

Cheltenham Borough Council
Appointments and Remuneration Sub - Committee

2 November 2015

Appointment of Managing Director – Place and Economic Development

Accountable member	N/A
Accountable officer	Andrew North, Chief Executive
Ward(s) affected	None
Significant Decision	No
Executive summary	On 9th June 2015 the Appointments and Remuneration Committee considered the recruitment options for the REST management restructure proposals. It was recommended that a sub-committee be formed to conduct the interviews for an internal/external recruitment campaign for the Managing Director – Environmental and Regulatory Services. It is recommended that the sub-committee hear the views of key stakeholders on the candidates, ask candidates to do a short presentation on the day and conduct formal interviews with shortlisted candidates. Following this process, the best candidate if suitable would be formally appointed to the new role.
Recommendations	<ol style="list-style-type: none"> 1. That the Sub - Committee undertakes the agreed process in respect of appointment of the managing director post. 2. That the Chief Executive be authorised to issue the appropriate appointment letter and take any necessary actions in respect of the appointment, once the cabinet have been consulted.

Financial implications	None as a result of this report. Contact officer: nina.philippidis@cheltenham.gov.uk, 01242 264121
Legal implications	The Appointments and Remuneration panel has delegated to the sub-committee power to appoint a managing director posts. A cabinet member should be part of the appointment process as required by the Employment rules. Also as required by those rules, the cabinet must be consulted by the Chief Executive before any offer of appointment is made. Contact officer: peter.lewis@tewkesbury.gov.uk, 01684 272012

HR implications (including learning and organisational development)	As contained in the body of this report. Contact officer: Richard Hall HR Business Partner Richard.hall@cheltenham.gov.uk, 01242 77 4972
Key risks	See Risk Assessment at Appendix 1.
Corporate and community plan Implications	N/A
Environmental and climate change implications	N/A.
Property/Asset Implications	N/A.

1. Background

- 1.1** The REST (Regulatory and Environmental Services Transformation) programme is based on continued direct council provision of services commissioned against clear outcomes with customer focus, efficiency and effectiveness of service delivery and financial savings achieved through a systems thinking approach.
- 1.2** As part of the REST (Regulatory and Environmental Services Transformation) programme, a management restructure within the division has been conducted.
- 1.3** On 9th June 2015 the Appointments and Remuneration Committee considered the recruitment options for the REST management restructure proposals. It was recommended that a sub-committee be formed to conduct the interviews of the Managing Director – Environmental and Regulatory Services. Volunteers, consisting of **Cllr Flynn, Cllr Rowena Hay and Cllr Mason** agreed to be part of the interview panel, along with portfolio holder **Cllr McKinlay**, a HR representative from GO Shared Services and Andrew North, Chief Executive.
- 1.4** To further enhance the recruitment process and to ensure that as much information as possible is available to the sub-committee; key stakeholders are being invited to meet candidates. The recruitment consultant will sit in on these discussions and feedback the views of the stakeholders. The sub- committee can then make their decision in light of all the information available.

2. Reasons for recommendations

- 2.1** To agree and oversee matters as directed by Council, and as agreed at the Appointments and Remuneration Committee on 9th June 2015.

3. Alternative options

- 3.1** N/A.

Report author	Contact officer: Richard.hall@cheltenham.gov.uk, 01242 77 4972
Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Interview Schedule
Background information	None.

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 roles is not followed correctly, this may expose the Council to legal claims	RH	09 07 2015	3	2	6	Reduce	Ensure the process is fair and follows council policy and relevant employment legislation	Oct / Nov 2015	AN / PL		

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