



# CHEL TENHAM

## BOROUGH COUNCIL

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

**Monday, 2 November 2015**  
**10.00 am**  
**Sherborne Room - Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Wendy Flynn (Chair), 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>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>		<b>DECLARATIONS OF INTEREST</b>	
<b>3.</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>4.</b>		<b>APPOINTMENT OF MANAGING DIRECTOR- REGULATORY AND ENVIRONMENTAL 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-committee will be invited to exclude the public accordingly).	(Pages 3 - 8)


**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

**2 November 2015**

### Appointment of Managing Director – Place and Economic Development

<b>Accountable member</b>	N/A
<b>Accountable officer</b>	Andrew North, Chief Executive
<b>Ward(s) affected</b>	None
<b>Significant Decision</b>	No
<b>Executive summary</b>	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 an internal/external recruitment campaign for the Managing Director – Environmental and Regulatory Services. It is recommended that the sub-committee hear the views of key stakeholders on the candidates, ask candidates to do a short presentation on the day and conduct formal interviews with shortlisted candidates. Following this process, the best candidate if suitable would be formally appointed to the new role.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That the Sub - Committee undertakes the agreed process in respect of appointment of the managing director post.</li>   <li>2. That the Chief Executive be authorised to issue the appropriate appointment letter and take any necessary actions in respect of the appointment, once the cabinet have been consulted.</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 panel has delegated to the sub-committee power to appoint a 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 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.
- 1.4** To further enhance the recruitment process and to ensure that as much information as possible is available to the sub-committee; key stakeholders are being invited to meet candidates. The recruitment consultant will sit in on these discussions and feedback the views of the stakeholders. The sub- committee can then make their decision in light of all the information available.

## 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 9<sup>th</sup> June 2015.

## 3. Alternative options

- 3.1** N/A.

<b>Report author</b>	<b>Contact officer: Richard.hall@cheltenham.gov.uk, 01242 77 4972</b>
<b>Appendices</b>	<ol style="list-style-type: none"><li>1. Risk Assessment</li><li>2. Interview Schedule</li></ol>
<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	Oct / Nov 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



# Cheltenham Borough Council

## MD Place & Economic Development

### Timetable – Final Panel Interviews

**Date:** 2<sup>nd</sup> November

**Venue:** Municipal Offices  
Promenade  
Cheltenham  
GL50 9SA

	<b>Stakeholder Interview</b>	<b>Andrew North &amp; Pat Pratley One to One</b>
9.00am	Candidate One	Candidate Two
9.30am	Candidate Three	Candidate Four
10.00am	Candidate Five	Candidate One
10.30am	Candidate Two	Candidate Three
11:00am	Candidate Four	Candidate Five

<b>Panel Interviews</b>	
12.30pm	Candidate One
1.15pm	Candidate Two
2.00pm	Candidate Three
2.45pm	Candidate Four
3.30pm	Candidate Five
4.15pm	Review



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