



Democratic Support

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CHIEF OFFICER APPOINTMENTS PANEL TO FOLLOW

Friday 5 June 2015
10.00 am
Council House (Next to the Civic Centre), Plymouth

Members:

Councillors Mrs Aspinall, Mrs Beer, Bowyer, Lowry, Mrs Pengelly, Smith and Jon Taylor
(substitute for Councillor Evans).

Members are invited to attend the above meeting to consider the items of business overleaf.

Please find enclosed additional information in respect of agenda items number 4, 8, 9 and 10.

Tracey Lee
Chief Executive

CHIEF OFFICER APPOINTMENTS PANEL

4. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 17 April 2015.

8. HEAD OF TRANSFORMATION PROGRAMME (Pages 5 - 8)

Members will be asked to consider the outcome of the HAY evaluation for the remuneration of this post and to note the recruitment process.

9. ASSISTANT DIRECTOR FOR HUMAN RESOURCES (Pages 9 - 18)

Members will be asked to consider an amended role profile and the outcome of the HAY evaluation for the remuneration of this post.

10. ASSISTANT DIRECTOR FOR STRATEGIC CO-OPERATIVE COMMISSIONING (Pages 19 - 24)

Members will be asked to consider the outcome of the HAY evaluation for the remuneration of the post and to make an appointment.

Chief Officer Appointments Panel

Friday 17 April 2015

PRESENT:

Councillor Peter Smith, in the Chair.

Councillors Mrs Aspinall, Bowyer, Parker-Delaz-Ajete (substitute for Councillor Evans), Mrs Pengelly and Peter Smith

Apologies for absence: Councillors Evans, Lowry and Nicholson.

Also in attendance: Lesa Annear (Strategic Director for Transformation and Change), Carole Burgoyne (Strategic Director for People), Judith Shore (Democratic and Member Services Manager), Annie Walker (Senior HR Adviser) and Lynn Young (Democratic Support Officer).

The meeting started at 9.00 am and finished at 12.00 pm.

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.

86. **APPOINTMENT OF CHAIR**

Agreed that Councillor Peter Smith is appointed Chair of this meeting.

87. **MINUTES**

Agreed the minutes of the meeting held on 17 March 2015 (which were tabled at the meeting).

88. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Councillors in accordance with the code of conduct.

89. **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 paragraphs 1 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

90. **CHAIR'S URGENT BUSINESS (AMENDMENT TO CHIEF OFFICER ROLE PROFILE - CO-OPERATIVE COMMISSIONING)**

Carole Burgoyne, Strategic Director for People submitted a report on an amendment to a Chief Officer role profile.

The panel unanimously agreed –

- (1) to recommend to Council the proposed amendments to the post of Head of Co-operative Commissioning including the change of name to Assistant Director for Strategic Co-operative Commissioning;
- (2) that the post can now be consulted upon with the post holder and trade union colleagues and submitted to the HAY group for job evaluation;
- (3) the process that will be followed (outlined in section 4 of the report) if the grade of the role changes.

91. **ASSISTANT DIRECTOR FOR FINANCE**

Lesla Annear, Strategic Director for Transformation and Change, updated the panel on the appointment of the Assistant Director for Finance.

The panel unanimously agreed to the revised terms of the appointment of Andrew Hardingham, Assistant Director for Finance, as set out in the report.

Order of business

With the permission of the chair, the order of business was amended, as set out below in the minutes.

92. **HEAD OF PORTFOLIO OFFICE**

Lesla Annear, Strategic Director for Transformation and Change, submitted a report on the roles of Head of Portfolio Office and Head of Business and Technical Architecture.

The panel unanimously agreed –

- (1) to recommend to Council that the existing Chief Officer role of Head of Business and Technical Architecture is deleted (the new officer role will be replaced with a Transformation Architecture Manager on NJC terms and conditions);
- (2) the changes to the existing Head of Portfolio Office role profile – to be renamed the Head of Transformation Programme (the new officer role of Transformation Architecture Manager will report to the Head of Transformation Programme);
- (3) that Band 2, of Deputy Chief officer salary levels, is a suitable grade for the role of Head of Transformation Programme.

The panel was advised, during this agenda item, that HAY had advised that Band 2 was the indicative evaluation grade for the role of Head of Transformation Programme.

93. **HEAD OF BUSINESS AND TECHNICAL ARCHITECTURE**

See minute 92 above.

94. **APPOINTMENT OF INTERIM ASSISTANT DIRECTOR FOR HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

Subsequent to the discussion to finalise the process, the Democratic and Member Support Manager and the Democratic Support Officer left the meeting for the remainder of this item.

Members interviewed two candidates for the post of Interim Assistant Director for Human Resources and Organisational Development.

Agreed that Marion Fanthorpe is appointed to the post of Interim Assistant Director for Human Resources and Organisational Development, for a period of up to nine months, with a commencement date to be confirmed.

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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