

Chief Officer Appointments Panel



Date of meeting:	29 July 2022
Title of Report:	People Directorate Senior Management Update
Lead Member:	Councillor Dr John Mahony (Cabinet Member for Health and Adult Social Care & Planning)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Tracey Lee (Chief Executive)
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Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report updates Members on proposals for recruitment to a post on the Councils Management Team and seeks approval to commence the process.

Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Approve the commencement of activity, including the procurement of an executive search agency, for the recruitment of a permanent Strategic Director for People.
2. Approve the proposal to seek candidates for the role of interim Strategic Director for People

Alternative options considered and rejected

This recommendation put forward is in line with the Council's established practices and is offered as the best option in these particular circumstances. It is essential that the role is filled.

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:

The Strategic Director of People is a permanent role with established budget contained within the Medium Term Financial Plan. Further information relating to financial implications are contained within the body of the report.

Financial Risks

Full costs of any proposal will be available to Members ahead of any commitment of resources. There will be appropriate scrutiny by the Council's section 151 Officer.

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:

The Strategic Director of People is also the Director of Adult Social Services (DASS) a statutory role by virtue of the Children Act 2004, which updated the Local Authority Social Services Act 1970, s6(A1) Any recruitment and selection processes will be undertaken with reference to Plymouth City Council's established procedures and relevant legislation.

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
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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											
Please confirm the Strategic Director(s) has agreed the report - YES											
Date Agreed: 21 July 2022											
Cabinet Member approval: YES, Approved by Councillor Dr Mahony via email on 21 July 2022 @1138.											
Date approved: 21/07/2022											

1. INTRODUCTION

The Local Authorities (Standing Orders) Regulations 1993 prescribe a number of actions when recruitment to a Chief Officer post is required. The definition of 'Chief Officer' for the purposes of these regulations refers to:

- the Head of Paid Service,
- the Monitoring Officer,
- the Section 151 Officer,
- a statutory Chief Officer (as defined by section 2(6) of the 1989 Act) and
- Non-statutory Chief Officers as defined by section 2(7) of the 1989 Act (which essentially include officers who report directly to the head of paid service): regulation 1(2) of the 1993 Regulations.
- A Deputy Chief Officer (those reporting to a Chief Officer)

There are a number of defined activities that must be undertaken, including:

- The creation of a document clearly stating the duties of the officer, what qualifications, experience and skills they will need to undertake the role (the role profile).
- Making arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.
- Providing a copy of the role profile to any person requesting this.

Once advertised as above, authorities will either interview all those who are qualified to undertake the role or select a short list of qualified applicants. If there are no qualified applicants the local authority will then make further arrangements.

The 2001 Regulations require, in the case of the S151 Officer, that appointment be done by full Council or a committee to who Council delegates the responsibility.

2. CHIEF OFFICER APPOINTMENTS PANEL DELEGATED FUNCTIONS

Council has delegated the function of interviewing candidates to the Chief Officer Appointments panel, (COAP). COAP acts with the delegated authority of the Council to appoint to Chief Officer roles where the law prohibits the Head of Paid Service from making the appointment but allows full Council to delegate the responsibility.

3. BACKGROUND

The current Strategic Director for People, Craig McArdle, has tendered his resignation to the Chief Executive and his last day of service will be 21 October 2022. Members will note the short timescale from the date of the resignation to the date of the Appointment Panel on 29 July 2022 and further verbal information will be provided at the meeting.

The Strategic Director of People is a key role within Plymouth City Council, not only as a member of the Council's most senior management team, but by virtue of the statutory role as the Director of Adult Social Services, (DASS). Each council with responsibility for providing social services must have a post with strategic responsibility and accountability for the planning, commissioning and delivery of social services for all adult client groups. The post will also have a leading role in delivering the wider vision for social care and combating social exclusion.

There is statutory guidance which instructs local authorities about arrangements for establishing a (DASS) post, pursuant to the Children Act 2004 (which amended the Local Authority Social Services Act 1970). The creation of the 'Director of Adult Social Services' post, alongside the Director of

Children's Services, is intended to ensure that all the social care needs of local communities are given equal emphasis and are managed in a co-ordinated way through joint strategic needs assessment and joint planning.

The DASS also has a key role in ensuring accountability of services to local communities through consultation with local citizens and, in particular, users of services.

4. RECRUITMENT TO POST

Interim recruitment

In view of timescales for permanent recruitment and as this role holds statutory and other key responsibilities, it is proposed to seek an interim arrangement initially. There may be an opportunity for an internal candidate to undertake the role temporarily, for example by acting up or being asked to perform additional duties and this will be explored in the first instance. This allows a degree of continuity and stability, for example for Council's Management Team, our workforce and partners.

If this option cannot be realised, Pertemps, the Council's preferred supplier for temporary workforce requirements, who has access to second tier suppliers such as Solace, Penna and others, can be engaged initially to identify candidates. If this search does not yield the calibre of candidate required for this role, other agencies will then need to be engaged in time to allow an appropriate handover.

Members will interview interim internal or external candidates.

Permanent

In parallel with the appointment of an interim, a permanent postholder will also be sought and if agreed by COAP, an executive search agency will be appointed as quickly as possible.

The permanent selection process is likely to last a minimum of three months and will need to be closely managed to ensure a good candidate experience. Based on the likelihood that a successful candidate will be required to give three months' notice (subject to negotiation with their employer), they may not be available to start employment with Plymouth City Council until January/February 2023. Internal candidates would be able to apply for the permanent role if suitably qualified and experienced and Members will interview candidates.

5. FINANCIAL INFORMATION

The role is currently a Band 2 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £130,365 to £156,436. The current post holder receives a salary of £130,365 per annum. Chief Officer pay is linked to national pay bargaining and no increase has as yet been announced for the financial year 2022/2023.

Benchmarking has commenced to ensure advice is available about current market rates for this role ahead of any appointment to the permanent role. Benchmarking will also provide an indication of the current market rates for interim appointments.

Recruitment to this specialist senior role is likely to require assistance from an external executive search company, at least for the permanent role, with potential costs in the region of £22,000 to £25,000. These costs cover items including search and attraction of candidates, advertising, initial candidate sifting, services of a technical adviser and psychometric testing.