



Oversight and Governance

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Chief Officer Appointments Panel

Friday 20 September 2024
1.00 pm
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 - 6)**

The Panel will be asked to confirm the minutes of the meetings held on 14 and 16 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 Service Director for Finance:** **(Pages 7 - 12)**

6. **Recruitment to the role of Interim Chief Operating Officer:** **(Pages 13 - 16)**

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 17 - 24)**

The Panel will be asked to confirm the confidential minutes of the meetings held on 14 and 16 August 2024.

9. **Recruitment to the role of Service Director for Finance:** **(To Follow)**

10. Recruitment to the role of Interim Chief Operating Officer: (To Follow)

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Chief Officer Appointments Panel

Wednesday 14 August 2024

PRESENT:

Councillor Aspinall, in the Chair.

Councillors Mrs Beer, Blight, Haydon, Laing, Luggar and Stephens.

Apologies for absence: Councillors Evans OBE

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

The meeting started at 4.00 pm and finished at 5.35 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.

35. **Apologies**

Apologies were received from Councillor Evans OBE, Councillor Haydon substituted.

Councillor Haydon proposed Councillor Aspinall as Chair for this meeting of the Panel which was seconded by Councillor Mrs Beer.

The Panel agreed unanimously to appoint Councillor Mary Aspinall as Chair for this meeting of the Panel.

36. **Declarations of Interest**

There were no declarations of interest.

37. **Chair's Urgent Business**

There was no items of urgent business.

38. **Recruitment to the role of Strategic Director for Adults, Health and Communities**

Tracey Lee (Chief Executive) and Chris Squire (Service Director for HROD) presented the report the Panel and highlighted the following points:

- a) The Chief Officers Appointments Panel held on 02 August agreed to bring back options for the recruitment to a Service Director for Adults, Health and Communities;

- b) Options considered were:
- i. To re-advertise the role for permanent recruitment
 - ii. To advertise for an external interim consultant
 - iii. Continue to fill the role through existing acting up arrangements, or;
 - iv. Further explore the suitability of an existing candidate who was previously interviewed for the role. This was 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 was best served by a dedicated permanent appointment.
- c) The recommendation was therefore to further explore the suitability of an existing candidate for the permanent role.
- d) Following interviews for the Chief Operating Officer role in which the second candidate for interviews of the Service Director for Adults, Health and Communities held on 28 June 2024 was a candidate, it was agreed to progress the candidate for a further interview at this meeting of the Panel to determine the suitability.

Panel unanimously agreed to

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

39. **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.

40. **Recruitment to the role of Strategic Director for Adults, Health and Communities**

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

Following an interview process, the Panel agreed unanimously to appoint candidate Gary Walbridge to the position of Strategic Director for Adults, Health and Communities.

Chief Officer Appointments Panel

Friday 16 August 2024

PRESENT:

Councillor Evans OBE, in the Chair.

Councillors Aspinall, Mrs Beer, Laing, Luggar, Raynsford (Substitute for Councillor Blight) and Stephens.

Apologies for absence: Councillor Blight

Also in attendance: Tracey Lee (Chief Executive), Chris Squire (Service Director, HROD), Sara Blackmore (Interim Regional Director, Office for Health Improvement and Disparities), Darrell Gale (Assessor, Faculty of Public Health), John Trevains (Director of Nursing & Quality, NHS) and Elliot Wearne-Gould (Democratic Advisor).

The meeting started at 11.05 am and finished at 3.08 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.

1. **Declarations of Interest**

There were no declarations of interest submitted by Panel members.

2. **Minutes**

The Panel agreed the minutes of 02 August 2024 as a true and accurate record.

3. **Chair's Urgent Business**

There were no items of Chair's urgent business.

4. **Recruitment to the role of Interim Strategic Director for Growth**

Tracey Lee (Chief Executive) and Chris Squire (Service Director, HROD) introduced the report and discussed:

- a) The Panel had recently agreed to recruit to the position of permanent Strategic Director for Growth however, recruitment would not start until September 2024, with an appointment expected by December 2024. As a result, the panel had agreed to recruit to an interim position for the post;
- b) One candidate for the interim role had been short-listed, and was available for interview today.

