

# Chief Officer Appointments Panel



Date of meeting:	19 January 2024
Title of Report:	<b>Recruitment to the role of Service Director – 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

## 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	Briefing report title							
B	Equalities Impact Assessment (if applicable)							
C	Climate Impact Assessment (if applicable)							

## 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: David Haley

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

Date agreed: 09/01/2024

Cabinet Member approval: *[electronic signature (or typed name and statement of 'approved by email/verbally')]* Cllr Cresswell – approved by email

Date approved: 10/01/2024

## **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 2 further extensions to this role have been agreed by the Chief Officer Appointments Panel. The latest extension was agreed by the Chief Officer Appointments Panel on 7 November 2023 to enable the interim to remain in the role until January 2024, pending permanent recruitment (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 to the Chief Officer Appointment Panel on 19 January 2024.

A supplementary pack, containing the CV and supporting statement will be forwarded to the Panel prior to that Chief Officers Appointment Panel.

#### **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.

#### **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