

CHESHAM TOWN COUNCIL
MINUTES of the meeting of the EXTRAORDINARY
CORPORATE SERVICES COMMITTEE
held on 31 May 2023

Councillors:

Councillor Alan Bacon
Councillor Joseph Baum
Councillor Simon Booth

Councillor Mohammad Fayyaz
Councillor Justine Fulford

In attendance:

Kathryn Graves
Danny Essex
Mel Woof

Community, Economy and Environment Manager
Head of Operational Services
Chief Executive Officer, BMKALC

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR ADMINISTRATIVE YEAR 2023/24

The previous Vice-Chairman of the Staffing Committee and previous Chairman of the Finance Committee, Councillor Simon Booth, opened the meeting and called for nominations for Chairman.

RESOLVED:

Councillor Joseph Baum was elected Chairman of the Corporate Services Committee for the administrative year 2023/24.

Councillor Baum called for nominations for Vice-Chairman of the Corporate Services Committee.

RESOLVED:

Councillor Simon Booth was elected Vice-Chairman of the Corporate Services Committee for the administrative year 2023/24.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Majid Ditta, Francis Holly, Chasey Hood and Rachael Matthews.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. EXCLUSION OF PUBLIC AND PRESS

Councillor Baum explained that he had invited Mel Woof from BMKALC to the meeting and all Councillors agreed that she should be present for the remainder of the meeting.

It was moved by Councillor Baum and

RESOLVED:

that the public and press be excluded from the following items in accordance with the Public Bodies (Access to Meetings) Act 1960, as matters which are considered confidential are about to be discussed.

5. NOTING OF A REPORT FROM AN INFORMAL COMMITTEE MEETING ON 24 MAY 2023

The report was noted.

6. RESOLUTION OF RECOMMENDATIONS PROPOSED BY INFORMAL COMMITTEE MEETING ON 24 MAY 2023

RESOLVED:

- i) The CEO's letter of resignation be accepted.**
- ii) Councillor Baum will summarise the key points of the informal meeting to all Councillors via email, confirming acceptance of the CEO's resignation.**
- iii) Councillor Baum to approve the notes of the informal meeting and seek legal advice from BMKALC as to whether the notes of the informal meeting should be circulated to all Councillors.**
- iv) The Democratic Services Officer to provide Councillor Baum with copies of previous Staffing Committee minutes.**
- v) The Mayor will formally write to the CEO, copying in Councillors Baum and Booth, to acknowledge his resignation, propose an end date, seek a comprehensive handover and propose an exit interview.**
- vi) All correspondence to the CEO to be checked by WorkNest prior to despatch to confirm compliance with employment law.**
- vii) The CEO to provide a comprehensive handover document and action tracker for all projects prior to leaving.**
- viii) An in-person meeting to be called with the incoming Chairmen of the Corporate Services, Strategic Services, Operational Services and Planning committees, the Senior Leadership Team and the CEO to review ongoing work using Action Trackers as the basis for discussions.**
- ix) A final date of the 8 June 2023 to be proposed to the CEO to complete all outstanding handover work and handover documents.**
- x) The Mayor to confirm the offer of an exit interview and confirm that the Mayor and Councillors Baum and Bacon would be attending as members of the Corporate Services Committee.**
- xi) Councillor Baum to speak with WorkNest about the exit interview process.**
- xii) A CEO Recruitment sub group to be set up to look at new CEO recruitment, to include Councillors Baum, Booth, Holly, Bacon, Fulford and Matthews.**
- xiii) That any three of the Councillors in the CEO Recruitment sub group may interview candidates for interim appointments, providing this reflects the political make up and proportionality of the Council.**
- xiv) Once the CEO's end date is agreed, the date will be communicated to all members of the Council.**
- xv) Once the CEO's end date is agreed, the date will be communicated to all staff via the Senior Leadership Team.**

The date of the next Corporate Services Committee meeting is the 12 June 2023.

The meeting closed at 7.46pm.