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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: 27 October 2023

Contact: Karen Strahan 01392 382264
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**APPOINTMENTS, REMUNERATION AND CHIEF OFFICER CONDUCT
COMMITTEE**

Monday, 6th November, 2023

A meeting of the Appointments, Remuneration and Chief Officer Conduct Committee is to be held on the above date at 10.30 am in the Committee Suite - County Hall (DAW) 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 13 July 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.

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

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 Deputy Director of Children's Services (Education & Schools) (Pages 1 - 14)

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 Deputy Director of Children's Services (Education & Schools);
- Report on the process and candidates to date; and
- CV and Supporting Statements.

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

For SatNav purposes, the postcode for County Hall is EX2 4QD

[Further information about how to get to County Hall](#) gives information on visitor parking at County Hall and bus routes.

Exeter has an excellent network of dedicated cycle routes. For further information see the [Travel Devon webpages](#).

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Visitors to County Hall are asked to report to Main Reception on arrival. If visitors have any specific requirements, please contact reception on 01392 382504 beforehand.

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

The Council operates a Public Participation Scheme where members of the public can interact with various Committee meetings in a number of ways. For full details of whether or how you can participate in a meeting, please [look at the Public Participation Scheme](#) or contact the Clerk for the meeting.

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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First Aid

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	Deputy Director Children's Services - Education & Schools		
LOCATION	County Hall, Exeter		
REPORTING TO	Chief Officer Children's Services		
SERVICE/SECTION/SCHOOL	Children's Services		
DATE OF EVALUATION	April 2023	EVALUATED GRADE	L3
EFFECTIVE DATE OF JD	26 April 2023	JOB NUMBER	H.0191-2

JOB PURPOSE

As Director of Education & Learning you will:

- Provide strategic leadership, vision, and influence to deliver high quality educational opportunities that enable children and young people to reach their potential and ambition.
- Hold strategic responsibility for meeting the statutory obligations of Local Authorities as set out by the Department for Education.
- Be responsible for ensuring that Devon County Council's education function and Statutory responsibilities within each specialist area are secure and not vulnerable to failure, either through inspection or financial instability.
- Lead on the delivery of major change programmes and achieve transformational change in key services.
- Drive improved attainment for all children and young people across education provision, advocating for quality of provision skills and employment provision.
- Champion inclusion and inclusive practice and lead for children with Special Educational Needs and Disabilities, as well as ensuring good educational opportunities for children in care and children with a social worker.
- Work to reduce the achievement gap between children from poorer households and the rest.
- Work closely with key statutory and strategic partners to ensure all children and young people get the best start in life and have a positive journey throughout their education ensuring their needs are met and they leave with good outcomes.
- Secure quality leadership and governance of maintained schools to ensure they are securely good as judged by Ofsted.
- Work with Early Years settings, academies and other providers to ensure all children and young people attend an education setting that is at least good as judged by Ofsted.
- Lead on the commissioning of effective, efficient, and safe learning services that represent best value.
- Support political leaders to deliver their agenda for the citizens of Devon County Council.
- Work collaboratively across the Council to support the delivery of Corporate Objectives and embed cultural change.

The scope of the role includes:-

- Early Education
- School Standards and Improvement
- School Place Planning
- School Admissions
- Home to School Transport

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- Education funding
- Elective Home Education
- Alternative Provision
- Special Educational Needs and Disabilities

CONTEXT

As Director of Education & Learning you will have a key role as champion of educational excellence for all children and young people in Devon and hold responsibility for over 200 statutory obligations.

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

You will make a key contribution to the strategic leadership of the County Council and advise key Cabinet Members on policy and strategy. As a member of the Strategic Leadership Team, you will work collaboratively with the Chief Executive, Leader of the Council together with peers, other members, partners, and the community to support the vision, direction, and priorities.

The role is responsible for the Local Authority's Performance, which will be assessed by the Ofsted inspection process and expectations. You will be required to challenge academies and close the gap in educational outcomes, particularly for vulnerable students. You will also need to hold schools to account for their performance and outcomes, including issuing guidance and formal warnings directing intervention and challenges, where required. You will ensure that schools remain in financial balance and take action where schools have vulnerable budgets.

