

Chief Officer Appointments Panel



Date of meeting:	20 October 2023
Title of Report:	Update on the recruitment to the role of Service Director HR&OD
Lead Member:	Councillor Sue Dann (Cabinet Member for Customer Services, Sport, Leisure and HR and OD)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Tracey Lee (Chief Executive)
Contact Email:	Tracey.lee@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report updates Members on progress towards the permanent recruitment of the Service Director Human Resources & Organisational Development.

Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel

1. Note the content of this report;
2. Undertake a recruitment process for the post of the role of Service Director Human Resources & Organisational Development.

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. This role is critical for leading the People Strategy and supporting the Council in developing organisational culture. It provides leadership for the Human Resources and Organisational Development service and is a key role within the Senior Leadership Team in contributing to the wider organisational leadership needs.

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 HR&OD 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:

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

All recruitment and selection processes will be undertaken with reference to Plymouth City Council's established procedures and relevant legislation

Appendices

*Add rows as required to box below

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							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

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: Tracey Lee											

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

Date agreed: 11/10/2023

Cabinet Member approval: Councillor Sue Dann (Cabinet Member for Customer Services, Sport, Leisure and HR and OD) - Approved by email

Date approved: 11/10/2023

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.

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 Human Resources & Organisational Development left employment with Plymouth City Council on 26 June 2023. To ensure adequate cover for this key senior role pending permanent recruitment Members interviewed and appointed an interim replacement on 13 June 2023 for a period of six months. If an extension is required, this matter will return to COAP for consideration.

4. PERMANENT RECRUITMENT UPDATE.

An executive search partner was engaged via the Council's preferred supplier Matrix, earlier this year. An insufficient number of strong candidates were identified at that time and the process was therefore paused and resumed in August 2023. Three potential candidates have now been identified and will be going through an assessment process during w/c 9 October 2023, with a view to inviting the successful candidates to the Chief Officer Appointments Panel scheduled for 20 October 2023.

A supplementary pack, containing CVs and supporting statements will be forwarded to the Panel as soon as the outcome of the initial assessment process has concluded.