
Staffing Matters & Urgency Committee

28 May 2012

Report of the Director of Adults, Children and Education

Appointments Sub-Committee for Assistant Director (Adult Assessment and Safeguarding)

Summary

1. This report seeks formal approval to establish an Appointments Sub-Committee for the post of Assistant Director (Adult Assessment and Safeguarding) and to delegate sufficient powers to that Sub-Committee to enable it to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment. This post was created and approved by Cabinet on 6 December 2011 as part of the Organisational Review 2011.
2. The report is being considered because of the need to plan to fill the substantive post which is being covered on an interim basis and thus to enable the ACE Directorate and the council's Corporate Leadership Group to operate effectively with a permanent appointment.

Background

3. The post is currently being covered on an interim basis following the implementation of structural changes across the authority, affecting all Chief Officers at Assistant Director level. The current post holder has been in role on a temporary basis since July 2011. In line with the Cabinet decisions taken on 6 December 2011 the current post holder took over the new role on continued temporary basis of Assistant Director (Adult Assessment and Safeguarding), from 1 April 2012.
4. Given challenge of the development of integrated commissioning of health and social care services and partnership working to the achievement of the council's aims for health and social care it is important to make a permanent appointment to this post as soon as possible as the post holder will play a crucial part in shaping the future working arrangements. The role is crucial in providing strategic leadership of all local authority adult assessments including those involving adult safeguarding and Mental Health Act responsibilities.

5. The Council's Constitution allows for an Appointments Sub-Committee, including at least one member of the Cabinet, to shortlist and interview applicants for a post and to determine who should be offered the vacant post.
6. It is requested that for the Assistant Director (Adult Assessment and Safeguarding) Appointments Sub-Committee, that the Sub-Committee be constituted on a 2:1 basis. This will mean that there will be two Labour members, and one Conservative or Liberal Democrat Member. Nominations for these appointments will be co-ordinated by Democratic Services.
7. Attached at Annex A are details of the pay package and conditions of service for the post of Assistant Director (Adult Assessment and Safeguarding). 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 of Assistant Director at a salary of £66,068 to £73,401, with access to the standard set of Chief Officer terms and conditions. There are no other enhancements recommended for this role.
8. Consultation has taken place with the Corporate Management Team as to the need for this appointment. It is requested that the political groups now nominate Members to participate in the Appointments Sub-Committee.

Options/Analysis

9. 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 an Appointments Sub-Committee at this stage would delay any subsequent appointment to the post.

Council Plan

10. Making an appointment to this post will contribute to delivering the Council Plan and its priorities, in particular Protecting Vulnerable People and Building Strong Communities.

Implications

Financial

11. The ACE Directorate will bear the cost of this post within current resources.

Human Resources (HR)

12. The job description for the Assistant Director of Adult Assessment and Safeguarding was agreed as part of the Organisational Review 2011 and has been subject to the Council's established job evaluation mechanism and 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 B).

Legal

13. The Appointments Sub-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 vacant post Director of City & Environmental Services. The proceedings of the Appointments Sub-Committee are likely to be held mainly in exempt session due to the nature of the information that it will be considering.
 - In circumstances where the appointing committee agrees, without any member voting against, S.17 of the Local Government & Housing Act 1989 provides that the distribution of seats on a sub-committee need not comply with the political balance requirements contained in Part 1 of that Act.
 - 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 Sub-Committee must include at least one member of the Cabinet and further, that no formal offer of appointment may be made until all members of the Cabinet have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

Other Implications

14. There are no implications relating to Equalities, Crime & Disorder, Information Technology or Property arising from this report.

Risk Management

15. There are no known risks associated with the recommendations of this report.

Recommendations

16. It is recommended that Staffing & Urgency Committee:
- i. Establishes an Appointments Sub-Committee consisting of three members, two from Labour, and one Conservative or Liberal Democrat, to be authorised to conduct the final interviews for the Assistant Director (Adult Assessment and Safeguarding).
 - ii. The Appointments Committee be authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures.

Reason: To allow appointment to the post of Assistant Director of Adult Assessment and Safeguarding to be made.

Contact Details

Author:

Pete Dwyer
Director, Adults, Children and
Education

Chief Officer Responsible for the report:

Pete Dwyer
Director, Adults, Children and
Education

Report **Date** 18 May
Approved 2012

Specialist Implications Officer(s)

Legal: Andrew Docherty, Assistant Director (Legal, Civic, Democratic and IT)

Finance: Richard Hartle, Finance Manager, ACE

HR: Claire Waind, HR Business Partner, ACE

Wards Affected:

All

For further information please contact the author of the report Background Papers:

6 December 2011 – Report to Cabinet: Organisation Review 2011

Annexes

Annex A - Conditions of Service – Assistant Director (Adult Assessment and Safeguarding)

Annex B - Chief Officer Recruitment Protocol