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To: The Chair and Members
of the Appointments,
Remuneration and Chief
Officer Conduct
Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Date: 9 July 2021

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**APPOINTMENTS, REMUNERATION AND CHIEF OFFICER CONDUCT
COMMITTEE**

Monday, 19th July, 2021

A meeting of the Appointments, Remuneration and Chief Officer Conduct Committee is to be held on the above date at 10.00 am at Committee Suite - County Hall to consider the following matters.

Phil Norrey
Chief Executive

A G E N D A

PART I - OPEN COMMITTEE

1 Apologies for Absence

2 Minutes

Minutes of the meeting held on 20 January 2021, previously circulated.

3 Items Requiring Urgent Attention

Items which in the opinion of the Chair should be considered at the meeting as a matter of urgency.

4 Deputy Chief Officer for Children's Services - Head of Children's Social Care

Officers to report on the process for attracting suitable candidates for the above post.

Electoral Divisions(s): All Divisions

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED

5 Exclusion of the Press and Public

Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 and 2 of Schedule 12A of the Act namely relating to any individual and information likely to reveal the identity of an individual and in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Electoral Divisions(s): All Divisions

6 Deputy Chief Officer for Children's Services - Head of Children's Social Care (Pages 1 - 10)

To interview shortlisted candidate(s) and, if possible, make a recommendation upon an appropriate appointment to the next meeting of the County Council.

Papers attached include

- Job description for the Head of Children's Social Care; and
- Report on candidates for the post.

Electoral Divisions(s): All Divisions

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.

MEETINGS INFORMATION AND NOTES FOR VISITORS

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Membership of a Committee

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Committee Terms of Reference

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Access to Information

Any person wishing to inspect any minutes, reports or background papers relating to an item on the agenda should contact the Clerk of the Meeting. To find this, [visit the Committee page](#) on the website and find the Committee. Under contact information (at the bottom of the page) the Clerk's name and contact details will be present. All [agenda, reports and minutes of any Committee are published on the Website](#)

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Webcasting, Recording or Reporting of Meetings and Proceedings

The proceedings of any meeting may be recorded and / or broadcasted live, apart from any confidential items which may need to be considered in the absence of the press and public. For more information [go to our webcasting pages](#)

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Filming must be done as unobtrusively as possible without additional lighting; focusing only on those actively participating in the meeting and having regard to the wishes of others present who may not wish to be filmed. Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

Members of the public may also use social media to report on proceedings.

Declarations of Interest for Members of the Council

It is to be noted that Members of the Council must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

WiFi

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Contact Main Reception (Extension 2504) for a trained first aider.

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Alternative Formats

If anyone needs a copy of an Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Customer Service Centre on 0345 155 1015 or email: committee@devon.gov.uk or write to the Democratic and Scrutiny Secretariat in G31, County Hall, Exeter, EX2 4QD.

Induction Loop available



HAY JOB DESCRIPTION

POSITION TITLE	Deputy Chief Officer Children's Services and Head of Social Care		
LOCATION	County Hall, Exeter		
REPORTING TO	Chief Officer Children Services		
POSITION NUMBER(S)			
EVALUATED GRADE	L3	DATE OF EVALUATION	
DIRECTORATE/SECTION/SCHOOL	People		
EFFECTIVE DATE OF JD	1 st Oct 2020	JOB NUMBER	H.0190-1

JOB PURPOSE:

- To improve outcomes for Children in Need (early help, children in need, with or without a protection plan, disabled children, children in care and care leavers)
- To ensure services delivered by Devon are good or better as defined by Ofsted.
- To be responsible for all aspects of practice and management (workforce/HR, performance, budget etc) in the service area.
- To deliver the functions of Practice Leader/Principal Social Worker
- To provide strategic system leadership, developing and delivering the ambitions of the partnership's Children's Services Delivery Plan and the Council's strategic plans for children
- To deputise for the Chief Officer Children's Services
- To support political leaders to deliver their agenda for the community in Devon
- Within each specialist area ensure all relevant statutory duties and legislative obligations are met.

The job holder must demonstrate the core principles and behaviours through the leadership of their team. These principles and behaviours are outlined in the attached Appendix.

