

Chief Officer Appointments Panel



Date of meeting:	23 September 2022
Title of Report:	Senior Management Recruitment
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)
Contact Email:	Tracey.lee@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report updates Members on the next stage in the recruitment of an interim Strategic Director for People. This is a “Chief Officer” for the purposes of the Local Authorities (Standing Orders) Regulations 1993.

Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Note the content of this report
2. Undertake a recruitment process for the interim role

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 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 for 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.

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. Minimum use of printing and paper as emails, virtual meetings and other media will be utilised where possible.

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

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
A	Recruitment Pack		x					

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
<ul style="list-style-type: none"> Chief Officer Appointment Panel Report 29 July 2022. Chief Officer Appointment Panel Report 9 September 2022. 							

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

Date agreed: 16/09/2022

Cabinet Member approval: Email exchange between Councillor Mahoney and B Smith on 15 September 2022.

Date approved: 15/09/2022

I. 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. UPDATE

At the Chief Officer Appointment Panel on 29 July 2022 Members agreed that interim candidates would be sought in parallel with a permanent recruitment process. An update on progress was prepared for 9 September 2022. This paper provides the latest update.

Permanent recruitment

The current permanent post holder is leaving in October. Gatenby Sanderson have been appointed as the Executive Search Agency for the permanent vacancy and an external advertisement for the role opened on 15 September 2022. The closing date is 16 October 2022. It is anticipated that Members will interview suitable candidates on 23 November 2022.

Interim recruitment

On 9 September 2022 Members were to be advised that an internal recruitment process had commenced with suitably qualified and experienced candidates able to express an interest in undertaking the role on an interim basis. The closing date for any expressions of interest was 14 September 2022.

There is one candidate who has been invited to attend for a Member interview on 23 September 2022. A recruitment pack will be provided for Members with further details and the candidate will be interviewed in part 2 of this meeting.

If Members recommend an appointment the approval of Cabinet will need to be sought.

If Members do not recommend an appointment the Council's preferred supplier for temporary workforce requirements will be approached to find an interim.

If the internal candidate were successful the Chief Executive would address backfilling that vacancy through the council's recruitment process with reference to Members as appropriate.

3. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake a recruitment process for the interim role as detailed in this report.