



**Oversight and Governance**

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## Chief Officer Appointments Panel

Friday 28 August 2020  
2.00 pm  
Virtual Meeting

**Members:**

Councillor Mrs Aspinall, Chair

Councillors Mrs Beer, Evans OBE, Kelly, Lowry, Mrs Pengelly and Pete Smith.

Members are invited to attend the above virtual 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 - 4)**

The Panel will be asked to confirm the minutes of the meeting held on 26 June 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. Confidential Minutes (To Follow)**

**7. Chief Officer Resourcing Matters Update - Verbal**

**Chief Officer Appointments Panel****Friday 26 June 2020****PRESENT:**

Councillor Mrs Aspinall, in the Chair.

Councillors Mrs Beer, Evans OBE, Kelly, Mrs Pengelly, Pete Smith and Kate Taylor (substitute for Councillor Lowry).

Apologies for absence: Councillor Lowry.

Also in attendance: Tracey Lee (Chief Executive), Kim Brown (Service Director for HR and OD), Craig McArdle (Strategic Director for People) for agenda item 8 only and Amelia Boulter (Democratic Advisor).

The meeting started at 2.00 pm and finished at 4.32 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.*

**1. To note the Appointment of Chair**

The Panel noted the appointment of Councillor Mrs Aspinall as Chair of the Panel for the forthcoming municipal year 2020/21.

**2. Declarations of Interest**

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

**3. Minutes**

The Panel agreed the minutes of the meeting held on 21 February 2020 as a correct record.

**4. Chair's Urgent Business**

There were no items of Chair's urgent business.

**5. 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 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.

**6. Chief Officer Resourcing Matters Update**

Tracey Lee (Chief Executive) and Kim Brown (Service Director for HR and OD) were present for this item and referred to the report in the agenda pack.

The Panel agreed:

1. To undertake a recruitment process for the permanent post Service Director – Integrated Commissioning.
2. To note an update in respect of the Service Director for Finance role and agree an approach to recruitment to the permanent post.
3. To note the designation of two Deputy Section 151 Officers to provide additional resource as required.
4. To seek approval to recruit on a permanent basis to the post of Service Director Education, Participation and Skills.

**7. Chief Officer Remuneration Update**

Tracey Lee (Chief Executive) and Kim Brown (Service Director for HR and OD) were present for this item and referred to the report in the agenda pack. A robust discussion took place around the benchmarking of roles and whether the information provided would enable Members to make an informed decision.

It was therefore agreed:

1. That future reports would include benchmarking which was more comparable with the roles being remunerated.
2. To note the principles applied in respect of salary levels for Chief Officers when recruiting, retaining and changing their roles.

The following recommendations were taken to the vote and it was agreed:

3. To note the update in respect of the remuneration of the Assistant Chief Executive and agreed the proposal re banding as set out in Table 1. The remuneration for the current post holder to remain at the current salary.
4. To note and agree the remuneration level for the role of Service Director Community Connections when changes to this role are enacted.

**8. Recruitment of Service Director for Integrated Commissioning**

Information folders were available at the meeting (which contained the role profile for the Service Director for Integrated Commissioning, candidates' applications, presentation topic and interview questions).

Members interviewed one candidate for the post of Service Director for Integrated Commissioning and considered the candidate on merit.

The Panel agreed to appoint Anna Coles to the post of Service Director for Integrated Commissioning.

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