

A meeting of the **SENIOR OFFICERS COMMITTEE** will be held in **WYTON ROOM, 2ND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 12 DECEMBER 2023** at **9:00 AM** and you are requested to attend for the transaction of the following business:-

AGENDA

1. MINUTES (Pages 3 - 4)

To approve as a correct record the Minutes of the meeting of the Committee held on 21st July 2023.

Contact Officer: Democratic Services - (01480) 388169

2. 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 - (01480) 388169

3. EXCLUSION OF PRESS AND PUBLIC

To Resolve –

that the Press and Public be excluded from the meeting because the business to transacted contains exempt information relating to individuals and is likely to reveal the identity of the individual.

4. RECRUITMENT OF CORPORATE DIRECTOR (PLACE)

To consider and interview candidates for the position of Corporate Director (Place).

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

Contact Officer: Sam Sanderson - (01480) 388693

4 day of December 2023

Michelle Sacks

Chief Executive and 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](#)

Filming, Photography and Recording (including Live Streaming) at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

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 WYTON ROOM, 2ND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Tuesday, 11 July 2023

PRESENT: Councillors M L Beuttell, S Cawley, S J Conboy, P A Jordan and T D Sanderson.

1 ELECTION OF CHAIR

RESOLVED

that Councillor S J Conboy be appointed Chair of the Committee.

Councillor Conboy in the Chair.

2 MINUTES

The Minutes of the meeting of the Committee held on 13th February 2023 were approved as a correct record and signed by the Chair.

3 MEMBERS INTERESTS'

No declarations were received.

4 APPOINTMENT OF VICE-CHAIR

RESOLVED

that Councillor M L Beuttell be appointed Vice-Chair 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 an individual and would be likely to reveal the identity of that individual.

6 APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE, RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER

Following a briefing from SOLACE representatives, the Committee was acquainted with the procedures to be adopted to appoint to the post of Chief Executive and Head of Paid Service, Returning Officer and Electoral Registration Officer. Details of the application forms and supporting material having been circulated in advance to Members, the Committee proceeded to interview the short-listed candidates. Following the conclusion of their interviews, Members were further acquainted with the outcome and views of the External Stakeholder Panel, Elected Member Panel and Staff Panel.

Following deliberation, it was

RESOLVED

that, subject to no objection being received from any Member of the Cabinet to the offer of employment, the Council be recommended to appoint Michelle Sacks as Chief Executive and Head of Paid Service, Returning Officer and Electoral Registration Officer.

7 REVIEW OF APPOINTMENT

Members confirmed that, subject to the acceptance of the role of Chief Executive and Head of Paid Service, Electoral Registration Officer and Returning Officer by Michelle Sacks, it was

RESOLVED

that Council be recommended to approve an extension to the appointment of Oliver Morley as the Council's Managing Director and Head of Paid Service, Electoral Registration Officer and Returning Officer for a fixed term ending on the commencement of employment of Michelle Sacks.

Chairman