

Chief Officer Appointments Panel



Date of meeting:	02 June 2023
Title of Report:	Recruitment to Director of Resources (Section 151 Officer)
Lead Member:	Councillor Mark Lowry
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Kim Brown
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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 the next stage in the recruitment of a permanent Director of Resources (Section 151 Officer).

This is a Chief Officer role 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.

Alternative options considered and rejected

The recommendation put forward is in line with the Council's established practices. 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 and recommendations within this report align to this.

Implications for the Medium Term Financial Plan and Resource Implications:

Chief Officer roles are permanent positions with established budget contained within the Medium Term Financial Plan, and costs arising from this report can be contained within budget.

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. There will be 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:

The Director of Resources (Section 151 Officer) holds statutory responsibility and is key to delivering priorities in relation to service delivery and ensuring the Council's statutory financial duties, responsibilities and accountabilities are discharged. Any recruitment and selection processes will be undertaken with reference to the 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

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
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Sign off:

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Originating Senior Leadership Team member: Tracey Lee – Chief Executive											
Date agreed: 26/05/2023											
Please confirm the Strategic Director(s) has agreed the report. Yes, approved by email											
<div style="text-align: center;">  </div>											
Cabinet Member approval:											
Date approved: 26/05/2023											

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.

The 2001 Regulations require, in the case of the Section 151 Officer, that appointment be done by full Council, however it may be on recommendation from a committee of Council.

2. CHIEF OFFICER APPOINTMENTS PANEL DELEGATED FUNCTIONS

Council has delegated the function of interviewing, recommending a candidate for the appointment of the Section 151 Officer and agreeing the terms of that offer of appointment to the Chief Officer Appointments panel (COAP). COAP must then make a recommendation of appointment to full Council for any appointment of the Section 151 Officer.

3. PERMANENT RECRUITMENT TO POST

At the COAP meeting on 17 March 2023, Members confirmed their approval for permanent recruitment to commence to a new permanently established Director of Resources (Section 151 Officer) role on the Council's organisational structure. The creation of the role was subject to full Council approval and this was provided on 27 March 2023.

An executive search and selection agency, Tile Hill, was appointed via a procurement process to commence the initial stages of the recruitment process and the vacancy was advertised on a national basis. There was a good level of interest in the role and following longlisting four candidates were invited to initial technical interviews. Three of these candidates were invited to an assessment centre in Plymouth on 25 May.

On 2 June, the candidate(s) who have successfully completed the assessments are invited to attend for Member panel interview. Candidates will give a ten minute presentation to Members and answer a set of pre-prepared questions. A complete recruitment pack will be provided.

After the presentations and interviews have been scored, Members will receive further information. This includes the outcomes of psychometric testing and the assessment centre, in order that they have oversight of the selection information gathered during the recruitment process.

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

4. RECOMMENDATION

It is recommended that the Appointments Panel:

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