



**Oversight and Governance**

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## **CHIEF OFFICER APPOINTMENTS PANEL – SUPPLEMENT PACK**

Friday 14 April 2023  
10.00 am  
Council House

**Members:**

Councillor Bingley, Chair

Councillors Mrs Aspinall, Evans OBE, Laing, Luggier, Mrs Pengelly and Singh.

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 - [Get Involved](#)

**Tracey Lee**

Chief Executive

## **Chief Officer Appointments Panel**

- 5. Service Director for Education, Participation and Skills: (Pages 1 - 4)**
- 8. Chief Officers' Terms and Conditions: (Pages 5 - 18)**
- 9. Service Director for Education Participation and Skills: (Pages 19 - 74)**

# Chief Officer Appointments Panel



Date of meeting:	14 April 2023
Title of Report:	<b>Children's Directorate Senior Management Update</b>
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:	<a href="mailto:Sharon.muldoon@plymouth.gov.uk">Sharon.muldoon@plymouth.gov.uk</a>
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

This report updates Members on progress to recruit a Service Director for Education, Participation and Skills.

## Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Undertake a selection process for the role of Service Director, Education, Participation and Skills.

## Alternative options considered and rejected

This recommendation put forward is in line with the Council's established practices. It is essential that the role is filled.

## 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. Further information relating to financial implications are contained within the body of the report.

## Financial Risks

Information on the remuneration for the role 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. Digital will be a significant contributor to enable the Council and City to work, connect and behave differently in the future. In respect of the recruitment process, steps are taken to ensure that where meetings can be undertaken virtually this is done to reduce travelling time, costs and associated carbon implications. The minimum of printing and paper will be used with use of email, virtual and other media being used where possible. As an example, the Assessment Centre used in this process was conducted virtually rather than in person.

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

The Service Director for Education, Participation and Skills is the strategic lead in ensuring the Local Authority performs its statutory functions as set out in relevant legislation, including a sufficiency of school places and acts as a champion for vulnerable children and their families. The role leads on the development and implementation of the Council's strategy on a number of key activities including those related to learning, SEND and inclusion, skills and employability, inclusion and the partnership with educational settings and business for children, young people, citizens, families and communities. 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) <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

**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

**Sign off:**

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Originating Senior Leadership Team member: Sharon Muldoon, Director of Children's Services											
Date agreed: <b>3 April 2023</b>											
Please confirm the Strategic Director(s) has agreed the report - YES											
Cabinet Member approval: <i>Approved via email on 4 April 2023.</i>											
Date approved: <b>04/04/2023</b>											

## 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.

The 2001 Regulations require, in the case of the S151 Officer, that appointment be done by full Council or a committee to who Council delegates the responsibility.

## 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

This is a key role within Plymouth City Council and a member of the Council's senior leadership team. Reporting to the Director of Children's Services, the role is accountable for a range of statutory and non statutory services. The role profile, (copy in the recruitment pack) outlines the necessary skills, knowledge and experience required by the post holder. An interim appointment provides cover for this role at present.

## 4. RECRUITMENT ACTIVITY TO DATE

<b>9 February</b>	Applications opened
<b>5 March</b>	Applications closed
<b>9 March</b>	Longlisting
<b>13/14 March</b>	Technical Interviews
<b>21 March</b>	Shortlisting
<b>29 March</b>	Assessment Centre
<b>14 April</b>	COAP

Following the assessment centre, one candidate is progressing to a Member Panel. Members will be provided with a separate pack with full information for the interview process.

## **5. FINANCIAL INFORMATION**

The role is an established Band 4 Chief Officer post within the Chief Officer pay and grading structure. The salary is currently within the range of £80,144 to £111,430. Chief Officer pay is linked to national pay bargaining and no increase has as yet been announced for the financial year 2023/2024.

Benchmarking has commenced to ensure that, if required, advice is available about current market rates for this role ahead of any appointment to the permanent role.

## **6. RECOMMENDATIONS**

It is recommended that the Appointments Panel:

1. Undertake a selection process for the role of Service Director, 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.

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