



APPOINTMENTS COMMITTEE

MINUTES of the meeting of the Appointments Committee held on Wednesday 29 July 2015 commencing at 2.00 pm.

**PRESENT
MEMBERSHIP:**

Cllr Mark Hawthorne
Cllr Jeremy Hilton
Cllr Paul McLain

Cllr Ray Theodoulou
Cllr Lesley Williams

Substitutes:

Apologies: Cllr Iain Dobie

8. APPOINTMENT OF CHAIRMAN

***RESOLVED** that Cllr Mark Hawthorne be appointed as the Chairman of the Appointments Committee for the remainder of the 2015-16 civic year.*

9. MINUTES

The minutes of the meeting held on 3 March 2015 were confirmed and signed as a correct record.

10. PUBLIC QUESTIONS

No public questions had been received.

11. MEMBERS' QUESTIONS

No questions from members had been received.

12. EXCLUSION OF THE PRESS AND PUBLIC

***RESOLVED** that the press and public be excluded from the meeting during consideration of the following item of the agenda in accordance with the provisions of Section 100A of the Local Government Act 1972 (Schedule 12A – Paragraphs 1,2 and 3) which are:*

Information relating to an individual

Minutes subject to their acceptance as a correct record at the next meeting

Information which is likely to reveal the identity of an individual

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

13. REQUEST FROM CHIEF EXECUTIVE

Consideration was given to a report from the Director of People Services relating to a request from Pete Bungard, the Chief Executive, for flexible retirement in accordance with the Council's Flexible Retirement Policy. If the request was approved, it would reduce the Chief Executive's working week from 5 to 4 days from September 2015.

The Director of People Services explained that around 80 requests for flexible retirement had been approved since the policy was introduced in 2007. The policy facilitated the retention of key skills, supported succession planning by allowing the transfer of knowledge from Council staff who were entering their final years of employment and allowed the Council to retain key staff who were trying to balance difficult domestic issues with their work.

The Chief Executive's application for flexible retirement was consistent with the Council's Flexible Retirement Policy including guidance for the payback period. The basis of the request was the need for the Chief Executive to balance personal and caring duties with his role at the Council. The Director of Strategic Finance as Section 151 Officer had considered the application and confirmed that it met the requirements of the policy.

Adam Barker, Senior Workforce Adviser at the Local Government Association, was present at the meeting and his advice was appended to the main report. He said that the request, if approved by members, would allow the Council to retain the services of a well known and respected Chief Executive. Furthermore, it was consistent with good employment practice and allowed the Council to plan for the future by providing development opportunities for existing directors.

Members of the committee were supportive of the request recognising that it would allow the Council to retain the Chief Executive's services over a longer period. They noted that deputy arrangements were in place through the new senior management structure. Directors were also on a rota for Gold Command in the event of a major incident.

Members requested that detailed working arrangements be agreed through Group Leaders and that the arrangements be monitored over the next 18 months. It was suggested that a 'usual non-working day' should be identified whilst recognising

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that there needed to be some flexibility to allow the Chief Executive to meet his personal and work commitments.

On being put to the vote, the request from the Chief Executive received the unanimous support of members.

RESOLVED that the request from the Chief Executive for flexible retirement be approved in accordance with Council's Flexible Retirement Policy subject to addressing the specific issues raised by members.

CHAIRPERSON

Meeting concluded at 2.50 pm