

## **Chief Officer Appointments Panel**

**Friday 5 June 2015**

### **PRESENT:**

Councillor Smith, in the Chair.

Councillors Mrs Aspinall, Mrs Beer, Bowyer, Mrs Bowyer (substituting for Councillor Mrs Pengelly), Lowry and Jon Taylor (substituting for Councillor Evans).

Apologies for absence: Councillors Evans and Mrs Pengelly.

Also in attendance: Lesa Annear (Strategic Director for Transformation and Change), Carole Burgoyne (Strategic Director for People), Judith Shore (Democratic and Member Services Manager), Linda Torney (Assistant Head of Legal Services) (up to and including minute 5), Annie Walker (Senior HR Adviser) and Helen Wright (Democratic Support Officer).

The meeting started at 10.00 am and finished at 10.40 am.

*Note: At a future meeting, the Panel will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### **1. APPOINTMENT OF CHAIR**

The Democratic and Member Services Manager advised that Councillor Evans's appointment as Chair of the Chief Officer Appointments Panel had been confirmed at the Annual General Meeting on 22 May 2015. As Councillor Evans had tendered his apologies for this meeting it was necessary to appoint a Chair.

Agreed that Councillor Smith is appointed as Chair for this meeting.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest made by Councillors in accordance with the code of conduct.

### **3. MINUTES**

The minutes of the meeting held on 17 April 2015 are agreed subject to the deletion of Councillor Peter Smith being marked as present twice.

### **4. CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

5. **PROPOSED CHANGES TO STANDING ORDERS IN RESPECT OF THE EMPLOYMENT OF THE CHIEF EXECUTIVE, SECTION 151 OFFICER AND MONITORING OFFICER**

Linda Torney, Assistant Head of Legal Services submitted a report on the proposed changes to Standing orders in respect of Employment of the Chief Executive, Section 151 Officer and Monitoring, which highlighted the following main points –

- (a) the recent Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 required local authorities to amend their Standing Orders to incorporate new arrangements for disciplinary action against the Chief Executive, Section 151 Officer and Monitoring Officer;
- (b) the regulations state that Council was required to change its Standing Orders to reflect the new requirements at the first Full Council meeting following the Annual General Meeting (22 June 2015);
- (c) the new arrangements will result in any final decision to dismiss the Chief Executive, Section 151 Officer and Monitoring Officer must be taken by full Council, unless the reasons for the dismissal was as a result of permanent ill health, redundancy or a failure to renew a fixed term contract. Before taking that decision, Council must invite at least two Independent Persons to be members of a Panel to consider the matter and Council must take into account any recommendation of that Panel before taking a final decision to appoint or to dismiss;
- (d) a meeting of the Constitutional Review Group was scheduled for Monday 8 June 2015 at which the same report would be submitted for review

The panel agreed –

- (1) to recommend that Council amends the Employment Standing Orders in the Constitution to comply with the requirement of the new regulations as shown in appendix I of the report;
- (2) to recommend that Council delegates the function of dealing with any disciplinary matters concerning the Chief Executive or Section 151 Officer or Monitoring Officer to the Chief Officer Disciplinary Panel and where considered appropriate, to make a recommendation for dismissal to Council;
- (3) to recommend that Council designates the people who carry out the role of Independent Persons for the Standards Regime, as suitable to act as Independent Persons for this purpose, subject to their agreement and instructs the Monitoring Officer to put suitable arrangements in place;
- (4) that the Assistant Director for Human Resources and Organisational Development takes the necessary action to agree variations to the contracts of employment of the affected staff;
- (5) that a more comprehensive explanation is provided in the report to Full Council on 22 June 2015, regarding the proportionality rules relating to the two Independent Persons.

## 6. **EXEMPT BUSINESS**

Agreed that under Section 100(A)(4) of the Local Government Act 1972, the press and public are excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

## 7. **HEAD OF TRANSFORMATION PROGRAMME**

Lesa Annear, Strategic Director for Transformation and Change submitted a report on the Head of Transformation Programme – confirmation of job evaluation.

The panel agreed –

- (1) the outcome of the HAY group job evaluation for the Head of Transformation Programme (banding as outlined in the report);
- (2) to note that the recruitment to the Head of Transformation Programme will commence, subject to approval of this role at Full Council on 22 June 2015.

## 8. **ASSISTANT DIRECTOR FOR HUMAN RESOURCES**

Lesa Annear, Strategic Director for Transformation and Change submitted a report on the proposed arrangements for the discharge of ICT responsibility for Plymouth City Council and the subsequent impact on the role of the Assistant Director for Human Resources and Organisational Development (HR&OD).

The panel agreed –

- (1) the proposed arrangements for the discharge of ICT responsibility within Plymouth City Council;
- (2) the subsequent changes to the role profile of the Assistant Director for HR&OD and note the indicative grade of the role following such changes;
- (3) to delegate authority to the Strategic Director for Transformation and Change, in consultation with the Leader and the Leader of the Opposition, to agree the final role profile and grade and to proceed with the permanent recruitment to the role of the Assistant Director for HR&OD subject to the agreement at Full Council on 22 June 2015.

A revised structure chart was tabled at some stage.

## 9. **ASSISTANT DIRECTOR FOR STRATEGIC CO-OPERATIVE COMMISSIONING**

Carole Burgoyne, Strategic Director for People submitted a report on an amendment to the Chief Officer role profile.

The panel agreed -

- (1) to note the outcome of the HAY group job evaluation;
- (2) that in line with the process agreed at the Chief Officer Appointments Panel on 17 April 2015, the current Head of Co-operative Commissioning will now be 'slotted in' to the role of Assistant Director of Strategic Co-operative Commissioning;

(3) to back date the post holder's commencement in the new role to 1 April 2015.