



CHEL TENHAM
BOROUGH COUNCIL

**Notice of a meeting of
Appointments Sub-Committee**

**Wednesday, 3 August 2022
1.30 pm**

Sherborne Room - Municipal Offices

Membership

Councillors: Rowena Hay (Chair), Tim Harman and Mike Collins

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

Agenda

1.		APOLOGIES	
2.		DECLARATIONS OF INTEREST	
3.		<p>LOCAL GOVERNMENT ACT EXEMPT INFORMATION The Appointments Sub-Committee is recommended to approve the following resolution :-</p> <p>“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 :</p> <p>Paragraph 1 : Information relating to any individual Paragraph 2: Information which is likely to reveal the identity of an individual</p>	
4.		<p>APPOINTMENT OF THE SENIOR CAPITAL AND CONSTRUCTION MANAGER (RE-NAMED HEAD OF CONSTRUCTION)</p> <p>Report of the HR Manager – Operations, Publica Group (Support) Limited. (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).</p>	(Pages 3 - 8)

Contact Officer: Bev Thomas, Democratic Services Team Leader,
Email: democratic.services@cheltenham.gov.uk

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**Cheltenham Borough Council
 Appointments Sub-Committee
 3rd August 2022
 Appointment of the
 Senior Capital and Construction Manager
 (Re-named Head of Construction)**

Accountable member	N/A
Accountable officer	Julie McCarthy
Ward(s) affected	None
Significant Decision	No
Executive summary	<p>On 24th February 2022 the Appointments and Remuneration Committee considered and determined the recruitment process for appointing to the role of Senior Capital and Construction Manager (subsequently post renamed as Head of Construction). The Executive Search Company, Tile Hill were engaged to undertake the necessary recruitment process to enable the sub-committee to determine candidates to be shortlisted. Following the interview process the sub-committee will make an offer of appointment, subject to the usual employment checks, to the preferred candidate.</p>
Recommendations	<ol style="list-style-type: none"> 1. To recommend the candidate to be appointed to the post of Senior Capital and Construction Manager (post renamed head of Construction). 2. To authorise the HR Business Partner to issue the appropriate appointment letter and to take all necessary actions in respect of the appointment.

Financial implications	None arising as a result of this report. Contact officer: paul.jones@cheltenham.gov.uk 01242 26435
Legal implications	<i>None arising as a result of this report</i>
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	As outlined in Appendix 1 of this report
Corporate and community plan Implications	N/A
Environmental and climate change implications	N/A
Property/Asset Implications	N/A

1. Background

- 1.1 On 24th February 2022 the Appointments and Remuneration Committee considered the recruitment process for appointment to the role of Senior Capital and Construction Manager (renamed Head of Construction)
- 1.2 An Appointments Sub-Committee, comprising 3 members was established to progress the recruitment and appointment.
- 1.3 The Executive Search Company, Tile Hill, were engaged to undertake the necessary recruitment process and to provide advice to the sub-committee throughout, including recommending suitable candidates for short-listing, advising on and assisting with the interview process and advising on final selection for appointment.
- 1.4 Once the recruitment, assessment and interview process has been completed the sub-committee will make an offer to the successful candidate.

2. Reasons for recommendations

To progress the recruitment of and appointment to the post to assist the Golden Valley Development work streams.

3. Alternative options

- 3.1 N/A

Report author	Contact officer: Julie McCarthy, HR Manager – Operations, Publica Group (Support) Limited.
Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Interview Schedule
Background information	None.

Risk Assessment

Appendix 1

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 role is not followed correctly, this may expose the Council to legal claims	PJ	19/07/2022	3	2	6	Reduce	Ensure the process is fair and follows council policy and relevant employment legislation	August 2022	Paul Jones	
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											

(Draft) Final Interview Timetable

Time (to be confirmed)	Candidate
1.30 pm	Start of meeting/Panel Briefing
2.00 pm	Candidate 1
3.15 pm	Candidate 2
4.30 pm	Candidate 3

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