



## Notice of a meeting of Appointments and Remuneration Committee

**Monday, 14 May 2018**  
**5.00 pm (or on the conclusion of Council)**  
**Council Chamber - Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Rowena Hay (Chair), Chris Coleman (Vice-Chair), Flo Clucas, Bernard Fisher, Wendy Flynn, Colin Hay, Chris Mason, Malcolm Stennett and Jon Walklett

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>APPROVE MINUTES OF LAST MEETING</b> To approve the minutes of 29 January 2018.	(Pages 3 - 6)
<b>4.</b>	<b>APPOINTMENTS AND REMUNERATION SUB COMMITTEE NOMINATIONS</b> Report of the Chief Executive	(Pages 7 - 10)
<b>5.</b>	<b>ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION</b>	
<b>6.</b>	<b>LOCAL GOVERNMENT ACT 1972 EXEMPT BUSINESS</b> The 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 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 paragraph 1, Part 1, Schedule 12A Local Government Act 1972, namely: <ul style="list-style-type: none"> <li>Paragraph 1; Information relating to any individual.</li> </ul>	
<b>7.</b>	<b>EXEMPT MINUTES</b>	(Pages

		To approve the exempt minutes of the meeting held on 29 January 2018	11 - 12)
8.		<b>DATE OF NEXT MEETING (IF NECESSARY)</b> 2 October 2018	

**Contact Officer:** Rosalind Reeves, Democratic Services Manager,  
**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

## Appointments and Remuneration Committee

**Monday, 29th January, 2018**  
**6.00 - 6.45 pm**

Attendees	
<b>Councillors:</b>	Rowena Hay (Chair), Chris Coleman (Vice-Chair), Flo Clucas, Colin Hay, Malcolm Stennett and Jon Walklett
<b>Apologies:</b>	Councillor Wendy Flynn

## Minutes

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Flynn.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. APPROVE MINUTES OF LAST MEETING

The minutes of the meeting held on 7 December were approved and signed as a correct record.

### 4. EXECUTIVE BOARD RESTRUCTURE - FORMAL CONSULTATION FEEDBACK

The Chair invited the Chief Executive to address the committee. The Chief Executive explained that the formal consultation process concluded on 7 January 2018 and the feedback received was included in the exempt appendices to the report. She informed that this report had in draft form been circulated to those directly affected and no comments had been received. It had also been shared with the Director Planning and Director Environment as members of the Executive team to facilitate their understanding of the direction of travel for the organisation. They had not made any comments on the report. The Chief Executive then outlined the recommendations for the committee to consider.

The following comments were made and responses given :

- Members supported the creation of the new Executive Board structure particularly as the three main directors would be on equal footing, which was important as it tied in with the equality of the three strands of the organisation going forward.
- Members supported the appointment of an annual deputy to the Chief Executive rather than a permanent deputy so there was no doubt as to who it was.
- A Member suggested that there should be reference in the job descriptions to the international role of the town bearing in mind the focus on economic development. She gave examples of international symposia at which the town could be represented. In response the Chief Executive explained that currently international activity was undertaken

via the twinning arrangements at service manager level. There would however be an opportunity to explore the suggestion further in the future as the focus was currently very civic centred and no doubt more could be done.

- Members highlighted the importance of managing the transition of the new director being in place and the flexible retirement of the current Director of Resources and Corporate Projects. The Chief Executive highlighted that the current Director had offered some flexibility and transition would be built in as he was currently managing some major time sensitive projects.
- When asked why the Chief Executive would consider backdating salary should any further job evaluation process demonstrate that an increase in grading for an Executive Director was the outcome she highlighted that this would only be applicable once the new structure was in place, i.e. from 1 April but emphasised that the review needed to be equitable to all Executive Board members.

The Chief Executive then informed Members of the recruitment process and the proposal to set up a sub committee comprising 2 Liberal Democrats, 1 Conservative and this should include 1 member of Cabinet. The sub committee would commence its work following the Council meeting to approve the structure on 19 February. The Chair expressed her wish to be on the sub committee as did Councillor Walklett. Due to the absence of a Conservative Member the Chair agreed to contact the Conservative Member of the Committee and the group leader with regard to their availability for this sub committee.

The HR Manager reminded Members that the intention was to secure a recruitment consultant to undertake a headhunt as opposed to a national advert. Any internal or partner council candidates would be signposted to the recruitment organisation supporting the process. The Chair added that there would be an opportunity for the Cabinet Member to meet the relevant candidate prior to appointment.

The HR Manager advised Members that a training refresher would be available to Members of the sub committee and this could form part of the brief when securing a recruitment consultant. Members of the full Appointments and Remuneration Committee would be kept informed of the process as it developed and this may necessitate the committee meeting more frequently and in any case the committee would be involved when a shortlist of candidates was available.

