



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 **WEDNESDAY, 12 AUGUST 2026** 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 14th October 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 identity of an individual.

6. RECRUITMENT OF INTERIM HEAD OF DEMOCRATIC SERVICES AND MONITORING OFFICER

To consider and interview candidates for the position of Interim Head of Democratic Services and Monitoring Officer.

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

Contact Officer: Talent Acquisition Manager

4 day of August 2026

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.

This page is intentionally left blank

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, 14 October 2025

PRESENT: Councillors M L Beuttell, S Cawley and S J Conboy.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P A Jordan and T D Sanderson.

1 Election of Chair

RESOLVED

that Councillor M L Beuttell be appointed Chair of the Committee.

Councillor Beuttell in the Chair.

2 Minutes

The Minutes of the meeting of the Committee held on 17th March 2025 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 S Cawley be appointed Vice-Chair of the Committee.

5 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.

6 Appointment of Interim Section 151 Officer

Following an introduction from the Chief Executive, the Committee were acquainted with the procedures to be adopted for appointment to the post of Interim Section 151 Officer. Having regard to the CV and supporting material, the Committee proceeded to interview the short-listed candidate.

On completion of the interview, it was

RESOLVED

that, subject to confirmation by the Cabinet that there is no material or well-founded objection to the Committee's proposals with regard to the offer of an appointment, the Council be recommended to appoint Lydia Morrison to the post of Interim Section 151 Officer from 25th October 2025 on an interim basis until the formal appointment of a permanent Officer in post.

Chair