

Report of the Interim Corporate Director of Health Housing and Adult Social Care

**Interim arrangements for the cover of the Assistant Director of Adult Social Care**

**Summary**

1. Approval is sought to allow the Interim Corporate Director of Health, Housing and Adult Social Care to progress recruitment for an interim Assistant Director, Adult Social Care without the need for an appointments sub-committee. This request is made in line with the council's constitution and the decision made at Staffing Matters and Urgency on 3 September 2018.

**Background**

2. Michael Melvin, Assistant Director for Adult Social Care was appointed as interim Corporate Director for Health, Housing and Adult Social Care by a member appointments sub committee on 31 August 2018. Whilst the appointments sub committee is holding interviews for a permanent replacement on 5 October 2018 it is unlikely that a permanent replacement will be in post before the New Year.
3. Approval is therefore being sought to backfill the Assistant Director post, through either a secondment or a combination of acting up arrangements from amongst the council's existing employees.
4. The current role of Assistant Director of Adult Social Care provides senior management and leadership for the following adult social care service areas:

Assessment and care management; Safeguarding, Mental Health and Learning Disabilities Provision and Provider services.

5. The constitution, section 4D para 3.1 states that "This standing order applies to the appointment of all Chief Officer posts including temporary appointments. It does not apply, however where it is purposed that the appointment be made exclusively from amongst the council's existing officers".

6. Agreement is also sought from Staffing Matters and Urgency Committee to agree that the interim Corporate Director of HHASC can progress with the interim arrangements for filling this post without the need for an appointments sub committee.
7. The interim Corporate Director will communicate with members of SMU and portfolio lead with his proposal. Normal recruitment process / assessment will take place as applicable and in line with HR advice

### **Consultation**

8. Consultation has taken place with the Chief Executive, Council Management Team Portfolio Lead member and the Leader of the Council.

### **Options/Analysis**

9. The alternative is to require an appointment sub-committee to carry out the recruitment.

### **Council Plan**

10. Making an appointment to this post will contribute to the delivery of the Council Plan and its priorities.

### **Implications**

11. The following implications have been considered.

**Financial** - The temporary appointment will be made to the current salary band which is £70,119.00 to £77,901.00

**Equalities** - The post will be recruited to in accordance with the Councils Recruitment policy.

**Human Resources**- The job description for the position of Assistant Director – Adult Social Care is subject to the Council's established job evaluation mechanism and the grade confirmed for the position.

**Crime and Disorder** – There are no crime and disorder implications

**Information Technology (IT)** – There are no IT implications

**Property** – There are no property implications

**Other** – There are no other implications

## Risk Management

12. Appointing to this post, on an interim basis, until the secondment of the substantive post holder comes to an end will ensure the council can fulfil its duties in Adult Social Care. This will ensure momentum in delivery of the priorities of the Council Plan.

## Recommendations

13. Staffing Matters and Urgency Committee is asked to:

Approve that the Interim Corporate Director can progress the backfilling of the Assistant Director Adult Social Care, from amongst current Officers, on a temporary basis without the need for an appointment sub committee, in line with para 3.1 of section 4d of the constitution.

Reason: To progress the appointment and reduce risks highlighted in the report in relation to this critical role.

## Contact Details

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### Chief Officer Responsible for the report:

Michael Melvin, Interim Corporate  
Director of Health Housing and Adult  
Social Care

**Report**  **Date**  
**Approved**  **26/9/18**

### Specialist Implications Officer(s):

### Wards Affected:

All



**For further information please contact the author of the report**

**Background Papers:** None

**Annexes:**

- A Chief Officer Recruitment Protocol
- B Role Profile
- C Conditions of Service – Interim Assistant Director of Adults Social Care

**Abbreviations:**

HHASC - Health, Housing and Adult Social Care

SMU - Staffing Matters and Urgency