

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE – 21 MAY 2013

Title of paper:	Recruitment to Corporate Director Children and Families	
Chief Executive:	Ian Curryer, Chief Executive 0115 8763600 ian.curryer@nottinghamcity.gov.uk	Wards affected: All
Report author(s) and contact details:	Angela Probert, Director of HR & Transformation 0115 8763440 angela.probert@nottinghamcity.gov.uk	
Portfolio Holders:	Clr David Mellen Clr Jon Collins	Date of Consultation with Portfolio Holders:
		16 May 2013 13 May 2013
Other colleagues who have provided input:	Lynn Robinson HR Business Partner 0115 8763605 lynn.robinson@nottinghamcity.gov.uk	
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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 approval to recruit on a permanent basis to the post of Corporate Director of Children and Families and outlines the proposed timelines and assessment approach.		

Recommendation(s):	
1	It is recommended that ACOS approve, retrospectively, the commencement of the recruitment programme to a permanent appointment to Corporate Director Children and Families.
2	It is recommended that ACOS approve the timetable for recruitment.
3	It is recommended that ACOS undertake short listing week commencing 17/24 June 2013. (TBC)
4	It is recommended that ACOS undertake final interviews in the week commencing 1 July 2013 (TBC).

1. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 1.1 The appointment of the new Chief Executive, created a vacancy in the post of Corporate Director of Children and Families. ACOS approved the recruitment to this post on an interim acting basis, for a period of 6 months, on 8 January 2013.
- 1.2 The role of Corporate Director Children and Families holds the statutory role of Director of Children's Services (DCS) and Director of Adult Social Services (DASS) and therefore is a critical role within the authority.
- 1.3 In order to secure a permanent appointment in a timely manner within the interim period, it is proposed that any assessment and final interviews take place week commencing 1 July 2013. On this basis, at the time of this report, a national advertising campaign commenced on 20 May 2013.
- 1.4 The proposed full recruitment timetable is attached as Appendix 1. It is proposed that the recruitment programme will comprise of a two day schedule, including a range of assessments appropriate to the role, followed by a final panel interview with members of ACOS.
- 1.5 The job description and person specification is included as Appendix 2.

2. REASONS FOR RECOMMENDATIONS

- 2.1 These recommendations will ensure that the authority meet statutory obligations, meets the needs of citizens and secures stability with Children and Families Department.

3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

None

4. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT) **Ceri Walters, Finance Business Partner, Tel: 0115 8764128**

- 4.1 The Medium Term Financial Plan allocates a budget provision to fund this post.
- 4.2 Any recruitment costs incurred will initially be funded from the Children's and Families budget however, where it is not possible to contain within budget, a corporate contingency request will be submitted to fund any shortfall.

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

Legal Implications (John Bernard-Carlin, Team Leader (Housing, Employment & Education Team, Legal Services) Tel: 0115 87 64391)

- 5.1.1 Under Section 7 of the Local Government and Housing Act 1989, any local authority officer appointment must be made on merit.
- 5.1.2 As a children's services authority (as defined by Section 65 of the Children Act 2004), under Section 18 of the Children Act 2004, Nottingham City Council is required to appoint a director of children's services for the purposes of discharging the education and children's social services functions of the Council (as referred to in Section 18). The post is a politically restricted statutory chief officer post and the director should be a first tier officer who reports directly to the Chief Executive.
- 5.1.3 Under Section 6 of the Local Authority Social Services Act 1970 (as amended), the Council is required to appoint a director of adult social services for the purposes of social services functions other than those for which the Council's director of children's services is responsible. The post is a politically restricted statutory chief officer post and the director should be directly accountable to the Chief Executive and should be comparable in terms of seniority with the director of children's services.
- 5.1.4 Under Section 18(7) of the Children Act 2004, the Council is required to have regard to statutory guidance issued by the Secretary of State. The current guidance regarding directors of children's services is found in *Statutory Guidance on the Roles and Responsibilities of the Director of Children's Services and the Lead Member for Children's Services (March 2013)* ('the Guidance').
- 5.1.5 Paragraph 6 of the Guidance states, "*It is legally permissible for the DCS and LMCS roles to be combined with other operational and political functions of the authority. However, given the breadth and importance of children's services functions that the DCS and LMCS cover, local authorities should give due consideration to protecting the discrete roles and responsibilities of the DCS and LMCS before allocating any additional functions to individuals performing these roles. In particular, local authorities should undertake a local test of assurance so that the focus on outcome for children and young people will not be weakened or diluted as a result of adding such other responsibilities. Given the demanding nature of the DCS and LMCS roles, local authorities should consider all aspects of any combined posts (e.g. the impact on both children and adult services where there is a joint DCS and Director of Adult Services post).*" Guidelines on local assurance processes are laid out at paragraphs 9 to 12 of the Guidance.

