



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Appointments and Remuneration Committee

**Monday, 5 August 2019**  
**6.00 pm**  
**Pittville Room - Municipal Offices**

| <b>Membership</b>   |   |
|---------------------|---|
| <b>Councillors:</b> | Rowena Hay (Chair), Victoria Atherstone (Vice-Chair),<br>Tim Harman, Dilys Barrell, Iain Dobie, Jo Stafford, Wendy Flynn,<br>Chris Coleman and Malcolm Stennett |

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>MINUTES OF THE LAST MEETING</b>   | (Pages 3 - 4) |
| <b>3.</b> | <b>DECLARATIONS OF INTEREST</b>  |               |
| <b>4.</b> | <b>LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS</b><br>The Committee is recommended to approve the following resolution:<br><br>"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:<br><br>Paragraph 1 : Information relating to any individual<br>Paragraph 2: Information which is likely to reveal the identity of an individual |               |
| <b>5.</b> | <b>RECRUITMENT OF THE CHIEF EXECUTIVE/HEAD OF PAID SERVICE</b><br>Report TO FOLLOW   |               |
|           |  |               |

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|----|--|--|--|
| 6. |  | <b>ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION</b> |  |
| 7. |  | <b>DATE OF NEXT MEETING (IF NECESSARY)</b>                                       |  |
|    |  |  |  |

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### Appointments and Remuneration Committee

**Monday, 14th May, 2018**  
**3.10 - 3.20 pm**

| Attendees           |   |
|---------------------|---|
| <b>Councillors:</b> | Rowena Hay (Chair), Chris Coleman (Vice-Chair), Wendy Flynn, Malcolm Stennett, Tim Harman, Victoria Atherstone, Dilys Barrell, Iain Dobie and Jo Stafford |

### Minutes

- 1. APOLOGIES FOR ABSENCE**  
There were no apologies.
  
- 2. DECLARATIONS OF INTEREST**  
There were no declarations of interest.
  
- 3. APPROVE MINUTES OF LAST MEETING**  
The minutes of the last meeting were approved and signed as a correct record.
  
- 4. APPOINTMENTS AND REMUNERATION SUB COMMITTEE NOMINATIONS**  
On 29 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. She informed that the recruitment search and selection process was in progress but due to the agreed final interview date now falling after the May Council Elections, there was a requirement for the Committee to re-visit the original nominations for the Sub-Committee.

Members approved the appointment for Councillors Flynn, Hay and Harman to the Sub-Committee.

The Chair invited the Human Resources Manager to update the committee on the recruitment process. She explained that the executive search was examining 2 cohorts, firstly for a development opportunity for someone to step into the role and secondly for more experienced directors looking for a move in their career. She elaborated that the salaries between the two cohorts were quite different and a number of candidates would be sought from both cohorts. Berwick and Partners, an established leadership and recruitment company, had been appointed; it had been engaged for a number of different appointments across the partnership and involved in previous CBC appointments so they were aware of CBC and interaction with other partners. The consultant was updating the HR Manager on a regular basis and had so far spoken to more than 30 individuals with a further 29 to contact. This would produce a long list to be considered by the consultant, the Chief Executive and the HR Manager and the shortlisting and interview process would be conducted by the Appointments Sub-Committee. It was expected that the shortlist would comprise between 5-8

candidates depending on the quality of the individuals. The application deadline was 28 May so the talent pool would be known by then.

**RESOLVED THAT**

- 1. An Appointments and Remuneration Sub-Committee comprising Councillors Flynn, Harman and Hay be constituted for the appointment of the post of Executive Director-People and Change.**
  - 2. The Chief Executive be authorised to take such actions and decisions as are necessary to facilitate the appointment process.**
- 5. ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION**
- 6. 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 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, Part (1) Schedule (12A) Local Government Act 1972, namely:**

**Paragraph 1; Information relating to any individual.**

- 7. EXEMPT MINUTES**  
The exempt minutes were approved and signed as a correct record.
- 8. DATE OF NEXT MEETING (IF NECESSARY)**  
Sub-Committee dates to be arranged subsequent to this meeting.

Provisional date for the next Appointments and Remuneration Committee-2  
October 2018.

Rowena Hay  
**Chairman**