

10 December 2021

<b>Committee</b>	Chief Executive Appointment Committee
<b>Date</b>	Monday, 20 December 2021
<b>Time of Meeting</b>	Not earlier than 12:00 pm
<b>Venue</b>	Tewkesbury Borough Council Offices, Second Floor Committee Room

## **Agenda**

### **1. ANNOUNCEMENTS**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

### **2. APOLOGIES FOR ABSENCE**

### **3. TERMS AND CONDITIONS OF APPOINTMENT**

To approve the Terms and Conditions of the appointment of Chief Executive including salary level.

### **4. APPOINTMENT DETAILS**

To approve a Job Description, Person Specification and advertisement content for the post of Chief Executive.

**DATE OF NEXT MEETING  
TO BE CONFIRMED  
COUNCILLORS CONSTITUTING COMMITTEE**

Councillors: R A Bird, M A Gore, D J Harwood, J R Mason, C Softley, M G Sztymiak and R J E Vines

**Substitution Arrangements**

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.

**Recording of Meetings**

In accordance with the Openness of Local Government Bodies Regulations 2014, please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chairman will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.