



**Democratic Support**

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## **CHIEF OFFICER APPOINTMENTS PANEL**

Monday 7 July 2014  
3.30 pm  
Room 3.5, Ballard House, West Hoe Road, Plymouth

**Members:**

Councillor Mrs Aspinall, Chair  
Councillors Mrs Bowyer, Darcy, K Foster, Lowry, McDonald

### **TO FOLLOW: MINUTES OF THE MEETING HELD ON 25 JUNE 2014**

**Tracey Lee**  
Chief Executive

## **CHIEF OFFICER APPOINTMENTS PANEL**

### **4. MINUTES (TO FOLLOW)**

**(Pages 1 - 2)**

To agree the minutes of the meeting held on 25 June 2014.

**Chief Officer Appointments Panel****Wednesday 25 June 2014****PRESENT**

Councillor Mrs Aspinall in the Chair  
Councillors Bowyer, Coker (substitute for Councillor Pete Smith), Michael Leaves (substitute for Councillor Nicholson), Sam Leaves (substitute for Councillor Mrs Pengelly), Lowry and Vincent (substitute for Councillor Evans)

Apologies for absence: Councillors Evans, Nicholson, Mrs Pengelly and Smith

In attendance: Tracey Lee (Chief Executive), Anthony Payne (Strategic Director for Place), David Trussler (Interim Strategic Director for Transformation and Change and Technical Adviser to the Panel), Di Saunders-Brewer (Senior Human Resources Adviser)

The meeting started at 1.30pm and finished at 3.50pm.

*Note: At a future meeting, the Panel will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

**8. APPOINTMENT OF CHAIR**

Agreed that Councillor Mrs Aspinall is appointed Chair for the meeting.

**9. DECLARATIONS OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct in relation to items under consideration at this meeting.

**10. CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

**11. MINUTES**

Agreed the minutes of the meeting held on 13 June 2014

**12. EXEMPT BUSINESS**

Agreed that under Section 100(A)(4) of the Local Government Act, 1972, the press and public are excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

13. **APPOINTMENT OF THE ASSISTANT DIRECTOR FOR STREET SERVICES**

The Appointment Panel were joined by Jon Houlihan from Gatenby Sanderson for this item.

The Panel, having considered the CVs and supporting information, shortlisted the candidates who met the criteria for interview for the post of Assistant Director for Street Services.

Agreed that the candidates numbered 1, 2, 3 and 4 are invited to attend the assessment centre on 15 July 2014.

14. **APPOINTMENT OF STRATEGIC DIRECTOR FOR TRANSFORMATION AND CHANGE**

The Appointment Panel members were joined by Jonathan Clarke and Anna Jay (Berwick Partners).

The Panel, having considered the CVs and supporting information, long listed the candidates who met the criteria for interview for the post of Strategic Director for Transformation and Change.

Agreed that the candidates numbered A1, A2, A3, A4, A5, A6, A7 and A8 are invited to attend technical interviews with Berwick Partners.

15. **UPDATE ON TRANSFORMATION ROLES**

The Appointment Panel members were joined by the technical adviser for this item.

Members considered the report on a recommended approach to the recruitment of the posts of Head of Portfolio Office and Head of Business and Technical Architecture.

The Panel also considered the role profiles for the posts and information was provided on the preliminary Hay Grading, and the options for filling the roles.

Agreed to:

- a) Note the role profiles for the Head of Portfolio Office and Head of Business and Technical Architecture
- b) Note the indicative results of the Hay evaluation and grading process for these roles
- c) Approve the recommended options for filling the roles.