



**Democratic Support**

Plymouth City Council  
Ballard House  
Plymouth PL1 3BJ

Please ask for Helen Wright/Amelia  
Boulter  
T 01752 304022/304570  
E [democraticsupport@plymouth.gov.uk](mailto:democraticsupport@plymouth.gov.uk)  
[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)  
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## Chief Officer Appointments Panel

Friday 29 September 2017  
10am  
Council House

**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. Minutes (Pages 1 - 2)

The Panel will be asked to confirm the minutes of the meeting held on 28 April 2017.

### 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 100(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, 2 and 4 of Part I 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. Market Factor Supplement for the Post of an Assistant Director (Pages 3 - 6)

The Panel will receive a report on the Market Factor Supplement for the Post of an Assistant Director.

### 7. Recruitment and Retention (To Follow)

The Panel will receive a report on Recruitment and Retention.

**Chief Officer Appointments Panel****Friday 28 April 2017****PRESENT:**

Councillor Mrs Beer, in the Chair.

Councillors Bowyer, Sam Leaves, Smith and Tuffin (substitute for Councillor Lowry).

Apologies for absence: Councillors Evans and Mrs Pengelly.

Also in attendance: Carole Burgoyne (Strategic Director for People), Dave Shepperd (Head of Legal Services), Bernadette Smith (Senior HR and OD Business Partner), Helen Wright (Democratic Adviser).

The meeting started at 1.30 pm and finished at 1.48 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.*

Councillor Mrs Beer advised Members that as the Cabinet Members who also had responsibility in their portfolios for items under consideration at this meeting, were not present they would be represented by the Leader.

**38. Declarations of Interest**

Councillor Sam Leaves declared a personal interest as she was employed by NEW Devon CCG (minute 43 refers).

**39. Minutes**

The Panel agreed that the minutes of the meeting held on 24 February 2017 are a correct record.

**40. Chair's Urgent Business**

There were no items of Chair's urgent business.

**41. Exempt Business**

Agreed that under Section 100(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, 2 and 4 of Part I Schedule 12A of the act, as amended by the Freedom of Information Act 2000.

42. **Senior Management Pay and Reward Review**

Bernadette Smith (Senior HR and OD Business Partner) presented the senior management pay and reward review report (and associated papers).

The Panel agreed to –

- (1) the terms of reference for a senior management pay and review to be undertaken by an external provider;
- (2) delegate the commissioning, monitoring and financial implications to under this review to the three Group Leaders and report back to this Panel with recommendations at the end of the review.

43. **People Directorate Senior Management Update**

Carole Burgoyne (Strategic Director for People) provided an update on the People directorate's senior management.

The Panel -

- (1) noted and agreed the proposed extension to secondment arrangements of the Assistant Director for Integrated Commissioning on a part time basis to the NEW Devon CCG for a period of a further 18 months from 1 April 2017 to 30 September 2018;
- (2) noted the work being undertaken to confirm there are no issues arising in respect of the Director of Children's Services Local Assurance Test.

44. **Update on Decision to Extend an Interim**

Carole Burgoyne (Strategic Director for People) provided an update on the decision to extend an interim.

The Panel noted the update on this matter after having agreed that the Chief Executive could seek additional resources at the Chief Officer Appointments Panel meeting held on 25 August 2016.

The following relates to exempt or confidential matters (Para(s) 1, 2, 4 of Part 1, Schedule 12A of the Local Govt Act 1972). A 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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