CONTEXT:

Devon must provide good or better services for children. This will require a focus and drive on improvement in key areas in response to identified weaknesses as well as system leadership of the statutory and third sector to continue to promote early help and a culture shift across the partnership so that children's issues are seen as everyone's issues.

The post-holder will model the Council's leadership expectations and deliver, in partnership with others, the Council's ambitions.

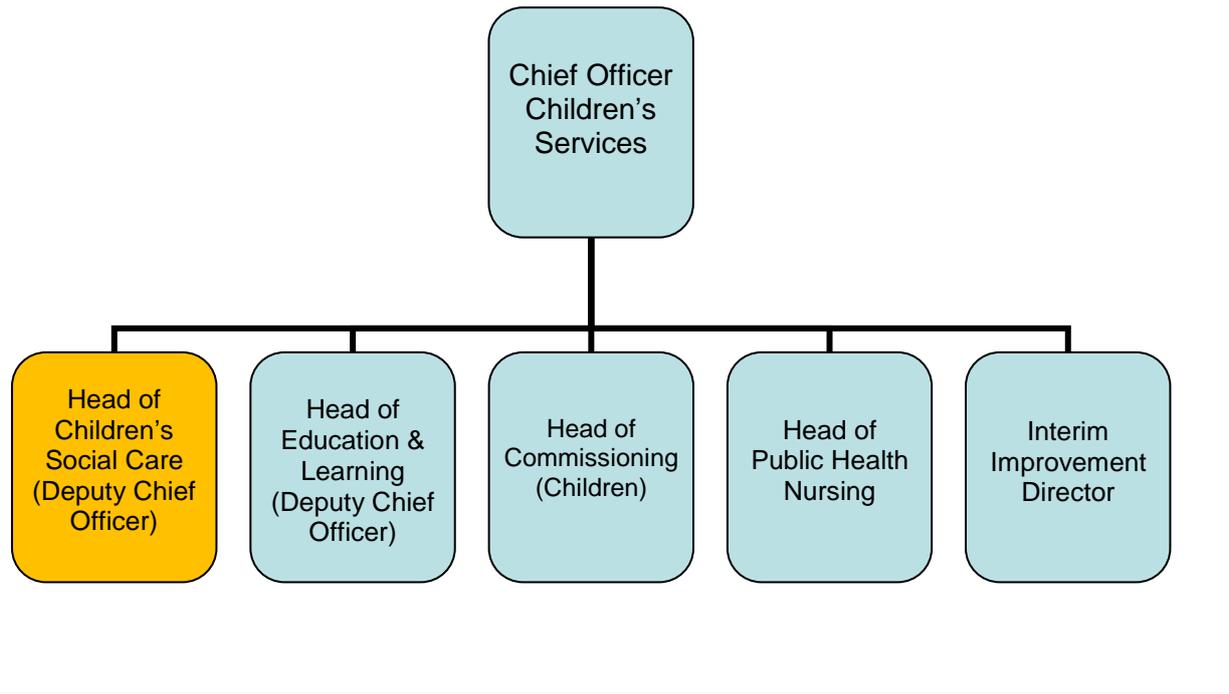
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Deputy to the Chief Officer, the post-holder will, with the Children's Services Leadership Team, lead the development and delivery of the partnership's and the council's ambitions for children in Devon. The post-holder is the professional lead for social work, with shared leadership responsibility for Early Help, contributing to national and regional practice development in both fields

