

**Appointments and Conditions of Service Committee
4 February 2025**

Title of paper:	Shortlisting for Corporate Director of Children's and Education Services (DCS)	
Director(s)/ Corporate Director(s):	Sajeeda Rose, Chief Executive	Wards affected: All
Report author(s) and contact details:	Lee Mann, Strategic Director HR & EDI Lee.Mann@nottinghamcity.gov.uk	
Other colleagues who have provided input:	Beth Brown, Interim Strategic Director of Legal and Governance (MO) Sadrul Ala, Interim Strategic Finance Business Partner Helen Pearson, Interim Senior HR Business Partner - Recruitment	
Date of consultation with Executive Member(s) (if relevant)	On-going discussions with Executive Member	
Does this report contain any information that is exempt from publication?		
Yes.		
<p>This report is exempt from publication under paragraph number 1 and 2 Schedule 12A to the Local Government Act 1972 because it contains information relating to Information relating to any individual and Information which is likely to reveal the identity of an individual and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>It is not in the public interest to disclose this information because it relates to a confidential recruitment process.</p>		
Relevant Council Plan Key Outcome:		
Clean and Connected Communities	<input type="checkbox"/>	
Keeping Nottingham Working	<input checked="" type="checkbox"/>	
Carbon Neutral by 2028	<input type="checkbox"/>	
Safer Nottingham	<input checked="" type="checkbox"/>	
Child-Friendly Nottingham	<input checked="" type="checkbox"/>	
Healthy and Inclusive	<input checked="" type="checkbox"/>	
Keeping Nottingham Moving	<input type="checkbox"/>	
Improve the City Centre	<input type="checkbox"/>	
Better Housing	<input checked="" type="checkbox"/>	
Financial Stability	<input checked="" type="checkbox"/>	
Serving People Well	<input checked="" type="checkbox"/>	
Summary of issues (including benefits to citizens/service users):		
<p>Following the resignation of the Council's Corporate Director Children's and Education Services (DCS) the Council has put in place an interim appointment while the role is permanently recruited to.</p> <p>This report seeks to put forward proposals to shortlist a number of potential candidates in order to secure a permanent appointment. The report also includes key dates and details of the assessment centre for shortlisted candidates.</p>		
Recommendation(s):		
1	To approve a shortlist of candidates to be taken forward to the 'Assessment Centre' stage of	

	the recruitment process
2	To note the proposed Assessment Centre process and timescales

1. **Reasons for recommendations**

- 1.1 Under the Children Act 2004, each local authority has a duty to designate one of its officers to ensure the Council's statutory responsibilities in relation to Children are fulfilled.
- 1.2 The Council's Constitution states that it is a function of the Proper Officer and Appointment of Conditions and Services (ACOS) to coordinate the recruitment of Corporate Directors.
- 1.3 The recruitment timetable has been designed to enable a recommendation for appointment to the post of Corporate Director of Children and Education Services (DCS) in February 2025 by the Appointment of Conditions and Services (ACOS) Committee.
- 1.4 The purpose of this report is to outline the process and timetable involved in making a decision to appoint and to seek the views of Appointment of Conditions and Services (ACOS) Committee on the appointment of this role.
- 1.5 According to the Constitution, this is a statutory Chief Officer appointment, as outlined in Section 2 (6) of the 1989 Act which includes the Director of Children's Services (appointed under Section 18 of the Children's Act 2004).
- 1.6 Following the assessment centre process and identification of preferred candidates for the role at final interview, the Proper Officer will inform every member of the Executive Board of the name of the prospective appointee, of anything else which is relevant to the appointment and will give timescales for the Leader to make any objection on their own behalf or on behalf of one or more members of the Executive.
- 1.7 Should the Leader make no objection on their own behalf or on behalf of one or more Executive Members, or if the panel is satisfied that any objections made within the specified timescales are not material or well founded, the Proper Officer can confirm a conditional offer of appointment subject to satisfactory pre-employment checks.

2. **Other options considered in making recommendations**

- 2.1 As this is a statutory Chief Officer post within the Council, no other recruitment considerations were considered.