LIST OF THOSE BACKGROUND PAPERS OTHER THAN THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

Appendix 1 ID– Recruitment Timetable

Appendix 2 - Job Description and Person Specification

8. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

None

Appendix 1



Corporate Director of Children & Families Draft Recruitment Schedule

Date	Activity
May 2013	ACOS to approve proposed recruitment methodology
20 th May 2013	National Advertising campaign to commence
7 th June 2013	Closing date
W/C 10 th June	Long List interviews 12 th June (11-3.30) 18 th June (11-4)
26 th June 2013	Short listing meeting 1.00-3.00 (ACOS)
1 st July	Assessment Centre
2 nd July 2013	ACOS Interviews <i>Ian Curryer, Cllr Collins Cllr Urquhart, Cllr Norris, Cllr Neal, Cllr Mellen, Cllr Morley</i>
8 th July 2013	Full Council Ratification

Job description



Nottingham
City Council

Job title: Corporate Director of Children and Families

Department: Children and Families Section: Directorate
Grade: Chief Officer Post
reference number:

1 Job purpose

To work with the Chief Executive, Corporate Leadership Team, the Executive and other members to plan, lead, deliver and monitor the City Council's corporate and service priorities.

To improve outcomes for children, young people and vulnerable adults, and to maintain a focus on improving educational attainment and safeguarding children and adults, through cost effective and innovative strategies for the provision of services.

To provide a leadership role to secure the necessary changes in culture and practice so that services are organised around children and young people's needs with an increased focus on prevention and early intervention while strengthening protection by ensuring that effective safeguarding arrangements are in place.

2 Key Responsibilities

A Director's role has two discrete elements; a generic corporate element and an element that involves responsibility for a portfolio of services.

Key generic responsibilities, discharged through membership of the Corporate Leadership Team are to:

1. Lead on, develop, and deliver the Council's vision, goals and core values, 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 elected members and the Corporate Leadership Team. 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, local residents and other partners to determine the most appropriate strategies to raise standards and promote creative and innovative ways of tackling local issues, that put citizens at the heart of what we do.
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

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- interests of local people as a whole.
5. To lead on specific key corporate areas of activity, themes and programmes, including large transformational change programmes and the Commercialisation agenda.
 6. Through personal example, open commitment and clear action, 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.
 7. Create a positive working environment to enable Council employees to improve their contribution to the authority through effective communication, coaching, opportunity performance management.
 8. To be responsible for the management of the departmental budgets and other resources allocated to the service within the Financial regulations of the Council, ensuring appropriate monitoring and that services provided or procured represent effective value for money.
 9. 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 and growth in service quality, best value and local governance.
 10. 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 the quality of life for all its citizens.
 11. 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 responsibilities and strategic priorities in respect of Children's Services & Adults Services.