RESOURCES

Finance and Staff	<p>Headline financial data:</p> <ul style="list-style-type: none"> Children's Social Care Gross Revenue Budget for 2020/21 £112.5 million; net budget (after grant and other income) is £101.5 million Represents just under 20% of DCC Services net revenue budgets for 20/21 909 full time equivalent staff - The post will directly line manage a number of Senior Management posts within the service. <p>Further detail:</p> <p style="text-align: center;">Children's Social Care - Net revenue budget 2020/21</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Service Area</th> <th style="text-align: right;">£m</th> </tr> </thead> <tbody> <tr> <td>Looked After Children Placements</td> <td style="text-align: right;">46</td> </tr> <tr> <td>Corporate Parenting , Social Work Teams & Safeguarding</td> <td style="text-align: right;">31</td> </tr> <tr> <td>Disabled Children's Services</td> <td style="text-align: right;">14</td> </tr> <tr> <td>Early Help</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Strategic Management</td> <td style="text-align: right;">5</td> </tr> <tr> <td></td> <td style="text-align: right;">101</td> </tr> </tbody> </table>	Service Area	£m	Looked After Children Placements	46	Corporate Parenting , Social Work Teams & Safeguarding	31	Disabled Children's Services	14	Early Help	5	Strategic Management	5		101
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	101														
Other	<p><i>Any other statistics directly relevant relating to the job.</i></p> <ul style="list-style-type: none"> Referrals to service: 3,861 (2019/20 figures) Section 47's: 1,778 (2019/20 figures) Number children subject to CP Plans: 514 (Sept 2020) Number of CiC: 826 (Sept 2020) Average Caseload per Social Worker (Mainstream Teams): 15.9 (Sept 2020) 														

ORGANISATIONAL STRUCTURE



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KEY ACCOUNTABILITIES:		%
1	To be responsible for specified Children and Young People's Services (delivered and commissioned).	
2	The role will include providing the strategic lead for looked after children's services, and covering the Ofsted requirements for children's social work and working closely with the lead member for children services.	
3.	Hold the welfare of the child as the paramount consideration in all matters, safeguard and protect children where necessary and ensure Devon is a strong and effective corporate parent.	
4.	To develop, maintain and implement strategies and provide operational governance to all services in scope, in addition to fostering, adoption and a Secure Unit – with fostering, adoption and the Secure Unit under service provision, the role will have the responsibility to provide the operational governance over these areas – i.e. line of professional accountability.	
5.	With the DCS and other heads, to provide leadership to Children, Young People and Families Alliance.	
6.	To Provide strategic leadership and oversight over governance and commissioning models in Devon, including Children's Safeguarding Boards. To be the strategic lead for the Devon Safeguarding Children's Board and work closely with the DSCB chair. To engage with the People scrutiny function.	
7.	To develop new models of service delivery within the council and through robust partnerships which promote strengths-based approaches, early intervention to support children and families, and integrated locality working.	
8.	To provide strong leadership and management of the Children's Social Care Workforce. Overseeing the strategic development of the workforce to ensure recruitment meets Safeguarding standards and that the workforce are trained and developed to ensure the highest standard of service delivery.	
9.	Leadership in respect of all aspects of financial management. Ensuring robust budget management and delivery of all children's services with budget tolerances.	
10..	To deliver robust quality assurance processes and performance management linked to Devon and national priorities to satisfy internal and external scrutiny.	

It should be noted that the duties or tasks associated with of the post may change from time to time without altering their general character or the level of responsibility entailed and without affecting the grading of the post.

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For all roles the job holder must:

- Be aware of the Council's aims, organisational values and behaviours and their impact on this post.
- Participate in the Council's performance management process
- Carry out the duties of the post in accordance with the Council's Rules, Regulations and Policies
- Carry out all duties and responsibilities with reasonable care for the health and safety of you and any other person who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.
- To comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.

The above mentioned duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out such other appropriate duties as may be required within the grading level of the job and the competence of the job holder.

KNOWLEDGE AND EXPERIENCE:

Higher degree or equivalent.

Further professional qualification in Social work and have current Social Work England registration.

Proven leadership experience providing direction and purpose, ability to work at a strategic level providing clarity; committed to expertise in frontline practice.

Knowledge and experience of managing and inspiring in large and complex organisations.

Experience and expertise in delivering safeguarding social work practice across the child's journey.

Knowledge and capability to deliver the requirements of Working Together 2013 and all relevant statutory requirements and guidance.

Awareness of, and sensitivity to, the political implications of professional and managerial decisions.

Understanding of context of Local Safeguarding Boards role and responsibilities.

Excellent communication, advocacy, presentation, influencing and negotiating skills.

Experience of working with a range of partners, creating honest and productive conversations, embracing challenge and opportunities for collective learning.

Senior management experience and a proven track record of success at a senior level.

APPROVAL: I confirm this Job Description conveys a full and accurate description of the job and has been agreed with the post holder (where applicable).

SIGNED:

Line Manager (Name and Job Title)

DATE

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

