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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: 17 May 2022

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

Wednesday, 25th May, 2022

A meeting of the Appointments, Remuneration and Chief Officer Conduct Committee is to be held on the above date at 9.00 am in the 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 14 April 2022.

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 Director of Integrated Adult 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 Director of Integrated Adult 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 Director of Integrated Adult 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

Getting to County Hall and Notes for Visitors

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The nearest mainline railway stations are Exeter Central (5 minutes from the High Street), St David's and St Thomas. All have regular bus services to the High Street.

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Membership of a Committee

For full details of the Membership of a Committee, please [visit the Committee page](#) on the website and click on the name of the Committee you wish to see.

Committee Terms of Reference

For the terms of reference for any Committee, please [visit the Committee page](#) on the website and click on the name of the Committee. Under purpose of Committee, the terms of reference will be listed. Terms of reference for all Committees are also detailed within Section 3b of [the Council's Constitution](#).

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](#)

Public Participation

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In relation to Highways and Traffic Orders Committees, any member of the District Council or a Town or Parish Councillor for the area covered by the HATOC who is not a member of the Committee, may attend and speak to any item on the Agenda with the consent of the Committee, having given 24 hours' notice.

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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Fire

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

Mobile Phones

Please switch off all mobile phones before entering the Committee Room or Council Chamber

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	Director of Integrated Adult Social Care		
LOCATION	County Hall		
REPORTING TO	Chief Executive		
SERVICE/SECTION/SCHOOL			
DATE OF EVALUATION		EVALUATED GRADE	L1
EFFECTIVE DATE OF JD	1 st April 2022	JOB NUMBER	H.0333

JOB PURPOSE

As the Director of Integrated Adult Social Care

- Operating as the Statutory Director, provide strategic leadership and direction to the functions and services associated with Adults (*Adult Commissioning and Integrated Adult Social Care Operations*).
- Promoting independence for individuals and working with partners across the NHS, Housing sector, Community & Voluntary Social Enterprises and Independent care provider sectors is key to improving the outcomes for citizens in Devon. Working in an integrated way across operational and commissioning functions with NHS partners with activity engagement in Integrated Care Systems and Integrated Care Boards.
- Inspire and nurture our workforce, hear the voices of our citizens and communities, embrace diversity, and be committed to creating and maintaining a workplace and county that is inclusive and safe.
- Work with your Strategic Leadership Team colleagues to lead and continuously shape the strategic vision and priorities for the organisation to achieve sustained and measurable outcomes for people and communities.
- Hold strategic responsibility and accountability for one of the Strategic Plan priorities contributing to collective organisational ownership and commitment.

CONTEXT

We want Devon to be the best place to grow up, live well and prosper. We want to listen, learn, improve and be curious and inclusive.

We are ambitious for Devon and committed to transforming the way we lead and work to improve outcomes for the people of Devon.

As a leader in our organisation, you will demonstrate the organisation's core principles and behaviours in everything you do and promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety and General Data Protection Regulations.

As a member of the Strategic Leadership Team, you will take collective ownership of the Council's vision, direction and priorities.

You will lead and collaborate well, make good decisions and use resources effectively to ensure the organisation thrives and is financially resilient.

You will be curious and committed to understanding the opportunities of new and emerging digital technologies, automation, and artificial intelligence in supporting the council to continually evolve, adapt and transform so that we can deliver the most effective services for the people of Devon.

As one of six high-level strategic reports to the Chief Executive, you will make a key contribution to the strategic leadership of the County Council and advise key Cabinet Members on policy and strategy.