3. **Consideration of Risk**

- 3.1 This is a critical role for the Council and will lead on Children's improvement as well as corporate contributions to the budget strategy, transformation agenda and delivery of the corporate Improvement Plan, working alongside Elected Members and Commissioners. Delays to the appointment could impact on the Council's ability to deliver on its strategic priorities.

4. **Background (including outcomes of consultation)**

- 4.1 Following the departure of the previous postholder, an interim appointment was made to take up the role from 1 January 2025.

- 4.2 A recruitment campaign has been undertaken, with adverts launching on 6 January and closing on 24 January, supplemented by HR colleagues identifying and reaching out to potential candidates using LinkedIn recruitment licenses.
- 4.3 In total, twelve applications were received. Four applications were speculative and did not meet the required skills and experience for the role and have not been included in the shortlist. A further four applications were assessed as not meeting the threshold to be taken through for shortlisting consideration.
- 4.4 ACOS Members have been presented with four applications that at the longlist stage were deemed to have met the skills and experience requirements of the role and subsequently attended technical interviews to assess their suitability. Feedback from the technical interview stage will be presented to ACOS members as part of the shortlisting exercise to approve which candidates will move to the final Assessment Centre stage. Candidate CVs and supporting statements have been attached as an appendix to this report.
- 4.5 Following ACOS approval, shortlisted candidates will be put forward for an Assessment Centre, which will take place w/c 10 February with final interviews on 14 February.
- 4.6 The process will include panel interview style sessions with workforce and external partners as well as a Children and Young People's panel. Feedback from all stakeholders will be provided to the Appointments and Conditions of Service Committee members, ahead of the final interview by the Committee.

5. **Finance colleague comments (including implications and value for money)**

- 5.1 There is a budget in place of £199,183 (including Oncosts) to fund the Corporate Director of Children's and Education Services.

Sadrul Alam Strategic Finance Business Partner – Interim
23 January 2025

6. **Legal colleague comments**

- 6.1 In accordance with section 4 of the Local Government and Housing Act 1989 where they consider it appropriate to do so, it is the duty of the Head of Paid Service to prepare a report for the authority setting out their proposals that detail;
 - (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
 - (b) the number and grades of staff required by the authority for the discharge of their functions;
 - (c) the organisation of the authority's staff; and
 - (d) the appointment and proper management of the authority's staff.
- 6.2 This report is prepared in pursuance of that duty.
- 6.3 The Council is required by virtue of section 18 of the Children Act 2004 to appoint a Director of Children's Services.
- 6.4 In accordance with the Terms of Reference for the Appointments and Conditions of Service Committee in Article 9 of the Council's constitution it is the responsibility of the Committee to undertake shortlisting, final interviews and approve appointments of Statutory Chief Officers and Chief Officers where they are at Corporate Director level and

above, having been presented with a viable longlist of candidates by the Head of Paid Service.

- 6.5 The Commissioners appointed on 22 February 2024 by the Secretary of State have the ability by virtue of powers granted under section 15 of the Local Government Act 1999 to agree as necessary any changes needed to the Authority's operating model and redesign of council services to achieve value for money and financial sustainability.

Beth Brown, Interim Strategic Director of Legal and Governance
24 January 2025

7. Other relevant comments

7.1 Not applicable at this stage

8. Crime and Disorder Implications (If Applicable)

8.1 Not applicable at this stage

9. Social value considerations (If Applicable)

9.1 Not applicable at this stage

10. Regard to the NHS Constitution (If Applicable)

10.1 Not applicable at this stage

11. Equality Impact Assessment (EIA)

11.1 Has the equality impact of the proposals in this report been assessed?

No
An EIA is not required because, however, details of our candidate pool and its diversity will be circulated separately as part of the candidate papers.

Yes

12. Data Protection Impact Assessment (DPIA)

12.1 Has the data protection impact of the proposals in this report been assessed?

No
A DPIA is not required.

Yes

13. Carbon Impact Assessment (CIA)

13.1 Has the carbon impact of the proposals in this report been assessed?

No
A CIA is not required because the decision and recommendations are concerning recruitment activity.

Yes

14. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

14.1 Not applicable

15. Published documents referred to in this report

15.1 Not applicable