

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.

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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.

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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>											

