



Oversight and Governance

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Chief Officer Appointments Panel

Friday 19 September 2025
1.00 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

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 15 August 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. 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.

6. Recruitment to the role of Service Director for Integrated Commissioning: (Pages 3 - 8)

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 - 12)

The Panel will be asked to confirm the confidential minutes of the meeting held on 15 August 2025.

8. Recruitment to the role of Service Director for Integrated Commissioning: (To Follow)

Chief Officer Appointments Panel

Friday 15 August 2025

PRESENT:

Councillor Dann, in the Chair.

Councillors Aspinall, Mrs Beer, Blight, Coker, Cresswell, Dann and Lugger.

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

The meeting started at 1.00 pm and finished at 1.31 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.

7. **Apologies**

There were apologies received from:

- Councillor Evans OBE, Councillor Dann substituted.
- Councillor Laing, Councillor Cresswell substituted.

The Panel agreed to appoint Councillor Dann as Chair for this meeting.

8. **Declarations of Interest**

There were no declarations of interest.

9. **Minutes**

The minutes of the meeting that were held on 03 July 2025, 04 July 2025 and 11 July 2025 were agreed as a true and accurate record.

10. **Chair's Urgent Business**

There were no items of chairs urgent business.

11. **Recruitment to the role of Service Director for Customer Experience and Digital**

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.

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

The Panel agreed to restart the recruitment process for a Service Director for Customer Experience and Digital on either an interim or permanent basis.

12. **Recruitment to the role of Service Director for Customer Experience and Digital** (To Follow)

This item was not discussed as there were no candidates put forward to the Panel.

Chief Officer Appointments Panel



Date of meeting:	08 September 2025
Title of Report:	Recruitment to the role of Service Director for Integrated Commissioning
Lead Member:	Councillor Mary Aspinall (Cabinet Member for Health and Adult Social Care)
Lead Strategic Director:	Gary Walbridge (Strategic Director for Adults, Health and Communities)
Author:	Chris Squire (Service Director HROD)
Contact Email:	gary.walbridge@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 Service Director for Integrated Commissioning.

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 Service Director (Integrated Commissioning).

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. It is essential that the role is filled permanently as soon as possible to ensure continuity and to deliver a range of duties for the Local Authority and to support the delivery of the Medium-Term Financial Plan.

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 (Integrated Commissioning) is a permanent role with established budget contained within the Medium-Term Financial Plan.

Financial Risks

This appointment falls within existing budget. There will be appropriate scrutiny by the Council's section 151 Officer

Legal Implications

None.

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. There are no carbon footprint implications arising from this process.

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.*

Any 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

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: Gary Walbridge (Strategic Director Adults Health & Communities)
Please confirm the Strategic Director(s) has agreed the report? Date agreed: 09/09/2025
Cabinet Member approval: Councillor Mary Aspinall (Cabinet Member for Health and Adult Social Care) Date approved: 09/09/2025

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 highlighted in the report of 23 May 2025, the Service Director for Integrated Commissioning is a key role within Plymouth City Council, as part of the Council's leadership team and leading the integrated commissioning and contracting function across the Council, including Children's Services, Adult Social Care (ASC), Adult Safeguarding, aspects of Public Health and Integrated Commissioning with Health and relevant Social Enterprises.

Following approval by the Chief Officer Appointments Panel in May 2025, an executive search partner was engaged, with a number of candidates subsequently being presented for consideration. Three candidates have been invited to an assessment centre on 10 September 2025 and those successful will be invited to the Chief Officer Appointments Panel scheduled for 19 September 2025.

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

4. FINANCIAL INFORMATION

The permanent role is established on the Plymouth City Council Senior Management Structure.

The role is currently a Band 4 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £87,744 to £121,996 per annum. Chief Officer pay is linked to national pay bargaining.

5. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the contents of this report.
2. Undertake formal interviews for the role of Service Director (Integrated Commissioning).

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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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