

# Chief Officer Appointments Panel



Date of meeting:	23 September 2022
Title of Report:	<b>Children's Directorate Senior Management Update</b>
Lead Member:	Councillor Charlotte Carlyle (Cabinet Member for Education, Skills and Children and Young People)
Lead Strategic Director:	Sharon Muldoon (Director for Children's Services)
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Your Reference:	<a href="#">Click here to enter text.</a>
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

This report updates Members on proposals for recruitment to a post on the Council's Management Team.

## Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Note the commencement of activity for the recruitment of an interim Service Director for Education, Participation and Skills.
2. Seek permission to commence the recruitment process for a permanent Service Director for Education, Participation and Skills.

## Alternative options considered and rejected

The 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 this role is filled as it delivers a number of statutory duties for the Local Authority and to support the delivery of the Medium Term Financial Plan.

## 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 Service Director for Education, Participation and Skills 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 the development and delivery of plans for both ensuring the Council is carbon neutral by 2030 and leading the City in carbon reduction. Being digitally enabled will be a significant contributor enabling 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. Minimum use of printing and paper will be encouraged.

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

The Service Director for Education, Participation and Skills is accountable as the strategic lead for ensuring the Local Authority performs its statutory functions as set out in a number of areas of legislation, including a sufficiency of school places. They lead on the development and implementation of the Council's strategy for learning, SEND and inclusion, skills and employability, early help, inclusion and the partnership with educational settings and business for children, young people, citizens, families and communities. They are the champion for the Child Poverty Strategy and will lead the Early Help agenda for all vulnerable families.

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)						
		1	2	3	4	5	6	7
A	Role profile Service Director Education, Participation and Skills							

**Background papers:**

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
	1	2	3	4	5	6	7

**Sign off:**

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Originating Senior Leadership Team member: Sharon Muldoon, Director of Children's Services											
Please confirm the Strategic Director(s) has agreed the report											
Date agreed: 16/09/2022											
Cabinet Member approval: Councillor Charlotte Carlyle approved by email.											
Date approved: 20/09/2022											

## **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.

## **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 Service Director for Education, Participation and Skills (EPS) has tendered their resignation to the Director of Children's Services and the post will be vacant from 30 November 2022. This is a key role within Plymouth City Council and is a member of the Council's senior leadership team. The role reports to the Director of Children's Services.

Working closely with the Service Director for Children, Young People and Families, the Service Director for EPS is key to the driving up of education standards, providing access to learning and supporting learning needs. They are also responsible for developing and maintaining strong relationships with education providers in the City including Higher Education, Further Education, Schools and Early Years settings. They lead and promote the Child Poverty Strategy and in common with the Service Director for CYPF have a strong focus in their role as a champion for vulnerable children, including access to and provision of Early Help across the Local Authority and wider partnership system.

A copy of the role profile is attached at Appendix A.

## **4. RECRUITMENT**

It is essential that this role is filled quickly as it delivers a number of statutory duties for the Local Authority as outlined above. This role requires a wide spread of expertise and experience which could

be gained from a variety of professional settings. A permanent recruitment process is likely to take in the region of three months, with potentially a further three month notice period. To avoid a gap interim candidate search activity will be undertaken, initially by the council's preferred supplier. They will access a range of agencies to maximise the attraction of candidates with the exact range of skills and experience required.

For the permanent appointment an Executive Search Agency will be engaged to assist with the search and attraction activity. Discussion with the agency and other soft market testing will also be undertaken to provide intelligence around options and cost.

An update on progress will be provided at the Chief Officer Appointment Panel meeting on 30 September 2022.

## **5. FINANCIAL INFORMATION**

This is an established role with associated budget. The role is in Band 4 Chief Officer within the Chief Officer pay and grading structure. The salary is currently within the range of £78,219 to £109,505. Chief Officer pay is linked to national pay bargaining and no increase has as yet been announced for the financial year 2022/2023.

Benchmarking will be undertaken to ensure advice is available about current market rates for interim and permanent roles if required.

## **6. RECOMMENDATIONS**

It is recommended that the Appointments Panel:

1. Note the commencement of activity for the recruitment of a Service Director for Education, Participation and Skills.
2. Seek permission to commence the recruitment process for a permanent Service Director for Education, Participation and Skills.