



Oversight and Governance

Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Jake Metcalfe
T 01752 668000
E democraticsupport@plymouth.gov.uk
www.plymouth.gov.uk/democracy
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Chief Officer Appointments Panel

Friday 19 January 2024
10.00 am
Council House

Members:

Councillor Evans OBE, Chair
Councillors Aspinall, Mrs Beer, Blight, Darcy, Laing and Luggar.

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

For further information on webcasting, 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 15 December 2023.

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. Recruitment to the role of Service Director - Education, Participation & Skills: (Pages 3 - 8)

6. Update on the recruitment to the role of Service Director Children, Young People and Families: (Pages 9 - 14)

7. 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.

8. Confidential Minutes (Pages 15 - 18)

The Panel will be asked to confirm the confidential minutes of the meeting held on 15 December 2023.

9. **Recruitment to the role of Service Director - Education, Participation & Skills:**
10. **Update on the recruitment to the role of Service Director Children, Young People and Families:**

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Chief Officer Appointments Panel**Friday 15 December 2023****PRESENT:**

Councillor Evans OBE, in the Chair.

Councillors Mrs Beer, Blight, Cresswell, Luggier and Penberthy.

Also in attendance: Tracey Lee (Chief Executive), Chris Squire (Service Director for HROD) and Jake Metcalfe (Democratic Support).

The meeting started at 10.00 am and finished at 10.20 am.

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.

147. Declarations of Interest

There were no declarations of interest.

148. Minutes

The minutes of the meeting that took place on 17 November was agreed as a true and accurate record.

149. Chair's Urgent Business

There were no items of urgent business from the Chair.

150. Senior Management Recruitment: Update

Tracey Lee (Chief Executive) presented the report to the Panel and highlighted the following key points:

- a) The Council had successfully recruited to posts of Director of Children's Services, Service Director for HROD and the Head of Legal services;
- b) The Council had sought to recruit to the Director of Resources position but had been unsuccessful on two occasions. The Panel were advised that the process to recruit to the position had been paused and a further paper would be brought back following a review of the arrangements in place;
- c) The Council had sought to recruit to the Service Director of Education, Participation and Skills but had been unsuccessful. The process to recruit to the position would continue and preliminary interviews by Tracey Lee and David Haley (Director of Children's Services) would take place w/c 18 December;

- d) Nigel Denning (Interim Service Director for Children, Young People and Families) would continue in the post and recruitment to the permanent position of Service Director for Children, Young People and Families would continue. It was acknowledged that an OFSTED visit would be likely in the new year and to continue with current arrangements was welcomed for continuity in leadership;
- e) The Panel would hear a report in the new year on the Service Director for Customer Services and Digital role and whether or not direct line management should be with the Director of Resources;
- f) The Council would seek to recruit to positions in Finance and would look to recruit to the permanent position of Service Director for Finance (S151 Officer) by March 2025.

In response to questions raised it was reported that:

- g) Further discussions would take place in January which would review the role profile of the Service Director for Finance and Director of Resources role to ensure fair, comparative and competitive pay.

The Panel agreed unanimously to:

- I. Extend the current interim arrangements for the role of Service Director for Finance to 31 March 2025.

151. **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.

152. **Senior Management Recruitment: Update**

Tracey Lee (Chief Executive) presented the report to the Panel.

Chief Officer Appointments Panel



Date of meeting:	19 January 2024
Title of Report:	Recruitment to the role of Service Director – Education, Participation & Skills
Lead Member:	Councillor Sally Cresswell (Cabinet Member for Education, Skills and Apprenticeships)
Lead Strategic Director:	David Haley (Interim Director for Childrens Services)
Author:	Annie Walker (HR Culture Partner)
Contact Email:	Annie.walker@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 the permanent recruitment to the role of Service Director Education, Participation and Skills.

Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel

1. Note the content of this report.
2. Undertake a recruitment process for the post of the role of 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 permanently as soon as possible to deliver a range of statutory duties for the Local Authority and to support the delivery of the Medium Term Financial Plan Alternative options considered and rejected

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:

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

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

Appendices

*Add rows as required to box below

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	Briefing report title							
B	Equalities Impact Assessment (if applicable)							
C	Climate Impact Assessment (if applicable)							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

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: David Haley

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

Date agreed: 09/01/2024

Cabinet Member approval: *[electronic signature (or typed name and statement of 'approved by email/verbally')]* Cllr Cresswell – approved by email

Date approved: 10/01/2024

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. BACKGROUND

Reporting to the Director of Children's Services, the Service Director for Education, Participation and Skills (EPS) is a key role to drive up education standards, provide access to learning and support learning needs. It is 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 will lead the implementation of the Local Area SEND Improvement Plan and establish new ways of service delivery in an integrated multi-disciplinary locality model. In common with the Service Director for CYPF the role has a strong focus as a champion for vulnerable children, including access to and provision of Early Help across the Local Authority and wider partnership system. Following a Member interview at the Chief Officer Appointment Panel on 16 December 2022, an interim is currently undertaking this role. The interim arrangement was initially agreed for a period of three to six months, and 2 further extensions to this role have been agreed by the Chief Officer Appointments Panel. The latest extension was agreed by the Chief Officer Appointments Panel on 7 November 2023 to enable the interim to remain in the role until January 2024, pending permanent recruitment (see below).

4. RECRUITMENT TO PERMANENT POST

A recruitment and selection process for a permanent post holder is currently underway and is expected to go to the Chief Officer Appointment Panel on 19 January 2024.

A supplementary pack, containing the CV and supporting statement will be forwarded to the Panel prior to that Chief Officers Appointment Panel.

5. FINANCIAL INFORMATION

The permanent role is established on the Plymouth City Council Senior Management Structure.

The role is currently a Band 4 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £82,949 to £115,330 per annum. Chief Officer pay is linked to national pay bargaining.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake a permanent recruitment process for the post of the role of Service Director for Education, Participation and Skills

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Chief Officer Appointments Panel



Date of meeting:	19 January 2024
Title of Report:	Update on the recruitment to the role of Service Director Children, Young People and Families
Lead Member:	Councillor Jemima Laing (Deputy Leader, and Cabinet Member for Children's Social Care, Culture, Events and Communications)
Lead Strategic Director:	David Haley (interim Director of Children's Services)
Author:	David Haley (interim Director of Children's Services)
Contact Email:	David.haley@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 Children, Young People and Families.

Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel

1. Note the content of this report.
2. Undertake a recruitment process for the post of the role of Service Director for Children, Young People & Families

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 permanently as soon as possible 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 Children, Young People and Families is a permanent role with established budget contained within the Medium Term Financial Plan

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Sign off:

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Originating Senior Leadership Team member: David Haley

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

Date agreed: 09/01/2024

Cabinet Member approval: *[electronic signature (or typed name and statement of 'approved by email/verbally')]* Cllr Laing - approved by email

Date approved: 10/01/2024

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:

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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

As highlighted in the report of 2 June 2023, the previous permanent Service Director for Children, Young People and Families resigned from their post and left the Council in July 2023. At that time, COAP were advised that rather than immediately move to permanent recruitment to the role, it was felt more appropriate to engage an interim for up to 12 months pending the implementation and embedding of the new Target Operating Model.

An interim Service Director of Children, Young People and Families was appointed by the COAP in June 2023.

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 impacting on the life chances of some of our most vulnerable citizens and their families. The post will lead the delivery of the children's social care improvement plan in response to the Ofsted focused visit in December 2022 and has a leading role in delivering the wider vision for social care, combating social exclusion and corporate parenting as well as the continued improvement of opportunities for care experienced young people, including care leavers. There is statutory guidance which instructs a

large part of the activity undertaken in this area. A professional social work qualification and registration with Social Work England are required.

Following consideration of the need for stability in the senior management structure within Children's Services, it has been decided that the Council should move to permanently appoint to this role at the same time as undertaking recruitment to the Director of Children's Services and the Service Director for Education Participation and Skills.

4. PERMANENT RECRUITMENT UPDATE.

An executive search partner has therefore been engaged via the Council's preferred supplier Matrix. While the role was advertised during September/October 2023 and a number of candidates considered, regrettably none were regarded as being suitable. The search has therefore been extended and management will now undertake an appropriate assessment process with a view to inviting the successful candidates to the Chief Officer Appointments Panel scheduled for 19 January 2024.

A supplementary pack, containing CVs and supporting statements will be forwarded to the Panel prior to that Chief Officers Appointment Panel.

5. FINANCIAL INFORMATION

The permanent role is established on the Plymouth City Council Senior Management Structure.

The role is currently a Band 4 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £82,949 to £115,330 per annum. Chief Officer pay is linked to national pay bargaining.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake a recruitment process for the post of the role of Service Director for Children, Young People & Families

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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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