



Oversight and Governance

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Published 20 June 2024

Chief Officer Appointments Panel

Friday 28 June 2024
10.00 am
Council House

Members:

Councillor Evans OBE, Chair
Councillors Aspinall, Mrs Beer, Blight, Laing, Lugger and Stephens.

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 14 June 2024.

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 Strategic Director for Adults, Health and Communities:** **(Pages 3 - 8)**

6. **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.

7. **Confidential Minutes** **(Pages 9 - 10)**

The Panel will be asked to confirm the confidential minutes of the meeting held on 14 June 2024.

8. **Recruitment to the role of Strategic Director for Adults, Health and Communities:** **(To Follow)**

Chief Officer Appointments Panel

Friday 14 June 2024

PRESENT:

Councillor Evans OBE, in the Chair.

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

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

The meeting started at 11.02 am and finished at 3.56 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.

9. **Apologies**

There were no apologies received.

10. **Declarations of Interest**

There were no declarations of interest.

11. **Minutes**

The minutes of the meeting that took place on 24 May 2024 were agreed as a true and accurate record.

12. **Chair's Urgent Business**

There were no items of chairs urgent business.

13. **Recruitment to the role of Service Director for Integrated Commissioning**

The Committee agreed to:

1. Note the content of the report;
2. Undertake formal interviews for the post of the role of Service Director for Integrated Commissioning.

14. **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.

15. **Confidential Minutes**

The confidential minutes of the meeting that took place on 24 May 2024 were agreed as a true and accurate record.

16. **Recruitment to the role of Service Director for Integrated Commissioning**

The Panel agreed unanimously to appoint candidate Emma Crowther to the position of Service Director for Integrated Commissioning with a salary within Chief Officer Band 4, subject to Cabinet agreement and the necessary pre-employment checks.

Chief Officer Appointments Panel



Date of meeting:	28 June 2024
Title of Report:	Recruitment to the role of Strategic Director for Adults, Health and Communities
Lead Member:	Councillor Mrs Mary Aspinall (Cabinet Member for Health and Adult Social Care)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Chris Squire (Service Director HR-OD)
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 highlights the requirement for Members to undertake formal interviews for the post of Strategic Director for Adults, Health and Communities.

Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel

1. Notes the content of this report.
2. Undertakes formal interviews for the role of Strategic Director for Adults, Health and Communities.

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. This is a key post on the Council's Management Team with responsibility for a number of statutory activities around the protection of some of the City's most vulnerable people and which is best served by a dedicated permanent appointment.

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 Strategic Director for Adults, Health and Communities is a permanent role on the Council's Management Team structure, 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.

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: Tracey Lee (Chief Executive)											

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

Date agreed: 19 June 2024

Cabinet Member approval: *[electronic signature (or typed name and statement of 'approved by email/verbally']* Cllr Aspinall approved the report by email.

Date approved: 19 June 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

As highlighted in the report of 16 February 2024, the Strategic Director for Adults, Health and Communities is a key role within Plymouth City Council, not only as a member of the Council's Management Team, but by virtue of the statutory role as the Director of Adult Social Services, (DASS). There is statutory guidance which instructs local authorities about arrangements for establishing a (DASS) post, pursuant to the Children Act 2004 (which amended the Local Authority Social Services Act 1970). The creation of the 'Director of Adult Social Services' post, alongside the Director of Children's Services, is intended to ensure that all the social care needs of local communities are given equal emphasis and are managed in a co-ordinated way through joint strategic needs assessment and joint planning.

4. PERMANENT RECRUITMENT UPDATE.

Following approval by the Chief Officer Appointments Panel in February 2024, an executive search partner was engaged, with a number of candidates subsequently being presented for consideration. Four candidates were invited to an assessment centre on Friday 7 June 2024 and a decision will be made as to which candidates to invite to the Chief Officer Appointments Panel scheduled for 28 June 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 currently a Band 2 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £136,920 - £163,904. Chief Officer pay is linked to national pay bargaining and no increase has as yet been announced for the financial year 2024/25.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake formal interviews for the role of Strategic Director for Adults, Health and Communities.

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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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