

# Chief Officer Appointments Panel



Date of meeting:	07 November 2023
Title of Report:	<b>Recruitment to Director of Resources/S151 Officer</b>
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
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 Director of Resources/S151.

## Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel:

1. Note the content of this report;
2. Agree to undertake a recruitment process for the post of the role of Director of Resources/S151.

## Alternative options considered and rejected

The recommendation put forward 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

## 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 Director of Resources/Section 151 is a permanent role with established budget contained within the Medium Term Financial Plan. Further information relating to financial implications are contained within the body of the report.

## 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.

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:

\* 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.

Any 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)						
		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.						
		1	2	3	4	5	6	7
A	Briefing report title							

### 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)						
	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.						
	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: 27/10/2023											
Cabinet Member approval: Cllr Lowry – approved by email											
Date approved: 27/10/2023											

## **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**

A report was provided to Members on 17 March 2023, setting out changes to the Council's organisational structure which included the creation of a new Director of Resources (Section 151 Officer) role subject to approval at full Council. This change was subsequently approved at full Council on 27 March 2023. Members approved the recruitment process to secure a permanent post holder.

## **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. 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 on 30 October 2023, with a view to inviting the successful candidates to the Chief Officer Appointments Panel scheduled for 7 November 2023.

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

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.