



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Appointments Sub-Committee

**Friday, 4 September 2015**  
**2.00 pm**  
**Sherborne Room - Municipal Offices**

#### Membership

**Councillors:** Wendy Flynn, Rowena Hay and Chris Mason

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

#### Agenda

<b>1.</b>	<b>ELECTION OF CHAIR AND VICE-CHAIR</b>	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b> None received.	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>4.</b>	<b>LOCAL GOVERNMENT ACT 1972-EXEMPT BUSINESS</b> The Appointments Sub-Committee is recommended to approve the following resolution :-  “That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items 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 1 and 2 of Part (1) Schedule (12A) Local Government Act 1972, namely :  Paragraph 1 : Information relating to any individual Paragraph 2: Information which is likely to reveal the identity of an individual	
<b>5.</b>	<b>APPOINTMENT OF DIRECTOR OF PLANNING-ENVIRONMENTAL AND REGULATORY SERVICES DIVISION</b> Report of the Chief Executive (although this report is public the interviews which will form a part of the appointment process will need to be held in exempt session and the sub-	(Pages 3 - 6)

		committee will be invited to exclude the public accordingly).	

**Contact Officer:** Bev Thomas, Democracy Officer,  
**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

### Cheltenham Borough Council Appointments and Remuneration Sub-Committee 4 September 2015 REST project

<b>Accountable member</b>	<b>N/A</b>
<b>Accountable officer</b>	<b>Andrew North, Chief Executive</b>
<b>Ward(s) affected</b>	<b>None</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>On 9th June 2015 the Appointments and Remuneration Committee considered the recruitment options for the REST management restructure proposals. It was recommended that a sub-committee be formed to conduct the interviews for the internal secondment opportunity to the post of Director – Planning and for an internal/external recruitment campaign for the Managing Director – Environmental and Regulatory Services. For the internal secondment opportunity, it is recommended that the sub-committee hear the candidates approach regarding their priorities for the first 6 months in the role, followed by competency based questions. Following this process, the best candidate if suitable would be formally appointed to the new role.</p>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That the Sub - Committee undertakes the agreed process in respect of appointment to the secondment to the Director of Planning</li> <li>2. That the Chief Executive be authorised to issue the appropriate appointment letter and take any necessary actions in respect of the secondment appointment.</li> </ol>

<b>Financial implications</b>	<p>None as a result of this report.</p> <p><b>Contact officer: <a href="mailto:nina.philippidis@cheltenham.gov.uk">nina.philippidis@cheltenham.gov.uk</a>, 01242 264121</b></p>
<b>Legal implications</b>	<p>The Appointments and Remuneration has delegated to the sub-committee power to appoint an interim director – planning and managing director posts.</p> <p>A Cabinet Member should be part of the appointment process as required by the Employment rules. Also as required by those rules, the Cabinet must be consulted by the Chief Executive before any offer of appointment is made.</p> <p><b>Contact officer: <a href="mailto:peter.lewis@tewkesbury.gov.uk">peter.lewis@tewkesbury.gov.uk</a>, 01684 272012</b></p>

<b>HR implications (including learning and organisational development)</b>	As contained in the body of this report.  <b>Contact officer: Richard Hall HR Business Partner Richard.hall@cheltenham.gov.uk, 01242 77 4972</b>
<b>Key risks</b>	<b>See Risk Assessment at Appendix 1.</b>
<b>Corporate and community plan Implications</b>	N/A
<b>Environmental and climate change implications</b>	N/A.
<b>Property/Asset Implications</b>	N/A.

## 1. Background

- 1.1** The REST (Regulatory and Environmental Services Transformation) programme is based on continued direct council provision of services commissioned against clear outcomes with customer focus, efficiency and effectiveness of service delivery and financial savings achieved through a systems thinking approach.
- 1.2** As part of the REST (Regulatory and Environmental Services Transformation) programme, a management restructure within the division has been conducted.
- 1.3** On 9th June 2015 the Appointments and Remuneration Committee considered the recruitment options for the REST management restructure proposals. It was recommended that a sub-committee be formed to conduct the interviews of the Director – Planning and Managing Director – Environmental and Regulatory Services. Volunteers, consisting of **Cllr Flynn, Cllr Rowena Hay and Cllr Mason** agreed to be part of the interview panel, along with portfolio holder **Cllr McKinlay**, a HR representative from GO Shared Services and Andrew North, Chief Executive.

## 2. Reasons for recommendations

- 2.1** To agree and oversee matters as directed by Council, and as agreed at the Appointments and Remuneration Committee on 9th June 2015.

## 3. Alternative options

- 3.1** N/A.

## 4. Performance management –monitoring and review

- 4.1** Appointment and Remuneration Committee to keep the position under review as required.

<b>Report author</b>	<b>Contact officer: Richard.hall@cheltenham.gov.uk, 01242 77 4972</b>
<b>Appendices</b>	1. Risk Assessment
<b>Background information</b>	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
1	If the process to consult /appoint to roles is not followed correctly, this may expose the Council to legal claims	RH	09 07 2015	3	2	6	Reduce	Ensure the process is fair and follows council policy and relevant employment legislation	September 2015	AN / PL	

**Explanatory notes**

**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)

**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)

**Control** - Either: Reduce / Accept / Transfer to 3rd party / Close