The Education & Learning 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 citizens 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.

RESOURCES

Finance and Staff	<p>Headline financial data:</p> <ul style="list-style-type: none">• Total Education & Learning Gross Revenue Budget for 2023/24 £795 million; of which £67 million is for Education, Learning and Inclusion Services and £726 million is Dedicated Schools Grant. Net budget (after grant and other income) is £58 million• Budget represents 10% of DCC Services net revenue budget for 2023/24• 394 full-time equivalent staff - The post directly line manages a number of Head of Service posts within the service.
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	<p>Further detail: Education, Learning and Inclusion Services - Net Outturn Budget 2023/24</p> <table> <tr> <td>Service Area</td> <td>£m</td> </tr> <tr> <td>School Transport</td> <td>45.1</td> </tr> <tr> <td>School Improvement Inclusion and Safeguard</td> <td>9.3</td> </tr> <tr> <td>Infrastructure</td> <td>2.4</td> </tr> <tr> <td>Early Years Services & Virtual School</td> <td>1</td> </tr> <tr> <td></td> <td>57.8</td> </tr> </table>	Service Area	£m	School Transport	45.1	School Improvement Inclusion and Safeguard	9.3	Infrastructure	2.4	Early Years Services & Virtual School	1		57.8
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School Transport	45.1												
School Improvement Inclusion and Safeguard	9.3												
Infrastructure	2.4												
Early Years Services & Virtual School	1												
	57.8												
Other	DCS functions: Accountable for 201 statutory education responsibilities, School Redundancies, DSG budget decisions, removal of Head Teachers, Dissolution of Governing Bodies, negotiation with DfE, OSC, Ofsted, etc.												

KEY ACCOUNTABILITIES:		%
1	To develop, lead and deliver a strong and shared vision for education across the whole authority, including the direct influence and accountability for 0-25 in all phases and settings.	20%
2	Delivering the required statutory education responsibilities as laid out by statute, in conjunction with the Director of Children's Services. Accountabilities for quality delivery and outcomes, Virtual School, vulnerable groups, and school census.	20%
3	Undertake lead commissioning role to continually review, develop, and implement service delivery, which enable standards throughout Education and Learning to improve and hold providers to account to enhance educational standards. Take a lead oversight of commissioned educational services, contract management and development of key services, enhancing service delivery utilising a reducing cost base. Implement Quality assurance processes to secure value for money to improve service delivery	15%
4	Ensure all areas are managed within the predetermined budget levels and within the required audit and local requirements. Ensure the DSG is appropriately apportioned and that vulnerable budget areas are identified and addressed.	15%
5	Monitoring outcomes and addressing underperformance	15%
6	Provide a strong strategic leadership and corporate contribution to the education and learning agenda and to the wider People Management team. Work across service areas particularly with Place Planning.	10%
7	Contribute within the Authority to work with the Safeguarding Children's Board and developing the education and learning and Safeguarding agendas.	5%

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,

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- 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

Specialist Knowledge and Expertise

Higher Education to degree level or equivalent. Further professional qualification in education. Significant experience at a senior level of working within an education school, MAT or local authority, or other appropriate organisation.

Knowledge of educational outcomes and school improvement. Understanding of inspection and school improvement processes.

Understanding DSG and School Forum and other statutory bodies. Understanding and knowledge of provision and services for most vulnerable students.

Understanding of context of schools and key factors in school improvement. Knowledge of full range of statutory responsibilities across education.

Understanding of education finance.

Strategic Leadership

Track record of proven leadership that has made a strategic difference.

Significant experience of facilitating successful strategic and organisational change. Proven ability to work at a strategic level and understand and operate the “bigger picture” without getting lost in the detail.

Working with Stakeholders

Ability to work in partnership and to gain the respect and confidence of head teachers, senior managers, and other partners in a range of formal fora.

