

## Appointments and Remuneration Committee

Monday, 5th August, 2019  
6.00 - 7.15 pm

Attendees	
<b>Councillors:</b>	Rowena Hay (Chair), Victoria Atherstone (Vice-Chair), Tim Harman, Dilys Barrell, Iain Dobie, Wendy Flynn and Malcolm Stennett
<b>Also in attendance:</b>	Julie McCarthy and Sara Freckleton
<b>Apologies:</b>	Councillor Jo Stafford and Councillor Chris Coleman

### Minutes

- 1. APOLOGIES FOR ABSENCE**  
Councillors Coleman and Stafford.
- 2. MINUTES OF THE LAST MEETING**  
The minutes of the meeting held on 14 May 2018 were approved and signed as a correct record.
- 3. DECLARATIONS OF INTEREST**  
There were no declarations of interest.
- 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 1 and 2, 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**
- 5. RECRUITMENT OF THE CHIEF EXECUTIVE/HEAD OF PAID SERVICE**  
The Chair introduced the report and explained that as the Chief Executive Officer would be leaving the employment of the Authority at the end of September 2019 by reason of retirement, arrangements should therefore be made for appointment to this post. Although any appointment must be approved by Council before any offer is made, Council had delegated to Appointment and Remuneration Committee responsibility for the appointment of the Chief Executive (Head of Paid Service).

She further explained that the report recommended the appointment of a Sub Committee of the Appointments and Remuneration Committee to undertake the process of the appointment and to seek thereafter Council approval, for the recommended appointment prior to the formal offer being made. Members of the Committee were also being asked to determine which executive search company should be appointed to take the process forward.

The Chair then invited the Human Resources Manager (Operations) to address the committee. She highlighted the fact that as this was the key role at CBC, the appointment and recruitment process should reflect this which was why an executive search company was being engaged. She reported that 4 well respected companies with excellent track records had been approached and 3 had submitted their proposals information which had been circulated to Members in advance of the meeting.

She highlighted the tight timescale of the appointment which would be submitted to Council for approval on 14 October.

Members agreed that the CEX post should be replaced like for like as consistency in focus was important considering the significant agenda this council was undertaking. They raised a number of detailed points on the current job description for the post which would be taken into account when discussing with the search company.

The Committee considered the three proposals from the executive search agencies and agreed that Penna would be best suited for the appointment. The HR Manager (Operations) would immediately make arrangements to proceed with the recruitment process.

Nominations for the Sub-Committee were received for Councillors Dobie, Atherstone, Hay, Flynn and Harman. It was noted that due to the critical relationship between the Leader and the Chief Executive, the Leader would be a non voting member of the Sub-Committee. The Chair also highlighted that there would be an opportunity for all Members to be involved to a degree in the appointment process through stakeholder meetings with final candidates. Members supported the nomination of Councillor Hay as Chair and Councillor Atherstone as Vice-Chair of the Sub-Committee.

Members then noted the dates in September/early October for the purposes of shortlisting and interviews.

In terms of the salary, the Committee noted that the Chair had consulted with the LGA in terms of benchmark for similar sized authorities and it had been confirmed that this was comparable.

## **RESOLVED THAT**

- 1. It be noted that the Chief Executive has, by reason of retirement, served notice to terminate her employment with the Authority and that her last day of service will be 30 September 2019**

2. the recruitment to the Chief Executive post will be on a full time basis and the salary range will be £109,242 to £119, 646 commensurate with the experience of the candidate.
  3. an Appointment Sub-Committee of 5 members be established comprising Councillors Atherstone, Dobie, Flynn and Harman and Hay, plus the Leader, as a non-voting member, and that authority be delegated to it to progress the recruitment and appointment to the post of Chief Executive and to seek approval from the Council prior to the formal offer of appointment being made;
  4. Councillor Hay be appointed Chair and Councillor Atherstone be appointed Vice Chair of the Sub Committee; and
  5. The Executive Search Company Penna be appointed to undertake the necessary recruitment of the post of Chief Executive and that the formal appointment of the Company be delegated to the HR Manager (Operations) in consultation with the Chair of the Appointments and Remuneration Committee.
6. **ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION**  
None.
7. **DATE OF NEXT MEETING (IF NECESSARY)**  
The Appointments Sub Committee would next meet on 26 September 2019.

Rowena Hay  
Chairman