

**Contact Officer: Democratic Services**

### **2. MINUTES (Pages 3 - 4)**

To approve as a correct record the Minutes of the meeting held on 17th September 2021.

**Contact Officer: Democratic Services**

### **3. MEMBERS INTERESTS**

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda Item. See Notes below.

**Contact Officer: Democratic Services**

### **4. APPOINTMENT OF VICE-CHAIR**

To appoint a Vice-Chair for the ensuing Municipal Year.

**Contact Officer: Democratic Services**

### **5. EXCLUSION OF PRESS AND PUBLIC**

To resolve –

that the public be excluded from the meeting because the business to be transacted contains exempt information which would disclose information relating to an individual and would be likely to reveal the identity of that individual.

**6. APPOINTMENT OF INTERIM MANAGING DIRECTOR AND HEAD OF PAID SERVICE, RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER**

To consider applications and interview candidates for the position of Interim Managing Director and Head of Paid Service, Returning Officer and Electoral Registration Officer and the terms and conditions of services for the post.

Candidates to make a presentation to the Committee and to respond to Member's questions thereafter.

To formulate a notification to the Cabinet and a recommendation to the Council.

*(Details of candidates, together with further information relating to the post have been circulated separately to Members of the Committee only).*

**Contact Officer: Resourcing and Talent Development Manager**

16<sup>th</sup> day of November 2022



Head of Paid Service

**Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

**Please contact Democratic Services Team, Tel: 01480 388169 / email: Democratic Services@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

**Emergency Procedure**

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the SENIOR OFFICERS COMMITTEE held in the MANAGING DIRECTOR'S MEETING ROOM, 2ND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Friday, 17 September 2021

PRESENT: Councillors S J Conboy, D N Keane and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors D A Giles.

### 1 ELECTION OF CHAIRMAN

RESOLVED

that Councillor D N Keane be appointed Chairman of the Committee.

**Councillor Keane in the Chair.**

### 2 MINUTES

The Minutes of the meeting of the Committee held on 4th April 2017 were approved as a correct record and signed by the Chairman.

### 3 MEMBERS' INTERESTS

No declarations were received.

### 4 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor Mrs S J Conboy be appointed Vice-Chairman of the Committee.

### 5 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains information relating to individuals and is likely to reveal the identities of individuals.

### 6 RECRUITMENT OF CORPORATE DIRECTOR (PLACE)

Following an introduction from the Managing Director and with the assistance of a report by the Managing Director (a copy of which is appended in the Minute

Book), the Committee were acquainted with the procedures to be adopted for appointment to the post of Corporate Director (Place). Having regard to the application forms, supporting material and the outcome of the first panel interviews, the Committee proceeded to interview the short-listed candidates.

On completion of the interviews, it was

**RESOLVED**

that, subject to no objection being received from any Member of the Cabinet to the offer of employment, Ms Kate McFarlane be appointed to the post of Corporate Director (Place) at a commencing salary within the range for Local Grade AD.

Chairman