

TEWKESBURY BOROUGH COUNCIL

Minutes of a Meeting of the Chief Executive Appointment Committee held at the Council Offices, Gloucester Road, Tewkesbury on Monday, 20 December 2021 commencing at 12:50 pm

Chair
Vice Chair

Present:

Councillor R A Bird
Councillor C Softley

and Councillors:

M A Gore, D J Harwood and J R Mason

CEX.6 ANNOUNCEMENTS

6.1 The evacuation procedure as noted on the Agenda was taken as read.

CEX.7 APOLOGIES FOR ABSENCE

7.1 Apologies for absence were received from Councillors M G Sztymiak and R J E Vines.

CEX.8 TERMS AND CONDITIONS OF APPOINTMENT

8.1 The Chief Executive Appointment Working Group had considered the terms and conditions of the Chief Executive appointment in full and made a recommendation to the Chief Executive Appointment Committee.

8.2 Accordingly, it was

RESOLVED

That the terms and conditions of the appointment as circulated be **APPROVED**, subject to:

- clarification that the Council was closed for one extra day at Christmas but that this was not a set date;
- clarification that the salary of the Chief Executive already took into account additional hours the postholder may need to do over and above the contracted 37 hours a week; and
- deletion of the paragraph entitled 'flexible working' as it was not relevant to the role.

CEX.9 APPOINTMENT DETAILS

9.1 The Chief Executive Appointment Working Group had considered the proposed job description and person specification in detail and recommended it to the Chief Executive Appointment Committee for approval.

9.2 The content of the advertisement for the role had been discussed briefly and it was recommended that this be delegated to the Chief Executive to approve in consultation with the recruitment consultants.

9.3 Accordingly, it was

RESOLVED

1. That the job description and person specification, as circulated, be **APPROVED**, subject to:
 - The deletion of paragraph 7.11 from the job description as it was not relevant to the role of Chief Executive specifically.
 - The addition to the person specification of 'ability to forge partnerships across organisational boundaries' in the aptitudes/skills section.
2. That the content of the advertisement be delegated to the Chief Executive to approve in consultation with the recruitment consultants.

The meeting closed at 12:55 pm