



CHEL TENHAM

BOROUGH COUNCIL

Notice of a meeting of Appointments Sub-Committee

Friday, 22 June 2018
12.15 pm

Membership

Councillors: Wendy Flynn, Tim Harman and Rowena Hay

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

Agenda

1.		APOLOGIES FOR ABSENCE	
2.		DECLARATIONS OF INTEREST	
3.		LOCAL GOVERNMENT ACT 1972-EXEMPT BUSINESS 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	
4.		APPOINTMENT OF DIRECTOR-PEOPLE AND CHANGE 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

This page is intentionally left blank

Cheltenham Borough Council
Appointments and Remuneration Sub - Committee
22 June 2018

Appointment of Executive Director – People & Change

Accountable member	N/A
Accountable officer	Pat Pratley, Chief Executive
Ward(s) affected	None
Significant Decision	No
Executive summary	On 14 th May 2018 the Appointments and Remuneration Committee considered the recruitment process proposal to appoint to the role of Executive Director People & Change. It was recommended that a sub-committee be formed to conduct the final shortlist interviews. It was also recommended that key stakeholders would be invited to meet the final shortlisted candidates. Following this process, the best candidate if suitable would be formally appointed to the new role.
Recommendations	<ol style="list-style-type: none"> 1. That the Sub - Committee undertakes the agreed process in respect of appointment of the Executive Director –People & Change Post. 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.

Financial implications	<p>None arising as a result of this report.</p> <p>Contact officer: paul.jones@cheltenham.gov.uk</p> <p>01242 26435</p>
Legal implications	<p>The Appointments and Remuneration panel has delegated to the sub-committee power to appoint the executive director post.</p> <p>A cabinet member must be part of the appointment committee 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>Contact officer: peter.lewis@tewkesbury.gov.uk</p> <p>01684 272012</p>

HR implications (including learning and organisational development)	As contained in the body of this report. Contact officer: julie.mccarthy@publicagroup.uk 01242 264355
Key risks	See Risk Assessment at Appendix 1.
Corporate and community plan Implications	N/A
Environmental and climate change implications	N/A.
Property/Asset Implications	N/A.

1. Background

- 1.1 On 14th May 2018 the Appointments and Remuneration Committee considered the recruitment process proposal to appoint to the role of Executive Director People & Change. It was recommended that a sub-committee be formed to conduct the final shortlist interviews. Cllr Rowena Hay, Cllr Wendy Flynn and Cllr Tim Harman agreed to be part of the interview panel along with Pat Pratley, Chief Executive and Julie McCarthy, HR Manager from Publica.
- 1.2 To further enhance the recruitment process and to ensure that as much information as possible is available to the sub-committee; key stakeholders to be invited to meet candidates. The external 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 14th May 2018.

3. Alternative options

- 3.1 N/A.

Report author	Contact officer: Julie McCarthy, HR Manager – Operations, Payroll and Support Centre. Publica Group Limited.
Appendices	1. Risk Assessment 2. Interview Schedule

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
1	If the process to consult /appoint to roles is not followed correctly, this may expose the Council to legal claims	JMc	12.06.2018	3	2	6	Reduce	Ensure the process is fair and follows council policy and relevant employment legislation	June 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

Timetable – Final Panel Interviews Executive Director People and Change

Date: 22nd June

Venue: Municipal Offices
Promenade
Cheltenham
GL50 9SA

1.00 pm	Candidate One
2.00 pm	Candidate Two
3.00 pm	Candidate Three

This page is intentionally left blank