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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: 1 May 2023

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

Tuesday, 9th May, 2023

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.

Donna Manson
Chief Executive

A G E N D A

PART I - OPEN COMMITTEE

1 Apologies for Absence

2 Minutes

Minutes of the meeting held on 27 April 2023, 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.

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

4 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

5 Director of Children and Young People's Futures (Pages 1 - 8)

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 post of Director of Children and Young People's Futures; and
- Report on the process and candidates to date, noting that an update will be provided to the Committee following the stage 1 process on 27th April 2023.

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

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](#)

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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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Mobile Phones

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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	Director of Children and Young People’s Futures		
LOCATION	County Hall		
REPORTING TO	Chief Executive		
SERVICE/SECTION/SCHOOL	Children’s Services		
DATE OF EVALUATION		EVALUATED GRADE	L1
EFFECTIVE DATE OF JD	January 2023	JOB NUMBER	H.0333

JOB PURPOSE

As the Director of Children and Young People’s Futures

- Operating as the council’s designated ‘Director of Children’s Services’ (DCS), provide strategic leadership and direction to the functions and services associated with Children’s Services in accordance with legislation as set out in the statutory guidance for local authorities on the roles and responsibilities of the Director of Children’s Services
- Lead the council’s functions as a Children’s Services Authority as set out in the Children’s Act. Promote Child Friendly Devon through building and leading a positive approach to partnership working to improve the outcomes for citizens in Devon.
- Responsible for the safeguarding and promoting the welfare of children, young people and families and ensuring that all relevant legislative and statutory obligations are met.
- Lead, inspire and nurture our workforce, hear the voices of our citizens and communities, embrace equality and diversity, and be committed to creating and maintaining a workplace and county that is inclusive and safe for all.
- 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.
- Hold strategic responsibility and accountability for the Council’s Equality, Diversity, and Inclusion Strategy.

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.

Our vision for Children’s Services in Devon is that we will work together across the wider system and with our partners, to support families and schools to give every child the best start in life, especially those children who are disadvantaged and vulnerable. Through this approach we will be a Child Friendly Devon.

We have set a goal of achieving an Ofsted good, or better, rating across all functions. Our Director of Children and Young People’s Futures will lead the improvement journey to ensure that the Council and its partners deliver better services which measurably improve the lives of children and families in Devon with a key focus on ensuring a positive impact for those children most in need of protection and care.

Our improvement journey requires a focus on both the quality and consistency of children’s services for children’s social work, special educational needs, education standards and youth offending.

We expect that as a Child Friendly Devon to be performing well and getting strong outcomes for our communities. We will achieve this through creating a culture that fosters excellent performance, practice, and innovation amongst our employees and embeds our core principles of clarity, open and honest conversations, and learning in all we do.

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 and ensure that the voices of children and young people are at the heart of the council’s approach and inform our strategic decision making and ways of working.

As the strategic lead for Children’s Services, you will provide professional advice to Members within the council to support the achievement of a Child Friendly Devon.

You will lead and act on equality, diversity, and inclusion so everyone within our workforce and community can feel safe, well and thrive.

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 seven 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 Revenue Budget	£m
	Children's Social Work and Health & Wellbeing	158
	Education Learning & Inclusion Services	61
	Education & Learning – School Funding	681
	Total	900
Capital - £3.366M (indirect control)		

Staff		FTE
	Children's Social Work and Health & Wellbeing	1,395
	Education & Learning	388
	Total	1,783
Other	Nothing specific to add	
KEY ACCOUNTABILITIES:		%
1	Operating as the council's designated 'Director of Children's Services' (DCS) provide strategic leadership and direction to the functions and services associated Children and Young People's Futures and across the Council. This will be achieved through the delivery of all the key accountabilities of this role.	20%
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. This includes ensuring the safety and the educational, social and emotional needs of children and young people.	15%
4	Continually shape and be committed to creating an inclusive, compassionate, welcoming, and high performing culture that values, respects and invites different perspectives and focusses on outcomes for people.	8%
5	Create an environment where learning and innovation thrive; actively seek out and test new ideas and technologies; embedding continuous learning and improvement.	8%
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.	8%
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.	8%
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. This includes defining expected performance standards and ensuring performance management processes are in place across all 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.	8%
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

Core knowledge and experience

Extensive experience at a senior level with the ability to lead, integrate and deliver multiple and complex services and functions.

Highly developed strategic leadership experience and skills, relating to others in a way that brings out the best in people, teams/groups and organisations.

Strong and evidenced commitment to professional and personal development and learning.

Experience of taking tough stands, bringing up "undiscussables" and openly dealing with difficult relationships and issues in productive ways.

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.

Experience and ability to drive through service improvements and behaviour and respond positively to changing circumstances to ensure effective delivery of services and value for money.

Ability to lead and manage change in multi-disciplinary and complex environments leading to sustainable transformational change and service improvements.

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

Extensive experience of social care or education, particularly child protection and safeguarding.

Evidence of effective involvement and partnership work with children, young people, and families across a range of organisations to develop and improve service provision.

Through knowledge of statutory responsibilities as a Director of Children's Services and the Council's statutory responsibilities.

Broad knowledge and understanding of Children's Services' national policies and the legislation framework affecting vulnerable children, young people, and their families.

Excellent knowledge of how to understand local needs and priorities of children, young people, and their families and how the partner organisations need to respond.

This post requires education to degree level or above, such as a professional education qualification or a social work qualification with HCPC registration, and/or an equivalent level of experience, in a Social Work or Education setting; membership of an appropriate professional body; and a sustained track record and substantial experience at a senior officer level.

ORGANISATIONAL STRUCTURE



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 \(devon.gov.uk\)](https://www.devon.gov.uk/core-behaviours-framework)

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:
Jan Spicer, Interim Chief Executive

DATE

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

Document is Restricted

