



Oversight and Governance

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Chief Officer Appointments Panel

Friday 20 June 2025
10.00 am
Council House

Members:

Councillor Evans OBE, Chair
Councillors Aspinall, Mrs Beer, Blight, Coker, Laing and Luggier.

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

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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 23 May 2025.

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 Interim Service Director for Children, Young People & Families: (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. Recruitment to Interim Service Director for Children, Young People & Families: (To Follow)

8. Confidential Minutes (Pages 9 - 12)

The Panel will be asked to confirm the confidential minutes of the meeting held on 23 May 2025.

Chief Officer Appointments Panel**Friday 23 May 2025****PRESENT:**

Councillor Laing, in the Chair.

Councillors Aspinall, Mrs Beer, Coker, Lugger and Penrose (Substituting for Cllr Blight).

Also in attendance: Chris Squire (Service Director for HROD) and Jake Metcalfe (Democratic Advisor).

The meeting started at 12.17 pm and finished at 12.36 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.

22. Apologies

There were apologies from:

- Councillor Evans OBE
- Councillor Blight, Councillor Penrose substituted.

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

23. Declarations of Interest

There were no declarations of interest.

24. Minutes

The minutes of the meeting that took place on 21 March 2025 were agreed as a true and accurate record.

25. Chair's Urgent Business

There were no items of chairs urgent business.

26. Recruitment to the role of Service Director for Integrated Commissioning

(Please note there is a confidential minute to this item)

The Panel agreed that 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 1 of Scheduled 12A of the Act, as amended by the Freedom of Information Act 2000.

Councillor Luggar proposed an additional recommendation which was seconded by Councillor Aspinall to:

- Authorise the Service Director for HROD to explore other options for the recruitment to the post of Service Director for Integrated Commissioning including acting up or interim arrangements.

The Panel agreed unanimously to the additional recommendation.

The Panel agreed to:

1. Note the content of this report.
2. Approve commencement of the recruitment process for the permanent post of Service Director for Integrated Commissioning.
3. Authorise the Service Director for HROD to explore other options for the recruitment to the post of Service Director for Integrated Commissioning including acting up or interim arrangements.

(Following the conclusion of the item, the Panel agreed to move back into part one)

27. **Recruitment to the role of interim Service Director Children, Young People and Families**

(Please note there is a confidential minute to this item)

The Panel agreed that 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 1 of Scheduled 12A of the Act, as amended by the Freedom of Information Act 2000.

The Panel agreed to:

1. Note the content of the report.
2. Agree to commence a recruitment process for the role of interim Service Director for Children, Young People & Families

Chief Officer Appointments Panel



Date of meeting:	20 June 2025
Title of Report:	Recruitment to Interim Service Director for Children, Young People & Families
Lead Member:	Councillor Jemima Laing (Deputy Leader, and Cabinet Member for Children's Social Care, Culture and Communications)
Lead Strategic Director:	David Haley (Director for Childrens Services)
Author:	Chris Squire (Service Director HROD)
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 highlights the request for Members to undertake formal interviews for the post of Interim Service Director for CYPF.

Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertakes formal interviews for the post of Interim Service Director for Children, Young People and Families Service.

Alternative options considered and rejected

This recommendation put forward is in line with the Chief Officer Appointment Panel's approval to recruit an interim postholder, whilst the current permanent postholder undergoes long term medical treatment and is on sick leave from work. Other options considered were to not backfill the role and to continue with current acting-up arrangements. However, the Service Director for CYPF is a key role within the Children's Services management team, and continuity of leadership and experience in this role is now required. 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 Service Director for CYPF is a permanent role with established budget contained within the Medium-Term Financial Plan.

Financial Risks

There are no financial risks arising from this proposal.

None.

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.

** 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.

**Add rows as required to box below*

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**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:

Fin	ITG.2 5.26. 018	Leg	LS/00 00246 5/1AC/ 11/6/2 5	Mon Off	Click here to enter text.	HR	CS.25 .26.00 4	Asset s	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: David Haley, Director of Children's Services											

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

Date agreed: 11/06/2025

Cabinet Member approval: *Councillor Laing (Deputy Leader and Cabinet Member for Children's Social Care, Culture and Communications)*

Date approved: 12/06/2025

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 suitable and qualified applicants. If there are no suitable 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 confirmed at the Chief Officer Appointments Panel on 23 May 2025, the current Service Director for CYPF has been absent from work since December 2024 due to personal circumstances.

While the Service has continued to function effectively, using acting-up arrangements, it was acknowledged that the service now requires an interim resource to cover this key role.

It was therefore agreed that an interim be engaged initially for six months, but with the option to extend to twelve months pending the return of the permanent postholder to the role.

4. INTERIM RECRUITMENT UPDATE

Following approval from the Chief Officer Appointments Panel on 23 May 2025, a number of CV's have been sourced from specialist 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 June 2025. 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 £800 - £1,000/day (inclusive of charges).

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the contents of this report.
2. Undertake formal interviews for the role of Interim Service Director for CYPF.

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The following relates to exempt or confidential matters (Para(s) 1 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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