

Cheltenham Borough Council
Appointments and Remuneration Committee
14 May 2018
Creation of Sub-Committee

Accountable member	Cllr Rowena Hay
Accountable officer	Chief Executive, Pat Pratley
Ward(s) affected	None
Significant Decision	No
Executive summary	On 29th January 2018 the Appointments and Remuneration Committee agreed that 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. The recruitment search and selection process is in progress but due to the agreed final interview date now falling after the May Council Elections, there is a requirement for the Committee to re-visit the original nominations for the Sub-Committee
Recommendations	<ol style="list-style-type: none"> 1. That an Appointments and Remuneration Sub-Committee be constituted for the appointment of the post of Executive Director – People and Change. 2. To authorise the Chief Executive to take such actions and decisions as are necessary to facilitate the appointment process.

Financial implications	None as a result of this report. Contact officer: Paul.jones@cheltenham.gov.uk, 01242 775154
Legal implications	The appointment to the Director post as referenced in this report falls within the remit of Appointments and Remuneration Committee which may delegate to a sub-committee. A sub-committee must include at least one Cabinet Member from the parent Committee. The Employment Rules must be followed which include inter alia the requirement, prior to appointing (or dismissing) directors, to consult with the Leader and Cabinet. 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: Julie McCarthy, HR Manager – Operations & Service Centre, Publica Group Ltd. Julie.mccarthy@cheltenham.gov.uk, 01242 26 4355

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** On 29th January 2018 the Appointments and Remuneration Committee agreed that 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. The recruitment search and selection process is in progress and the final interviews dates are scheduled for the 20th June 2018.

2. Appointments Sub-Committee

2.1 Membership

There is a statutory requirement for any committee or sub-committee to be allocated seats to political parties in the same proportion as the political balance of the Council. Under these rules the current political balance of the sub-committee would be Liberal Democrat 2, Conservative 1 (note: at least one member of Cabinet from the committee must be included). As this agenda is required to be published on Thursday 3 May, the election results will not be known at that time and hence the political balance cannot be confirmed. This will be advised to Group Leaders on Friday 4 May so that they can consider their nominations.

2.2 Remit

To be able to undertake the below functions in respect of the Executive Board restructure considered by the Appointments and Remuneration Committee on 29 January 2018.

2.3 Functions

To appoint directors
To determine conditions on which Directors hold office

3. Reasons for recommendations

- 3.1** Due to the agreed final interviews date now falling after the May Council Elections, the Committee needs to re-visit its Sub-Committee nominations made at the last meeting in January 2018.

4. Alternative options

- 4.1** N/A.

5. Performance management–monitoring and review

- 5.1** N/A

Report author	Contact officer: julie.mccarthy@cheltenham.gov.uk 01242 26 4355
Appendices	1. Risk Assessment
Background information	Appointments & Remuneration Committee Report – 7 December 2017 Appointments & Remuneration Committee Report – 29 January 2018

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	JMc	27.04.18	3	2	6	Reduce	Ensure the process is fair and follows council policy and relevant employment legislation	May 2018	PP	

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