Ability to positively represent DCC and secure its interest, e.g., HMI, DfE, MP's, EFA.

Ability to work collaboratively.

Ability to work positively with Elected Members. Championing children and parents.

Working with Diocese, Academy sponsors and New Providers.

Skills and Attributes

Ability to draw on a wide range of tools and techniques to articulate and drive forward educational aspirations.

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

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

Ability to hold to course when necessary and ask difficult questions; ability to take and defend hard decisions.

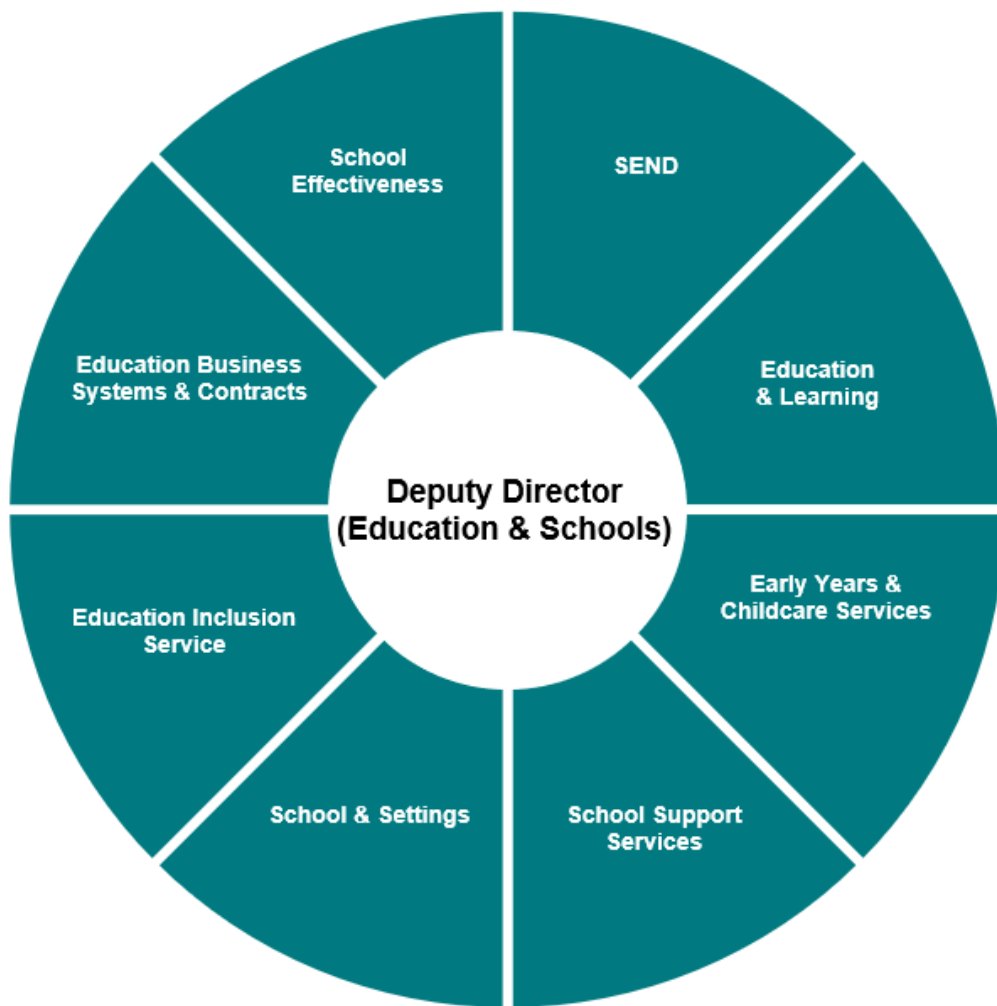
A value base which demonstrates commitment to inclusive education and act as Champion for children.

Accountability for high quality service delivery, outcomes, commissioning – (ability to hold schools to account)

Innovation & cutting-edge practice.

Challenge underperformance, know when to use formal processes and issue warnings.

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:

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.

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