

## **Annex A**

### **CYT Shareholder Group**

#### **Report of the Chair of CYT Ltd**

#### **Recruitment of Managing Director and Changes to Board Structure**

##### **Background**

This report sets out the proposals for the proposed recruitment of a Managing Director for CYT. This follows consideration and review of the current position where the Managing Director (MD) is a Council Director, and mutual recognition between the MD, the CYT board, and leading Council Members, that going forward there was a need to recruit a dedicated MD for the company. The current MD has offered to stay in the post until such time as a replacement can be in the role.

The MD will be one of the Company Directors. Following Executive approval for increased elected members, and external Director representation, the revised company board going forward will consist of ;- two elected Members, two external appointments, a Council nominated chief officer, and the Managing Director. The Shareholder Group is asked to formally confirm this board structure and recommend to the CYT Board.

##### **Proposal for Managing Director**

The proposal set out in the attached draft Job Description/Advert recommends that a part time MD (working 2 days per week) is recruited.

This follows discussion at the CYT board about the requirements, and nature of the role. The role is not considered at this stage to require a permanent MD.

It is proposed that the role will be for an initial term of 2 years, with an option to review 6 months before the end of the period.

The remuneration for the role and performance related pay proposal is set out on the attached paper. This consists of a basic payment of £20,000 per annum (for 2 days) and performance related pay of 5% of non Council profits, above £100,000, capped at a maximum of £25,000 per annum.

The key skills and requirements of the role are also set out. The focus for the role will be to expand the external business of the company.

Consideration will be given to allow for a flexible approach to the fulfilment of the 2 days per week, for example being spread over 4 half days.

## **Recruitment Process**

Adverts will be placed in local press, and via social media for the role. Consideration will also be given to a wider more regional advertisement, and the use of relevant websites.

It is suggested that the appointment panel consists of the Chair of CYT, and a Liberal Democrat and Labour representative from the Shareholder Group. This will ensure full cross party representation from the three main groups.

## **Recommendations**

1. The Shareholder Group is asked to consider the proposal for the Managing Director, and to make a recommendation to the CYT board, and also through to a formal Council decision making process.
2. The Shareholder Group is asked to approve (and recommend to CYT Board) the following structure of the CYT Board :- two elected Members from City of York Council, two external appointments, one Council nominated officer, and the Managing Director of CYT.