



**Democratic Support**

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## **APPOINTMENTS PANEL**

Monday 4 November 2013  
9.30 am  
Council House (Next to the Civic Centre), Plymouth

**Members:**

Councillor Evans, Chair

Councillor Peter Smith, Vice-Chair

Councillors Bowyer, Coker (substituting for Councillor Lowry), Michael Leaves (substituting for Councillor Fry), Nicholson and Vincent (substituting for Councillor Williams).

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

**Tracey Lee**

Chief Executive

# **APPOINTMENTS PANEL**

## **AGENDA**

### **PART I – PUBLIC MEETING**

#### **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 - 8)**

To approve the minutes of the meetings held on 10 and 18 October 2013.

#### **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 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item of business on the grounds that it involves 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.

### **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.

#### **6. APPOINTMENT OF ASSISTANT DIRECTOR FOR STRATEGIC PLANNING AND INFRASTRUCTURE (EI)**

**(Pages 9 - 44)**

Members will be asked to appoint an Assistant Director for Strategic Planning and Infrastructure.

## Appointments Panel

Thursday 10 October 2013

### PRESENT:

Councillor Evans, in the Chair.

Councillor Peter Smith, Vice Chair.

Councillors Mrs Beer (substitute for Councillor Fry), Bowyer, Darcy (substitute for Councillor Nicholson), McDonald (substitute for Councillor Lowry) and Williams.

Apologies for absence: Councillors Fry, Lowry and Nicholson.

The meeting started at 9.00 am and finished at 2.30 pm.

*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.*

19. **APPOINTMENT OF CHAIR AND VICE CHAIR**

Agreed that Councillor Evans is appointed Chair and Councillor Peter Smith is appointed Vice Chair of this panel.

20. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct in relation to items under consideration at this meeting.

21. **CHAIR'S URGENT BUSINESS**

There was one item of chair's urgent business which was considered under Part II.

22. **MINUTES**

Agreed the minutes of the meeting held on 17 and 24 October 2012.

23. **EXEMPT BUSINESS**

Agreed that under Section 100(A)(4) of the Local Government Act, 1972, the press and public be 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 I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

### CHAIR'S URGENT BUSINESS

24. **Appointment of Director for Public Health (EI)**

The panel received a report on the appointment of the Director for Public Health.

Agreed –

- (1) that Councillor McDonald, Cabinet Member for Public Health and Adult Social Care and Carole Burgoyne, Director for People, begin consultation with Public Health England and the Faculty of Public Health on 'fast tracking' the recruitment for this role and that progress will be reported back to a future Appointment Panel;
- (2) to use the suggested 'fast track' recruitment process outlined in the report;
- (3) that the Leader would write to the Secretary of State to feedback about the recruitment process for the Director of Public Health and its impact on the Council.

(In accordance with Section 100(B)(4)(b) of the Local Government Act, 1972, the Chair brought forward the above item for urgent consideration because of the need to progress the appointment).

25. **REVIEW OF CONSULTATION FEEDBACK (EI)**

Following the decision by the City Council on 16 September 2013 on the senior management structure, the Panel considered individual consultation feedback from some of the affected Chief Officers who had been asked to provide additional feedback to specific questions.

Individual consultation feedback from the remaining Chief Officers would be submitted to the Appointments Panel on 18 October 2013.

The individual consultation feedback was noted.

26. **REVIEW AND DECISION ON SELECTION PROCESS FOR CHIEF OFFICER ROLES (EI)**

Tracey Lee (Chief Executive and Head of Paid Service) submitted a report on the selection process for the establishment of the new posts which had been agreed by the City Council on 16 September 2013 following her report on the senior management structure. The report to the City Council had also identified existing roles of Chief Officers to be amended and those to be deleted.

The report detailed –

- (a) the current role profiles of the existing posts in the senior management structure;
- (b) the draft role profiles for the new structure referred to in minute 27 below;

- (c) indicative grading for each position compared with the existing senior management team;
- (d) the appointments timetable;
- (e) the appeals process;
- (f) the equality impact assessment for the senior management structure.

The remaining draft role profiles, and other role amendments and deletions would be submitted to the Appointments Panel on 18 October 2013.

The panel noted –

- (g) the council's policies on reorganisations and the duties as an employer;
- (h) that the recruitment for the Strategic Director for Transformation and Change role would be progressing in line with the recommendation agreed by Full Council on 16 September 2013.