RESOURCES

Finance	Gross Expenditure budget: £397.733 Million		
Staff		Assignments	Headcount
	Direct Reports - DCC	L3 Grade	2
	Direct Reports – Joint with CCG	AfC Grades	3
	Indirect HoS/Senior Manager Reports	L9 – L5 Grades	14
	All other Adult Social Care Staff	NJC/AfC Grades	1,309
		Total	1,328
Other	Nothing specific to add		

KEY ACCOUNTABILITIES:		%
1	Operating as the Statutory Director (DASS) provide strategic leadership and direction to the functions and services associated Integrated Adult Social Care.	15%
2	Work collaboratively with Strategic Leadership Team colleagues to provide collective organisation wide leadership and direction to deliver against the strategic vision and priorities; and hold individual responsibility and accountability for one of the strategic plan priorities.	15%
3	Build relationships based on mutual respect, trust and understanding and provide strong system leadership with partner organisations to meet the needs of Devon’s communities and improve services in the County.	10%
4	Create an inclusive, compassionate, welcoming, and high performing culture that values, respects and invites different perspectives and focusses on outcomes for people.	10%
5	Create an environment where learning and innovation thrive; actively seek out and test new ideas and technologies; embedding continuous learning and improvement.	10%
6	Understand the needs of Devon’s citizens and communities to design and shape effective and responsive services, and commission outcomes for the people of Devon.	10%

7	Hold shared responsibility and accountability with Strategic Leadership Team colleagues to create and champion public and social value for better outcomes and lower cost, seeking creative funding and investment opportunities to ensure financial accountability and resilience. Hold individual responsibility and accountability for service based budgeting and medium to long term financial planning.	10%
8	Contribute to the safe working of the authority through clear, robust and effective decision making. Understand and meet all relevant legislation, regulatory and governance requirements and undertake the Statutory role of Director of Adult Services.	8%
9	Develop strong working relationships with Elected Members and provide advice and guidance on areas of policy and strategy, ensuring that Elected Members are appraised about issues, risks and opportunities to enable informed decision making in line with the strategic vision and priorities.	10%
10	Deputise for the Chief Executive as required.	2%

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.

For all roles the job holder is expected to:

- Understand and lead to achieve the Council’s vision, direction and priorities
- Lead by example in line with the organisation’s core principles and behaviours
- Embrace the positive benefits of a diverse workforce and be committed to creating and maintaining an environment that is inclusive and safe
- Promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.

The above 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
<p><u>Core knowledge and experience</u></p> <p>Extensive experience at a senior level with the ability to lead, integrate and deliver multiple and complex services and functions.</p> <p>Highly developed strategic leadership experience and skills, relating to others in a way that brings out the best in people, teams/groups and organisations.</p> <p>Strong and evidenced commitment to professional and personal development and learning.</p> <p>Experience of taking tough stands, bringing up "undiscussables" and openly dealing with difficult relationships and issues in productive ways.</p> <p>The ability to think and act strategically and systemically, and to demonstrate and apply innovative solutions and ideas to improve working practices and service delivery.</p>

Experience and ability to drive through efficiency savings and behaviour change and respond positively to changing circumstances.

Ability to lead and manage change in complex environments.

Experience in exploiting new opportunities and developing a positive performance management and improvement culture and extensive leadership and management skills including direct line appraisal meetings and Designated Officer responsibilities.

A strong collaborator who can develop productive relationships with politicians and senior stakeholders with a successful track record of working in partnership.

An in-depth knowledge and understanding of the current public sector reform and change agenda.

Excellent understanding of, and commitment to the role, vision and priorities of the County Council.

Curiosity and commitment to understanding the opportunities of new and emerging digital technologies, automation and artificial intelligence in the design and delivery of public services

Ability to absorb complexity and convey simplicity

Experience and knowledge of financial planning, management and accountability (Local Government)

Role Specific Knowledge and Experience

This post requires education to degree level or above, and/or an equivalent level of experience, in a Social Work, Health or Social Care setting; membership of an appropriate professional body; and a sustained track record and substantial experience at a senior officer level.

ORGANISATIONAL STRUCTURE



Director of
Integrated Adult So

CORE PRINCIPLES AND BEHAVIOURS

Devon County Council's Core Principles and Behaviours Framework can be found here: [Core Behaviours Framework \(Core Principles and Behaviours Overview\) - tasks and guides \(devon.gov.uk\)](#)

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:
Phil Norrey, Chief Executive

Phil Dorrey

DATE 15 March 2022

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

Document is Restricted

