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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

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Date: 5 October 2022

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

Thursday, 13th October, 2022

A meeting of the Appointments, Remuneration and Chief Officer Conduct Committee is to be held on the above date at 9.00 am at Committee Suite - County Hall to consider the following matters.

Jan Spicer  
Interim Chief Executive

**A G E N D A**

**PART I - OPEN COMMITTEE**

1 Apologies for Absence

2 Minutes

Minutes of the meeting held on 21 July 2022, 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 Director, Head of Children's Wellbeing and Health

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 Director, Head of Children's Wellbeing and Health (Pages 1 - 46)

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

Papers attached include

- Report summarising the recruitment and assessment process for Stage 1, including a summary of the candidates performance and career history. The Report also provides information on the assessment process and timetable for Stage 2;
- Head of Children's Wellbeing and Health - Job Description
- Application forms of candidates.

*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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### **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.

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### **Mobile Phones**

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

### **Alternative Formats**

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**Induction Loop available**



# Agenda Item 6

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

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## HAY JOB DESCRIPTION

<b>POSITION TITLE</b>	Deputy Chief Officer - Head of Children's Wellbeing and Health		
<b>LOCATION</b>	County Hall, Exeter		
<b>REPORTING TO</b>	Chief Officer Childrens Services		
<b>EVALUATED GRADE</b>	L3	<b>DATE OF EVALUATION</b>	15/9/21
<b>DIRECTORATE/SECTION/SCHOOL</b>	Childrens Services		
<b>EFFECTIVE DATE OF JD</b>	Sept-21	<b>JOB NUMBER</b>	H.0190-3

**JOB PURPOSE:** Describe in one or two sentences the basic reason why the job exists

This post is responsible for high level outcomes for children in terms of emotional and health well-being. This includes responsibility for the public health nursing contract and function, the quality assurance function, delivery of placements for children in care and care leavers, and strategic commissioning, and Adoption South West.

This post incorporates all the Council responsibilities relating to quality and commissioning of social care services for children, and young people, and their families and carers. It is responsible for commissioning effective, efficient and safe social care services that represent best value. Social Care is broadly defined in this instance as the care, protection, support, welfare and advocacy of vulnerable or dependent clients, individually or in groups. The scope includes:

To lead and manage the Joint Strategic planning and commissioning for Children's services, working collaboratively with partners including public health. To lead the development of service specifications informed by joint strategic needs assessment to ensure high quality service delivery. The role will be responsible for the operational delivery of internal and external placement commissioning for vulnerable children and associated budget.

The role is also responsible for both the strategic commissioning within childrens' services, and the associated budget, and for being the leading partner and influencer of commissioned services delivered by public health, the wider health economy and other partners as appropriate.

This role will also be responsible for the leadership and management of Adopt South West, our Regional Adoption Agency, and Devon's Fostering service, delivering a range of high quality fostering options, close to home, for children in care to promote excellent outcomes. The role will also line manage and be responsible for the Atkinson Secure Children's Home.

Key Purposes include:

- Delivery of high quality outcomes through public health nursing, and commissioning services
- Management and leadership of all the staff functions in the above service areas
- Placement provision for children in care both fostering in house and external, and commissioned placements

- Placement provision for young people leaving care, including semi-independent accommodation and staying put arrangements
- Commissioning responsibility for external placement / supported accommodation options for young people aged 16 to 25 receiving leaving care services
- Planning and service commissioning of a range of social care services
- Quality and compliance of regulated services
- Market Development in partnership with providers
- Engagement of children, young people, individuals, carers
- Engagement of service providers including third sector
- Leadership and Management of the fostering service and Adopt South West
- Oversight and governance of changes to the commissioning and delivery of services in response to changing legislation, guidance, specification, budget, quality of performance requirements.

Within each specialist area ensure all relevant statutory duties and legislative obligations are met.

**CONTEXT:** *Please explain how the job fits into the organisation and how it relates to other functions, both internal and external, for example national initiatives.*

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.

Deputy to the Chief Officer, and working alongside the Head of Children's Social Care, the post-holder will, with the Children's Services Leadership Team, lead the development and delivery of the council's ambitions for children in Devon.

The Children's Services Leadership Team will work together as one entity, valuing and demonstrating strong leadership and developing a collaborative approach towards continuous improvement. Each Service Leader will hold individual accountability for the results and performance improvement of their own area, alongside joint ownership of all service areas in order to meet the needs of the children and families of Devon.

There will be a shared understanding of the single council approach ensuring that public money is used in the most business-like way. The role will provide strategic direction, clear evidence for decision making, robust performance management and enhanced relationships with elected Members.

The post holder will be expected to work in partnership across the local authority at all levels but also externally to the NHS, other statutory bodies, independent sector care providers, and service users and carers. A principle of co-production should be adopted wherever feasible.

