



**Oversight and Governance**

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Published 09 December 2021

## Chief Officer Appointments Panel

Friday 17 December 2021  
10.00 am  
Council House

**Members:**

Councillor Kelly, Chair

Councillors Mrs Aspinall, Dann, Drean, Evans OBE, Riley and Wakeham.

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 26 October 2021, 10 November 2021 and 26 November 2021.

**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)**

The Panel will be asked to confirm the confidential minutes of the meeting held on 26 October 2021 and 26 November 2021.

**7. Update - Senior Recruitment (Pages 3 - 6)**

## Chief Officer Appointments Panel

**Wednesday 10 November 2021**

### **PRESENT:**

Councillor Kelly, in the Chair.

Councillors Mrs Aspinall, Dann, Drean, Penberthy (substituting for Councillor Evans OBE), Riley and Wakeham.

Apologies for absence: Councillors Evans OBE.

Also in attendance: Bernadette Smith (Senior HROD Business Partner), Giles Perritt (Assistant Chief Executive) for minute 5, Tracey Lee (Chief Executive) for minute 6) and Amelia Boulter (Democratic Advisor).

The meeting started at 2.00 pm and finished at 6.15 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. **Declarations of Interest**

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

#### 2. **Chair's Urgent Business**

There were no items of Chair's urgent business.

#### 3. **Exempt Business**

Agreed that under Section 100(4) of the local Government Act 1972, to exclude the press and public from 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.

#### 4. **Director of Children's Services Shortlisting**

Tracey Lee (Chief Executive) and Bernadette Smith (HR and OD Business Partner) were present for this item. A representative from Penna Executive Search Agency attended virtually and also provided an update to the Panel on recruitment activity in respect of this role. Members considered the information provided and confirmed that two candidates should proceed further in the selection process and attend a Member panel interview on 26 November 2021.

5. **Recruitment to the Head of Legal Services**

Giles Perritt (Assistant Chief Executive) and Bernadette Smith (Senior HROD Business Partner) were present for this item. The Panel considered the information provided within the agenda pack.

Members interviewed two candidates for the post of Head of Legal Services (Monitoring Officer). After interviewing candidates and reviewing information from the selection process, Members, having considered each candidate on merit, agreed to appoint Emma Jackson to the post of Head of Legal Services (Monitoring Officer) subject to approval by Cabinet and Full Council and subject to satisfactory completion of employment checks.

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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