



CHELTENHAM BOROUGH COUNCIL

Notice of a meeting of Council

**Monday, 14 October 2019
2.30 pm
Council Chamber - Municipal Offices**

| Membership | |
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| Councillors: | Roger Whyborn (Chair), Sandra Holliday (Vice-Chair), Victoria Atherstone, Matt Babbage, Paul Baker, Garth Barnes, Dilys Barrell, Angie Boyes, Nigel Britter, Jonny Brownsteen, Flo Clucas, Chris Coleman, Mike Collins, Stephen Cooke, Iain Dobie, Bernard Fisher, Wendy Flynn, Tim Harman, Steve Harvey, Rowena Hay, Alex Hegenbarth, Karl Hoble, Martin Horwood, Peter Jeffries, Steve Jordan, Chris Mason, Paul McCloskey, Andrew McKinlay, Tony Oliver, Dennis Parsons, John Payne, Louis Savage, Diggory Seacome, Malcolm Stennett, Jo Stafford, Klara Sudbury, Simon Wheeler, Max Wilkinson, Suzanne Williams and David Willingham |

A Moment of Reflection

(to be led by the Mayor's Chaplain- Rev Luke Goodway)

This will be of an inclusive nature and held in the Cambrey Room at 14:15. All Members are welcome to participate but need not do so.

Agenda

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| 19. | APPOINTMENT OF A NEW CHIEF EXECUTIVE/HEAD OF PAID SERVICE Report of the Chair of the Appointments and Remuneration Committee | (Pages 3 - 8) |
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Contact Officer: Bev Thomas, Democratic Services Team Leader, 01242 264246
Email: democratic.services@cheltenham.gov.uk

Tim Atkins
Managing Director Place and Growth
(Deputy Chief Executive)

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Cheltenham Borough Council

Council – 14 October 2019

Appointment of Chief Executive Officer and Head of Paid Service

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| Accountable member | Councillor Rowena Hay, Chair of Appointments & Remuneration Committee |
| Accountable officer | Julie McCarthy |
| Ward(s) affected | None |
| Key/Significant Decision | No |
| Executive summary | Following the decision of the Council's Chief Executive Officer and Head of Paid Service (CEO) to retire at the end September 2019 Members agreed to launch a process to find a new CEO. Following assessment and final interviews the Appointments Sub-Committee unanimously decided that, subject to the approval of Full Council, Gareth Edmundson should be offered the post of Chief Executive and Head of Paid Service. |
| Recommendations | <p>That following the recommendation of the Appointments Sub Committee and satisfactory clearance following pre-employment checks that Council:</p> <ol style="list-style-type: none"> 1. Offer the position of Chief Executive and Head of Paid Service to Gareth Edmundson. 2. Approve that the post be offered on the agreed salary of £113,403 rising (subject to satisfactory performance) to £116,254 after 6 months in post. 3. That the Chair of the Sub-Committee, in conjunction with the HR Manager, be authorised to finalise the arrangements and agree the start date for the Chief Executive and Head of Paid Service. |
| Financial implications | <p>The salary applicable to this position is within the budgeted salary range and therefore there are no additional financial implications.</p> <p>Contact officer: Paul Jones</p> <p>paul.jones@cheltenham.gov.uk 01242 265124</p> |

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| <p>Legal implications</p> | <p>The Council has a duty to appoint to the statutory role of Head of Paid Service. The Appointments and Remuneration Committee may agree who to appoint but no appointment may be made without the approval of Council.</p> <p>Contact officer: Sarah Farooqi, Head of Law-Litigation and Business Development</p> <p>sarah.farooqi@tewkesbury.gov.uk 01684 272012</p> |
| <p>HR implications (including learning and organisational development)</p> | <p>As outlined in the body of this report.</p> <p>The job description for the Chief Executive has been subject to the Council's established job evaluation mechanism, the grade established for the post and the agreed Council Pay Policy. The Appointments Sub-Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers.</p> <p>Contact officer: Julie McCarthy, HR Manager</p> <p>julie.mccarthy@publicagroup.uk 01242 264355</p> |
| <p>Key risks</p> | <p>See Appendix 1</p> |
| <p>Corporate and community plan Implications</p> | <p>None arising from this report</p> |
| <p>Environmental and climate change implications</p> | <p>None arising from this report</p> |
| <p>Property/Asset Implications</p> | <p>None arising from this report</p> |

