

Appointments & Remuneration Committee
29th May 2015

APPOINTMENT OF HEAD OF CHILDREN'S SOCIAL WORK SERVICE AND CHILD PROTECTION & HEAD OF ADULT SOCIAL CARE

Report of the Head of Services for Communities

Recommendations:

- (a) That the Committee note the proposed timetable for the selection process for the role of Head of Children's Social Work Service and Child Protection, recruiting to the role and salary level as agreed in November 2014.
- (b) That the Committee approve the revised job description and grade for the Head of Adult Social Care post.
- (c) That the Committee note the proposed timetable for the selection process for the role of Head of Adult Social Care.
- (d) That the Committee note the interim proposals put in place pending commencement of a new Head of Adult Social Care.

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1. **Introduction**

The Committee will be aware of the previous attempts to recruit to the Head of Children's Social Work and Child Protection post on a permanent basis. It is a key requirement of the Department for Education and Ofsted that an appointment is secured and to this end, it is proposed that a full recruitment process is now undertaken.

In addition, the current postholder of the Head of Adult Social Care post is due to leave the Council by 31<sup>st</sup> March 2016. Bearing in mind the potential notice requirements of candidates (particularly health employees, where notice provision can be up to six months) it is proposed that recruitment also commences for this post.

It is proposed that both posts be advertised at the same time, to maximise the opportunity to promote the Council and these key roles and benefit from potential economies of scale with regard to the recruitment and selection process.

2. **Head of Children's Social Work & Child Protection**

The Committee have previously approved the job role, salary and recruitment to the above post. In light of the tight timescales it was agreed that an executive search company be used to source potential candidates. However, despite a number of candidates being identified and a selection process being undertaken, the Council was unable to secure an appointment.

On this occasion it is proposed that a full recruitment campaign be instigated, supported by executive search, for both the Children's and Adults posts. Timescales for the process are set out below.

No change has been made to the job description (See Appendix). No change is proposed to the salary level – as previously agreed with the Committee. Remuneration will be limited to £115,000 per annum (including a Market Supplement) and the post will be advertised on that basis.

3. **Head of Adult Social Care**

The current job description and grade for this role was last reviewed in 2013. Since then there have been significant changes within adult social care, including the introduction of the Care Act 2014. In light of the need to recruit to this post, the job description has been reviewed and updated (See Appendix). Recent Hay evaluation of this role indicates that the post is comparable with the current L3 Leadership Grade (£95,000 per annum) – this salary level is commensurate with similar roles within other councils. Remuneration will be limited to £105,000 per annum (including a Market Supplement) and the post will be advertised on that basis.

It is proposed that a full recruitment campaign be instigated, supported by executive search, for both the Children's and Adults posts. Timescales for the process are set out below.

4. **Timetable**

If agreed by the Committee, the timescale for the recruitment and selection process is as follows:

- Advertisement placed and executive search commences immediately
- Closing date and shortlisting in early/mid July
- Selection process, including Appointment Committee, in mid/late July
- Employment offers made and confirmation of appointments in late July/early August
- New appointees to commence employment following the completion of any notice periods anytime between September 2015 and February 2016.

5. **Interim arrangements for Head of Adult Social Care**

The contract of the current temporary Head of Adult Social Care will be extended from the existing end date of September 2015 until 31<sup>st</sup> March 2016. As part of this arrangement the current postholder has requested a reduction in their contracted hours and will work on a part-time basis from this time. Some further HOS capacity will be provided via Temp Solutions, the Council's in-house temporary staff provider and paid at the evaluated rate for the Head of service role. It is proposed that this will be using a manager already known to the Council and with current in-house provider services experience.

6. **Possible re-designation of post**

It has been previously highlighted to the Appointments and Remuneration Committee that in the event that no suitable candidates are found, the Council may need to consider re-designation of the posts as a Director role.

7. **Considerations**

The Appointments and Remuneration Committee have recognised that sourcing suitable candidates for the Children’s role is likely to prove challenging and this is also likely to be the case for the Adults role.

This report has no specific equality, sustainability or legal implications that are not already covered by or subsumed within the detailed policies or practices referred to therein.

8. **Financial Implications**

Should the recommendations of this paper be agreed there is the possibility of some savings to the Council, given that the Children’s post is currently filled by an interim consultant at an annual cost higher to that proposed for a permanent role.

9. **Conclusion**

It is proposed that the Appointments and Remuneration Committee agree this recommendation in this report prior to submission to the Full Council for ratification.

**John Smith**  
**Head of Services for Communities**

[Electoral Divisions: All]

Local Government Act 1972: List of Background Papers

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| <b><u>Background Paper</u></b>                                     | <b><u>Date</u></b> | <b><u>File Reference</u></b> |
|--------------------------------------------------------------------|--------------------|------------------------------|
| Appointment of Head of Children’s Social Work and Child Protection | 10 December 2014   | HR/14/03                     |
| Appointment of Head of Children’s Social Care                      | 12 November 2014   | HR/14/02                     |

**Appendix – Job Descriptions**



150521 Final HoS  
Childrens Social Work



150521 Final HoS  
Adult Social Care.doc