## RESOURCES

Finance	Fostering Service Budget - £4.2m Commissioning Budget - £10.6m Public Health Nursing Budget - £10.3m
<b>TOTAL VALUE OF BUDGET RESPONSIBILITY</b>	
<b>£29,643,000</b>	



Staff	Fostering Service Team – 37.00fte Commissioning Team – 31.00fte Public Health Nursing Management – 20.25fte
	<b>TOTAL NUMBER OF FTE RESPONSIBILITY</b> <span style="float: right;"><b>180 fte</b></span>
	The postholder will have direct management responsibility for the above members of staff

<b>KEY ACCOUNTABILITIES:</b> <i>list the <b>principal</b> accountabilities, and indicate the approximate % time spent on each. <b>NOTE:</b> There should typically be no more than 6-8 <b>principal</b> accountabilities for any job, and each accountability, no more than 2 or 3 sentences long.</i>		%
1	To lead and implement the provision of high quality placements for children in care in accordance with the national and local direction aligned with local priorities and needs for the relevant user group.	20%
2	To analyse current positions, future need and local / national best practice in order to inform Joint Strategic Planning and Commissioning.	10%
3	To lead and deliver high quality outcomes for children’s health through the management and leadership of the public health nursing functions and contract.	15%
4	To lead and deliver high quality outcomes for children’s wellbeing through management and leadership of quality assurance and preparation for inspection.	15%
7	Manage the service within stipulated budgets.	5%
8	To develop Service delivery options for the delivery of social care and advise members based on evidence and rationale.	10%
9	To be responsible for monitoring service quality via a systematic process of review and assurance across all areas.	10%
10	To lead on performance management and review by establishing and maintaining effective information and intelligence processes.	5%
11	To oversee the strategic development of the workforce to ensure recruitment meets standards and that the workforce are trained and developed to ensure the highest standard of service delivery.	10%

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 must:**

- 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:** *Identify education, qualifications, training and experience necessary to enable the job to be carried out fully and effectively. Note this information should relate to the qualifications etc, required for the job and not be specific to an individual. Be careful not to include any requirement which maybe regarded as discriminatory, e.g. X number of years experience.*

- Higher degree or equivalent.
- Further professional qualification in Social work and have current Social Work England registration.
- Evidence of CPD.
- 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 Devon Children and Families Partnership 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.
- Experience working with a range of partners.
- Understanding of key policy areas in childrens services
- Evidence of delivery of major change programmes within a complex matrix reporting setting.
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## **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 \(devon.gov.uk\)](#)

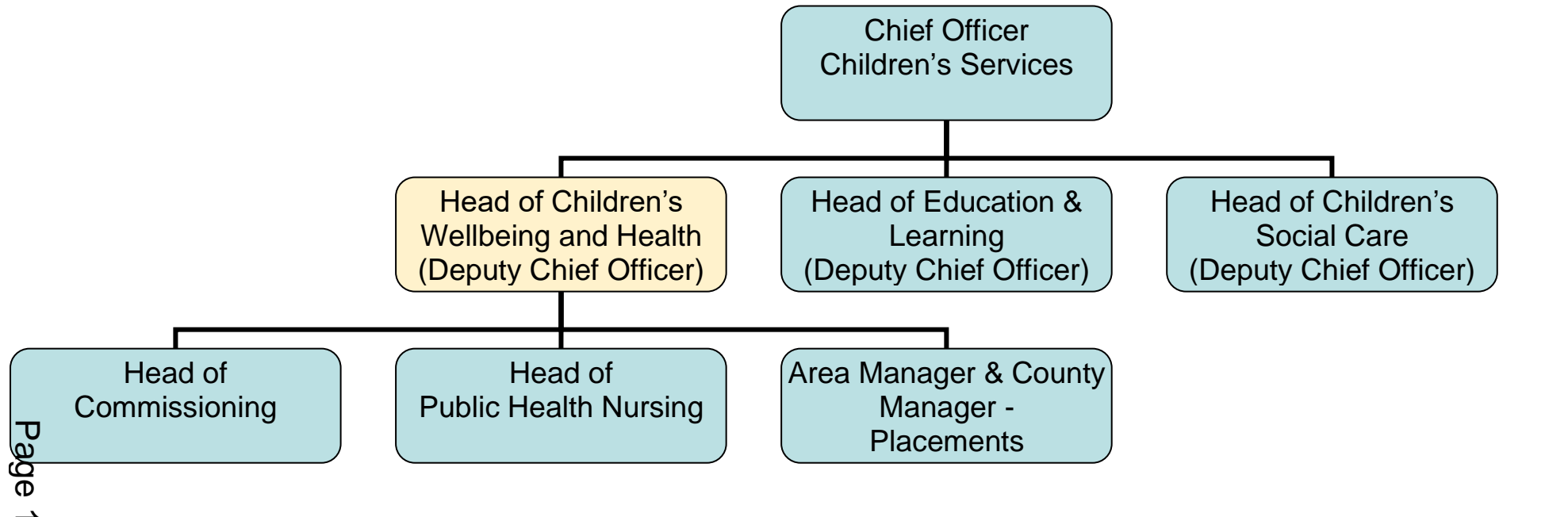
APPROVAL: I confirm this Job Description conveys a full and accurate description of the job and has been agreed with the post holder (where applicable).

SIGNED:

Line Manager (Name and Job Title)

DATE

**ORGANISATIONAL STRUCTURE**





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

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