

# Minutes of Chief Officer Terms and Conditions Committee

**28 July 22 at 1.30pm**  
**in Committee Room One at Sandwell Council House, Oldbury**

**Present:** Councillor Carmichael (Chair);  
Councillors Piper, Ahmed, Hartwell, Padda and Dunn.

**Also present:** Kim Bromley- Derry (Managing Director Commissioner),  
Victoria Lee (Head of Human Resources), Elaine Newsome  
(Service Manager – Democracy), John Swann (Democratic  
Services Officer) and Julie Towers (Penna – Recruitment).

## **01/22**      **Apologies for Absence**

An apology for absence was received from Councillor Moore.

## **02/22**      **Declarations of Interest**

There were no declarations of interest made.

## **03/22**      **Minutes**

**Resolved** that the minutes of the meeting held on 21  
October 2022 be confirmed as a correct record.



## **04/22 Urgent Business**

There were no urgent items of business to consider.

## **05/22 Exclusion of the Public and Press**

**Resolved** that the public and press be excluded from the rest of the meeting to avoid the possible disclosure of exempt information under Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006, relating to the business of financial affairs of any particular person, including the authority holding that information.

## **06/22 Arrangements for the Appointment of a Chief Executive**

Consideration was given to the proposed process and outline timetable for the recruitment and appointment to the position of Chief Executive.

It was noted that, as set out in the Council's improvement plan, the recruitment of a permanent Chief Executive was a strategic priority for the Council.

The Committee noted that the appointment to the role was a matter to be determined by Full Council on the recommendation of the Chief Officer Terms and Conditions Committee. The draft recruitment timetable aimed to enable a decision by Council at its meeting on 25 October 2022.

Having considered the proposals, the Committee **resolved:-**

- (1) that the process for recruitment to the post of Chief Executive be approved, subject to the involvement of the Committee in the shortlisting stage;
- (2) that the previously agreed salary for the post of Chief Executive of £185,000 be re-affirmed;
- (3) that the Head of Human Resources be requested to consider and develop potential options and associated criteria for a retention and performance bonus of

between £20,000 and £30,000 to be implemented upon the successful completion of 3 years' service and delivery of corporately identified priorities;

- (4) that the Managing Director Commissioner, the Director of Business, Strategy and Change and the, Head of Human Resources, in consultation with the Leader, be authorised to work with the engaged recruitment consultants, Penna, to undertake all stages of the recruitment process up to the final shortlisting stage.

Meeting ended at 2.32pm

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