



**Oversight and Governance**

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Published 30 October 2023

## Chief Officer Appointments Panel

Tuesday 7 November 2023  
10.00 am  
Council House

**Members:**

Councillor Evans OBE, Chair

Councillors Aspinall, Mrs Beer, Blight, Darcy, Laing and Luggier.

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 20 October 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. 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.

## 6. Recruitment to Director of Resources/S151 Officer: (Pages 3 - 6)

## 7. Recruitment to Head of Legal Services: (Pages 7 - 10)

### 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 11 - 14)

The Panel will be asked to confirm the confidential minutes of the meeting held on 20 October 2023.

## 9. Update on the recruitment to the role of Service Director Education, Participation and Skills: (Pages 15 - 20)

- 10. Recruitment to Director of Resources/SI51 Officer: (To Follow)**
- 11. Recruitment to Head of Legal Services: (To Follow)**

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**Chief Officer Appointments Panel****Friday 20 October 2023****PRESENT:**

Councillor Laing, in the Chair.

Councillors Aspinall, Mrs Beer, Blight, Dann, Darcy and Luggier.

Also in attendance: Tracey Lee (Chief Executive), Pamela Moffatt (Interim Service Director for HROD), Annie Walker (HR Culture Partner) and Jake Metcalfe (Democratic Advisor).

The meeting started at 11.30 am and finished at 4.40 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.*

**111. Apologies**

Apologies were received from:

- Councillor Tudor Evans OBE, Councillor Dann substituted.

The Panel agreed unanimously to appoint Councillor Laing as Chair for the meeting.

**112. Declarations of Interest**

There were no declarations of interest.

**113. Minutes**

The minutes of the meetings that took place on 24 and 28 July were agreed as a true and accurate record.

**114. Chair's Urgent Business**

There were no items of Chairs urgent business.

**115. Update on the recruitment to the role of Service Director Children, Young People and Families**

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

- a) The Panel previously agreed to appoint Nigel Denning (Interim Service Director for Children, Young People and Families) for a period of one year subject to recruitment to the permanent position;

- b) The Executive Search Agency had advised that the market for permanent Service Directors had become more buoyant;
- c) If there were no successful candidates found, Nigel Denning would remain in post until 2 June 2024 subject to the successful permanent recruitment to the position.

The Panel agreed to:

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

116. **Update on the recruitment to the role of Service Director HR & OD**

Tracey Lee (Chief Executive) presented the report to the Panel and the Panel agreed to:

- 1. Note the content of this report;
- 2. Undertake a recruitment process for the post of the role of Service Director Human Resources & Organisational Development.

117. **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.

118. **Confidential Minutes**

The confidential minutes from the meetings that took place on 24 and 28 July 2023 were agreed as a true and accurate record.

119. **Update on the recruitment to the role of Service Director Children, Young People and Families**

This item was considered under part I of the meeting.

120. **Update on the recruitment to the role of Service Director HR & OD**

Tracey Lee (Chief Executive) and Pamela Moffatt (Interim Service Director for HROD) presented the report to the Panel and following an interview process, the Panel agreed to appoint Chris Squire to the position of Service Director of HROD, subject to Cabinet agreement and the necessary pre-employment checks. The Panel agreed to delegate the negotiation of salary terms to the Chief Executive.

# Chief Officer Appointments Panel



Date of meeting:	07 November 2023
Title of Report:	<b>Recruitment to Director of Resources/S151 Officer</b>
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Tracey Lee (Chief Executive)
Contact Email:	Tracey.lee@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

This report updates Members on progress towards the permanent recruitment of the Director of Resources/S151.

## Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel:

1. Note the content of this report;
2. Agree to undertake a recruitment process for the post of the role of Director of Resources/S151.

## 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 Director of Resources/Section 151 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

## 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 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 as emails, virtual meetings and other media will be utilised where possible.

### 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.

Any 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							

### 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: Tracey Lee											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 27/10/2023											
Cabinet Member approval: Cllr Lowry – approved by email											
Date approved: 27/10/2023											



## **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. BACKGROUND**

A report was provided to Members on 17 March 2023, setting out changes to the Council's organisational structure which included the creation of a new Director of Resources (Section 151 Officer) role subject to approval at full Council. This change was subsequently approved at full Council on 27 March 2023. Members approved the recruitment process to secure a permanent post holder.

## **4. PERMANENT RECRUITMENT UPDATE.**

An executive search partner was engaged via the Council's preferred supplier Matrix, earlier this year. An insufficient number of strong candidates were identified at that time. The process was therefore paused and resumed in August 2023. Three potential candidates have now been identified and will be going through an assessment process on 30 October 2023, with a view to inviting the successful candidates to the Chief Officer Appointments Panel scheduled for 7 November 2023.

If Members recommend an appointment the approval of Cabinet and Council will need to be sought.

A supplementary pack, containing CVs and supporting statements will be forwarded to the Panel as soon as the outcome of the initial assessment process has concluded.

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# Chief Officer Appointments Panel



Date of meeting:	07 November 2023
Title of Report:	<b>Recruitment to Head of Legal Services</b>
Lead Member:	Councillor Jemima Laing (Deputy Leader, and Cabinet Member for Children's Social Care, Culture, Events and Communications)
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Annie Walker – HR Culture Partner
Contact Email:	Annie.walker@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

This report provides an update on the permanent recruitment to the role of Head of Legal Services which holds the designation of Monitoring Officer.

The Monitoring Officer is a Chief Officer role for the purposes of the Local Authorities (Standing Orders) Regulations 1993.

## Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel:

1. Note the content of this report;
2. Agree to undertake a recruitment process for the post of the role of Head of Legal Services.

## 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. The Monitoring Officer is a statutory chief officer role and it is therefore essential that it is filled on a permanent basis.

## Relevance to the Corporate Plan and/or the Plymouth Plan

The Corporate Plan outlines the strategic direction of the Council and recommendations within this report align to this.

## Implications for the Medium Term Financial Plan and Resource Implications:

Chief Officer roles are permanent positions with established budget contained within the Medium Term Financial Plan, and costs arising from this report can be contained within budget.

## Financial Risks

Full costs of any proposal will be available to Members ahead of any commitment of resources.

**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 will be taken to ensure that where meetings can be undertaken virtually this is done to reduce travelling time, costs and associated carbon implications. There will be 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:**

\* 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.

The Monitoring Officer) holds statutory responsibility and is key to delivering priorities in relation to service delivery and ensuring the Council's statutory duties, responsibilities and accountabilities are discharged. Any recruitment and selection processes will be undertaken with reference to the Council's established procedures and relevant legislation.

**Appendices**

\*Add rows as required to box below

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**Sign off:**

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Originating Senior Leadership Team member: Giles Perritt
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 27/10/2023
Cabinet Member approval: Cllr Laing - approved via email. Date approved: 27/10/2023

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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 previous Head of Legal Services left employment with Plymouth City Council 6 August 2023. To ensure adequate cover for this key senior role pending permanent recruitment Members agreed to appoint an internal interim replacement on 2 June 2023 for a period of six months or until a permanent Head of Legal Services was recruited.

**4. PERMANENT RECRUITMENT UPDATE.**

An executive search partner was engaged via the Council's preferred supplier Matrix and two potential candidates have now been identified and will be going through an assessment process on 3 November 2023, with a view to inviting the successful candidates to the Chief Officer Appointments Panel scheduled for 7 November 2023.

If Members recommend an appointment the approval of Cabinet and Council will need to be sought.

A supplementary pack, containing CVs and supporting statements will be forwarded to the Panel as soon as the outcome of the initial assessment process has concluded.

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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