



Oversight and Governance

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Chief Officer Appointments Panel

Friday 21 February 2020

10.00 am

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 - 6)

The Panel will be asked to confirm the minutes of the meeting held on 19 and 20 December 2020 and 17 January 2020.

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 (To Follow)

7. Organisational Design Verbal Update

Chief Officer Appointments Panel

Thursday 19 December 2019

PRESENT:

Councillor Mrs Aspinall, in the Chair.
Councillors Mrs Beer, Bowyer, Evans OBE, Mrs Pengelly, P Smith and Kate Taylor (substitute for Councillor Lowry).

Apology for absence: Councillor Lowry.

Also in attendance: Kim Brown (Service Director for HR and Organisational Development), Tracey Lee (Chief Executive) and Helen Prendergast (Democratic Advisor).

The meeting started at 9.00 am and adjourned at 10.40 am.

Friday 20 December 2019

PRESENT:

Councillor Mrs Aspinall, in the Chair.
Councillors Bowyer, Evans OBE, Mrs Pengelly and P Smith.

Apologies for absence: Councillor Lowry.
Apologies for absence: Councillor Mrs Beer, Councillor Lowry and Kate Taylor (substitute for Councillor Lowry).

Also in attendance: Kim Brown (Service Director for HR and Organisational Development), Anthony Payne (Strategic Director for Place) and Helen Prendergast (Democratic Advisor).

The meeting started at 2pm and finished at 2.40pm.

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.

26. **Declarations of Interest**

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

27. **Minutes**

The Panel agreed the minutes of the meeting held on 29 November 2019 as a correct record.

28. **Chair's Urgent Business**

There were no items of Chair's urgent business.

29. **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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

30. **Chief Officer Resourcing Update**

Kim Brown (Service Director for Human Resources and Organisational Development) presented the update on the recruitment process of the Service Director for Street Services, the recruitment process for the Strategic Director for People and to extend the additional duties for the Assistant Chief Executive until 31 March 2020.

The Panel agreed to –

- (1) note the progress on the recruitment of the Service Director for Street Services;
- (2) the recruitment process for the Strategic Director for People, as outlined in the report;
- (3) extend the additional duties for the Assistant Chief Executive until 31 March 2020.

As per recommendation 2 above, information packs were available at the meeting (which contained the role profile for the Strategic Director for People, questions, expression of interest and updated CV).

The Members interviewed one candidate for the post of Strategic Director for People and considered the candidate on his merit.

The Panel agreed to appoint Craig McArdle to the post of Strategic Director for People.

(This meeting was adjourned on 19 December 2019 and reconvened at 2pm on Friday 20 December 2019)

Anthony Payne (Strategic Director for Place) provided an in-depth analysis of the three candidates selected to participate in the assessment centre for the post of Service Director for Street Services which took place on 19 December 2019.

The Panel agreed that candidate three should be invited for interview on 17 January 2020.

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Chief Officer Appointments Panel

Friday 17 January 2020

PRESENT:

Councillor Mrs Aspinall, in the Chair.
Councillors Mrs Beer, Mrs Bridgeman (Substitute for Councillor Mrs Pengelly), Coker (Substitute for Councillor Lowry), Dann (Substitute for Councillor Evans, OBE), Mrs Johnson (Substitute for Councillor Ian Bowyer) and Peter Smith.

Apologies for absence: Councillors Ian Bowyer, Evans OBE, Lowry and Mrs Pengelly.

Also in attendance: Kim Brown (Service Director for Human Resources and Organisational Development), Tracey Lee (Chief Executive), Anthony Payne (Strategic Director for Place) and Helen Prendergast (Democratic Advisor).

The meeting started at 11.00 am and finished at 12.55 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.

31. **Declarations of Interest**

There were no declarations of interest made by Members in accordance with the Code of Conduct.

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 4 of Part 1 of Scheduled 12A of the Act, as amended by the Freedom of Information Act 2000.

34. **Senior Recruitment Update**

Tracey Lee (Chief Executive) advised that –

- (a) the Service Director for Finance (Section 151 Officer) would be retiring in May 2020;
- (b) it was proposed to appoint an interim Service Director for Finance, as this post would be difficult to recruit to;

- (c) a review of the arrangements for the Chief Officer structure would be undertaken.

The Panel agreed to –

- (1) commence the recruitment process for the post of interim Service Director for Finance;
- (2) informally commence the recruitment process for the permanent post for the Service Director for Finance.

(Tracey Lee (Chief Executive) was present for this item only)

35. **Service Director for Street Services Recruitment**

Kim Brown (Service Director for Human Resources and Organisational Development) ran through the recruitment process for the Service Director for Street Services.

Information folders were available at the meeting (which contained the role profile for the Service Director for Street Services, the interview questions, the candidate's CV and supporting statement).

Members interviewed one candidate for the post of Service Director for Street Services and considered the candidate on his merits.

The Panel agreed to appoint Phil Robinson to the post of Service Director for Street Services.

(Anthony Payne (Strategic Director for Place) was present for this item only)