

# Chief Officer Appointments Panel



Date of meeting:	17 November 2023
Title of Report:	<b>Recruitment to the role of Service Director for Education, Participation &amp; Skills</b>
Lead Member:	Councillor Sally Cresswell (Cabinet Member for Education, Skills and Apprenticeships)
Lead Strategic Director:	David Haley (Interim Director for Childrens Services)
Author:	Annie Walker (HR Culture Partner)
Contact Email:	Annie.walker@plymouth.gov.uk
Your Reference:	<a href="#">Click here to enter text.</a>
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

This report updates Members on the permanent recruitment to the role of Service Director Education, Participation and Skills.

## 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 for Education, Participation and Skills

## 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 permanently as soon as possible to deliver a range of statutory duties for the Local Authority and to support the delivery of the Medium Term Financial Plan Alternative options considered and rejected

## 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



**Sign off:**

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Originating Senior Leadership Team member: David Haley

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

Date agreed: 06/11/2023

Cabinet Member approval: *Cllr Cresswell approved by email*

Date approved: 06/11/2023

## **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**

Reporting to the Director of Children's Services, the Service Director for Education, Participation and Skills (EPS) is a key role to drive up education standards, provide access to learning and support learning needs. It is 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 will lead the implementation of the Local Area SEND Improvement Plan and establish new ways of service delivery in an integrated multi-disciplinary locality model. In common with the Service Director for CYPF the role 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 initially agreed for a period of three to six months, and a 6 month extension to this role was further agreed by the Chief Officer Appointments Panel on 2 June 2023. A request for a further extension to January 2024 will be made at the Chief Officer Appointment Panel to be held on 7 November 2023 to accommodate the likely notice period following the offer of a permanent appointment (see below).

#### **4. RECRUITMENT TO PERMANENT POST**

A recruitment and selection process for a permanent post holder is currently underway and is expected to go the Chief Officer Appointment Panel on 17 November 2023.

#### **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. Chief Officer pay is linked to national pay bargaining.

#### **6. RECOMMENDATIONS**

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake a permanent recruitment process for the post of the role of Service Director for Education, Participation and Skills