



Oversight and Governance

Chief Executive's Department
Plymouth City Council
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Published 09 February 2023

CHIEF OFFICER APPOINTMENTS PANEL

Friday 17 February 2023
10.00 am
Council House

Members:

Councillor Bingley, Chair

Councillors Mrs Aspinall, Evans OBE, Laing, Lugger, 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

1. Apologies

To receive apologies for non-attendance submitted by Panel Members.

2. Declarations of Interest

Members will be asked to make any declarations of interest in respect of items on the agenda.

3. Minutes (Pages 1 - 2)

The Panel will be asked to confirm the minutes of the meeting held on 16 December 2022.

4. Chair's Urgent Business

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

5. Senior Management Recruitment: (Pages 3 - 6)

6. Children's Directorate Senior management Update: (Pages 7 - 10)

7. Chief Officer Resourcing Update: (Verbal Report)

8. Exempt Business

To consider passing 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.

PART II (PRIVATE MEETING)

Agenda

Members of the Public to Note

That under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

9. Confidential Minutes (Pages 11 - 12)

The Panel will be asked to confirm the confidential minutes of the meeting held on 16

December 2022.

10. Senior Management Recruitment:

11. Children's Directorate Senior management Update:

12. Chief Officer Resourcing Update:

**(Verbal
Report)**

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Chief Officer Appointments Panel

Friday 16 December 2022

PRESENT:

Councillor Bingley, in the Chair.

Councillors Mrs Aspinall, Evans OBE, Laing, Lugger and Mrs Pengelly.

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

The meeting started at 10.06 am and finished at 12.36 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.

41. **Apologies**

There were no apologies.

42. **Declarations of Interest**

There were no declarations of interest.

43. **Minutes**

The minutes from the meeting held on 23 November 2022 were agreed as a true and accurate record.

44. **Chair's Urgent Business**

There were no items of urgent business.

45. **Children's Directorate Senior Management Update**

Kim Brown (Service Director for HROD) presented the report to Members of the Panel and highlighted the following:

In November 2022, Panel were presented with a report on the Interim Service Director for Education, Participation and Skills (EPS). There were no candidates presented to the Panel at that time due to the 'interim' market volatility. The Panel agreed to search for a permanent Service Director for Education, Participation and Skills via an Executive search agency. Agencies advised it was not the appropriate time to go to the market for the role of Service Director for Education Participation and Skills and as a result of the advice, Panel were being presented with two candidates for the role of Interim Service Director for EPS to ensure that there was capacity within the service.

The recruitment to the Permanent Service Director for EPS would commence in the New Year.

The Panel agreed to undertake a recruitment process for the post of Interim Service Director for Education, Participation and Skills.

46. **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.

47. **Confidential Minutes**

The Panel agreed the confidential minutes of the meeting held on 23 November 2022.

48. **Children's Directorate Senior Management Update**

The Service Director for HROD presented the item to the Panel and advised that two candidates had been selected for interview following interviews and assessments conducted by a panel which was led by Sharon Muldoon (Director of Children's Services).

Following interviews with the candidates, the Panel agreed to the appointment of Annie Gammon to the Interim post of Service Director for Education, Participation and Skills subject to Cabinet agreement and the necessary pre-employment checks. The interim post was agreed for 3-6 months and in the event that an extension was required, this would come back to the Chief Officers Appointment Panel for consideration.

Chief Officer Appointments Panel



Date of meeting:	17 February 2023
Title of Report:	Senior Management Recruitment
Lead Member:	Councillor Mark Shayer (Deputy Leader)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Tracey Lee
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 outlines a proposal to extend the interim Service Director for Finance, Section 151 Officer. This is a 'Chief Officer' for the purposes of the Local Authorities (Standing Orders) Regulations 1993.

Recommendations and Reasons

It is recommended that the Appointments Panel:

- I. Note the content of this report and agree an extension to the current interim arrangement.

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.

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, Section 151 Officer 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

The proposed change will have no adverse impact on budgetary provision.

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. Minimum use of printing and paper as emails, virtual meetings and other media will be utilised where possible.

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

None identified, the original recruitment and selection process was 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
Chief Officer Appointment Panel Report 30 September 2022							

Sign off:

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Originating Senior Leadership Team member: Tracey Lee – Chief Executive											
Date agreed: 09/02/2023 Please confirm the Strategic Director(s) has agreed the report: Tracey Lee has reviewed and agreed the report.											
Cabinet Member approval: Cllr Bingley has reviewed and approved on behalf of Cllr Shayer Date approved: 09.02.2023											

I. 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. UPDATE

Following a Chief Officer Appointment Panel on 30 September 2022, David Northey was appointed as the interim Service Director for Finance, Section 151 Officer. This was due to end on 31 March 2023. It is proposed extend this interim arrangement for up to 6 months, to end on 30 September 2023.

The Council's budget savings for the financial year 2023/24 include a requirement to reduce senior management resources and the Chief Executive is considering a proposal to achieve this. Extending the interim arrangement for this role is considered to be the most appropriate option while the senior management changes are effected and will ensure continuity in the provision of senior financial advice for the Council.

If Members agree to an extension to the interim arrangement, the approval of Cabinet and Council will need to be sought.

4. RECOMMENDATION

It is recommended that the Appointments Panel:

- I. Note the content of this report and agree an extension to the current interim arrangement.

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Chief Officer Appointments Panel



Date of meeting:	17 February 2023
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 progress towards the permanent recruitment of the Service Director Education, Participation and Skills.

Recommendations and Reasons

It is recommended that the Appointments Panel:

- I. Note the content of this report.

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

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		1	2	3	4	5	6	7
	None							

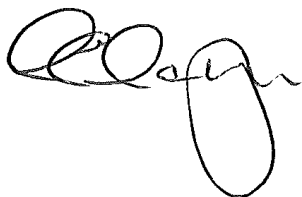
Background papers:

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Sign off:

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Originating Senior Leadership Team member: Sharon Muldoon, Director of Children's Services											
Date agreed: 09/02/2023											
Please confirm the Strategic Director(s) has agreed the report – Sharon Muldoon, DCS											
											
Date agreed 9 February 2023											

Cabinet Member approval: Cllr Charlotte Carlyle, PFH



Date approved: 09/02/2023

1. INTRODUCTION

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3. BACKGROUND

The previous Service Director for Education, Participation and Skills (EPS) left employment on 30 November 2022. To ensure adequate cover for this key senior role pending permanent recruitment Members interviewed and appointed an interim replacement on 16 December 2022 for a period of three to six months. If an extension is required, this matter will return to COAP for consideration.

4. PERMANENT RECRUITMENT UPDATE.

An executive search partner has now been engaged via the Council's preferred supplier, Matrix. A draft timetable for attraction and selection activity is outlined below.

w/c 6 February	Applications open
Sunday 5 March	Applications close
w/c 6 March	Longlist meeting
w/c 13 March	Technical Interviews
w/c 20 March	Shortlist meeting
28/29 March	Assessment Centre - Virtual
14 April	Chief Officer Appointment Panel – candidates attend in person

5. RECOMMENDATIONS

It is recommended that the Appointments Panel:

- I. Note the content of this report.

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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