

Cheltenham Borough Council Appointments and Remuneration Sub-Committee

Meeting date: 25 September 2023

Meeting time: 5.30 pm

Meeting venue: Council Chamber - Municipal Offices

Membership:

Councillor Rowena Hay (Chair), Councillor Tim Harman and Councillor Julian Tooke

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Contact: democraticservices@cheltenham.gov.uk

Phone: 01242 264 246

1 Apologies

2 Declarations of Interest

3 Local Government Act Exempt Information

The Appointments and Remuneration 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 Programme Director for Climate Change (Pages 3 - 8)

Report of Cabinet Member for Climate Emergency

Cheltenham Borough Council

Appointments Sub-Committee

25th September 2023

Appointment of the Programme Director for Climate Change

Accountable Member

Councillor Alisha Lewis, Cabinet Member for Climate Emergency

Accountable Officer

Paul Jones, Executive Director for Finance, Assets and Regeneration

Ward(s) affected

None

Executive Summary

On 2 August 2023 the Appointments and Remuneration Committee considered and determined the recruitment process for appointing for any necessary interim arrangements to facilitate and deliver the second phase of the organisation review. The Committee were informed of the imminent departures of two senior managers from the organisation and the need to recruit to the role of interim Programme Director for Climate Change. Following the interview process the sub-committee will make an offer of appointment, subject to the usual employment checks, to the preferred candidate.

Recommendations:

- i. To recommend the candidate to be appointed to the post of Programme Director for Climate Change on a term of not less than 6 months.**
- ii. To authorise the HR Business Partner to issue the appropriate appointment letter and to take all necessary actions in respect of the appointment.**

1. Implications

1.1 Financial Implications

The departure of two senior managers will provide a base budget to cover the interim costs associated with the recruitment of an interim Programme Director for Climate Change.

Contact officer: paul.jones@cheltenham.gov.uk, 01242 26435

1.2 Legal Implications

None arising as a result of this report

1.3 HR implications (including learning and organisational development)

As contained in the body of this report.

Contact officer: julie.mccarthy@cheltenham.gov.uk , 01242 264355

1.4 Key risks

As outlined in Appendix 1 of this report.

1.5 Corporate and community plan implications

Working with residents, communities and businesses to help make Cheltenham net zero by 2030.

1.6 Environmental and climate change implications

Working with residents, communities and businesses to help make Cheltenham net zero by 2030

1.7 Property/Asset Management

n/a

2. Background

- 2.1** On 2 August 2023 the Appointments and Remuneration Committee considered the recruitment process for the appointment to the role of interim Programme Director for Climate Change.
- 2.2** An Appointments Sub-Committee, comprising three members, was established to progress the recruitment and appointment.

- 2.3** Due to the resignation of two senior posts and following the recommendation from the peer review it has been determined that, within the context of organisational review, now is an opportunity to revisit and check that the organisational structure is still fit for purpose. Strategic capacity to deliver one of the council's priorities of achieving net zero by 2030 is fundamental and it is recommended that a Programme Director for Climate Change be appointed on an interim basis for a period of not less than six months.
- 2.4** Once the recruitment, assessment and interview process has been completed, the sub-committee will make an offer to the successful candidate.

3. Alternative options

- 3.1** Not applicable

Report author

Paul Jones, Executive Director for Finance, Assets and Regeneration

Appendices

- i. Risk Assessment

Background information

None

Appendix 1: Risk Assessment

| 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 | 15/09/2023 | 3 | 2 | 6 | Reduce | Ensure the process is fair and follows council policy and relevant employment legislation | September 2023 | Paul Jones | |
| <p>Explanatory notes</p> <p>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)</p> <p>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)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p> | | | | | | | | | | | |

