



Oversight and Governance

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Chief Officer Appointments Panel

Friday 29 November 2019
2.00 pm
Council House

Members:

Councillor Mrs Aspinall, Chair

Councillors Mrs Beer, Bowyer, Evans OBE, Lowry, Mrs Pengelly and Pete 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 25 October 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. Chief Officer Resourcing Update (Pages 3 - 18)

Chief Officer Appointments Panel

Friday 25 October 2019

PRESENT:

Councillor Mrs Aspinall, in the Chair.

Councillors Coker (substitute for Councillor Evans), Mrs Johnson (substitute for Councillor Mrs Beer), Kelly (substitute for Councillor Mrs Pengelly), Lowry and Pete Smith.

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

Also in attendance: Anthony Payne (Strategic Director for Place), Kim Brown (Service Director for Human Resources and Organisational Development) and Amelia Boulter (Democratic Advisor)

The meeting started at 10.04 am and finished at 10.33 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.

16. **Declarations of Interest**

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

17. **Minutes**

The Panel agreed the minutes of the meeting held on the 27 September 2019, however, felt that the minutes did not accurately reflect the discussion which took place around the Climate Change agenda and ensuring this was incorporated into the recruitment process.

18. **Chair's Urgent Business**

There were no items of Chair's urgent business.

19. **Exempt Business**

Agreed the 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 Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

20. **Recruitment of Service Director for Street Services**

Anthony Payne (Strategic Director for People) and Kim Brown (Service Director for Human Resources and Organisational Development) provided an update on the current situation and referred to the report in the agenda pack.

Members discussed:

- the timetable and that interviews for this post would take place before Christmas;
- the need for an extension to the timetable to ensure the recruitment of the right calibre of candidate;
- the climate change agenda and for this to be included within the role profile;
- how to attract and retain the right calibre of staff and the use of a micro-site to promote and share what was happening within the city with potential candidates;
- preparation for the interview and to pull together a mini working group to work on the interview questions and presentation.

The Panel agreed to:

1. Note the changes to the role of the Service Director for Street Services are in line with the amendments made to other Service Directors' role profile.
2. Delegate authority to the Strategic Director for Place, in consultation with Lead Member for Environment and Street Scene to agree the final role profile and salary range, and to proceed with the permanent recruitment to the role of Service Director for Street Services.

The Panel also agreed to:

3. An extension to the timetable to ensure the recruitment of the right calibre of candidate to the role of Service Director for Street Services.
4. Email the Panel the link to the micro-site.
5. Establish a mini-working group to prepare questions for the interview.

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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