

Staffing Matters & Urgency Committee

3 September 2018

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

Interim arrangements for the cover of the Assistant Director, Education and Skills

Summary

1. This report seeks formal approval to establish to allow the Corporate Director of CEC to progress interim arrangements to cover the AD, Education and Skills without the need for an appointments sub-committee, in line with the constitution.

Background

2. The current Corporate Director of CEC leaves towards the end of September, and previously SMU agreed to the set up of an appointments sub-committee to recruit on an interim basis to the Corporate Director position.
3. This appointment sub committee sat on Monday 13 August and recommended the appointment of Maxine Squire, current AD in Education and Skills.
4. Executive members approved this appointment.
5. We are now seeking approval to backfill this position, either as a secondment opportunity for an internal member of staff in the whole role or through a combination of acting arrangements, again through internal staff only.
6. The current role of Assistant Director of Education and Skills provides senior management and leadership of the following service areas:

6.1 School Improvement

6.2 School Services (admissions, school place planning, exclusions etc)

6.3 Skills

6.4 Special Educational Needs

6.5 Educational Psychology

7. The constitution, section 4D, paragraph 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 to be made exclusively from amongst the Council’s existing officers.”
8. We are therefore requesting SMU agree that the Corporate Director can progress with the interim arrangements, as soon as possible, without the need for the appointments sub committee.
9. The Corporate Director will communicate with members of SMU and portfolio lead with his proposal. Normal recruitment process / assessment will take place where applicable and in line with HR advice.

Consultation

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

Options / Analysis

11. The alternative is to require an appointment sub-committee.

Council Plan

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

Associated Implications

13. The following implications have been considered:
 - **Financial** – *The temporary appointment will be made to the current salary band which is £68,744.00 to £76,374.00*
 - **Equalities** - The post will be recruited to in accordance with the Council’s Equalities policy.

- **HR - Human Resources (HR)** – The job description for the position of Assistant Director Education and Skills 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

14. Appointment to this post on an interim basis until the current incumbent returns to post following the permanent recruitment to the Corporate Director CEC will ensure the council can fulfil its duties in Education and Skills maintaining momentum in delivery of the priorities of the Council Plan.

Recommendations

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

Approve the the Corporate Director can progress the backfilling of the AD Education and Skills, from within current Officers, on a temporary basis without the need for an appointment sub committee, in line with para3.1 of section 4d of the constitution.

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

Contact Details

Author:

Jon Stonehouse

Chief Officer Responsible for the report:

Corporate Director of Childrens, Education & Communities

**Report
Approved**



Date 23/8/18

Specialist Implications Officer(s)

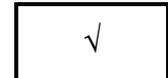
Human Resources: Claire Waind, HR Manager

Legal: Andrew Docherty, Assistant Director, IT Democratic & Legal Services

Finance: Richard Hartle, Finance Manager

Wards Affected: List wards or tick box to indicate all

All



For further information please contact the author of the report

Annexes:

- A. Chief Officer Recruitment Protocol
- B. Conditions of Service – Assistant Director of Children’s Specialist Services
- C. Job Profile