1. To act as the Council's designated Director of Children's Services and to fulfil the statutory requirements of Section 18 of the Children Act 2004, including associated legislation and guidance.
2. To act as the statutory Director of Adult Services ensuring that the statutory responsibilities of the Council in relation to Adults Social Services are effectively undertaken.
3. Ensure that the Council's responsibility to act as a Deputy, appointed by the Court of Protection, to manage the property and/or personal welfare of an individual who lacks the capacity to do so, is fulfilled.
4. To provide leadership and strategic direction for Children and Adults across the Council and local authority area, to secure and sustain the necessary changes in culture and practice, to ensure that services continuously improve, and are organised around children and adults needs, within the resources available.
5. To be the lead professional advisor on Children and Adults for the Council providing high level policy advice and guidance to Councillors, the Chief Executive and senior

managers.

6. To promote education excellence and maintain a focus on improving educational attainment, in an increasingly autonomous and diverse education and children's service sector, through innovative approaches and by building strong and positive relationships with all educational organisations.
7. To improve outcomes for vulnerable adults, delivering on the choice and personalisation agenda and to be accountable for the delivery of key strategic commissioning intentions in the Vulnerable Adults Plan and ensuring a planned and supported transition from child to adult.
8. To be accountable for the delivery of the priorities of the Vulnerable People's Plan and the Health and Wellbeing Strategy.
9. To ensure that the voice of children, young people and families is heard and to actively promote user involvement in service design, delivery and evaluation.
10. To maximise the availability of external partnership funding to support service development and to establish joint commissioning arrangements underpinned by integrated strategies, integrated planning and integrated service delivery.
11. To build, maintain and develop effective relationships with key stakeholders, including statutory agencies, voluntary and community sector groups and organisations, schools, trade unions and service users, in order to establish and maintain successful partnership arrangements.
12. To develop and maintain positive relationships with central government, regulatory bodies, and other organisations, to communicate effectively, influence strategies and plans, and to secure external funding.
13. To ensure that there is in place an effective and dynamic children and adults' workforce development strategy, to deliver an appropriately skilled and competent workforce, and to promote continuous service improvement.
14. To oversee the Local Safeguarding Children and Adults Board to co-ordinate Board members' activities, for the purpose of safeguarding and promoting the welfare of children, young people and adults in Nottingham.
15. To oversee the review of the operation of services to ensure that the budget allocation and funding is maximised, and the provision meets the needs of citizens effectively and efficiently.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

Directors (SLMG Band 1) x 4

Head of Service (SLMG Band 3) x 2

Development Specialist (Band J) x 1

6 Post holder's immediate supervisor: Chief Executive (Head of Paid Services)

N.B. This is a politically restricted post under the provision of Section 2 (1) (c) of the Local Government Housing Act 1989.

Prepared by/author: Ian Curryer **Date:** April 2013 **Job title:** Corporate Director, Children & Families

Person specification



**Nottingham
City Council**

Job title: Corporate Director of Children and Families

Department: Children and Families Section: Directorate
Grade: Chief Officer Post
reference number:

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Experience	Consistent achievement at senior management level in a public or private sector organisation with comparable scope, responsibilities, budgets and resources. A background or experience of Children's Services.					
	Demonstrable success in change management, managing a diverse range of services and translating ambitions into real achievements.				/	
	Evidence of establishing and leading a strong performance culture and effective performance and service quality evaluation that involves driving up standards and performance.			/	/	
	Evidence of successful strategic budget management in a complex organisation with a track record of evaluating competing budgetary priorities within tight financial limits.			/	/	
	Successful experience of working in partnership with other agencies in the statutory and voluntary sector.				/	
	Successful track record of working effectively in co-operation with a range of internal and external bodies including the PCT, DfES, LEA's, Heads and Schools.				/	
	Successful management and development of staff in a large, multi-disciplined organisation which harnesses the strength and talents of employees at all levels.				/	
	Experience of making a major contribution to the preparation and management of successful inspection and assessment outcomes.				/	

mutual respect and good relations	equalities issues into services, ensuring equality targets are agreed, monitored and achieved and a demonstration of personal leadership in the value of diversity.					
Work Related Circumstances	Willingness to comply with the City Council's non- smoking policy.					

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

Prepared by/author: Ian Curryer **Date:** April 2013 **Job title:** Corporate Director, Children & Families