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02 October 2013

APPOINTMENTS PANEL

Thursday 10 October 2013
9 am
Council House (Next to the Civic Centre), Plymouth

Members:

Councillors Bowyer, Coker, Evans, Fry, Nicholson, Peter Smith and 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. 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. CHAIR'S URGENT BUSINESS

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

5. MINUTES

(Pages 1 - 4)

To approve the minutes of the meetings held on 17 and 24 October 2012.

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 item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph(s) 1 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

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. REVIEW OF CONSULTATION FEEDBACK (E1)

(Pages 5 - 16)

To review the individual consultation feedback received from Chief Officers and to look at matters arising from this feedback.

8. REVIEW AND DECISION ON SELECTION PROCESS FOR CHIEF OFFICER ROLES (E1) (Pages 17 - 24)

To review and decide on the selection process for the Chief Officers roles and to agree future timelines and meetings.

9. REVIEW AND APPROVAL OF ROLE PROFILES FOR NEW AND AMENDED CHIEF OFFICER ROLES (E1) (Pages 25 - 100)

- Assistant Director for Strategic Planning
- Assistant Director for Street Services
- Assistant Director for Human Resources, Organisational Development and ICT
- Assistant Director for Finance
- Assistant Director for Customer Services

10. RECRUITMENT TRAINING (E1) (Pages 101 - 102)

To receive refresher training on recruitment and selection (approx. 1 ¼ hours).

11. APPOINTMENT OF ASSISTANT DIRECTOR FOR CO-OPERATIVE COMMISSIONING AND ADULT SOCIAL CARE (E1) (Pages 103 - 130)

Members will be asked to appoint an Assistant Director for Co-operative Commissioning and Adult Social Care.

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Appointments Panel

Wednesday 17 October 2012

PRESENT:

Councillor Evans, in the Chair.
Councillor Peter Smith, Vice Chair.
Councillors Mrs Bowyer, Sam Leaves, Monahan, Penberthy and Williams.

Also in attendance: Karen Brindley, Head of HR (Operations), Carole Burgoyne, Director for People and Jon Houlihan, Gatenby Sanderson.

The meeting started at 9.30 am and finished at 4.35 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.

7. APPOINTMENT OF CHAIR AND VICE CHAIR

Agreed to nominate Councillor Evans as Chair and Councillor Peter Smith as Vice-Chair for this meeting.

8. DECLARATIONS OF INTEREST

There were no declarations of interest made by members.

9. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

10. MINUTES

Agreed the minutes of the meeting held on 10 July 2012.

11. EXEMPT BUSINESS

Agreed that under Section 110A(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 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.

12. APPOINTMENT OF ASSISTANT DIRECTOR FOR CHILDREN'S SOCIAL CARE

Agreed to appoint Judith Harwood to the role of Assistant Director for Education, Learning and Family Support (subject to references and other satisfactory clearance).

13. APPOINTMENT OF ASSISTANT DIRECTOR FOR EDUCATION, LEARNING AND FAMILY SUPPORT

Agreed to appoint Alison Botham to the role of Assistant Director for Children's Social Care (subject to references and other satisfactory clearance).

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Appointments Panel

Wednesday 24 October 2012

PRESENT:

Councillor Evans, in the Chair.
Councillor Peter Smith, Vice Chair.
Councillors Mrs Bowyer, Sam Leaves, Monahan, Penberthy and Williams.

Also in attendance: Adam Broome (Director for Corporate Services), Mark Grimley (Assistant Director for Human Resources and Organisational Development), Jon Houlihan (Gatenby Sanderson)

The meeting started at 9.30 am and finished at 4.05 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.

14. APPOINTMENT OF CHAIR AND VICE CHAIR

Agreed to nominate Councillor Evans as Chair and Councillor Peter Smith as Vice-Chair for this meeting.

15. DECLARATIONS OF INTEREST

There were no declarations of interest made by members.

16. CHAIR'S URGENT BUSINESS

There were no items of chair's urgent business.

17. EXEMPT BUSINESS

Agreed that under Section 110A(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 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.

18. APPOINTMENT OF ASSISTANT DIRECTOR FOR CUSTOMER SERVICES

Agreed to appoint Andrew Stephens to the role of Assistant Director for Customer Services (subject to references and other satisfactory clearances).

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