

PLYMOUTH CITY COUNCIL

Subject: Appointment of the Chief Executive
Committee: Council
Date: 30 July 2012
Cabinet Member: Councillor Tudor Evans
CMT Member: Bob Coomber
Author: Mark Grimley (Assistant Director for Human Resources and Organisational Development)
Contact: 01752 398 111
Ref:
Key Decision: No
Part: I

Purpose of the report:

The report sets out the recommendation of the Chief Officer Appointments Panel to Full Council to appoint the chief executive and designate her as Head of Paid Service.

Corporate Plan 2012 – 2015:

The chief executive is responsible for the development of the Corporate Plan and the delivery of the actions arising from it.

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land

None

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

None

Recommendations & Reasons for recommended action:

Full Council are recommended to:

- (1) Appoint Tracey Lee as Chief Executive of Plymouth City Council.
 - (2) Designate Tracey Lee as Head of Paid Service on commencing her employment with the Council.
 - (3) Designate Tracey Lee as the electoral registration officer and returning officer with effect from 16 November 2012.
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Alternative options considered and reasons for recommended action:

The appointment follows an open competition, including assessment and interviews for the position.

Background papers:

[Extraordinary Meeting of the Council 27 February 2012 \(Supplement\)](#)

[Pay Policy Statement](#)

Sign off:

Fin		Leg	15194/ DVS	HR	1207 /001 MG	Corp Prop		IT		Strat Proc	
Originating SMT Member											
Have you consulted the Cabinet Member(s) named on the report? Yes											

1.0 MAIN REPORT

- 1.1 At the City Council of 27 February 2012, the Chief Officer Appointments Panel was delegated the responsibility to recruit to the position of chief executive.
- 1.2 Following an open recruitment process the Appointments Panel are recommending the appointment of Tracey Lee as chief executive. The recruitment process included a technical interview with an experienced chief executive, an assessment centre and a final panel interview. The interview panel and community stakeholders also had an informal opportunity to meet with the candidates during the recruitment process.
- 1.3 Under the Council's Constitution, the Cabinet have been consulted and have raised no objections to the appointment.
- 1.4 The confirmation of the appointment is a non-executive function of the City Council and therefore it is recommended that:
- 1.5 Tracey Lee is appointed as Chief Executive; and
- 1.6 The City Council approves that as chief executive, Tracey Lee is designated as the head of paid service in accordance with the Local Government and Housing Act 1989.
- 1.7 At this stage, it is expected that Tracey Lee will commence the role in November 2012, although a specific date has not yet been confirmed. Therefore, Council should note that the duties of electoral registration officer and returning officer under the Representation of the People Act 1983 will remain with the Assistant Director for Democracy and Governance whereas this is usually the role of the Council's chief executive. This is to allow for the preparation for the Police and Crime Commissioner in November 2012. It is therefore recommended that the City Council designate Tracey Lee as the electoral registration officer and returning officer with effect from 16 November 2012.

2.0 TERMS OF EMPLOYMENT

- 2.1 The chief executive will be appointed to the terms within the chief officer contract of the Council as a permanent employee.
- 2.2 The salary for the position has been agreed at £150,000 per year, excluding pension contributions. This is an amendment to the Council's Pay Policy Statement (approved at City Council on 30 January 2012, minute 105) which states that the salary for the chief executive is £171,498. The Pay Policy Statement will be amended in January 2013 to reflect this change.