

Chief Officer Appointments Panel



Date of meeting:	17 February 2023
Title of Report:	Children's Directorate Senior Management Update
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)
Author:	Sharon Muldoon (Director for Children's Services)
Contact Email:	Sharon.muldoon@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 progress towards the permanent recruitment of the Service Director Education, Participation and Skills.

Recommendations and Reasons

It is recommended that the Appointments Panel:

- I. Note the content of this report.

Alternative options considered and rejected

The recommendation 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 to deliver a range 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.

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. 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) <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
	None							

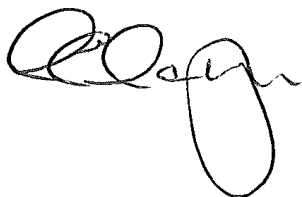
Background papers:

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: Sharon Muldoon, Director of Children's Services											
Date agreed: 09/02/2023											
Please confirm the Strategic Director(s) has agreed the report – Sharon Muldoon, DCS											
											
Date agreed 9 February 2023											

Cabinet Member approval: Cllr Charlotte Carlyle, PFH



Date approved: 09/02/2023

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 previous Service Director for Education, Participation and Skills (EPS) left employment on 30 November 2022. To ensure adequate cover for this key senior role pending permanent recruitment Members interviewed and appointed an interim replacement on 16 December 2022 for a period of three to six months. If an extension is required, this matter will return to COAP for consideration.

4. PERMANENT RECRUITMENT UPDATE.

An executive search partner has now been engaged via the Council's preferred supplier, Matrix. A draft timetable for attraction and selection activity is outlined below.

w/c 6 February	Applications open
Sunday 5 March	Applications close
w/c 6 March	Longlist meeting
w/c 13 March	Technical Interviews
w/c 20 March	Shortlist meeting
28/29 March	Assessment Centre - Virtual
14 April	Chief Officer Appointment Panel – candidates attend in person

5. RECOMMENDATIONS

It is recommended that the Appointments Panel:

- I. Note the content of this report.