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## **Staffing Matters & Urgency Committee**

**5 February 2018**

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

### **Appointment of Assistant Director – Joint Commissioning**

#### **Summary**

1. This report makes proposals to permanently recruit to the Assistant Director post in Health Housing and Adult Social Care responsible for Commissioning across health and adult social care.
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 review of the senior management structure (as approved by the Executive on 30<sup>th</sup> June 2016) retained the establishment of 12 Assistant Director posts, to enable the council to meet its future challenges.
4. The post of Assistant Director for Adults Commissioning was filled on a temporary basis as approved by SMU (9<sup>th</sup> November 2015) to ensure senior capacity ; enable the development of the in-house commissioning approach; and to respond to the changing local and national policy in adult social care and the wider well being agenda.
5. The temporary appointment had particular focus on:
  - Developing a joint strategy for commissioning agreed by the health and Wellbeing Board, and lead on the development of the Better Care Fund, BCF in Adult Social Care;
  - Supporting the development of the future operating model of Adult Social Care and the broader Council; and to

- Develop options for the proposed integration of the commissioning structure in Health and Adult Social Care

6. This post is currently vacant (the temporary post holder having left the authority in October 17), and permission is now sought to appoint permanently.

This role is key to ensure the council:

- continue to strengthen its relationships with the Vale of York Clinical Commissioning Group (VoY CCG) and to further develop integration of health and adult care services, a requirement of the Care Act 2014, achieving better health and wellbeing outcomes for the residents of York
  - looks to provide opportunities to make better use of commissioning resources across stakeholders and partners through greater alignment of joint commissioning strategies with a view to developing joint commissioning provision at a time of increased financial pressures across the sector; and
  - support implementation of the areas of improvement noted in the recent Care Quality Commission Local System Review in relation to having a place based approach to the health and social care system with a need to move towards joint commissioning.
7. Attached at Annex 2 is a copy of the role profile, based on the current job description but amended to reflect the councils place based approach for greater integration between Health and Social Care.

### **Remuneration Package**

8. Attached at Annex 3 are details of the pay package and 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.

### **Appointments Sub-Committee**

9. The Council's Constitutions allows for an Appointments Sub-Committee, including at least one member of the Executive, to interview applicants for a post and to determine who should be offered the vacant post.
10. It is requested that the Appointments Committee shall be made up of one member from each of the main parties.

## Consultation

11. Consultation has taken place with the Corporate Management Team as to the need for this appointment. It is requested the three largest political groups now nominate members to participate in the Appointments Sub-Committee.

## Options/Analysis

12. There are no alternative options for Members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post. The failure to create Appointment Sub-Committees at this stage would delay any subsequent appointment to the post.

## Council Plan

13. Making an appointment to this post will contribute to delivering the Council Plan and its priorities. It will also enable the organisation to meet its responsibilities in terms of commissioning as set out in the Care Act 2014 to achieve further integration between health and social care services by 2020, enable greater alignment of commission strategies across the VoY CCG and CYC and will support a place based approach across the whole health and care system.

## Implications

14. 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 post and associated recruitment costs will be managed within existing departmental budgets.
  - **Human Resources (HR)** – The job profile is based on the current Job Description for the Assistant Director role and is 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 1).
  - **Equalities** - There are no equalities implications.
  - **Legal** – The Appointments Committee is created pursuant to S.102 (1)(c) of the local Government Act 1972 and its terms of reference are to exercise the functions of the Council in relation to the selection and appointment of the successful applicant in respect of the Assistant

Director posts. The proceedings of the Appointments Committee are likely to be held mainly in exempt session due to the nature of the information that it will be considering.

The proposed distribution of seats meets the political balance requirements contained in the Local Government and Housing Act 1989.

The process of appointing officers of this level is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

- **Crime and Disorder** – There are not 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**

15. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

### **Recommendations**

16. It is recommended that the Staffing Matters and Urgency Committee
  - (i) Approve the filling of this post and remuneration package for the Assistant Director post at a job evaluated salary of £68,744 to £76,374.
  - (ii) Establish an Appointments Sub-Committee consisting of three members, one from each main party (1 Conservative, 1 Liberal Democrat and 1 Labour) to include a member of the Executive.

Reason: To progress the appointment in relation to this critical role required to deliver the Council's responsibilities.

## Contact Details

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### Chief Officer Responsible for the report:

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Report  
Approved



Date 25/1/18

### Specialist Implications Officer(s)

Human Resources: Kay Crabtree, HR Manager  
Finance: Richard Hartle, Finance Manager

### Wards Affected:

All



For further information please contact the author of the report

### Background Papers:

None

### Annexes:

1. Chief Officer Recruitment Protocol
2. Job Profile
3. Conditions of Service for Assistant Director
4. Structure Chart

### Abbreviations used in report:

BCF	Better Care Fund
CYC	City of York Council
SMU	Staffing Matters and Urgency Committee
VoY CCG	Vale of York Clinical Commissioning Group