The Panel agreed to:

1. Note the report;
2. Undertake a formal interview for the post of Interim Strategic Director for Growth.

5. **Recruitment to the role of Director of Public Health**

Tracey Lee (Chief Executive) and Chris Squire (Service Director, HROD) introduced the report and discussed:

- a) There was a prescribed national process for undertaking appointments to the position of Director of Public Health. Additional members would join the panel during the interview process, consisting of representative from the Office for Health Improvement and Disparities, the NHS and the Faculty of Public Health;
- b) Following the interview and the Panel's decision, the Advisory Appointments Committee would meet to ratify the decision, and the Secretary of State was also required to agree the appointment;
- c) There had been two candidates shortlisted for interview however, one had withdrawn for personal reasons. As a result, there was one candidate available for interview today.

The Panel agreed:

1. To note the report;
2. To undertake formal interviews for the role of Director of Public Health.

6. **Exempt Business**

The Panel agreed to pass 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.

7. **Confidential Minutes**

The Panel agreed the confidential minutes of the meeting held on 02 August 2024 as a true and accurate record.

8. **Recruitment to the role of Interim Strategic Director for Growth**

Following an interview process, the Panel agreed to appoint candidate Karime Hassan to the position of Interim Strategic Director for Growth, with a salary within Chief Officers Band 2, subject to Cabinet agreement.

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

9. **Recruitment to the role of Director of Public Health**

[Sara Blackmore (Interim Regional Director Office for Health Improvement and Disparities), Darrell Gale (Assessor – Faculty of public health) & John Trevains (Director of Nursing & Quality, NHS) joined the meeting at this time.]

Following the interview process, the Panel agreed to offer the position of Director of Public Health to Professor Steve Maddern, with a salary within Chief Officers Band 3, subject to the agreement of Terms and Conditions.

(This meeting also constituted the Faculties Advisory Panel Appointments Committee. The Advisory Appointments Committee accepted the appointment.)

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

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Chief Officer Appointments Panel



Date of meeting:	20 September 2024
Title of Report:	Recruitment to the role of Service Director for Finance
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
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 Service Director for Finance.

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 Service Director for Finance.

Alternative options considered and rejected

This recommendation put forward is in line with the Council's established practices and is offered as the best option in these circumstances. There has been a campaign to recruit to a Head of Finance post, with potential progression to the Service Director position, in anticipation of the retirement of the current Service Director in March 2025, however this has not been successful.

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, specifically the provision of quality public services, trusting & engaging our communities, spending money wisely, empowering and engaging our staff and being a strong voice for Plymouth.

Implications for the Medium Term Financial Plan and Resource Implications:

The Service Director for Finance is a permanent role with established budget contained within the Medium-Term Financial Plan. Subject to approval by Full Council, the role will also cover the statutory section 151 function.

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.

The post would be the Council's section 151 officer, subject to approval by Full Council. 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							

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? David Haley (Director of Children's Services) approved on behalf of Tracey Lee (Chief Executive)

Date agreed: 11 September 2024

Cabinet Member approval: Councillor Lowry approved by email.

Date approved: 11 September 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 24 May 2024, the Service Director for Finance is a key role within the Corporate Management Team of the Council and includes the statutory section 151 function, subject to approval by a meeting of the Full Council.

The Service Director for Finance will report to the Chief Operating Officer (once this role is filled), with a strategic financial reporting line to the Chief Executive. The council has been recruiting to a Head of Finance post, to increase senior capacity and capability within the Finance Service, with the aim of providing succession for the existing Service Director of Finance when he retires. However, this has not been successful and given how critical the service director function is, it was agreed by the Chief Officer Appointments Panel that the role be advertised.

4. PERMANENT RECRUITMENT UPDATE.

An executive search partner was engaged, with a number of candidates subsequently being presented for consideration. Two candidates were invited to an assessment centre on Friday 6 September 2024 and a decision will be made as to which candidates to invite to the Chief Officer Appointments Panel scheduled for 20 September 2024.

If Members recommend an appointment the approval of Cabinet and Council will need to be sought in order to approve the designation of the statutory Section 151 function to the role.

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

5. FINANCIAL INFORMATION

The role is a Band 4 Chief Officer within the chief officer pay and grading structure and following the 2024/25 national pay award, the salary is within the range of £85,023 - £118,213.

Benchmarking has been undertaken to ensure advice is available about current market rates for this role ahead of any appointment to the permanent role.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake formal interviews for the role of Service Director for Finance.

