



**Oversight and Governance**

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## Chief Officer Appointments Panel

Friday 16 August 2024  
11.00 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 - 4)

The Panel will be asked to confirm the minutes of the meeting held on 02 August 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 Interim Strategic Director for Growth: (To Follow)

### 6. Recruitment to the role of Director of Public Health: (Pages 5 - 10)

### 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 11 - 14)

The Panel will be asked to confirm the confidential minutes of the meeting held on 02 August 2024

9. **Recruitment to the role of Interim Strategic Director for Growth:** (To Follow)
10. **Recruitment to the role of Director of Public Health:** (To Follow)

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**Chief Officer Appointments Panel****Friday 2 August 2024****PRESENT:**

Councillor Aspinall, in the Chair.

Councillors Blight, Dann, Haydon, Luggar, Ricketts and Stephens.

Also in attendance: Tracey Lee, Jake Metcalfe and Chris Squire (Democratic Advisor).

The meeting started at 11.20 am and finished at 15:30.

*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.*

25. **Apologies**

Apologies were received from:

- Councillor Evans OBE, Councillor Dann substituted
- Councillor Laing, Councillor Haydon substituted
- Councillor Mrs Beer, Councillor Ricketts substituted

26. **Declarations of Interest**

There were no declarations of interest.

27. **Minutes**The minutes of the meeting that took place on 28 June 2024 were agreed as a true and accurate record.28. **Chair's Urgent Business**

Chris Squire (Service Director for HROD) advised the Panel that the agreed candidate who had been successful on 28 June 2024 to take up the post of Strategic Director for Health, Adults and Communities had declined the offer due to personal circumstances. The Panel were further advised that the candidate did not decline because of another job offer, nor did he decline because the Plymouth role wasn't suitable.

Further proposals for filling this role would be brought back to the next meeting of the Chief Officer's Appointments Panel on the 16 August 2024.

*(Please note there is a confidential part to this minute)*

29. **Recruitment to Strategic Director for Growth**

Tracey Lee (Chief Executive) advised the Panel that the current Strategic Director for Place had issued his resignation and would leave on 31 August 2024 to pursue other options available to him. Anthony had provided Plymouth with 14 years of excellent service and the Council were thankful to him.

The proposal to the Panel would be to recruit to an interim position whilst permanent recruitment took place. The Panel were also being asked to change the name of the position to the Strategic Director for Growth.

The Panel agreed to:

1. Note the content of this report.
2. The proposal to change the title of the role of Strategic Director for Place to Strategic Director for Growth.
3. Undertake an interim recruitment process for the post of Strategic Director for Growth pending a permanent appointment.
4. Undertake a permanent recruitment process for the post of Strategic Director for Growth.
5. The procurement of an executive search agency, for the recruitment of both an interim and permanent Strategic Director for Growth.

Votes for: Councillors Aspinall, Blight, Dann, Haydon, Luggar and Stephens (6)

Votes Against: (0)

Abstentions: Councillor Ricketts (1)

30. **Recruitment to Chief Operating Officer**

Tracey Lee (Chief Executive) advised the Panel that there were two candidates selected for interview which would be undertaken in part II of the meeting.

The Panel unanimously agreed to:

1. Note the content of this report.
2. Undertake formal interviews for the role of Chief Operating Officer

31. **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.

32. **Confidential Minutes**

The confidential minutes of the meeting that took place on 28 June 2024 were agreed as a true and accurate record.

33. **Recruitment to Strategic Director for Growth**

*(This item was considered in Part II of the meeting)*  
*(Please note there is a confidential part to this minute)*

34. **Recruitment to Chief Operating Officer**

Following an interview process the Panel agreed to appoint candidate Gary Walbridge to the position of Chief Operating Officer with a salary within Chief Officer Band 2, subject to Cabinet agreement and the necessary pre-employment checks.

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# Chief Officer Appointments Panel



Date of meeting:	16 August 2024
Title of Report:	<b>Recruitment to the role of Director of Public Health</b>
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:	<a href="#">Click here to enter text.</a>
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

This report highlights the request for Members to undertake formal interviews for the post of Director of Public Health.

## 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 Director of Public Health.

## 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 Corporate Management Team and as a statutory role, must be 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 Public Health 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? Date agreed: 07.08.2024											

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

Date approved: 07.08.2024

## **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 22 March 2024, the Director of Public Health is a key role within Plymouth City Council, not only as a member of the Council's Corporate Management Team, but as a statutory chief officer of the authority, accountable for the delivery of public health responsibilities, and the principal adviser on all health matters to elected members and officers, with a front-line leadership role spanning all 3 domains of public health – health improvement, health protection and healthcare public health.

The Director of Public Health has a vital system leadership role. It is a mandated post on the Health & Wellbeing Board and the current incumbent is a non-executive member of the Devon Integrated Care Board.

The current Director of Public Health has expressed a wish to be redeployed to a Public Health Consultant role, for personal reasons.

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

Following approval by the Chief Officer Appointments Panel in March 2024, the role was advertised in line with guidance from the Faculty of Public Health. Four candidates were invited to an assessment centre on Wednesday 31 July 2024 and a decision will be made as to which candidates to invite to the Chief Officer Appointments Panel scheduled for 16 August 2024.

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

It should be highlighted that the local authority and Secretary of State (SoS) must jointly appoint the Director of Public Health (under section 73A(1) of the 2006 Act). The SoS will not normally intervene in decisions about matters such as the role or position of Directors of Public Health within local authorities but must intervene – and ultimately may refuse to agree a joint appointment – if the SoS has reason to believe that a local authority's proposed appointment would be contrary to the SoS's general duties under the 2006 Act.

#### **5. FINANCIAL INFORMATION**

The permanent role is currently a Band 3 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £118,214 - £140,342.

#### **6. RECOMMENDATIONS**

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake formal interviews for the role of Director of Public Health.

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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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