1. Background

- 1.1 On 5th August 2019 the Appointments and Remuneration Committee considered the recruitment process for appointment to the role of Chief Executive. An Appointments Sub-Committee, comprising five members together with the Leader of the Council as a non-voting member, was established to progress the recruitment and appointment, subject to Council approval, to the post of Chief Executive.
- 1.2 The Executive Search Company, Penna, was engaged to undertake the necessary recruitment process and to provide advice to the Appointments Sub-Committee throughout, including recommending suitable candidates for short-listing, the interview process and advising on final selection for appointment. To further enhance the recruitment process and to ensure that as much information as possible is available to the Sub-Committee; key stakeholders were invited to meet the short-listed candidates as part of the interview process. An external recruitment consultant attended those discussions and gave feedback on the views of the stakeholders.
- 1.3 The post was advertised externally through relevant media and in addition Penna publicised the vacancy through their networks.
- 1.4 At a meeting on the 26th September 2019, the Appointments Sub-Committee considered a

report from Penna. The Appointments Sub-Committee heard feedback from the technical assessment interviews. After listening to the feedback and the recommendations made by Penna the Appointments Sub-Committee agreed unanimously the short-listed candidates for the final interview stage which took place on 1st October 2019.

- 1.5 The final interview stage involved a panel exercise designed to test the suitability of candidates for the post. Local community and business leaders also participated in this process. Members and the senior leadership team were invited to meet the candidates at an informal lunch. The candidates were also interviewed by the Appointments Sub-Committee. Each candidate was also required to give a short presentation on a relevant topic prior to their interview. The Appointments Sub-Committee were advised by the external recruitment consultant and supported by the HR Manager.
- 1.6 Following the final interview the Appointments Sub-Committee was unanimous in its decision that, subject to the approval of Full Council, Gareth Edmundson should be offered the post of Chief Executive and Head of Paid Service. It was also agreed that the post would be offered on the agreed salary of £113,403 rising (subject to satisfactory performance) to £116,254 after 6 months in post.

2. Reasons for recommendations

- 2.1 The reasons for the recommendations outlined within this report are as follows:
 - (i) To ensure the Council complies with the requirements of Section 4 of the Local Government and Housing Act 1989 to appoint a Head of Paid Services.
 - (ii) To ensure that the appointment of the Chief Executive/Head of Paid Services is made on merit as prescribed in Section 7(2) of the Local Government and Housing Act 1989

3. Alternative options considered

- 3.1 The Authority is required to have a Head of Paid Service. The Authority could decide not to appoint to the position of Chief Executive and Head of Paid Service and re-advertise the role. The Authority could also continue with interim arrangements. The Appointments Sub-Committee is however able to recommend that subject to the approval of Full Council, Gareth Edmundson should be offered the post of Chief Executive and Head of Paid Service.

4. Consultation and feedback

- 4.1 An Appointments Sub-Committee, comprising of five members together with the Leader of the Council as a non-voting member, was established to progress the recruitment and appointment, subject to Council approval, to the post of Chief Executive. Although the recruitment process is undertaken by the Appointments Sub-Committee, Full Council must approve any decision to appoint the Chief Executive.

5. Performance management –monitoring and review

- 5.1 The CEO is accountable to the whole Council. The Leaders of each of the Council's political groups will be responsible for monitoring performance through regular 1-2-1 meetings as well as through the annual appraisal process.

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| Report author | Contact officer: Julie McCarthy Julie.Mccarthy@publicagroup.uk 01242 264355 |
| Appendices | N/A |
| Background information | None |

| The risk | | | | Original risk score (impact x likelihood) | | | Managing risk | | | | |
|---|---|------------|-------------|--|----------------|-------|---------------|--|----------|---------------------|------------------------------|
| Risk ref. | Risk description | Risk Owner | Date raised | Impact 1-5 | Likelihood 1-6 | Score | Control | Action | Deadline | Responsible officer | Transferred to risk register |
| | If the council does not appointment to the role then there is a risk that the council may not fulfil the statutory responsibilities covered by this role. | JMc | 01.10.19 | 5 | 2 | 10 | Reduce | Council to ensure there is an appropriate appointment to the role of HoPS/CEO officer with access to adequate resources. | 14.10.19 | JMc | |
| | A delay in securing a permanent appointment could risk delivery against the Council Plan and its priorities. | JMc | 01.10.19 | 5 | 2 | 10 | Reduce | Council to look to securing interim appointment if permanent appointment is delayed. | 30.10.19 | JMc | |
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| <p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p> | | | | | | | | | | | |

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