

**Democratic Support**

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## APPOINTMENTS PANEL

Friday 25 April 2014  
9.30 am  
Council House (Next to the Civic Centre), Plymouth

**Members:**

Councillor Evans, Chair  
Councillor Peter Smith, Vice Chair  
Councillors Mrs Aspinall, Bowyer, Darcy, Jordan and Penberthy.

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 - 6)**

To sign and confirm as a correct record the minutes of the meeting held on 11 April 2014.

#### **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 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.

### **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. SENIOR MANAGEMENT RESTRUCTURE - POTENTIAL ARRANGEMENTS (EI) (VERBAL)**

To consider any updates on the Senior Management Restructure.

## **INTERIM POSTS**

**7. APPOINTMENT OF AN INTERIM STRATEGIC DIRECTOR (Pages 7 - 34)  
FOR TRANSFORMATION AND CHANGE**

To appoint to the post of interim Strategic Director for Transformation and Change.

**8. APPOINTMENT OF AN INTERIM ASSISTANT DIRECTOR (Pages 35 - 46)  
FOR HUMAN RESOURCES, ORGANISATIONAL  
DEVELOPMENT AND ICT (EI)**

To appoint to the post of interim Assistant Director for Human Resources, Organisational Development and ICT.

**9. APPOINTMENT OF AN INTERIM ASSISTANT DIRECTOR (Pages 47 - 58)  
FOR STREET SERVICES (EI)**

To appoint to the interim post of Assistant Director for Street Services and consider the remuneration for the post.

**10. APPOINTMENT OF AN INTERIM HEAD OF PORTFOLIO (Pages 59 - 64)  
OFFICE (EI)**

To appoint to the post of interim Head of Portfolio Office and consider the remuneration for the post.

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**Appointments Panel****Friday 11 April 2014****PRESENT:**

Councillor Evans, in the Chair.

Councillor Peter Smith, Vice Chair.

Councillors Mrs Aspinall, Bowyer, Jordan, Monahan and Penberthy.

Also in attendance: Tracey Lee (Chief Executive), Bernadette Smith (Senior HR Adviser).

Apologies for absence: None

The meeting started at 9.15 am and finished at 12 noon.

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

**68 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.

**69 CHAIR'S URGENT BUSINESS**

Councillor Evans advised the panel that this was Councillor Monahan's last working day as a Councillor and thanked him for his extended period of commitment and service to the Council and the people of Plymouth over many years. He also offered him best wishes for his retirement

**70 MINUTES**

Agreed the minutes of the meeting held on 31 March 2014 with the insertion of the word "Assistant" at item 66 paragraph 2, between the words "Interim and Director".

**71 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 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

**72 UPDATE ON TRANSFORMATION ROLES**

Further to minute 68, a report was considered on a recommended approach to the recruitment of the interim and permanent posts of Head of Portfolio Office and Head of Business and Technology Architecture.

The panel also considered the role profiles for the posts and information was provided on steps taken to seek details of the remuneration rates for interims working in Business and Technology Architecture roles.

Further information would be provided at the Appointments Panel on 25 April 2014 on the remuneration of interims undertaking Head of Portfolio Office duties.

Agreed -

- (1) To interview the candidates for the posts of Interim Head of Business and Technology Architecture and Interim Head of Portfolio Office to test and approve their suitability to undertake the work. If suitable, to enter into new interim arrangements for six months to give time for the jobs to be fully evaluated by the Hay Group;
- (2) The remuneration of the interim post of Head of Business and Technology Architecture, would be based on current market rates, it was noted that the interim currently in place was working at a rate considerably less than some whose services were offered. It was also noted that the comparable cost of obtaining these services through a company specialising in this type of work was likely to be significantly higher.
- (3) A report on the strategy for filling both these role on a permanent basis, along with a Hay Grading following a job evaluation process is to be submitted to the Appointments Panel in June 2014

## **STRATEGIC DIRECTOR FOR TRANSFORMATION AND CHANGE**

### **73 Interim Post**

Members considered the report updating members on the selection process and appointment of an Interim Strategic Director for Transformation and Change. The panel also considered the role profile for the post.

