

Chief Officer Appointments Panel



Date of meeting:	29 July 2022
Title of Report:	City Council Recruitment & Staffing – Responsibilities
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Emma Jackman (Head of Legal Services)
Contact Email:	Emma.Jackman@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report sets out the responsibilities for appointment of staff and staffing organisation/structures within the Council. Other than very specific functions in respect of Chief Officers (dismissal and approval) and where the Head of Paid Service considers the need to report to Council on defined matters, staffing responsibilities rest with the Head of Paid Service.

Recommendations and Reasons

It is recommended that the Appointments Panel note the report.

Alternative options considered and rejected

None.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Corporate Plan outlines the strategic direction of the Council. Recommendations within this report align to the current Plymouth City Council Corporate Plan.

Implications for the Medium Term Financial Plan and Resource Implications:

None directly arising.

Financial Risks

None directly arising.

Carbon Footprint (Environmental) Implications:

It is the responsibility of all senior officers to ensure we develop and deliver our plans for both ensuring the Council is carbon neutral by 2030 and leading the City in carbon reduction. Digital will be a significant contributor to enable the Council and City to work, connect and behave differently in the future. In respect of the recruitment process, steps will be taken to ensure that where meetings can be undertaken virtually this is done to reduce travelling time, costs and associated carbon implications. The minimum of printing and paper will be used with use of email, virtual and other media being used where possible.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

There are clear statutory restrictions on how some staffing decisions must be taken by the council and these are summarised to ensure requirements are clearly understood and adhered to.

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	COAP responsibilities paper							

Background papers:

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: Tracey Lee, Chief Executive											
Date agreed: 20/07/2022											
Please confirm the Strategic Director(s) has agreed the report – Agreed											