Agreed –

- (l) the following new role profiles are approved -
  - (a) Assistant Director for Strategic Planning subject to amending the job title to Assistant Director for Strategic Planning and Infrastructure;
  - (b) Assistant Director for Street Services with no amendments;
  - (c) Assistant Director for Finance subject to ensuring that it is clear that this role is accountable for the delivery of the Capital programme;
  - (d) Assistant Director for HR,OD and ICT – with no amendments;
  - (e) Assistant Director for Customer Services subject to the following amendments –
    - to insert 'Lead the development and ensure implementation of Customer and Channel Strategy for the whole Council, ensuring that the Council-wide Blueprint properly reflects the needs of customers across all services' into the Job Purpose section;
    - ensure that the Customer Experience across all service areas is delivered in line with the Customer Strategy, reflecting joined-up end to end service delivery, regardless of internal organisation structures and reporting lines;

- (2) 'slots' and 'ringfences' are agreed as set out in the report;
- (3) to note that Malcolm Coe, Assistant Director for Finance, remains designated as the Section 151 officer;
- (4) the selection process for Chief Officers as set out in the report;
- (5) that external recruitment is commenced to the role of Assistant Director for Customer Services using the usual recruitment processes;
- (6) that officers explore options for a joint appointment or joint interim cover with the council's partners for the role of Assistant Director for HR, OD and ICT with a progress report to a future meeting of the panel.

27. **REVIEW AND APPROVAL OF ROLE PROFILES FOR NEW AND AMENDED CHIEF OFFICER ROLES (E1)**

The role profiles for new and amended chief officer roles were submitted (Minute 26 refers).

28. **RECRUITMENT TRAINING (E1)**

The members of the Appointments Panel received a briefing paper on the aims and objectives of the recruitment training. They were advised on their role as a member of the panel and of current council policies and employment legislation.

29. **APPOINTMENT OF ASSISTANT DIRECTOR FOR CO-OPERATIVE COMMISSIONING AND ADULT SOCIAL CARE (E1)**

Agreed to appoint David Simpkins to the role of Assistant Director for Co-operative Commissioning and Adult Social Care.

## **Appointments Panel**

**Friday 18 October 2013**

### **PRESENT:**

Councillor Evans, in the Chair.

Councillor Peter Smith, Vice Chair.

Councillors Bowyer, Coker (substitute for Councillor Lowry), Nicholson and Penberthy (substitute for Councillor Williams).

Apologies for absence: Councillors Fry, Lowry and Williams.

The meeting started at 8.30 am and finished at 9.00 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.*

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

Agreed that Councillor Evans is appointed Chair and Councillor Peter Smith is appointed Vice Chair of this panel.

### 31. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct in relation to items under consideration at this meeting.

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

There were no items of chairs urgent business.

### 33. **EXEMPT BUSINESS**

Agreed that under Section 100(A)(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.

### 34. **REVIEW OF CONSULTATION FEEDBACK (EI)**

Following the decision by the City Council on 16 September 2013 on the senior management restructure, the Panel considered individual consultation feedback from the remaining Chief Officers (3 people) who were asked to provide additional feedback to specific questions.

The individual consultation feedback was noted and there were no actions arising.

35. **SENIOR MANAGEMENT RESTRUCTURE - PROCESSES AND DECISIONS (E1)**

Tracey Lee (Chief Executive and Head of Paid Service) submitted a report on the selection process for the establishment of the new posts which had been agreed by the City Council on 16 September 2013 following her report on the senior management structure. The report to the City Council had also identified existing Chief Officer roles to be amended and those to be deleted.

The report detailed –

- (a) recommendations for slotting and ringfencing to the new structure;
- (b) recommendations for selecting those in a ringfence;
- (c) the current role profiles of the existing posts in the senior management structure;
- (d) the draft role profiles for the new structure;
- (e) indicative grading for each position compared with the existing senior management team;
- (f) the appointments timetable;
- (g) the appeals process;
- (h) the equality impact assessment for the senior management structure.

The panel noted the council's policies on reorganisations and the duties as an employer.

The panel agreed –

- (1) the ringfence recommendations as set out in the report;
- (2) the selection process for Chief Officers as set out in the report. Additionally that if an applicant wishes to be considered for more than one role, they will need to attend one interview for each role they express an interest in (not a single interview covering multiple roles);
- (3) the new role profile for the role of Assistant Chief Executive subject to the following:
  - to amend the legislation titles in the 'experience, knowledge and qualifications' to 'the Housing and Local Government Act 1989 and the Localism Act 2011';



- to add in the following text to the 'skills and technical competencies' section: 'Political acumen; ability and to build and maintain positive working relationships with Members.'
- (4) the new role profile for the role of Head of Legal Services subject to the following:
- to amend the legislation titles in the 'experience, knowledge and qualifications' to 'the Housing and Local Government Act 1989 and the Localism Act 2011'.
  - to add in the following text to the 'skills and technical competencies' section: 'Political acumen; ability to build and maintain positive working relationships with Members.'

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