Following the closing date of 10 April 2014 for applications for the interim post, the panel was asked to review candidates and to agree a shortlist for interview. A total of 16 applications, a mixture of agency recommendations and applicants from the Plymouth City Council external jobs web site, were brought forward for consideration.

The anonymised applications / curriculum vitae were circulated to members and discussion took place on how their skills appeared to match the requirements of the role that would be undertaken.

Agreed that –

- (1) 3 candidates met the requirements and appeared to be available for

immediate start if suitable following a selection process.

- (a) That arrangements would be made for the Appointment Panel to meet with available applicants on 25 April 2014 so that they could satisfy themselves via a presentation and questions of the candidate of their fitness and suitability to undertake the role.
- (b) That any appointments would be made in line with the requirements of the Plymouth City Council Pay Policy Statement.

#### **74 Update on Recruitment and Selection to the Permanent Post**

Members considered a report updating them on the arrangements for the recruitment to the permanent post of Strategic Director for Transformation and Change.

Members were also advised of progress since the report was written.

The panel noted the report and the actions taken to date in relation to the recruitment to the permanent post and requested a further verbal update in June 2014.

#### **75 APPOINTMENT OF INTERIM HEAD OF BUSINESS AND TECHNOLOGY ARCHITECTURE**

Further to minute 72 above, the panel interviewed a candidate for the post of Interim Head of Business and Technology Architecture.

Recommended that, subject to Cabinet Approval, the candidate be appointed to the role of Interim Head of Business and Technology Architecture for a period of 6 months pending recruitment to the permanent role.

The remuneration arrangements, £840 per day, were discussed and found to be in line with the requirements of the Plymouth City Council Pay Policy Statement.

#### **76 UPDATE ON SENIOR MANAGEMENT RESTRUCTURE**

Members considered a report on proposals to progress the appointments to remaining vacant posts within the Senior Management Restructure.

The panel also received –

- (1) the comments of staff affected following the October 2013 consultation;
- (2) indicative information on job matching for roles based on individual consultation comments;
- (3) the role profiles for the new posts of Head of Legal Services, Assistant Chief Executive, Assistant Director for Street Services and Assistant Director for HR and Organisational Development and ICT

together with the current role profiles for affected positions and employees.

The panel also considered expressions of interest received from the affected Chief Officers since the publication of the agenda and further comments made in respect of the process.

The individuals had also been invited to attend the meeting to make representations if they so wished and members were advised that none had chosen to attend.

It was noted that the role of Assistant Director for HR and Organisational Development and ICT had not been filled on a permanent basis but a secondment arrangement was currently in place.

Agreed -

- (1) that the individual consultation feedback received from the affected Chief Officers is noted;
  - (a) That further comments received and the Plymouth City Council response to this would be noted.
  - (b) That, where appropriate, selection processes were adjusted to afford all candidates the chance to fully participate.
- (2) That 2 expressions of interest had been received for the Assistant Chief Executive post and both individuals would be “ring fenced” for a selection process consisting of a presentation and interview questions.

That 2 expressions of interest had been received for the Head of Legal Services post and both individuals would be “ring fenced” for a selection process consisting of a presentation and interview questions.
- (3) the selection process for these roles would consist of a presentation and interview.
- (4) that the Council’s policies on reorganisations and our duties as an employer are noted and those members who take part in the selection process would be briefed in advance of that to ensure they had a full understanding of Redundancy Avoidance.

**77 CHIEF SERVICES OFFICER CITIES OF SERVICE**

Members received a report on the applications received for the post of Chief Services Officer Cities of Service. The Chief Executive updated members on her recent discussions with NESTA who have provided the funding for this initiative.

The panel also considered -

- (a) Plymouth's Cities of Service Bid;
- (b) the role profile;
- (c) the applications received from candidates.

Agreed that they would extend the search for candidates further with an appointment panel being convened in early May 2014 for a selection process.

Existing shortlisted candidates would be retained until the conclusion of the further process.

### **78 DRAFT AGENDA FOR THE MEETING ON 25 APRIL 2014**

The panel considered the draft agenda for the next meeting of the Appointments Panel on 25 April 2014.

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