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Chief Officer Appointments Panel



Date of meeting:	20 September 2024
Title of Report:	Recruitment to Interim Chief Operating Officer
Lead Members:	Councillors Mark Lowry (Cabinet Member for Finance), Sue Dann (Cabinet Member for Customer Services, Sport, Leisure, HR & OD) and Sally Haydon (Cabinet Member for Community Safety, Libraries, Events, Cemeteries and Crematoria)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Chris Squire (Service Director HR & Organisational Development)
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 request for Members to undertake a formal interview for the post of Interim Chief Operating Officer.

Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertakes a formal interview for the post of Interim Chief Operating Officer.

Alternative options considered and rejected.

This recommendation put forward is in line with the Council's established practices and is offered as the best option in the circumstances, following an unsuccessful process to recruit a permanent Chief Operating Officer earlier this year. Leaving the role vacant has also been considered, pending permanent recruitment however this is a key post on the Council's Management Team with responsibility for a number of critical activities relating to the effectiveness of the organisation and leadership and experience in this role is required during this period. In addition, the Assistant Chief Executive is retiring from the organisation, and will not be replaced, leaving a large number of teams reporting to the Chief Executive and other directors. It is therefore recommended that an interim appointment be made.

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 Chief Operating 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.

Carbon Footprint (Environmental) Implications:

It is the responsibility of all senior officers to ensure we develop and deliver our plans to enable the Council to be carbon neutral by 2030 and leading the City in carbon reduction.

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

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

Background papers:

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Sign off:

Fin	DJN. 24.25. 086	Leg	LS/00 0033 91/10 /LB/1 1/09/ 24	Mon Off	Click here to enter text.	HR	CS.24 .25.02 2	Asset s	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Tracey Lee, Chief Executive											
Please confirm the Strategic Director(s) has agreed the report? David Haley (Director of Children’s Services) approved on behalf Tracey Lee (Chief Executive)											
Date approved 11 September 2024											
Cabinet Member approval: Cllr Lowry approved by email. Date approved 11 September 2024											

I. INTRODUCTION

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- 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.
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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 Chief Operating Officer (COO) will be a key role within the Corporate Management Team of the Council, leading a range of support functions that are critical to the health and effectiveness of the organisation.

At the Chief Officer Appointments Panel held 22 March 2024, it was agreed to retitle the role from Strategic Director for Resources (Section 151) to Chief Operating Officer. As a result, the role no longer has the designation of the section 151 officer role and no longer requires the postholder to be a qualified accountant. Instead, the Service Director for Finance will retain the s151 designation and report to the COO, with a strategic financial reporting line to the Chief Executive.

The Chief Operating Officer was subsequently advertised as a permanent role in May/June this year, and the Chief Officer Appointments Panel interviewed two candidates at the beginning of August. No appointment was made to the role at that time.

Reporting to the Chief Executive, the role is responsible for providing strategic and organisational leadership and direction to a range of functions across corporate & customer services, in order to help deliver the vision and priorities of the Council.

4. INTERIM RECRUITMENT UPDATE

The Chief Officer Appointments Panel did make an offer of a permanent appointment on 2 August 2024 to the post, however the (internal) candidate was subsequently successful at the interview for Strategic Director of Adults, Health & Communities. Alternative options have been considered, one of which was to leave the role vacant pending permanent recruitment. However, given the importance of this role and its responsibility for the strategic leadership for functions including Finance, Human Resources, Health & Safety, Facilities Management, Customer Services, ICT, Libraries, Business Support, and Transformation, it is recommended that an interim appointment be made to ensure a co-ordinated approach to corporate services during what is an exceptionally challenging time for the council.

It is therefore proposed that an interim be engaged initially for 6 months, but with the option to extend to 9 months pending the permanent appointment to the role.

A number of CVs have been submitted from three recruitment providers. Those candidates who are identified as having the requisite skills, knowledge and experience for the role will be invited to the Chief Officer Appointments Panel on 20 September 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

Interim Appointment

This type of post is very much in-demand and there is a shortage of high-quality candidates. Market rates for these roles fall within a range of £1,000 - £1,300 per day (inclusive of charges).

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the contents of this report.
2. Undertake a formal interview for the role of Interim Chief Operating Officer.

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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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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