



Democratic Support

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Chief Officer Appointments Panel

Tuesday 15 March 2016

11.00 am

Council House (Next to the Civic Centre), Plymouth

Members:

Councillor Evans, Chair

Councillors Mrs Aspinall, Mrs Beer, Bowyer, Coker (substitute for Councillor Smith), Mrs Pengelly and Vincent (substitute for Councillor Lowry).

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. Minutes (Pages 1 - 4)

The Panel will be asked to confirm the minutes of meetings held on 6 and 20 October 2015.

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(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 and 2 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

6. Assistant Director for Street Services - an update on arrangements for interim cover (Pages 5 - 10)

Councillors will receive an update on the arrangements for the interim cover for the position of Assistant Director for Street Services.

7. Update on the recruitment process for the permanent position of Assistant Director for Street Services (verbal)

Councillors will receive a verbal update on the recruitment process for the permanent position of an Assistant Director for Street Services.

Chief Officer Appointments Panel

Tuesday 6 October 2015

PRESENT:

Councillor Evans, in the Chair.

Councillors Mrs Aspinall, Mrs Beer, Bowyer, Lowry, Mrs Pengelly and Jon Taylor (substitute for Councillor Smith).

Apology for absence: Councillor Smith.

Also in attendance: Lesa Annear (Strategic Director for Transformation and Change), Annie Walker (Senior HR Adviser) and Helen Wright (Democratic Support Officer) (part of the meeting).

The meeting started at 9.00 am and finished at 12.30 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.

28. **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.

29. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

30. **MINUTES**

The Panel agreed that the minutes of the meeting held on 16 September 2015 are confirmed as a correct record.

Democratic Support Officer left the room for the remaining items.

31. **EXEMPT BUSINESS**

Agreed that under Section 100A(4) of the Local Government Act 1972, the press and public are excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

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

The Panel considered the report of the Strategic Director for Transformation and Change and the information folders available at the meeting (which contained the role profile of the Head of Transformation Programme, Plymouth City Council Human Resources and Organisational Development Recruitment and Selection Policy and candidates' application forms).

The Strategic Director for Transformation and Change advised Councillors of the outcome of the Assessment Centre process which included each candidate undertaking a written assessment, a technical interview and discussions with senior managers.

The Panel agreed to appoint one of the candidates to the post of Head of Transformation Programme (subject to references and other pre-employment checks).

(Subsequent to this meeting, the candidate did not accept the offer).

Chief Officer Appointments Panel

Tuesday 20 October 2015

PRESENT:

Councillor Evans, in the Chair.

Councillor, Vice Chair.

Councillors Mrs Aspinall, Mrs Beer, Bowyer, Lowry, Mrs Pengelly and Jon Taylor (substitute for Councillor Smith).

Apology for absence: Councillor Smith.

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

The meeting started at 12.30 pm and finished at 1.00 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.

33. **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.

34. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

35. **EXEMPT BUSINESS**

Agreed that under Section 100A(4) of the Local Government Act 1972 the press and public are excluded from the meeting for the following item of business on the grounds that it involves 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.

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

Members were advised that, subsequent to the recruitment process and interviews held on 6 October 2015, the preferred candidate had been offered the position but had not accepted.

Further to that recruitment process and interview, the Panel agreed to appoint Mr Les Allen to the position of Head of Transformation Programme from 2 November 2015.

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