

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE – 21 MAY 2013

Title of paper:	Reduction to 4 days a week for Corporate Director of Communities & subsequent temporary arrangements to cover the post.	
Chief Executive:	Ian Curryer, Chief Executive 0115 87 63132	Wards affected: All
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Portfolio Holders:	Councillor Jon Collins, Health, Commissioning and HR Councillor Dave Trimble Councillor Dave Liversidge Councillor Jane Urquhart Councillor Alan Clark Councillor Alex Norris	Date of Consultation with Portfolio Holders: 24 th April: Councillor Jon Collins 3 rd May: Councillor Dave Trimble Councillor Dave Liversidge Councillor Jane Urquhart Councillor Alan Clark Councillor Alex Norris
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Relevant Council Plan Strategic Priority: (you must mark X in the relevant boxes below)	
World Class Nottingham	
Work in Nottingham	
Safer Nottingham	
Neighbourhood Nottingham	
Family Nottingham	
Healthy Nottingham	
Leading Nottingham	X

Summary of issues (including benefits to citizens/service users):
This report seeks the Committee's approval for the current Corporate Director for Communities to reduce to 4 days a week, and approval to recruit on a temporary basis (for 6 months), to

cover the position for 1 day a week, and the recruitment timetable.	
Recommendation(s):	
1	That ACOS approve the arrangement for the role of Corporate Director for Communities to reduce by 1 day a week, commencing 1 st July 2013.
2	That ACOS approve the recruitment programme for the interim arrangements of a temporary (6 month), part time (1 day a week) appointment to cover for the Corporate Director of Communities.

1. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 1.1 The Corporate Director for Communities has requested to permanently reduce his contract of employment by 1 day per week, commencing in July 2013. While a review of how this will be filled on a permanent basis takes place, a temporary arrangement to fill the role for 1 day a week, for 6 months, is requested.
- 1.2 The role of Corporate Director for Communities is a critical role within the Authority and therefore a temporary replacement for 1 day a week is necessary to ensure stability and continuity in the Communities Directorate during this period of time.
- 1.3 A number of options were considered. The clearest for Councillors and Officers is believed to be one which sees the successful candidate acting as a Deputy with full delegated powers at all times when the Corporate Director is absent (20%) and on holidays. In addition, the candidate would have a designated portfolio of work which could include some discrete function carried out by the Corporate Director and/or new corporate work. This would be agreed between the candidate, the Corporate Director and Chief Executive having been discussed with the Portfolio Holder of HR and the relevant Executive Portfolio Holder in advance.

The new arrangements would become effective from 1 July”.

- 1.4 In order to secure an appointment in a timely manner to ensure a smooth transition and enable the changes to take place for 1st July 2013, a recruitment methodology and timetable has already been proposed and actioned, subject to its endorsement by this committee.
- 1.5 The proposed recruitment timetable is attached as Appendix 1.
- 1.6 The job description is included as Appendix 2

2. REASONS FOR RECOMMENDATIONS

These recommendations will ensure that the role of Corporate Director for Communities continues to function effectively on a full time basis

Recruiting to the role internally will provide an opportunity to a current Director and is in line with the Council’s talent management and Internal Jobs Market approach to resourcing.

3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

Consideration has been given to the following options:

1. For the role of Corporate Director to operate for 4 days a week only. Given the responsibilities and profile of the role this is not seen as a viable option and would leave the Department without the direction and stability required.

2. To extend current substitution arrangements that take place in the Corporate Director's absence, where each Director takes turns to cover on a monthly or weekly basis. This does not have the same advantages as the preferred option because it does not signal our intent to build capability from within, in line with talent development, and secondly doesn't offer the same transparency and consistency for Councillors, partners and staff.

3. For the successful applicant to undertake a discrete portion of the work/set of strategic responsibilities of the Corporate Director for one day a week. It is felt that the full range of responsibilities and decision making powers should be given in addition to this, to ensure consistency of the role for the full 5 days.

4. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

Although there will be a saving by reducing the Corporate Director's salary by 1 day per week and placing the successful candidate on a salary between their current salary and the Corporate Director salary for 1 day per week, there will also be possible additional costs relating to any further acting up arrangements that maybe required. As a result it is not possible to quantify the level of saving that will be achieved.

5. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

Within the constitution, the Officer Employment Procedure Rules (which apply national legal requirements) give responsibility to the committee for undertaking the appointment process for Corporate Directors and for making recommendations to Council on appointments. This report seeks endorsement by the committee of a recruitment programme for a temporary part-time, Corporate Director appointment, and is consistent with those constitutional requirements.

6. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment had not been conducted as this report does not include proposals for changes to policy or service delivery.

7. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

None

8. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

None

Appendix 1

Recruitment Timetable

Internal advert	10 th May
Closing date for applications	16 th May
Shortlisting by ACOS panel	21 st May
Interviews by ACOS panel	4 th June
Anticipated start date	1 st July

The recruitment process will comply with People Plus and the City Council's constitution.

Post Title: Corporate Director – Communities
Grade: Chief Officer

Job Purpose

Delivering effective corporate and strategic management of the Council through collaborative working with Councillors, the Corporate Leadership Team and partners to ensure the Council's vision, values and strategic priorities are made a reality. To work with Councillors, partners, colleagues and with citizens to improve the quality of life for citizens by joining up thinking, working and innovating to deliver the capacity of the Council to achieve change and deliver our vision for the City.

Key Responsibilities

A Corporate Director's role has two discrete elements; a generic corporate element, and an element that involves responsibility for a group of services and/or strategic priorities, with a focus on accountability and delivering results.

