

# Chief Officer Appointments Panel



Date of meeting:	28 July 2023
Title of Report:	<b>Senior Management Recruitment</b>
Lead Member:	Councillor Jemima Laing (Deputy Leader) Councillor Mark Lowry (Cabinet Member for Finance) Councillor Sally Cresswell (Cabinet Member for Education, Skills and Apprenticeships) Councillor Sue Dann (Cabinet Member for Customer Services, Sport, Leisure and HROD)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Di Saunders-Brewer (HR Culture Partner)
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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 provides Members with updates on the permanent recruitment to vacant Chief Officer positions.

## Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Note the update on the recruitment of the Director of Resources (S151 Officer).
2. Note the update on the recruitment of the permanent Service Director for Education, Participation and Skills.
3. Note progress on the recruitment of the permanent Service Director for Human Resources and Organisational Development.
4. Note progress on the recruitment of the permanent Head of Legal Services (Monitoring Officer).

## Alternative options considered and rejected

The roles in this report are essential to the leadership required for the delivery of the Council's vision and objectives. Interim arrangements have previously been approved by the Chief Officer Appointments Panel for each role to ensure appropriate cover is in place while permanent recruitment and selection is completed, especially for those which hold statutory duties, responsibilities and accountabilities. It is important that a permanent appointment is made to each role.

## 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:**

The posts are permanent roles 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. The minimum use of printing and paper will be encouraged.

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

The Section 151 Officer and Monitoring Officer roles are statutory and key to delivering priorities in relation to service delivery and ensuring the Council's statutory duties, responsibilities and accountabilities for the Council and Executive are discharged.

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. All roles are key leadership roles with associated management of the health and safety of the workforce. 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
A	Role Profile Director of Resources (S151 Officer)							
B	Role Profile Service Director Education, Participation and Skills							
C	Role Profile Service Director Human Resources and Organisational Development							
D	Role Profile Head of Legal Services							

**Background papers:**

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

**Sign off:**

Fin	CH 20.07. 23 1543	Leg	<b>LS/0 0001 312/ AC/2 723</b>	Mon Off	Click here to enter text.	HR	AM20 0723	Asset s	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Tracey Lee											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 20/07/2023											
Cabinet Member approval: Date approved: 20/07/2023 											

## **I. INTRODUCTION**

The Local Authorities (Standing Orders) Regulations 1993 and The Local Authorities (Standing Orders) Regulations 2001 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),
- 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 in any recruitment, 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, agreeing terms and recommending a preferred candidate for Chief Officer roles to the Chief Officer Appointments Panel (COAP). COAP will make recommendations for appointment/designation to full Council where required by legislation.

## **3. DIRECTOR OF RESOURCES (S151 OFFICER)**

A recruitment and selection process led by an executive search agency for this permanent role earlier this year was unsuccessful. The Chief Officer Appointments Panel received an update on 2 June 2023, and the interim arrangement for the Section 151 Officer responsibilities has been extended until March 2024. It is essential for permanent recruitment to re-commence for the Director of Resources (S151 Officer) to ensure appropriate handover arrangements are in place.

Planning is underway to relaunch the executive search and selection for this role in August, with a view to presenting suitably qualified and experienced candidates to COAP in the autumn. The role profile is attached at Appendix A.

## **4. SERVICE DIRECTOR EDUCATION, PARTICIPATION AND SKILLS**

A recruitment and selection process for the permanent vacancy was unsuccessful during spring 2023. At the Chief Officer Appointments Panel on 2 June 2023, the interim arrangements for the role were considered and an extension was confirmed, however this arrangement will end in December 2023.

Planning is underway to relaunch the executive search and selection for this role in August, with a view

to presenting suitably qualified and experienced candidates to COAP in the autumn. The role profile is attached at Appendix B.

## **5. SERVICE DIRECTOR HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

The Chief Officer Appointments Panel on 13 June 2023 recommended an interim appointment for this role, while permanent recruitment continued. An executive search and selection campaign has produced a small number of candidates. It is proposed to continue the search for suitably qualified and experienced candidates and to provide an update to the Chief Officer Appointments Panel in September. The role profile is attached at Appendix C.

## **6. HEAD OF LEGAL SERVICES**

The Chief Officer Appointments Panel on 2 June 2023 received an update on the interim arrangements for this role, and approved for permanent recruitment to commence. The search for candidates has started and it is hoped that suitably qualified and experienced candidates will be interviewed at the Chief Officer Appointments Panel in August. The role profile is attached at Appendix D.

## **7. RECOMMENDATIONS**

It is recommended that the Appointments Panel:

1. Note the update on the recruitment of the Director of Resources (S151 Officer).
2. Note the update on the recruitment of the permanent Service Director for Education, Participation and Skills.
3. Note progress on the recruitment of the permanent Service Director for Human Resources and Organisational Development.
4. Note progress on the recruitment of the permanent Head of Legal Services (Monitoring Officer).