

Special Council Meeting

**Moot Hall, Town Hall, High Street,
Colchester, CO1 1PJ
Monday, 20 December 2021 at 18:00**

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

<https://colchester.cmis.uk.com/colchester/HaveYourSay.aspx>.

Audio Recording, Mobile phones and other devices

The Council streams public meetings for live broadcast over the internet and the recordings are available to listen to afterwards on the Council's YouTube channel. Audio recording, photography and filming of meetings by members of the public is also welcomed. Phones, tablets, laptops, cameras and other devices can be used at all meetings of the Council so long as this doesn't cause a disturbance. It is not permitted to use voice or camera flash functions and devices must be set to silent. Councillors can use devices to receive messages, to access meeting papers and information via the internet. Looking at or posting on social media by Committee members is at the discretion of the Chairman / Mayor who may choose to require all devices to be switched off at any time.

Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms.

Facilities

Toilets with lift access, if required, are on each floor of the Town Hall. A water dispenser is available on the first floor.

Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until Town Hall staff advise that it is safe for you to do so.

Colchester Borough Council

telephone (01206) 282222 or textphone 18001 followed by the full number you wish to call

e-mail: democratic.services@colchester.gov.uk

www.colchester.gov.uk

Covid 19

Please could attendees note the following:-

- Hand sanitiser, wipes and masks will be available.
- Do not attend if you feel unwell with a temperature or cough, or you have come in to contact with someone who is unwell with a temperature or cough.
- Masks should be worn whilst arriving and moving round the meeting room, unless you have a medical exemption.
- All seating will be socially distanced with 2 metres between each seat. Please do not move the chairs. Masks can be removed when seated.
- Please follow any floor signs and any queue markers.
- Try to arrive at the meeting slightly early to avoid a last minute rush.
- A risk assessment, including Covid 19 risks, has been undertaken for this meeting.

COLCHESTER BOROUGH COUNCIL
Council
Monday, 20 December 2021 at 18:00

TO ALL MEMBERS OF THE COUNCIL

Published 16/12/2021

You are hereby summoned to attend the Special meeting of the Council to be held on Monday, 20 December 2021 at 18:00 for the transaction of the business stated below only.



Chief Executive

AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that the business will be subject to short breaks at approximately 90 minute intervals.

Please note that Agenda items 1 to 6 are normally dealt with briefly.

Live Broadcast

Please follow this link to watch the meeting live on YouTube:

[\(107\) ColchesterCBC - YouTube](#)

1 Welcome and Announcements (Council)

The Mayor will welcome members of the public and Councillors and will ask the Chaplain to say a prayer. The Mayor will explain the procedures to be followed at the meeting including a reminder everyone to use microphones at all times when they are speaking, but otherwise keep microphones muted.

2 Declarations of Interest

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

3 Appointment of Chief Executive

7 - 8

Council is invited to approve the recommended decision set out in the report from the Assistant Director, Corporate and Improvement Services.

4 Exclusion of the Public (not Scrutiny or Executive)

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

**Part B
(not open to the public including the press)**

Report of	Assistant Director of Corporate and Improvement Services	Author	Richard Block
Title	Appointment of Chief Executive		☎ 506825
Wards affected	N/A		

1. Executive Summary

- 1.1 On 31 March 2022, Adrian Pritchard, Chief Executive and Head of Paid Service retires from the Council after 17 years of service in that role. Following a robust recruitment and selection process, a preferred candidate has been identified and Full Council are required to endorse the appointment and remuneration.

2. Recommended Decision

- 2.1 To approve the appointment of Pamela Donnelly as Chief Executive and Head of Paid Service with effect from 1 April 2022 on the salary scale point of £125,633.
- 2.2 To approve the appointment of Pamela Donnelly as Electoral Registration Officer and Returning Officer with effect from 28 March 2022.

3. Reason for Recommended Decision

- 3.1 Full Council is required by law to ratify the appointment of the Chief Executive and Head of Paid Service.
- 3.2 Full Council also needs to appoint an Electoral Registration Officer and Returning Officer for local and parliamentary elections.
- 3.3 The Council is required to comply with the provisions of s40 of the Localism Act 2011 in relation to pay and any new salary packages above £100k must be approved by Full Council.

4. Alternative Options

- 4.1 No alternative options are proposed.

5. Background Information

- 5.1 Solace in Business were commissioned to manage the recruitment process and conduct a national search for the new Chief Executive and Head of Paid Service following the announcement from Adrian Pritchard of his intention to retire on 31 March 2022.
- 5.2 The Council's Constitution provides for the membership of the Appointments Committee, to comprise the 3 main political Group Leaders and relevant Portfolio Holders.
- 5.3 The Appointments Committee comprising Cllr Paul Dundas (Leader of the Council), Cllr Sue Lissimore (Deputy Leader and Portfolio Holder for Resources), Cllr Adam Fox (Labour Group Leader) and Cllr Mark Cory (Liberal Democrats Deputy Group Leader)

agreed a long list of candidates for the technical interview stage. The technical interviews were conducted by Steve Guest, Solace in Business and a former local authority Chief Executive.

- 5.4 Following the technical interviews, the Appointments Committee agreed a shortlist of 4 candidates who were invited to a virtual assessment day. The assessment day comprised psychometric tests, a Members' panel comprising members from each of the political Groups, an external stakeholder panel, a panel of the 2 Managing Directors of Colchester Commercial (Holdings) Ltd and Colchester Borough Homes Ltd and a Senior Management Team meeting. In addition, candidates were asked to complete a written and a fact-finding exercise.
- 5.5 Following the assessment day 3 candidates were invited to the final stages of the selection process including a meeting with the Leader of the Council and a presentation and formal interview with the Appointments Committee.
- 5.6 After a rigorous selection process, the Appointments Committee unanimously recommend the appointment of Pamela Donnelly as Chief Executive and Head of Paid Service with effect from 1 April 2022. Pamela Donnelly is currently the Council's Strategic Director of Customer & Relationships.
- 5.7 Approval of new appointments with a salary in excess of £100k requires full Council approval. The salary scale point offered to the new appointee is £125,633. This is within the existing agreed budget.
- 5.8 Full Council is also required to appoint to the statutory roles of Electoral Registration Officer and Returning Officer. It is recommended that Pamela Donnelly be appointed to these roles with effect from 28 March 2022 to coincide with the commencement of the pre-election period.

6. Standard References

- 6.1 There are no particular references to the Strategic Plan; consultation or publicity considerations or financial; community safety; health and safety, risk management or environment and sustainability implications.