

## Appointments and Remuneration Committee

Monday, 29th January, 2018  
6.00 - 6.45 pm

Attendees	
<b>Councillors:</b>	Rowena Hay (Chair), Chris Coleman (Vice-Chair), Flo Clucas, Colin Hay, Malcolm Stennett and Jon Walklett
<b>Apologies:</b>	Councillor Wendy Flynn

### Minutes

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Flynn.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. APPROVE MINUTES OF LAST MEETING**

The minutes of the meeting held on 7 December were approved and signed as a correct record.

**4. EXECUTIVE BOARD RESTRUCTURE - FORMAL CONSULTATION FEEDBACK**

The Chair invited the Chief Executive to address the committee. The Chief Executive explained that the formal consultation process concluded on 7 January 2018 and the feedback received was included in the exempt appendices to the report. She informed that this report had in draft form been circulated to those directly affected and no comments had been received. It had also been shared with the Director Planning and Director Environment as members of the Executive team to facilitate their understanding of the direction of travel for the organisation. They had not made any comments on the report. The Chief Executive then outlined the recommendations for the committee to consider.

The following comments were made and responses given :

- Members supported the creation of the new Executive Board structure particularly as the three main directors would be on equal footing, which was important as it tied in with the equality of the three strands of the organisation going forward.
- Members supported the appointment of an annual deputy to the Chief Executive rather than a permanent deputy so there was no doubt as to who it was.
- A Member suggested that there should be reference in the job descriptions to the international role of the town bearing in mind the focus on economic development. She gave examples of international symposia at which the town could be represented. In response the Chief Executive explained that currently international activity was undertaken

via the twinning arrangements at service manager level. There would however be an opportunity to explore the suggestion further in the future as the focus was currently very civic centred and no doubt more could be done.

- Members highlighted the importance of managing the transition of the new director being in place and the flexible retirement of the current Director of Resources and Corporate Projects. The Chief Executive highlighted that the current Director had offered some flexibility and transition would be built in as he was currently managing some major time sensitive projects.
- When asked why the Chief Executive would consider backdating salary should any further job evaluation process demonstrate that an increase in grading for an Executive Director was the outcome she highlighted that this would only be applicable once the new structure was in place, i.e. from 1 April but emphasised that the review needed to be equitable to all Executive Board members.

The Chief Executive then informed Members of the recruitment process and the proposal to set up a sub committee comprising 2 Liberal Democrats, 1 Conservative and this should include 1 member of Cabinet. The sub committee would commence its work following the Council meeting to approve the structure on 19 February. The Chair expressed her wish to be on the sub committee as did Councillor Walklett. Due to the absence of a Conservative Member the Chair agreed to contact the Conservative Member of the Committee and the group leader with regard to their availability for this sub committee.

The HR Manager reminded Members that the intention was to secure a recruitment consultant to undertake a headhunt as opposed to a national advert. Any internal or partner council candidates would be signposted to the recruitment organisation supporting the process. The Chair added that there would be an opportunity for the Cabinet Member to meet the relevant candidate prior to appointment.

The HR Manager advised Members that a training refresher would be available to Members of the sub committee and this could form part of the brief when securing a recruitment consultant. Members of the full Appointments and Remuneration Committee would be kept informed of the process as it developed and this may necessitate the committee meeting more frequently and in any case the committee would be involved when a shortlist of candidates was available.

## **RESOLVED THAT**

**1. Subject to Council approval the Executive Board structure as set out in section 1.2 and Appendix 2 of this report be approved with Executive Director remuneration being at salary grade 3 in accordance with the authority's existing Chief Officer salary grade structure.**

**2. the key accountabilities for the Executive Directors and the Director of Corporate Projects at Appendix 4 be approved and that it be agreed, subject to Council approving the creation of the new Executive Board structure, that the affected employees be appointed to those posts as set out in section 5.1.**

**3. 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.**

**4. a Sub-Committee be constituted for the appointment of the post of Executive Director – People and Change with the terms of reference set out in section 6.3.**

**5. Council be recommended to approve the creation of the new Executive Board structure**

**6. the Chief Executive be authorised to take such actions and decisions as are necessary to facilitate the above recommendations.**

**5. 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 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. EXECUTIVE BOARD RESTRUCTURE-FORMAL CONSULTATION  
FEEDBACK**

Members discussed some specific issues which arose from the responses to the consultation by those directly affected.

**7. DATE OF NEXT MEETING (IF NECESSARY)**

5 March 2018 (although unlikely to be necessary)

A date in April would be scheduled.

Rowena Hay  
Chairman

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