



**Democratic Support**

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## Chief Officer Appointments Panel

Tuesday 20 March 2018  
1.30 pm  
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.

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**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 - 4)

The Panel will be asked to confirm the minutes of the meetings held on 8 December 2017 and 27 February 2018.

### 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. Recruitment of Service Director Community Connections (To Follow)

The Panel will consider the recruitment of Service Director Community Connections.

**7. Recruitment of Interim Assistant Director for Children, Young People and Families (To Follow)**

The Panel will consider the recruitment of an Interim Assistant Director for Children, Young People and Families.

**8. Interim Management Arrangements for the Transformation and Change Directorate (To Follow)**

The Panel will consider the interim arrangements for the Transformation and Change Directorate.

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**Chief Officer Appointments Panel****Friday 8 December 2017****PRESENT:**

Councillor Bowyer, in the Chair.

Councillors Bowyer, Evans, Sam Leaves, Lowry, Mrs Pengelly and Smith.

Apologies for absence: Councillors Mrs Beer

Also in attendance: Tracey Lee – Chief Executive, Bernadette Smith – Senior HR and OD Business Partner, Ross Jago – Senior Panel and Partnerships Advisor.

The meeting started at 3.30 pm and finished at 4.15 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.*

**8. Declarations of Interest**

There were no declarations of interest.

**9. Minutes**

Agreed to approve the minutes of the 29 September 2017, subject to the amendment of Councillor Lowry's attendance.

**10. Chair's Urgent Business**

There was no items of Chair's urgent business.

**11. 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 4 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

**12. Interim arrangements for the Strategic Director for Transformation and Change**

Members considered the proposal to continue with the current interim arrangement to cover the vacant post of the Strategic Director of transformation and change.

Members were informed that a review of the senior management structure was underway and therefore it was not considered in the best interests of the council to enter a recruitment process for the post.

The Committee agreed to extend the joint interim arrangement for covering the vacant post of the Strategic Director of Transformation and Change to 30 June 2018.

### 13. **Transformation and Change Directorate Senior Management Update**

Members considered the update report and were advised that the bulk of new responsibilities for the role came into effect in July which is why the appointment and salary uplift had not been backdated to January.

The Committee agreed to -

- 1) Note the changes to the role profile for the Assistant Director for Customer Services and Service Centre.
- 2) to the changes outlined in the draft role profile identified within the report, prior to consultation with the individual affected and Trade Union colleagues.
- 3) the slotting in of the current post holder if the grade is increased, with effect from 21 July 2017.

### 14. **Organisational Development**

The Chief Executive provided a broad outline of changes which may be required at a Senior Management level due to increased responsibilities in respect of Torbay.

Members were advised that a report on the Senior Management structure would be brought forward to Council in January and the Leader and Leader of the opposition would continue to be briefed on the developing structure.

Members noted the report.

## Chief Officer Appointments Panel

Tuesday 27 February 2018

### PRESENT:

Councillor Mrs Beer, in the Chair.

Councillors Bowyer, Churchill, Evans, Lowry, Mrs Pengelly and Smith.

Apologies for absence: Councillors Sam Leaves

Also in attendance: Tracey Lee (Chief Executive), Jane Stephenson (Head of Human Resources) and Amelia Boulter (Democratic Adviser).

The meeting started at 12.30 pm and finished at 3.35 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.*

15. **Declarations of Interest**

There were no declarations of interest.

16. **Chair's Urgent Business**

There were no items of Chair's Urgent Business.

17. **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 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

18. **Organisational Design**

Tracey Lee (Chief Executive) presented the organisational design report.

The Panel agreed to –

1. Note the update on Organisational Design.
2. Approve the “slotting in” of the current Head of Legal Services.
3. Approve the ring-fencing of Head of Community Services to the Service Director Community Connections role.

19. **Recruitment of Director of Children's Services**

Tracey Lee (Chief Executive) presented the recruitment of the Director of Children's Services report.

The Panel agreed to –

1. Note the work undertaken so far.
2. Undertake a robust recruitment process for the selection of the Director of Children's Services.

The Panel were then joined by John Coughlan (Chief Executive, Hampshire County Council) and Councillor Julien Parrott (Torbay Council) to undertake a selection process.

Following the selection process the Panel agreed –

3. That Alison Botham is appointed to undertake the role of Director of Children's Services with effect from 5 March 2018.
4. To approve immediate commencement of the most suitable resourcing process(es) to fill the vacant Assistant Director Children, Young People and Families on both a temporary and permanent basis.

20. **Update on 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 that –

1. Members are asked to agree to the proposal to amend the current joint interim arrangement.
2. Members are asked to agree an extension to the timescales.