Key generic responsibilities

1. Lead on, develop, and deliver the Council's vision, values and strategic priorities, providing a clear sense of direction, optimism and purpose at corporate and service levels.
2. To develop the strategic direction and priorities of the Council and secure their implementation through collaborative working with Councillors, partners, colleagues, citizens and the Corporate Leadership Team. To actively contribute to promoting a one organisation approach, demonstrating commitment to delivering corporate plans.
3. Establish, develop, promote and maintain effective arrangements which foster and strengthen relationships with the Council's partners. Lead on working with key stakeholders, citizens and other partners to determine the most appropriate strategies to raise standards and promoting creative and innovative ways of tackling local issues.
4. To lead on and take responsibility for cross-cutting corporate projects that deliver the effective management of change and service improvement, including cross service working and provision of creative solutions within the Council to meet the best interests of citizens as a whole. To lead on specific key corporate areas of activity, themes and programmes for the Council, as allocated from time to time.
5. Through personal example, open commitment and clear action, to value and celebrate the diversity of Nottingham's communities. Ensure equality of access in employment and service delivery by the provision of services that meet the needs of, and are accessible to, all service users eradicating discrimination and delivering equality of opportunity.
6. Create a positive working environment to enable colleagues to improve their contribution to the authority through effective communication, coaching, opportunity and performance management.
7. Develop and promote positive support for collaborative internal working that optimises the collective skills, resources and knowledge of the Council. To ensure integrated corporate management solutions to provide continuous improvement in service quality, performance, value for money and local governance.

8. Develop and promote positive support for a wide range of external partnerships, reflecting the Council's commitment to work in active partnership with the community to continue to improve confidence, satisfaction and to enrich the lives of citizens.
9. Develop and foster effective relationships with government, professional bodies and other organisations to represent and promote the Council's interests and influence on national and international policy matters.

Key Service and/or Strategic Priorities

1. Ensure that a commercial and business culture is strongly embedded so that all services are delivered efficiently and effectively, so that positive outcomes are delivered to citizens in line with the Council's priorities.
2. Pay particular attention to the following strategic drivers:-
 - Create and deliver shared service opportunities e.g. waste, highways and transport
 - Seek new forms of organisational delivery as and when appropriate e.g. leisure trusts
 - Seek to maximise every opportunity to integrate the assessment and provision of adult social care services and explore new models of service delivery
 - Fully support the statutory boards, voluntary sectors and partnerships e.g. health and well-being, crime and drugs partnership
 - Provide leadership to ensure that levels of crime continue to fall, local people feel safer, and that all aspects of community protection are given priority
 - Contribute in the further development of the City so that it provides good quality of life for its citizens and is a destination of choice for visitors
 - Ensure that neighbourhoods are clean, safe and inclusive and citizens are given every opportunity to live independent lives
 - Strongly support the roll out of personal budgets and seek to influence other services to encourage choice and control.
3. Positively work alongside those who commission and procure services, shape contractual relationships either internally or externally and ensure delivery within cost and quality.
4. Constantly review performance and financial monitoring systems so that the Department is ahead of the cycle and can positively respond to robust challenge.
5. Present an understanding of the management of services in relation to citizens, and provide effective leadership with partners in developing a framework and shared commitment to increase engagement of these citizens. Work with colleagues across services to deliver targeted provision which improves and sustains the quality of life and environment, and meets the social needs and diversities, of these communities.

Person Specification: Corporate Director

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT				
		P	A	T	I	D
1. Work to promote mutual respect and good relations	Able to demonstrate an understanding of the effects of discrimination and exclusion against certain groups of citizens and colleagues.		✓			
	An ability to eradicate discrimination through the promotion of inclusion to a diverse range of service users, partners, colleagues, etc.				✓	
	Complex understanding of equality issues and challenges posed by providing quality public services in a multi-cultural Nottingham.			✓		
	Experience of handling conflict and managing sensitive issues to achieve positive outcomes.				✓	
	Experience of developing positive relationships with relevant stakeholders (unions, colleagues, partners, etc.).				✓	
	Ability to create an environment of trust, fairness and Openness.		✓			
2. Leadership	Ability to develop, communicate and gain ownership for a clear vision and direction to strengthen the Council's community leadership role by inspiring colleagues, external agencies and partners towards local actions to achieve community plans.			✓		
	Ability to build and lead effective teams and develop relationships which are not dependent on hierarchy and line management.				✓	
	Ability to shape services to address corporate priorities and to integrate and align services with complimentary activities across the council.			✓		
	Experience of initiating, leading and managing cultural change at a senior and strategic level.		✓			
3. Performance	Understanding and experience of initiating and developing joint working / partnerships that are purposeful.		✓			
	Ability to develop, negotiate and set challenging outcomes and goals with regards to the shared vision, values, strategic priorities and organisational climate. Define performance measures for the success within the service and the wider organisation.		✓			
	Able to take ownership of performance management culture and processes.		✓		✓	

	Ability to proactively manage finance, manage and motivate colleagues and manage other resources to deliver priorities efficiently whilst maintaining visibility and accessibility to all colleagues.				✓			
4. Technical	In depth knowledge and understanding of the service priorities of the Communities department.				✓		✓	
	Successful management background in at least one service area that contributes to the communities of the City.				✓		✓	
	Highly developed oral, written and presentational skills. Able to influence, negotiate, develop and implement communication strategies for a large and complex organisation.				✓	✓		
5. Work related circumstances	Ability to work outside normal office hours.				✓			
	Ability and willingness to travel both inside and outside the City area as required.				✓			
	Ability to participate in the departmental senior management on-call rota and any other corporate rotas as necessary.				✓			
	Committed to own development.				✓			
	Honesty and Integrity.				✓			
P-Pre-Application	<i>A - Application</i>	T – Test	I - Interview	D -Documentary Evidence				