

Report of the Corporate Director of Children's, Education and Communities

## **Appointment of Assistant Director – Children's Specialist Services**

### **Summary**

1. This report makes proposals to permanently recruit to the Assistant Director Children's Specialist Services in the Directorate of Children, Education and Communities.
2. This report seeks formal approval to establish an Appointments Sub-Committee for Chief Officer Appointments and to delegate sufficient powers to that Sub-Committee to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.

### **Background**

3. The post of Assistant Director for Children's Specialist Services was appointed to on a temporary basis as approved by the Staffing Matters and Urgency Committee on 8 January 2018, following the resignation of the previous post holder and their departure in late January. This has enabled interim arrangements for the management of these services, and has provided leadership capacity in Children's Social Care until seeking authority to permanently recruit.
4. The appointment to the post on an interim basis has provided the opportunity to review the role and consider portfolio options for the senior team. Following significant service changes within the directorate over the last 12 months, areas of responsibility and accountability have been reviewed and the portfolios will help strengthen the management arrangements for the directorate.

5. In the revised role, the Assistant Director for Children's Specialist Services will be responsible for :

- Children's Social Care
- Youth Offending Team
- Early Help (including Local Area Teams & Healthy Child Service)
- Leadership of the children's emotional health and wellbeing agenda.

This differs from the previous responsibilities in that it will not include Special Educational Needs & Disabilities (SEND) and Educational Psychology. These two areas will move into the role of the Assistant Director for Education and Skills.

6. The changes to the portfolios will ensure there is a close relationship between Early Help and Children's Social Care and having both under one Assistant Director should support the close working. Similarly aligning SEND and the Educational Psychology Service under the remit of the Assistant Director for Education & Skills will have significant benefits.

### **Remuneration Package**

7. Attached at Annex B are details of the Conditions of Service for the post of Assistant Director. The Committee is asked to confirm the pay package for this post which will be offered as part of the recruitment process which is set at a job evaluated grade for Assistant Director with a salary of £68,744 to £76,374 with access to the standard set of Chief Officer Terms and Conditions. There are no other enhancements recommended for this role.

### **Consultation**

8. Consultation has taken place with the Chief Executive, Council Management Team and Portfolio Holder. Consultation with the Assistant Director for Education and Skills has also taken place, and the changes to the portfolio and job description agreed.

## Options/Analysis

9. The only alternative for Members on the recruitment process to consider, other than simply not proceeding with the permanent recruitment to the post is to continue with the interim arrangements. Should the decision be taken to delay the creation of an Appointment Committee this could impact the delivery of the directorate objectives.

## 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 Assistant Director post is within the pay range £68.7k to £76.4k. Including on costs this totals £92 - £102k for a full year per post. The cost of the posts and associated recruitment costs will be managed within existing departmental budgets.
- **Human Resources (HR)** – The job profiles are based on the current Job Description for the Assistant Director role and are subject to the Council's established job evaluation mechanism with a grade established for the post.

The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers. The appointment will be carried out in accordance with the Chief Officer recruitment protocol attached (Annex A).

- **Equalities** - There are no equalities implications.
- **Legal** – As this is a Chief Officer appointment the Appointments Committee should include at least one Member of the Executive and the normal procedures allowing for other members of the Executive to make a “well founded objection” should be followed.
- **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. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

## Recommendations

13. It is recommended that Staffing Matters and Urgency Committee:

- a) Approve the recruitment to the role of Assistant Director Children's Specialist Services Chief Officer grade 10 £68,744.00 to £76,374.00.
- b) Approve the advertising of this opportunity externally.
- c) Approve the establishment of the Appointments Committee and the committee be authorised to conduct the interview, and select a successful candidate and make an offer of interim employment subject to the necessary employment procedures and standing orders

Reason: To progress the appointment and reduce risks highlighted in the report in relation to this critical role required to deliver the Council's statutory responsibilities.

## Contact Details

**Author:** **Chief Officer Responsible for the report:**  
**Jon Stonehouse** Corporate Director of Childrens' Education & Communities

**Report**  **Date** 9 March 2018  
**Approved**

## Specialist Implications Officer(s)

Human Resources: Claire Waind, HR Manager  
Legal: Andrew Docherty, Assistant Director, IT Democratic & Legal Services  
Finance: Richard Hartle, Finance Manager

**Wards Affected:**

**All**



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

**Annex:**

- A Chief Officer Recruitment Protocol
- B Conditions of Service – Assistant Director of Children’s Specialist Services
- C Structure Chart
- D Job Profile Assistant Director for Children’s Specialist Services
- E Job Profile Assistant Director for Education & Skills