



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, 14 OCTOBER 2025** at **9:00 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 5 - 6)

To approve as a correct record the Minutes of the meeting held on 17th March 2025.

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 of the Committee for the ensuing Municipal Year.

Contact Officer: Democratic Services

5. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

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

6. APPOINTMENT OF INTERIM SECTION 151 OFFICER

To consider applications and interview candidates for the position of Interim Section 151 Officer.

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: Talent Acquisition Manager

6 day of October 2025

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.

<p>Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 01480 388004 / e-mail Lisa.Jablonska@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.</p>
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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.

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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 Monday, 17 March 2025

PRESENT: Councillor S J Conboy - Chair.

Councillors M L Beuttell, S Cawley, P A Jordan and T D Sanderson.

10 MINUTES

The Minutes of the meeting of the Committee held on 27th January 2025 were approved as a correct record and signed by the Chair.

11 MEMBERS INTERESTS

No declarations were received.

12 EXCLUSION OF 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.

13 RECRUITMENT OF HEAD OF DEMOCRATIC SERVICES AND MONITORING OFFICER

Following an introduction, the Committee were acquainted with the procedures to be adopted for appointment to the post of Head of Democratic Services and Monitoring Officer. Having regard to the application form, supporting material and the outcome of the first panel interviews, the Committee proceeded to interview the short-listed candidate.

On completion of the interview, it was

RESOLVED

that the Council be recommended to appoint Anita O'Malley to the post of Head of Democratic Services and Monitoring Officer.

Chair

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