



Democratic Support

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CHIEF OFFICER APPOINTMENTS PANEL

Tuesday 17 March 2015
5.00 pm
Council House

Members:

Councillor Evans, Chair

Councillors Mrs Aspinall, Bowyer, Lowry, McDonald (substitute for Councillor Peter Smith)
Nicholson and Mrs Pengelly.

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

Tracey Lee
Chief Executive

CHIEF OFFICER APPOINTMENTS PANEL

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

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

2. MINUTES (Pages 1 - 4)

To confirm the minutes of the meetings held on 19 February 2015 and 26 February 2015 (to follow).

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. APPOINTMENT OF ASSISTANT DIRECTOR FOR FINANCE (Pages 5 - 8)

Members will be asked to appoint an Assistant Director for Finance.

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

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.

NIL.

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Chief Officer Appointments Panel

Thursday 19 February 2015

PRESENT:

Councillor Lowry, in the Chair.

Councillors Bowyer, Sam Leaves (substitute for Councillor Mrs Pengelly), Parker Delaz-Ajete (substitute for Councillor Evans) and Stevens (substitute for Councillor Peter Smith).

Apologies for absence: Councillors Mrs Aspinall, Evans, Nicholson, Mrs Pengelly and Peter Smith.

Also in attendance: Lesa Annear (Strategic Director for Transformation and Change), Judith shore (Democratic and Member Services Manager) and Annie Walker (Senior HR Adviser).

The meeting started at 2.00 pm and finished at 2.25 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.

68. **APPOINTMENT OF CHAIR**

Agreed that Councillor Lowry is appointed Chair of this meeting.

69. **MINUTES**

Agreed that the minutes of the meeting held on 26 November 2014 are confirmed as a correct record.

70. **DECLARATIONS OF INTEREST**

Councillor Sam Leaves declared a personal interest in minute no. 76 as she was employed by the Clinical Commissioning Group.

71. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

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

73. **CONFIDENTIAL MINUTES**

Agreed that the confidential minutes of the meeting held on 26 November 2014 are confirmed as a correct record.

74. **INTERIM ARRANGEMENTS FOR THE ASSISTANT DIRECTOR FOR FINANCE**

Lesla Annear, Strategic Director for Transformation and Change, submitted a report about the interim arrangements for the Assistant Director of Finance and confirmed that David Northey had the requisite qualifications, as stipulated by law, for the position of S151 officer.

Agreed –

- (1) to recommend to Council, the appointment of the existing Deputy S151 Officer (David Northey) as the Council's interim Assistant Director of Finance and Section 151 officer pending the appointment of a permanent replacement;
- (2) an additional monthly payment as set out in the report;
- (3) the recruitment of a permanent Assistant Director for Finance who will act as the Council's permanent S151 officer.

75. **INTERIM ARRANGEMENTS FOR THE ASSISTANT DIRECTOR OF STREET SERVICES**

Anthony Payne, Strategic Director for Place, submitted a report about the interim arrangements for the Assistant Director for Street Services. Members questioned whether any consideration had been given to the recruitment for this post in the long term i.e. in 2 or 3 years' time and asked that succession planning be considered.

Agreed -

- (1) to extend the contract for the current interim Assistant Director for Street Services to transform street services over the next 2-3 years by the method and at the rate set out in the report;
- (2) reviews will take place every 6 months and the termination of the contract will require 3 months' notice to be provided by either party;
- (3) future arrangements for the recruitment of a permanent replacement, in the long term, to be considered.

76. **INTERIM ARRANGEMENTS FOR THE ASSISTANT DIRECTOR OF HUMAN RESOURCES , ORGANISATIONAL DEVELOPMENT AND ICT**

Lesla Annear, Strategic Director for Transformation and Change, submitted a report about the interim arrangements for the Assistant Director for Human Resources,

Organisational Development and IT and advised Members that further consideration about the responsibilities for this position, in particular around IT, was required.

Agreed -

- (1) the current interim arrangement is extended to 30 April 2015;
- (2) the process for recruiting an interim to the post on a 5 day a week basis from 1 May 2015;
- (3) consideration is given to the recruitment process for a permanent appointment to the post.

(Councillor Sam Leaves declared a private interest in this item)

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PLYMOUTH CITY COUNCIL

Subject: Appointment of Assistant Director for Finance (S151 Officer)
Committee: Chief Officer Appointments Panel
Date: 17 March 2015
Cabinet Member: Councillor Lowry
CMT Member: Lesa Annear, Strategic Director for Transformation and Change
Author: Judith Shore, Democratic and Member Support Manager
Contact details: judith.shore@plymouth.gov.uk T: 01752 304494
Key Decision: No
Part: I

Purpose of the report:

The Chief Officer Appointments Panel is asked to consider appointing one of the candidates selected, via the recruitment process, as the Council's Assistant Director for Finance. The Section 151 responsibilities are included in the role profile but the designation of an officer to act as Responsible Finance Officer (S151 officer) is a decision for Full Council.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

The delivery of the Corporate Plan is underpinned by the delivery of services that are accountable, flexible and efficient despite a reduction in resources.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land:**

The cost of employing a permanent Assistant Director for Finance is included in the overall Council Budget 2014/15 and 2015/16 and Medium Term Financial Plan, within the Transformation and Change Directorate.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

No implications.

Equality and Diversity:

No implications.

Recommendations and Reasons for recommended action:

That:

1. one of the candidates is appointed as the Assistant Director for Finance; and
2. it is recommended to Council that the appointee is confirmed as the Council's Section 151 Officer with effect from the date he commences employment with the Council.

Reasons

To complete the recruitment process for the appointment of the Assistant Director for Finance.

The appointment of a Section 151 Officer is a statutory requirement under Section 151 of the Local Government Act 1972. The Local Government and Housing Act 1989 requires that the post holder is a member of one of the CCAB accountancy bodies.

Alternative options considered and rejected:

The position of Assistant Director for Finance is an integral part of the Council's management structure and the appointment of a Section 151 Officer is a statutory requirement under Section 151 of the Local Government Act 1972.

Published work / information:

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Report to the Chief Officer Appointments Panel of 26 February 2015		✓	✓							

Sign off:

Fin	LA 2015 0309	Leg	LT 2252 3	Mon Off		HR		Assets		IT		Strat Proc	
Has the Cabinet Member(s) agreed the content of the report? Yes													

1. Background

- 1.1 At its meeting held on 26 February 2015, the Panel shortlisted candidates for the position of Assistant Director for Finance and Members have since interviewed those candidates. The candidates have taken part in the Council's assessment centre process and feedback will be given at the meeting.
- 1.2 Members are asked to consider the appointment of a candidate to the position.

2. Proposed appointment

The Constitution requires notification of the proposed appointment to be given to each member of the Cabinet to give them an opportunity to object to the proposal. Such notification will be given at the appropriate stage.

3. Council approval of S151 responsibilities

- 3.1 The S151 responsibilities are included in the role profile of the Assistant Director for Finance but the designation of an officer to act as Responsible Finance Officer (S151 officer) is a decision for Full Council.

(The appointment of the Section 151 Officer/Responsible Finance Officer is personal to that officer and once appointed by Council s/he has personal responsibilities to the Council as a whole.)

- 3.2 Members are asked to recommend the successful candidate to Council for this purpose.

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