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Democratic Support

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CHIEF OFFICER APPOINTMENTS PANEL

Wednesday 16 September 2015
8.45 am
Warspite Room, Council House

Members:

Councillor Evans, Chair.

Councillors Mrs Aspinall, Bowyer, Philippa Davey (substitute for Councillor Lowry), Downie (substitute for Councillor Mrs Beer), Mrs Pengelly and Smith.

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

For further information on attending Council meetings and how to engage in the democratic process please follow this link - <http://www.plymouth.gov.uk/accesstomeetings>

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. DECLARATIONS OF INTEREST

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

3. CHAIR'S URGENT BUSINESS

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

4. MINUTES

(Pages 1 - 4)

The Panel will be asked to confirm the minutes of the meetings held on 17 July and 29 July 2015.

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(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 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 THE ASSISTANT DIRECTOR FOR HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT (E1 AND E2) (TO FOLLOW)

Members will be asked to appoint the Assistant Director for Human Resources and Organisational Development.

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Chief Officer Appointments Panel

Friday 17 July 2015

PRESENT:

Councillor Smith, in the Chair.

Councillors Mrs Aspinall, Bowyer, Philippa Davey (substitute for Councillor Evans), Downie (substitute for Councillor Mrs Beer) and Lowry.

Apologies for absence: Councillors Mrs Beer and Evans.

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

The meeting started at 3.00 pm and finished at 3.50 pm.

Note: At a future meeting, the Panel 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.

10. **APPOINTMENT OF CHAIR**

The Democratic and Member Services Manager advised that Councillor Evans' appointment as Chair of the Chief Officer Appointments Panel had been confirmed at the Annual General meeting on 22 May 2015. As Councillor Evans had tendered his apologies for this meeting, it was necessary to appoint a Chair.

Agreed that Councillor Smith is appointed as Chair of this meeting.

11. **DECLARATIONS OF INTEREST**

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

12. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

13. **MINUTES**

The minutes of the meeting held on 5 June 2015 are confirmed as a correct record.

14. **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.

15. **APPOINTMENT OF ASSISTANT DIRECTOR FOR HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

The Panel having considered the CVs and supporting information, shortlisted five candidates who met the criteria for interview for the post of Assistant Director for Human Resources and Organisational Development.

Agreed that the candidates numbered 2, 3, 4, 5, and 6 are invited to an assessment centre on 28 July 2015 and interviews on 29 July 2015.

16. **HEAD OF TRANSFORMATION PROGRAMME**

The Panel having considered the CVs and supporting information, shortlisted two candidates who met the criteria for interview for the post of Head of Transformation Programme.

Agreed that the candidates numbered 1 and 2 are invited to an assessment centre on 28 July 2015 (subsequent to this meeting the date of the assessment centre has changed to 29 July 2015) and interviews on 29 July 2015.

Chief Officer Appointments Panel

Wednesday 29 July 2015

PRESENT:

Councillor Evans, in the Chair.

Councillors Mrs Aspinall, Bowyer, Downie, Lowry, Mrs Pengelly and Smith.

Apology for absence: Councillor Mrs Beer.

Also in attendance: Lesa Annear (Strategic Director for Transformation and Change), Carole Burgoyne (Strategic Director for People), Linda Torney (Assistant Head of Legal Services), Bernadette Smith (Senior HR Adviser) and Helen Wright (Democratic Support Office).

The meeting started at 9.00 am and finished at 9.45 am.

Note: At a future meeting, the Panel 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.

17. **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.

18. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

19. **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 and 2 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

20. **REVIEW OF THE APPOINTMENTS PROCESS FOR CHIEF OFFICERS**

The Strategic Director for People submitted a report on the review of the appointments process for chief officers.

The Panel noted the actions taken by officers to address the previous issues highlighted in the report.

21. **APPOINTMENT OF THE ASSISTANT DIRECTOR FOR HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

The Panel having received feedback from the Assessment Centre agreed not to interview for the role of the Assistant Director for Human Resources and Organisational Development at this time.

The Panel further agreed that the role will be re-advertised in order to appoint a suitable candidate.

22. **APPOINTMENT OF THE HEAD OF TRANSFORMATION PROGRAMME**

The Panel having received feedback from the Assessment Centre agreed not to interview for the role of Head of Transformation Programme at this time.

The Panel further agreed that the role would be re-advertised in order to appoint a suitable candidate.