



CHELTENHAM

BOROUGH COUNCIL

Notice of a meeting of Appointments Committee

Tuesday, 8 October 2013
2.00 pm
Pittville Room - Municipal Offices

Membership	
Councillors:	Rowena Hay (Chair), Wendy Flynn, Les Godwin, Colin Hay, Steve Jordan, Paul McLain, Rob Reid, Duncan Smith and Simon Wheeler

The Council has a substitution process and any substitutions will be announced at the meeting

Agenda

1.		<p>APOLOGIES FOR ABSENCE Councillor Paul McLain</p> <p>Councillor Rob Garnham will act as substitute for Cllr McLain</p>	
2.		DECLARATIONS OF INTEREST	
3.		APPROVE MINUTES OF LAST MEETING Minutes of the meeting held on 9 September 2013	(Pages 1 - 4)
4.		<p>LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS The Committee is recommended to approve the following resolution:</p> <p>“That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining items of business as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraphs 2, 3 and 4 Part 1, Schedule 12A Local Government Act 1972, namely:</p> <ul style="list-style-type: none"> • Paragraph 2; Information which is likely to reveal the identity of an individual • Paragraph 3; Information relating to the financial or business affairs of any particular person (including 	

		<p>the authority holding that information)</p> <ul style="list-style-type: none"> Paragraph 4; Information relating to any consultations or negotiations, or contemplated consultations for negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority 	
5.		<p>EXEMPT MINUTES To approve the exempt minutes of the meeting held on 9 September 2013</p>	(Pages 5 - 10)
6.		<p>MEETING WITH EXECUTIVE DIRECTOR/DIRECTORS REGARDING CHELTENHAM FUTURES Report of the Chief Executive</p>	(Pages 11 - 16)
7.		<p>ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION</p>	
8.		<p>DATE OF NEXT MEETING Monday 9 December 2013 at 5 pm</p>	

Contact Officer: Rosalind Reeves, Democratic Services Manager,
Email: democratic.services@cheltenham.gov.uk

Appointments Committee

Monday, 9th September, 2013

5.00 - 6.45 pm

Attendees	
Councillors:	Rowena Hay, Wendy Flynn, Colin Hay, Paul McLain, Rob Reid and Peter Jeffries (Reserve)
Also in attendance:	Amanda Attfield, Head of HR, Peter Lewis, OneLegal
Apologies:	Councillor Les Godwin and Councillor Simon Wheeler

Minutes

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Godwin, Jordan and Wheeler. Councillor Peter Jeffries was in attendance as substitute for Councillor Jordan. Andrew North had also sent his apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST MEETING

Members present at the last meeting held on 23 April 2013 approved the minutes and agreed that the Chair could sign them as a correct record on her behalf.

4. LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS RESOLVED

That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining items of business as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraphs 2, 3 and 4, Part 1, Schedule 12A Local Government Act 1972, namely:

Paragraph 2; Information which is likely to reveal the identity of an individual

Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 4; Information relating to any consultations or negotiations, or contemplated consultations for negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority

5. CHELTENHAM FUTURES

The Chair informed Members that the Chief Executive had sent his apologies for not being able to attend and present this item at the meeting.

The Head of Human Resources introduced the report and reminded Members that at its meeting on 22 July 2013 Council had directed the Appointments and Remuneration Committee to approve terms regarding any redundancies arising from the Cheltenham Futures senior management restructure proposals, within the financial parameters set out by Council. The Committee was also directed to approve the formal job descriptions of the Deputy Chief Executive, Director of Corporate Resources, and Director of Environment and Regulatory Services, and oversee any process for confirming staff in these roles.

The Head of Human Resources highlighted that duties and responsibilities of the current and revised job descriptions (as laid down in Appendix 3), were amendments to portfolios, substantially the same responsibility levels, with the changes not seen as significant to warrant a regrading of the posts. Assuming the voluntary redundancy requests were approved, the remaining post holders would be entitled to slot into the respective revised roles.

Members were informed of the process to be followed with respect to the revised roles and they discussed and commented on the revised job descriptions. The Head of HR undertook to incorporate these comments into the job descriptions for all 3 posts.

RESOLVED

1. That the process for confirming staff in the revised roles be agreed
2. That the formal job descriptions be agreed, subject to the amendments as requested by committee
3. That the voluntary requests for redundancy and the terms set out in the Appendix of the report be agreed, and that the Head of Paid Service be authorised to issue the appropriate notice and take any necessary actions in respect of the redundancies.

6. NATIONAL PAY AWARDS

The Chair reminded members that the Committee had deferred this item at its last meeting in order to gather more information and draw comparisons with other local authorities. She referred to the anomaly that whilst the Executive Directors and Directors were on JNC terms and conditions they receive any National Joint Council pay awards. The Chief Executive was on JNC terms and conditions and would receive any annual pay award as negotiated by the Association of Local Authority Chief Executives (ALACE).

The Head of Human Resources informed members of the Chief Executive's request that his post be treated in a way equivalent to every other employee of Cheltenham Borough Council as an issue of fairness in respect of receiving a pay award for 2013/14. The position of the Executive Directors and Directors

being on JNC terms and conditions but on NJC for pay had also been highlighted. It was proposed that this anomaly be corrected by means of consultation, including with the individuals concerned, and to obtain their agreement on this matter.

Members received independent HR advice from Ian Morgan, Head of HR Services, South West Councils, in respect of the report. He referred to the issues arising including striking a balance between public perception and fairness and consistency of approach for senior officer pay.

Members recognised that the budgetary impact of awarding 1% to the Chief Executive was nil as there was already a budgetary allocation in place. They also considered the issues of fairness and public perception.

It was agreed that members should take a vote on the recommendations individually and it was

RESOLVED

1. To grant a one-off annual inflationary pay award (1%) for the post of Chief Executive for 2013-14.
2. That the pay award arrangements for Chief Officers be realigned in the new senior management structure with the appropriate negotiating body (JNC for Chief Officers) for the purposes of determining pay.
3. That relevant consultation take place regarding any contractual changes required.

7. ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION

None

8. DATE OF NEXT MEETING

Meeting with Postholders TBC (Tuesday 8 October)
Monday 9 December 2013

Chairman

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