



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

**Thursday, 24 February 2022
6.00 pm
Council Chamber - Municipal Offices**

Membership	
Councillors:	Rowena Hay (Chair), Victoria Atherstone (Vice-Chair), Dilys Barrell, Barbara Clark, Mike Collins, Tim Harman, Peter Jeffries, Guy Maughfling and Emma Nelson

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

Important Notice

Filming, recording and broadcasting of council meetings

This meeting will be recorded by the council for live broadcast online at <http://www.cheltenham.gov.uk> and www.youtube.com/user/cheltenhamborough.

The Chair will confirm this at the start of the meeting.

If you make a representation to the meeting, you will be deemed to have consented to be filmed, and to the possible use of those images and sound recordings for broadcasting and/or training purposes.

Agenda

1.	APOLOGIES FOR ABSENCE	
2.	DECLARATIONS OF INTEREST	
3.	APPROVE MINUTES OF LAST MEETING Minutes of the meeting held on 27 September 2021.	(Pages 3 - 6)
4.	LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS 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 paragraphs 1, 2 and 3 Part 1, Schedule 12A Local Government Act 1972, namely:	

		<ul style="list-style-type: none"> • Paragraph 1; Information relating to any individual. • Paragraph 2; Information which is likely to reveal the identity of an individual • Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information) 	
5.		ORGANISATIONAL REVIEW Report of the Chief Executive TO FOLLOW	
6.		ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION	
7.		DATE OF NEXT MEETING (IF NECESSARY)	

Contact Officer: Bev Thomas, Democratic Services Team Leader, 01242 264246
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Appointments and Remuneration Committee

Monday, 27th September, 2021

6.00 - 6.30 pm

Attendees	
Councillors:	Rowena Hay (Chair), Victoria Atherstone (Vice-Chair), Dilys Barrell, Mike Collins, Tim Harman, Guy Maughfling and Emma Nelson
Also in attendance:	Gareth Edmundson and Julie McCarthy
Apologies:	Councillor Barbara Clark and Councillor Peter Jeffries

Minutes

1. APOLOGIES FOR ABSENCE

Councillors Clark and Jeffries

2. DECLARATIONS OF INTEREST

There were none.

3. APPROVE MINUTES OF LAST MEETING

The minutes of the meeting held on 16 December 2020 were approved and signed as a correct record.

4. APPOINTMENT OF INTERIM MONITORING OFFICER & UPDATE ON THE COUNCIL'S OPERATING MODEL

The Chief Executive introduced the report and explained that the current Monitoring Officer (MO), Sara Freckleton, was returning to a full time post at Tewkesbury Borough Council. He paid tribute to the many years of great service and guidance she had provided to the council and said she would be a great loss to the authority.

The Council was now required to appoint its own Monitoring Officer, a statutory post which was subject to approval and ratification by full Council.

The role was essential in ensuring lawfulness and fairness of decision making, ensuring the constitution is up to date, supporting the Standards Committee and dealing with allegations of breaches of the Code of Members' Conduct.

In order to allow for a considered way forward, the appointment of an interim monitoring officer was sought for 6 months. This would provide the authority with time to assess its needs and to explore sharing with another local authority in Gloucestershire or appoint a dedicated monitoring officer on a part time basis with the possibility of extending to a full time position.

In terms of remuneration, the Chief Executive informed that having considered the market, the role was set at director level 3.

Members supported the recommendations and Councillors Hay, Collins and Harman were proposed as members of the sub-committee which would be involved in the appointment of the permanent post.

The Chief Executive then gave a brief update on the implementation of the authority's operating model.

Finally, the Chair wished to place on record her thanks to Sara Freckleton, the outgoing MO, for her significant contribution to the council.

RESOLVED (unanimously) THAT

- 1.1. Council be recommended to appoint an interim Monitoring Officer (MO) for a period of approximately 6 months or until a permanent MO is recruited**
- 1.2. The Chief Executive explores options for a permanent recruitment of a MO. This includes a part-time position, sharing an MO with another authority or employing on a full time basis.**
- 1.3. Following the completion of an appropriate review, an Appointments & Remuneration (A&R) sub-committee comprising Councillors Hay, Collins and Harman be formed to progress with the recruitment of a permanent MO This sub-committee will participate in an interview panel which will select a candidate to put forward to full council for approval. If CBC elects to appoint a permanent MO shared with another authority, interview panels will be agreed in consultation with the A&R sub-committee and partnering authority.**
- 1.4. The permanent role of MO is paid at a remuneration of Director Level 3, pro-rata if this is a part time post.**
- 1.5. The update on the Council's implementation of the Operating Model be noted.**

**5. 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 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. EXEMPT MINUTES

The exempt minutes of the meeting held on 16 December 2020 were approved and signed as a correct record.

7. ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION

None.

8. DATE OF NEXT MEETING (IF NECESSARY)

The Chief Executive advised that the committee would receive further updates as the implementation of the Operating Model progressed and would be convened where there were specific decisions for the committee to make.

Rowena Hay
Chairman

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