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**BEST ACHIEVING**  
COUNCIL OF THE YEAR



**Barry Keel**  
Chief Executive

Plymouth City Council  
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Date 13 January 2012

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## **APPOINTMENTS PANEL**

**Date:** Monday 23 January 2012

**Time:** 9 am

**Venue:** Council House

**Members:**

Councillors Bowyer, Evans, Fry, Lowry, Mrs Pengelly and Peter Smith.

Councillor Ball for items 1 to 9 and Councillor Wiggins for items 10 to 11.

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

Members and officers are requested to sign the attendance list at the meeting.

Please note that unless the chair of the meeting agrees, mobile phones should be switched off and speech, video and photographic equipment should not be used in meetings.

**Barry Keel**  
Chief Executive

# **APPOINTMENTS PANEL**

## **AGENDA**

### **PART I – PUBLIC MEETING**

#### **1. APPOINTMENT OF CHAIR AND VICE CHAIR**

The panel will appoint a Chair and Vice-Chair for this meeting.

#### **2. APOLOGIES**

To receive apologies for non-attendance submitted by Panel Members.

#### **3. DECLARATIONS OF INTEREST**

Members will be asked to make any declarations of interest in respect of items on the agenda.

#### **4. MINUTES**

**(Pages 1 - 2)**

The Panel will be asked to confirm the minutes of the meeting on 19 December 2011.

#### **5. CHAIR'S URGENT BUSINESS**

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

#### **6. EXEMPT BUSINESS**

To consider passing a resolution under Section 100A(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 of Part 1 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. DISMISSAL OF CHIEF OFFICERS (EI) TO FOLLOW**

The Panel will consider the written report of the Chief Executive on the dismissal of chief officers.

**8. APPOINTMENT OF ASSISTANT DIRECTOR OF CUSTOMER SERVICES (EI) TO FOLLOW**

Panel Members will be asked to appoint the Assistant Director of Customer Services.

**9. APPOINTMENT OF ASSISTANT DIRECTOR OF FINANCE, EFFICIENCIES, TECHNOLOGY AND ASSETS (EI) TO FOLLOW**

Panel Members will be asked to appoint the Assistant Director of Finance, Efficiencies, Technology and Assets.

**10. APPOINTMENT OF ASSISTANT DIRECTOR OF TRANSPORT AND INFRASTRUCTURE (EI) TO FOLLOW**

Panel Members will be asked to appoint the Assistant Director of Transport and Infrastructure.

**11. APPOINTMENT OF ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT (EI) TO FOLLOW**

Panel Members will be asked to appoint the Assistant Director of Economic Development.

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## **Appointments Panel**

**Monday 19 December 2011**

### **PRESENT:**

Councillor Mrs Pengelly, in the Chair.  
Councillor Fry, Vice Chair.  
Councillors Ball, Bowyer, Evans, Lowry and Peter Smith.

Also in attendance: Barry Keel (Chief Executive), Mark Grimley (Assistant Director for Human Resources and Organisational Development) and Nicola Kirby (Senior Democratic Support Officer (Cabinet))

The meeting started at 9.00 am and finished at 10.00 am.

*Note: At a future meeting, the committee 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.*

### 9. **APPOINTMENT OF CHAIR AND VICE CHAIR**

Agreed that Councillor Mrs Pengelly is appointed Chair and Councillor Fry is appointed Vice Chair for this particular meeting.

### 10. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct.

### 11. **MINUTES**

Agreed that the minutes of the meeting held on 23 November 2011 are confirmed as a correct record.

### 12. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

### 13. **EXEMPT BUSINESS**

Agreed that under Section 100A(4) of the Local Government Act 1972 the press and public are excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

14. **SENIOR MANAGEMENT STRUCTURES: PROCESS AND DECISIONS**

The Assistant Director for Human Resources and Organisational Development submitted a report on proposals for the establishment of the new posts set out in the Head of Paid Service's report to the City Council on 5 December 2011 in relation to a proposed new structure of the Senior Management Team.

Councillors were assured that the role profiles for Assistant Director posts' had been written in such a way so as not to exclude potential candidates as far as possible, with the exception of the post of Assistant Director for Finance, Efficiencies, Technology and Assets, who was required to act as Deputy Section 151 officer and therefore had to be a qualified accountant.

Methods of evaluating the posts were also discussed.

Agreed –

(1) that the draft role profiles for the following new positions at Assistant Director level –

- Joint Commissioning and Adult Social Care
- Homes and Communities
- Education, Learning and Family Support
- Transport and Infrastructure
- Economic Development
- Finance, Efficiencies, Technology and Assets
- Customer Services

are noted subject to the following amendments that –

- (a) CRB checks are required for all Assistant Director posts;
- (b) all requirements for qualifications are removed except for the posts of Assistant Director for Finance, Efficiencies, Technology and Assets, who is required to act as Deputy Section 151 officer and Assistant Director for Children's Social Care;
- (2) that the deletion of existing Assistant Director roles are noted as agreed by the City Council, creating the candidate pool for internal recruitment;
- (3) the process for appointments to the vacant positions to include an assessment of management competence;
- (4) the Council's policies on reorganisations and our duties as an employer, are noted.