

26 January 2022

Committee	Chief Executive Appointment Committee
Date	Thursday, 3 February 2022
Time of Meeting	Not before 11:00 am
Venue	Tewkesbury Borough Council Offices, Avon 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. MINUTES

1 - 3

To approve the Minutes of the meetings held on 16 and 20 December 2021.

4. SEPARATE BUSINESS

The Chair will move the adoption of the following resolution:

That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

5. CONFIRMATION OF CANDIDATE LONGLIST

(Exempt –Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to any individual)

To consider the applications and confirm the candidate longlist.

DATE OF NEXT MEETING**THURSDAY, 10 FEBRUARY 2022****COUNCILLORS CONSTITUTING COMMITTEE**

Councillors: R A Bird (Chair), M A Gore, D J Harwood, J R Mason, C Softley (Vice-Chair), M G Sztymiak and R J E Vines

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

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.

TEWKESBURY BOROUGH COUNCIL

Minutes of a Meeting of the Chief Executive Appointment Committee held at the Council Offices, Gloucester Road, Tewkesbury on Thursday, 16 December 2021 commencing at 11:10 am

Present:

Chair

Councillor R A Bird

and Councillors:

D J Harwood, J R Mason and M G Sztymiak

CEX.1 ELECTION OF CHAIR

1.1 It was proposed, seconded and

RESOLVED That Councillor R A Bird be elected as Chair of the Chief Executive Appointment Committee.

CEX.2 APPOINTMENT OF VICE-CHAIR

2.1 It was proposed, seconded and

RESOLVED That Councillor C Softley be appointed as Vice-Chair of the Chief Executive Appointment Committee.

CEX.3 ANNOUNCEMENTS

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

CEX.4 APOLOGIES FOR ABSENCE

4.1 Apologies for absence were received from Councillors M A Gore, C Softley (Vice-Chair) and R J E Vines.

CEX.5 APPOINTMENT OF RECRUITMENT CONSULTANTS

5.1 The HR and OD Manager explained that the Council had contacted several different agencies and it was recommended that Gatenby Sanderson be appointed as the consultants to help the Council appoint a new Chief Executive.

5.2 Having considered the information provided, and the recommendation of the Working Group which had gone through the list and considered in detail the recommendation of the HR and OD Manager, it was proposed and seconded that Gatenby Sanderson be appointed as consultants for the recruitment of a new Chief Executive.

5.3 Accordingly, it was

RESOLVED That Gatenby Sanderson be appointed as consultants for the recruitment of a new Chief Executive.

The meeting closed at 11:15 am

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

Present:

Chair
Vice Chair

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