



Oversight and Governance

Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for: Ross Jago

T 01752 668000

E democraticsupport@plymouth.gov.uk

www.plymouth.gov.uk/democracy

Published 15 December 2022

Chief Officer Appointments Panel – SUPPLEMENT PACK

Friday 16 December 2022

10.00 am

Council House

Members:

Councillor Bingley, Chair

Councillors Mrs Aspinall, Evans OBE, Laing, Luggier, Mrs Pengelly & one Conservative vacancy.

Please find additional information in relation to items 3,5,7 and 8.

Tracey Lee

Chief Executive

Chief Officer Appointments Panel

3. Minutes (Pages 1 - 2)

The Panel will be asked to confirm the minutes of the meeting held on 23 November 2022.

5. Children's Directorate Senior Management Update: (Pages 3 - 6)

7. Confidential Minutes (Pages 7 - 8)

The Panel will be asked to confirm the confidential minutes of the meeting held on 23 November 2022.

8. Children's Directorate Senior Management Update: (Pages 9 - 34)

Chief Officer Appointments Panel

Wednesday 23 November 2022

PRESENT:

Councillors Councillors Mrs Aspinall, Laing, Lowry (substituting for Cllr Evans OBE), Luggar, Dr Mahony (substituting for Cllr Bingley), Stoneman (substituting for Cllr Drean) and Wakeham (substituting for Cllr Mrs Pengelly)

Also in attendance: Tracey Lee (Chief Executive), Kim Brown (Service Director for HROD) and Jake Metcalfe (Democratic Advisor).

The meeting started at 10.00 am and finished at 12.26 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.

33. **Apologies**

There were apologies received from:

- Councillor Bingley, Councillor Dr Mahony was substituting
- Councillor Drean, Councillor Stoneman was substituting
- Councillor Mrs Pengelly, Councillor Wakeham was substituting
- Councillor Evans OBE, Councillor Lowry was substituting.

Councillor Stoneman proposed Councillor Dr Mahony as Chair for the meeting which was seconded by Councillor Wakeham. All members agreed and Councillor Dr Mahony took the Chair.

34. **Declarations of Interest**

There were no declarations of interest.

35. **Minutes**

The minutes from 21 October 2022, were agreed as a true and accurate record.

36. **Chair's Urgent Business**

There were no items of urgent business.

37. **People Directorate - Senior Management Update**

Kim Brown, Service Director for Human Resources and Organisational Development (HROD) presented the report to the Panel and advised that the Panel previously agreed to search for candidates for the permanent Strategic Director for People.

Plymouth City Council had gone through a vigorous recruitment process, which had resulted in one candidate being recommended to the Panel for consideration at this meeting which would be dealt with in part 2.

The Panel agreed to undertake a selection process for a permanent Strategic Director for People.

38. **Exempt Business**

The Panel agreed to pass a resolution under Section 100(4) of the Local Government Act, 1972 to exclude the press and public 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, 2 and 4 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

39. **Confidential Minutes**

The Panel agreed the confidential minutes of the meeting held on 21 October 2022.

40. **Recruitment of the Strategic Director for People**

The Service Director for HROD presented the item to the Panel and advised that one candidate had been selected for interview after a technical interview and assessment centre for the permanent role of Strategic Director for People.

Following an interview with the candidate which involved a presentation, the Panel agreed unanimously to the appointment of Anna Coles to the permanent role of Strategic Director for People subject to Cabinet agreement and the necessary pre-employment checks.

Chief Officer Appointments Panel



Date of meeting:	16 December 2022
Title of Report:	Children's Directorate Senior Management Update
Lead Member:	Councillor Charlotte Carlyle (Cabinet Member for Education, Skills and Children and Young People)
Lead Strategic Director:	Sharon Muldoon (Director for Children's Services)
Author:	Sharon Muldoon (Director for Children's Services)
Contact Email:	Sharon.muldoon@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report updates Members on proposals for interim recruitment to the Service Director Education, Participation and Skills.

Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Undertake a recruitment process for the post of Interim Service Director for Education, Participation and Skills.

Alternative options considered and rejected

The recommendation 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 deliver a range 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 Service Director for Education, Participation and Skills is a permanent role with established budget contained within the Medium Term Financial Plan.

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 ensure we develop and deliver our plans for both ensuring the Council is carbon neutral by 2030 and leading the City in carbon reduction. Being digitally

enabled 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, steps will be taken to ensure that 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:

The Service Director for Education, Participation and Skills is accountable as the strategic lead for ensuring the Local Authority performs its statutory functions as set out in a number of areas of legislation, including a sufficiency of school places. They lead on the development and implementation of the Council's strategy for learning, SEND and inclusion, skills and employability, early help, inclusion and the partnership with educational settings and business for children, young people, citizens, families and communities. They are the champion for the Child Poverty Strategy and will lead the Early Help agenda for all vulnerable families.

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

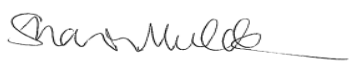
Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable)						
		1	2	3	4	5	6	7
A	Role Profile Service Director Education, Participation and Skills							

Background papers:

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
	1	2	3	4	5	6	7

Sign off:

Fin	DJN. 22.2 3.31 4	Leg	Click here to enter text.	Mon Off	EJ/3 8851 /6.12 .22(3)	HR	DSB 06/1 2/22	Asset s	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Sharon Muldoon, Director of Children's Services											
Date agreed: 06/12/2022											
Please confirm the Strategic Director(s) has agreed the report – Yes											
											
Date agreed 6 December 2022											
Cabinet Member approval: Cllr Charlotte Carlyle, PFH has approved via email.											
Date approved: 14/12/2022											

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)

There are a number of defined activities that 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).
- Making arrangements 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

The current Service Director for Education, Participation and Skills (EPS) left the organisation on 30 November 2022.

Reporting to the Director of Children's Services, the Service Director for EPS is key to driving up education standards, providing access to learning and supporting learning needs, and is also responsible for developing and maintaining strong relationships with educational providers in the City including Higher Education, Further Education, Schools and Early Years settings. The role leads and promotes the Child Poverty Strategy and in common with the Service Director for CYPF has a strong focus in their role as a champion for vulnerable children, including access to and provision of Early Help across the Local Authority and wider partnership system.

4. RECRUITMENT TO POSTS

Members were last updated at the Chief Officer Appointment Panel on 21 October. The search for a permanent appointment has commenced with a suitable agency to be selected underway through the Council's preferred supplier, Matrix, and members will be updated on this.

The search for an interim appointment was undertaken, with suitable candidates sought via the Council's preferred supplier, Matrix. However there were no suitable candidates to bring forward to the COAP on 21 October 2022.

The Director for Children's Services, is ensuring adequate cover for the role pending recruitment concluding, and the search for an interim appointment has continued, with suitable candidates sought via the Council's preferred supplier, Matrix. A large number of candidate CVs have been reviewed and a smaller number of candidates were screened by the Director of Children's Services and Service and a senior officer within Human Resources and Organisational Development (HROD). Members will be invited to interview a number of suitable interim candidates on 16 December 2022. A full recruitment pack will be made available.

5. FINANCIAL INFORMATION

The Service Director HROD will provide further detail on interim pay rates if an appointment is recommended.

Cabinet approval will be required if Members recommend an appointment.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Undertake a recruitment process for the post of Interim Service Director for Education, Participation and Skills.

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.

Document is Restricted

This page is intentionally left blank

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.

Document is Restricted

This page is intentionally left blank

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.

Document is Restricted

This page is intentionally left blank

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.

Document is Restricted

This page is intentionally left blank

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.

Document is Restricted

This page is intentionally left blank

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.

Document is Restricted

This page is intentionally left blank

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.

Document is Restricted

This page is intentionally left blank

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.

Document is Restricted

This page is intentionally left blank