



Democratic Support

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Chief Officer Appointments Panel

Wednesday 5 December 2018

2.00 pm

Council House (next to the former Civic Centre)

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.

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 2 November 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. Update on Service Director for Children, Young People and Families (To Follow)

7. Organisational Design (To Follow)

Chief Officer Appointments Panel

Friday 2 November 2018

PRESENT:

Councillor Mrs Aspinall, in the Chair.

Councillors Mrs Beer, Bowyer, Evans OBE, Lowry, Mrs Pengelly and Peter Smith.

Also in attendance: Carole Burgoyne (Strategic Director for People), Di Saunders-Brewer (Senior HR and OD Business Partner), Helen Prendergast (Democratic Adviser) and Bernadette Smith (Senior HR and OD Business Partner).

The meeting started at 10.00 am and finished at 10.45 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.

10. **Declarations of Interest**

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

11. **Minutes**

Agreed that the minutes of the meeting held on 28 September 2018 are confirmed as a correct record.

12. **Chair's Urgent Business**

There are no items of Chair's urgent business.

13. **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 1 Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

14. **Recruitment of Service Director for Children, Young People and Families Department**

Carole Burgoyne (Strategic Director for People) together with Bernadette Smith (Senior HR and OD Business Partner) presented the report on the recruitment of Service Director for Children, Young People and Families Department.

The Panel noted the update on the proposed plan for the recruitment to the role of Service Director for Children, Young People and Families.

The Panel agreed to continue the use of interim cover whilst recruitment to the role continues.

The Panel further agreed –

- (a) that following the Ofsted inspection an update report on the recruitment process for this post is provided at the next Panel meeting;
- (b) to be updated on the range of options being offered as part of the Chief Officers remuneration package.

(Councillor McDonald who had responsibility for this area within her portfolio was not present for this item however, Councillor Peter Smith represented her).

15. **Recruitment of Service Director for Human Resources and Organisational Development**

Carole Burgoyne (Strategic Director for People) together with Di Saunders-Brewer (Senior HR and OD Business Partner) presented the report on the recruitment to the Service Director for Human Resources and Organisational Development.

The Panel agreed to authorise delegated authority to Tracey Lee (Chief Executive), in consultation with Leader and Shadow Leader, to agree the final role profile, grade and market factor, if required and to proceed with the permanent recruitment to the role.