



**Democratic Support**

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## Chief Officer Appointments Panel

Friday 24 February 2017  
10am

Council House, Plymouth

**Members:**

Councillor Mrs Beer, Chair

Councillors Bowyer, Evans, Sam Leaves, Lowry, 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

### 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 - 6)

The Panel will be asked to confirm the minutes of the meetings held on 16 December 2016 and 12 January 2017.

### 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 paragraphs 1 and 2 of Part I 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. Interim Management Arrangements for the Transformation and Change Directorate (Pages 7 - 10)

The Panel will receive a report on the interim management arrangements for the Transformation and Change Directorate.

### 7. People Directorate - Update on Secondment Arrangement

The Panel will receive a verbal update on the secondment arrangement within the People Directorate.

## Chief Officer Appointments Panel

Friday 16 December 2016

### PRESENT:

Councillor Mrs Beer, in the Chair.

Councillors Mrs Aspinall, Deacon, Jordan (sub, Sam Leaves and Tuffin (substitute for Councillor Smith).

Apologies for absence: Councillors Bowyer, Evans, Lowry, Mrs Pengelly and Smith.

Also in attendance: Lorna Collingwood-Burke (Chief Nursing Officer, NEW Devon CCG), Debra Laphorne FFDH, DipHEP (Centre Director, South West, Public Health England), Tracey Lee (Chief Executive), Alison Mills (Head of HR Specialist Services), Dr Anita Parkin, Director of Public Health, City of Bradford Metropolitan District Council (Faculty of Public Health Advisor)Di Saunders-Brewer (Senior HR and OD Business Partner), Bernadette Smith (Senior HR and OD Business Partner) and Helen Wright (Democratic Adviser).

The meeting started at 10.00 am and finished at 1.40 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.*

Helen Wright (Democratic Adviser) stated that the Panel had been politically balanced when it had been set up (as per the Constitution). The Panel was therefore able to make legal decisions at this meeting even though Councillor Evans was not present.

### 20. **Declarations of Interest**

Councillor Sam Leaves declared a personal interest as she was employed by NEW Devon CCG and Councillor Deacon declared a personal interest as he was employed by a Four Seasons Healthcare.

### 21. **Chair's Urgent Business**

There were no items of Chair's urgent business.

### 22. **Minutes**

The Panel agreed that the minutes of the meeting held on 25 November 2016 are a correct record.

23. **Exempt Business**

Agreed that 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 paragraphs 1 and 2 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

24. **Appointment of the Director of Public Health**

The Panel considered the information folders available at the meeting (which contained the role profile of the Director for Public Health, the Plymouth City Council Human Resources and Organisational Development Recruitment and Selection Policy and the candidates' applications).

Members interviewed three candidates for the post of Director for Public Health and considered each candidate on merit.

The Panel agreed that Dr Ruth Harrell is appointed to the post of Director for Public Health (subject to approval from the Secretary of State for Health and Public Health England).

*(Councillor Mrs Bowyer (Cabinet Member for Health and Adult Social Care) who had responsibility in her portfolio for this service area was not present but was represented by Councillor Jordan (who was substituting for the Leader).*

*(Please note: in attendance for this matter only were the following Officers Lorna Collingwood-Burke (Chief Nursing Officer, NEW Devon CCG), Debra Laphorne FFDH, DipHEP (Centre Director, South West, Public Health England), Dr Anita Parkin, Director of Public Health, City of Bradford Metropolitan District Council (Faculty of Public Health Advisor) and Bernadette Smith (Senior HR and OD Business Partner).*

25. **Update on the Interim Arrangements for the Strategic Director for Transformation and Change**

Tracey Lee (Chief Executive) provided an update on the interim arrangements for the Strategic Director for Transformation and Change.

The Panel agreed to -

- (1) the proposal to appoint a joint interim arrangement for the Strategic Director of Transformation and Change;
- (2) the timetable to appointment to the interim arrangements.

*(The Leader who had responsibility in his portfolio for this service area was not present but was represented by Councillor Jordan (who was substituting for him).*

*(Please note: the following Officer was present for this item only Di Saunders-Brewer (Senior HR and OD Business Partner).*

26. **Retention**

Tracey Lee (Chief Executive) presented the retention report.

The Panel agreed to –

- (1) approve additional market factor supplements for four senior officers in the Place Directorate totalling £44,196 per annum (including on-costs) for a duration of 19 months from 1 December 2016; this sum will be subject to income tax and national insurance deductions;

if the Council commissions a review of the senior management pay during this period, resulting in a recalibration of the internal relativities, this could result in new salary bands; if this is the case, a review of all market factor supplements would take place at this time;

- (2) support the commissioning of a review of senior management pay, to include all officers employed under the JNC for Chief Officers.

*(The Leader who has responsibility for employment and skills in his portfolio was not present for this item; Councillor Jordan (who was substituting for the Leader) will be representing him).*

*(Please note: the following Officer was present for this item only Alison Mills (Head of HR Specialist Services).*

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## Chief Officer Appointments Panel

Thursday 12 January 2017

### PRESENT:

Councillor Mrs Beer, in the Chair.

Councillors Mrs Aspinall (substitute for Councillor Evans), Bowyer, Carson (substitute for Councillor Sam Leaves), Lowry, Ricketts (substitute for Councillor Mrs Pengelly) and Smith.

Apologies for absence: Councillors Evans, Sam Leaves and Mrs Pengelly.

Also in attendance: Tracey Lee (Chief Executive), Bernadette Smith (Senior HR and OD Business Partner) and Helen Wright (Democratic Adviser).

The meeting started at 3.30 pm and finished at 5.45 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.*

27. **Declarations of Interest**

Members declared that the candidates were known to them as they were employees of Plymouth City Council.

28. **Chair's Urgent Business**

There were no items of Chair's urgent business.

29. **Exempt Business**

Agreed that under Section 100(A) 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 paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

30. **Appointment of Interim Strategic Director for Transformation and Change (Transformation)**

Members had previously been updated and agreed the arrangements to seek expressions of interest to undertake additional duties following the resignation of the Strategic Director for Transformation and Change and the decisions not to seek an immediate equivalent replacement.

The Panel considered the information folders at the meeting (which contained the addendum to the role profile for duties to be undertaken as the Interim Strategic Director for Transformation and Change (Transformation), the candidate's expression of interest and guidance on recruitment and selection policy and procedure.

Members interviewed one candidate who had expressed an interest in undertaking additional duties as required as the Interim Strategic Director for Transformation and Change (Transformation).

The Panel agreed that Dawn Aunger is appointed to undertake the duties of the Interim Strategic Director for Transformation and Change (Transformation).

31. **Appointment of Interim Strategic Director for Transformation and Change (Finance)**

Members had previously been updated and agreed the arrangements to seek expressions of interest to undertake additional duties following the resignation of the Strategic Director for Transformation and Change and the decisions not to seek an immediate equivalent replacement.

The Panel considered the information folders at the meeting (which contained the addendum to the role profile for duties to be undertaken as the Interim Strategic Director for Transformation and Change (Finance), the candidate's expression of interest and guidance on recruitment and selection policy and procedure).

Members interviewed one candidate who had expressed an interest in undertaking additional duties as required as the Interim Strategic Director for Transformation and Change (Finance).

The Panel agreed that Andrew Hardingham is appointed to undertake the duties of the Interim Strategic Director for Transformation and Change (Finance).



The following relates to exempt or confidential matters (Para(s) 1, 2 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

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