

Chief Officer Appointments Panel



Date of meeting:	02 June 2023
Title of Report:	Children's Directorate Senior Management Update
Lead Member:	Councillor Sally Cresswell
Lead Strategic Director:	Sharon Muldoon (Director for Childrens Services)
Author:	Sharon Muldoon (Director for Children's Services)
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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 permanent recruitment to the role of Service Director Education, Participation and Skills. It also seeks approval for the extension of a current interim post holder.

Recommendations and Reasons

It is recommended that the Appointments Panel:

- I. Agree the extension of the current interim post holder for a period of up to six months.

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, inclusion, skills and employability, early help, and the partnership with educational settings and business for children and young people. They are the champion for the Child Poverty Strategy and 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
A	Role Profile Service Director Education, Participation and Skills							

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: 24/05/2023

Please confirm the Strategic Director(s) has agreed the report – Yes

Date agreed 24 May 2023

Cabinet Member approval: Cllr Sally Cresswell, EPS PFH – email of 24 May 2023

Date approved: 24/05/2023

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

Reporting to the Director of Children's Services, the Service Director for EPS is a key role for driving up education standards, providing access to learning and supporting learning needs, and is also responsible for developing and maintaining strong relationships with educational providers in the City including Higher Education, Further Education, Schools and Early Years settings. The role leads and promotes the Child Poverty Strategy and in common with the Service Director for CYPF has a strong focus as a champion for vulnerable children, including access to and provision of Early Help across the Local Authority and wider partnership system. Following a Member interview at the Chief Officer Appointment Panel on 16 December 2022, an interim is currently undertaking this role. The interim arrangement was agreed for a period of three to six months.

4. RECRUITMENT TO PERMANENT POST

A recent recruitment and selection process for a permanent post holder was not successful. Rather than immediately proceed again to try to fill the role permanently at this point an alternative is outlined below.

Interim arrangements pending permanent appointment.

The current interim arrangement has worked extremely well with resource being provided for four days a week. Members are asked to agree an extension of a further period of up to six months from 1

June 2023. The current interim post holder is able to continue in the role for this further period with the exact working arrangements subject to discussion with the Director of Children's Services. This would allow key strategic work already in progress, including that related to the Improvement Board and to the implementation of the new Target Operating Model, to continue at pace and with the required oversight.

When a permanent appointment is made, a step down plan for the interim post holder will be developed.

5. FINANCIAL INFORMATION

The permanent role is established on the Plymouth City Council Senior Management Structure. The role is currently a Band 4 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £82,949 to £115,330 per annum. Chief Officer pay is linked to national pay bargaining.

The cost of the interim is a total charge to Plymouth City Council of £932.08 per day. The cost of continuing with the interim arrangement for up to a further six month period is calculated at circa £1,556 (see table below). Funding has been confirmed by finance and is based on the current costings.

Total cost (68 days from 1st Jun - 30th Nov 2023)	£63,381
Less EPS Service Director budget (pro rata'd 6 months)	-£61,826
Net cost	£1,556

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

I Agree the extension of the current interim post holder for a period of up to six months.