### **RESOLVED THAT**

**1. Subject to Council approval the Executive Board structure as set out in section 1.2 and Appendix 2 of this report be approved with Executive Director remuneration being at salary grade 3 in accordance with the authority's existing Chief Officer salary grade structure.**

**2. the key accountabilities for the Executive Directors and the Director of Corporate Projects at Appendix 4 be approved and that it be agreed, subject to Council approving the creation of the new Executive Board structure, that the affected employees be appointed to those posts as set out in section 5.1.**

**3. the Chief Executive be authorised, in consultation with the Committee Chairman, to establish and implement the process for the recruitment to the post of Executive Director – People and Change.**

**4. a Sub-Committee be constituted for the appointment of the post of Executive Director – People and Change with the terms of reference set out in section 6.3.**

**5. Council be recommended to approve the creation of the new Executive Board structure**

**6. the Chief Executive be authorised to take such actions and decisions as are necessary to facilitate the above recommendations.**

**5. EXEMPT BUSINESS  
RESOLVED**

“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 paragraph 1 and 3, Part (1) Schedule (12A) Local Government Act 1972, namely:

Paragraph 1; Information relating to any individual.

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

**6. EXECUTIVE BOARD RESTRUCTURE-FORMAL CONSULTATION  
FEEDBACK**

Members discussed some specific issues which arose from the responses to the consultation by those directly affected.

**7. DATE OF NEXT MEETING (IF NECESSARY)**

5 March 2018 (although unlikely to be necessary)

A date in April would be scheduled.

Rowena Hay  
Chairman

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## Cheltenham Borough Council Appointments and Remuneration Committee 14 May 2018 Creation of Sub-Committee

<b>Accountable member</b>	<b>Cllr Rowena Hay</b>
<b>Accountable officer</b>	<b>Chief Executive, Pat Pratley</b>
<b>Ward(s) affected</b>	<b>None</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	On 29th January 2018 the Appointments and Remuneration Committee agreed that the Chief Executive be authorised, in consultation with the Committee Chairman, to establish and implement the process for the recruitment to the post of Executive Director – People and Change. The recruitment search and selection process is in progress but due to the agreed final interview date now falling after the May Council Elections, there is a requirement for the Committee to re-visit the original nominations for the Sub-Committee
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That an Appointments and Remuneration Sub-Committee be constituted for the appointment of the post of Executive Director – People and Change.</li> <li>2. To authorise the Chief Executive to take such actions and decisions as are necessary to facilitate the appointment process.</li> </ol>

<b>Financial implications</b>	<p>None as a result of this report.</p> <p><b>Contact officer: Paul.jones@cheltenham.gov.uk, 01242 775154</b></p>
<b>Legal implications</b>	<p>The appointment to the Director post as referenced in this report falls within the remit of Appointments and Remuneration Committee which may delegate to a sub-committee. A sub-committee must include at least one Cabinet Member from the parent Committee. The Employment Rules must be followed which include inter alia the requirement, prior to appointing (or dismissing) directors, to consult with the Leader and Cabinet.</p> <p><b>Contact officer: peter.lewis@teWKesbury.gov.uk, 01684 272012</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>As contained in the body of this report.</p> <p><b>Contact officer: Julie McCarthy, HR Manager – Operations &amp; Service Centre, Publica Group Ltd.</b></p> <p><b>Julie.mccarthy@cheltenham.gov.uk, 01242 26 4355</b></p>

<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 On 29th January 2018 the Appointments and Remuneration Committee agreed that the Chief Executive be authorised, in consultation with the Committee Chairman, to establish and implement the process for the recruitment to the post of Executive Director – People and Change. The recruitment search and selection process is in progress and the final interviews dates are scheduled for the 20<sup>th</sup> June 2018.

## 2. Appointments Sub-Committee

### 2.1 Membership

There is a statutory requirement for any committee or sub-committee to be allocated seats to political parties in the same proportion as the political balance of the Council. Under these rules the current political balance of the sub-committee would be Liberal Democrat 2, Conservative 1 (note: at least one member of Cabinet from the committee must be included). As this agenda is required to be published on Thursday 3 May, the election results will not be known at that time and hence the political balance cannot be confirmed. This will be advised to Group Leaders on Friday 4 May so that they can consider their nominations.

### 2.2 Remit

To be able to undertake the below functions in respect of the Executive Board restructure considered by the Appointments and Remuneration Committee on 29 January 2018.

### 2.3 Functions

To appoint directors

To determine conditions on which Directors hold office

## 3. Reasons for recommendations

- 3.1 Due to the agreed final interviews date now falling after the May Council Elections, the Committee needs to re-visit its Sub-Committee nominations made at the last meeting in January 2018.

## 4. Alternative options

- 4.1 N/A.

## 5. Performance management–monitoring and review

- 5.1 N/A



<b>Report author</b>	<b>Contact officer: <a href="mailto:julie.mccarthy@cheltenham.gov.uk">julie.mccarthy@cheltenham.gov.uk</a></b> <b>01242 26 4355</b>
<b>Appendices</b>	1. Risk Assessment
<b>Background information</b>	Appointments & Remuneration Committee Report – 7 December 2017 Appointments & Remuneration Committee Report – 29 January 2018

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	JMc	27.04.18	3	2	6	Reduce	Ensure the process is fair and follows council policy and relevant employment legislation	May 2018	PP	

**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

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