

**Oversight and Governance**

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Chief Officer Appointments Panel

Wednesday 19 November 2025
12.30 pm
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

Agenda

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 meetings held on 19 September and 26 September 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 the role of Interim Service Director for Finance: (Pages 5 - 10)

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 the role of Interim Service Director for Finance: (To Follow)

Chief Officer Appointments Panel**Friday 19 September 2025****PRESENT:**

Councillor Aspinall, in the Chair.

Councillors Mrs Beer, Blight, Coker, Dann (Substituting for Councillor Evans OBE), Laing and Lugger.

Apologies for absence: Councillor Evans OBE

Also in attendance: Jake Metcalfe (Democratic Advisor), Chris Squire (Service Director for HROD) and Gary Walbridge (Strategic Director for Adults, Health and Communities).

The meeting started at 1.00 pm and finished at 3.51 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.

13. **Declarations of Interest**

Name	Minute Number	Reason	Interest
Councillor Aspinall	17 and 20	Knew a candidate through work (Cabinet Member)	Personal
Councillor Lugger	17 and 20	Knew spouse of candidate through work.	Personal

14. **Minutes**

The minutes of the meeting that was held on 15 August 2025 were agreed as a true and accurate record.

15. **Chair's Urgent Business**

There were no items of Chairs urgent business.

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

Chris Squire (Service Director for HROD) presented the item to the Panel and highlighted the following key points:

- a) Six candidates were evaluated through longlisting;
- b) Three candidates went through the assessment centre;

- c) Two candidates were proposed to go forward to interview by the Panel.

The Panel agreed to:

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

17. **Exempt Business**

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 involved the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

18. **Confidential Minutes**

The confidential minutes of the meeting which was held on 15 August 2025 were agreed as a true and accurate record.

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

Following an interview process, the Panel agreed to appoint Chris Morley to the position of Service Director for Integrated Commissioning, subject to Cabinet agreement and the necessary pre-employment checks.

Chief Officer Appointments Panel

Friday 26 September 2025

PRESENT:

Councillor Laing, in the Chair.

Councillors Blight, Coker, Cresswell (Substituting for Councillor Evans OBE), Laing, Lowry (Substituting for Councillor Aspinall) and Lugger.

Apologies for absence: Councillors Evans OBE, Aspinall and Mrs Beer.

Also in attendance: David Haley (Director of Children's Services), Jake Metcalfe (Democratic Advisor) and Chris Squire (Service Director for HROD).

The meeting started at 10.00 am and finished at 11.52 am.

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.

21. **Declarations of Interest**

There were no declarations of interest.

22. **Chair's Urgent Business**

There were no items of chairs urgent business.

23. **Recruitment to the role of Service Director for Education, Participation and Skills**

Chris Squire (Service Director for HROD) presented the report to the Panel and highlighted the following key points:

- a) The post had been held been covered by an interim since 13 December 2024;
- b) The interim post-holder declared an interest for the permanent position early on during the recruitment process;
- c) Two candidates went through to the assessment centre, with one being proposed for interview by the Panel today.

The Panel agreed to:

- I. Note the content of this report;

2. Accept the recommendation that one candidate would progress to interview by the Panel;
3. Undertake the formal interview on Friday 26 September 2025.

24. **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 involved 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.

25. **Recruitment to the role of Service Director for Education, Participation and Skills**

Following an interview process, the Panel unanimously agreed to offer the role of Service Director for Education, Participation and Skills, to Amanda Davis subject to Cabinet approval and the necessary pre-employment checks.

Chief Officer Appointments Panel



Date of meeting:	19 November 2025
Title of Report:	Recruitment to the role of Interim Service Director for Finance
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Si Bellamy (Chief Operating Officer)
Author:	Chris Squire (Service Director HR-OD)
Contact Email:	Si.bellamy@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 Interim 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 Interim Service Director for Finance.

Alternative options considered and rejected

This recommendation is in line with the Council's established practices and is offered as the best option in these circumstances. Whilst there is a campaign to recruit to a permanent Service Director position, interim arrangements are required to provide leadership during the 2026-27 budget setting process and to cover the statutory s151 role.

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 Interim Service Director for Finance will cover the role pending permanent recruitment. There is an 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.

Financial Risks

There are no financial risks arising from the recommendations in this proposal.

Legal Implications

The legal position regarding the appointment of Chief Officers and Deputy Chief Officers is set out in this report.

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	Recruitment of Interim Service Director for Finance							

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:

Fin	ITG.2 5.26.0 82	Leg	LS/00 0033 91/21 /LB/0 7/11/ 25	Mon Off		HR	CS.25 .26.01 6	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? Date agreed: Si Bellamy – Chief Operating Officer											
Cabinet Member approval: Cllr Mark Lowry, Cabinet Member for Finance Date approved: 7 November 2025											

APPENDIX A – RECRUITMENT OF INTERIM SERVICE DIRECTOR FOR FINANCE**1. 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

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 current Service Director for Finance, Ian Trisk-Grove, has resigned from Plymouth City Council and will leave in December 2025. A potential interim replacement has been identified, and this will bridge the gap whilst a search is undertaken for a permanent replacement.

The Interim Service Director for Finance will report to the Chief Operating Officer, with a strategic financial reporting line to the Chief Executive.

4. RECRUITMENT UPDATE.

One candidate is proposed to be invited to the Chief Officer Appointments Panel scheduled for 19 November 2025.

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 2025/26 national pay award, the salary for the permanent role is within the range of £87,744 - £121,996.

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

The cost of an interim appointment will be covered by existing budgets.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

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

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