



Oversight and Governance

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Chief Officer Appointments Panel

Friday 29 March 2019
12.00 pm
Council House, Plymouth

Members:

Councillor Mrs Aspinall, Chair
Councillors Mrs Beer, Bowyer, Evans OBE, Lowry, Mrs Pengelly and Peter 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 meeting held on 22 February 2019 and 15 March 2019.

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. Update on the Recruitment of Service Director for Children, Young People and Families (Verbal)

7. Chief Officer Total Reward Scheme Update (To Follow)

8. Recruitment to the Service Director for Human Resources and Organisational Development (Pages 5 - 8)

Chief Officer Appointments Panel

Friday 22 February 2019

PRESENT:

Councillor Mrs Aspinall, in the Chair.

Councillors Mrs Beer, Bowyer, Lowry, Mrs Pengelly, P Smith and Tuffin (substitute for Councillor Evans).

Apologies for absence: Councillor Evans.

Also in attendance: Carole Burgoyne MBE (Strategic Director for People), Bernadette Smith (Senior HR and OD Business Partner), Craig McArdle (Director for Integrated Commissioning) for agenda item 34 and Amelia Boulter (Democratic Adviser).

The meeting started at 10.00 am and finished at 11.44 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.

30. **Declarations of Interest**

There were no declarations of interest made.

31. **Minutes**

The Panel agreed that the minutes of the meeting held on 25 January 2019 are confirmed as a correct record.

32. **Chair's Urgent Business**

There were no items of Chair's urgent business.

33. **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 3 of Part I Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

34. **People Directorate Senior Management Update**

Carole Burgoyne MBE (Strategic Director for People) and Bernadette Smith (Senior HR and OD Business Partner) provided a report on the People Directorate Senior Management Update.

Craig McArdle (Director for Integrated Commissioning) joined the meeting to provide a further update on the recruitment process undertaken by NEW Devon and Torbay and South Devon CCG and Plymouth City Council so far.

Bernadette Smith informed Members that, should they wish to proceed with a recruitment process, one person was available to interview.

The Panel agreed –

1. To note the information about arrangements in place in respect of the joint arrangements.
2. The proposal for recruitment to the vacant post on a temporary basis until 31 December 2019.
3. To undertake a selection process.

Following the selection process the Panel agreed –

4. That Anna Coles is appointed to undertake the role of Director for Integrated Commissioning on a temporary basis until 31 December 2019.

Carole Burgoyne then provided Members with information on the remuneration for the discrete resource as outlined within the report. A slight amendment was made to the report included within the agenda pack. Members were provided with an amended addendum.

The Panel agreed -

5. The proposal relating to creating and remunerating a discrete resource for a period from 1 March 2019 until up to 31 December 2019.

35. **Chief Officer Total Reward**

Carole Burgoyne MBE (Strategic Director for People) provided a verbal update on Chief Officer Total Reward which included that the consultation process had commenced, formal letters had been issued and that the Trade Union colleagues had been updated.

The Panel noted the verbal update.

36. **Director of Children's Services Update**

Carole Burgoyne MBE (Strategic Director for People) provided an update on the Director of Children's Services.

The Panel agreed to note the information about the review of the content and evaluated grade of the role of Director of Children's Services which had resulted in no change to the evaluated grade.

Chief Officer Appointments Panel

Friday 15 March 2019

PRESENT:

Councillor Mrs Aspinall, in the Chair.

Councillors Mrs Beer, Bowyer, Evans OBE, Lowry and P Smith.

Apologies for absence: Councillor Mrs Pengelly

Also in attendance: Carole Burgoyne MBE and Linda Torney (Assistant Head of Legal Services)

The meeting started at 3.00 pm and finished at 3.28 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.

37. **Declarations of Interest**

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

38. **Chair's Urgent Business**

There were no items of Chair's urgent business.

39. **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 3 of Part I Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

40. **Chief Officer Total Reward**

Carole Burgoyne MBE provided a report on Chief Officer Total Reward. The Committee agreed –

1. To note the outcome of consultation on Chief Officer Total Reward.
2. That the preferred option is presented to Full Council as part of an amended Pay Policy ahead of any implementation or move to wider pay bands.
3. The commencement of a Job Evaluation exercise for those in scope if Full Council agree the preferred option.

The Committee formally thanked Carole Burgoyne MBE for undertaking this piece of work.

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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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