



Oversight and Governance

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Chief Officer Appointments Panel – SUPPLEMENT PACK

Wednesday 23 November 2022
10.00 am
Council House

Members:

Councillor Bingley, Chair
Councillor Drear, Vice Chair
Councillors Mrs Aspinall, Evans OBE, Laing, Lugger and Mrs Pengelly.

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

For further information on attending Council meetings and how to engage in the democratic process please follow this link - <http://www.plymouth.gov.uk/accesstomeetings>

Tracey Lee
Chief Executive

Chief Officer Appointments Panel

5. People Directorate - Senior Management Update:

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Chief Officer Appointments Panel



Date of meeting:	23 November 2022
Title of Report:	People Directorate - Senior Management Update
Lead Member:	Councillor Dr John Mahony (Cabinet Member for Health and Adult Social Care & Planning)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Tracey Lee (Chief Executive)
Contact Email:	Tracey.lee@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report provides an update for Members on Senior Management recruitment within the People Directorate.

Recommendation and Reasons

It is recommended that the Appointments Panel:

- I. Undertake a selection process for a permanent Strategic Director for People.

Alternative options considered and rejected

The recommendation put forward is in line with the Council's established practices and is offered as the best option in these particular circumstances. It is essential that the role is filled to ensure the ongoing delivery of statutory duties for the Local Authority and to support the delivery of the Medium Term Financial Plan.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Corporate Plan outlines the strategic direction of the Council. Recommendations within this report align to the current Plymouth City Council Corporate Plan.

Implications for the Medium Term Financial Plan and Resource Implications:

The Strategic Director for People is a permanent role with established budget contained within the Medium Term Financial Plan. Further information relating to financial implications are contained within the body of the report.

Financial Risks

Full costs of any proposal will be available to Members ahead of any commitment of resources. There will be appropriate scrutiny by the Council's section 151 Officer.

Carbon Footprint (Environmental) Implications:

It is the responsibility of all senior officers to develop and deliver plans for both ensuring the Council is carbon neutral by 2030 and leading the City in carbon reduction. Digital capability will be a significant contributor enabling the Council and City to work, connect and behave differently in the future. In respect of the recruitment process, where meetings can be undertaken virtually this is done to reduce travelling time, costs and associated carbon implications. Minimum use of printing and paper will be encouraged.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

This role is key to the work undertaken by the Council with a range of clinical and executive leaders of the Devon Integrated Care System to deliver the vision and priorities for the wider health and wellbeing system. In addition, this role is the principal advisor to the Council on:

- the development, commissioning and integration of universal and personalised services across adult social care, Adult Safeguarding, all Adult Social Care Legislation and Care Markets

The role also holds statutory responsibilities as the Director of Adult Social Services.

Any recruitment and selection processes is undertaken with reference to Plymouth City Council's established procedures and any relevant legislation.

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Role Profile Strategic Director for People							

Background papers:

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7
Chief Officer Appointment Panel Report 23 September 2022							

Sign off:

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Originating Senior Leadership Team member: Tracey Lee, Chief Executive Date agreed: **16/11/2022**

Please confirm the Strategic Director(s) has agreed the report

Cabinet Member approval:



Date approved: 15/11/2022

1. INTRODUCTION

The Local Authorities (Standing Orders) Regulations 1993 prescribe a number of actions when recruitment to a Chief Officer post is required. The definition of 'Chief Officer' for the purposes of these regulations refers to:

- the Head of Paid Service,
- the Monitoring Officer,
- the Section 151 Officer,
- a statutory Chief Officer (as defined by section 2(6) of the 1989 Act) and
- Non-statutory Chief Officers as defined by section 2(7) of the 1989 Act (which essentially include officers who report directly to the head of paid service): regulation 1(2) of the 1993 Regulations.
- A Deputy Chief Officer (those reporting to a Chief Officer)

A number of defined activities must be undertaken, including:

- The creation of a document clearly stating the duties of the officer, what qualifications, experience and skills they will need to undertake the role (the role profile).
- Arranging for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.
- Providing a copy of the role profile to any person requesting this.

Once advertised as above, authorities will either interview all those who are qualified to undertake the role or select a short list of qualified applicants. If there are no qualified applicants, the local authority will then make further arrangements.

2. CHIEF OFFICER APPOINTMENTS PANEL DELEGATED FUNCTIONS

Council has delegated the function of interviewing candidates to the Chief Officer Appointments panel, (COAP). COAP acts with the delegated authority of the Council to appoint to Chief Officer roles where the law prohibits the Head of Paid Service from making the appointment but allows full Council to delegate the responsibility.

3. BACKGROUND

Members were last updated at the Chief Officer Appointment Panel on 23 September 2022 when an interim appointment was made to the Strategic Director for People. Activity has continued to seek candidates for the permanent role. Four candidates undertook technical assessments. Two were then shortlisted. One candidate withdrew. There is currently one candidate attending an Assessment Centre on 18 November 2022. This candidate will undertake a range of activities to test their suitability for this role. If successful, the candidate will be interviewed by Members on 23 November 2022.

A full recruitment pack will be provided for Members to undertake a formal selection process. If proceeding, the candidate will give a presentation and answer a series of pre-prepared questions. Cabinet approval will be required if Members recommend an appointment.

4. FINANCIAL INFORMATION

This is an established role with an associated budget. The role is a Band 2 Chief Officer within the Chief Officer pay and grading structure. The salary is within the range of £132,290 to £158,361. The Service Director Human Resources and Organisational Development will be available to provide guidance on salary levels if an appointment is recommended.

5. RECOMMENDATION

It is recommended that the Appointment Panel:

- I. Undertake a selection process for a permanent Strategic Director for People.

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The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

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