

12 December 2013		ITEM: 5
General Services Committee		
Arrangements for the Recruitment of the Director of Children's Services and the Director of Adults, Health & Commissioning		
Report of: Graham Farrant, Chief Executive		
Wards and communities affected: None	Key Decision: Not applicable	
Accountable Head of Service: Graham Farrant, Chief Executive		
Accountable Director: Graham Farrant, Chief Executive		
This report is public		
Purpose of Report: This report is to request that the Committee considers and agrees to the proposed arrangements for the appointment to the posts of Director of Children's Services and Director of Adults, Health & Commissioning		

EXECUTIVE SUMMARY

This submission is to request that the Committee considers and agrees to the proposed arrangements for the appointment to the posts of Director of Children's Services and Director of Adults, Health & Commissioning

1. RECOMMENDATIONS:

- 1.1 To confirm the appointment process as set out in this report**
- 1.2 To note the appointment of Penna to complete an external assessment process for shortlisted candidates.**
- 1.3 To agree that the General Services Committee be the appointment panel for the posts of Director of Children's Services and Director of Adults, Health & Commissioning.**

2. INTRODUCTION AND BACKGROUND:

- 2.1 This report is further to the decision made at a meeting of the Council on Wednesday 27 November 2013 in relation to Senior Manager Appointments. The decision was to agree permanent recruitment to the post of Director of Children's Services and the post of Director of Adults, Health & Commissioning at the current evaluated salaries.

3. ISSUES, OPTIONS AND ANALYSIS OF OPTIONS:

3.1 At present the vacant posts are being covered by acting up arrangements:

Director of Children's Services – covered by Carmel Littleton, Head of Learning and Universal Outcomes

Director of Adults, Health & Commissioning – covered by Roger Harris, Head of Commissioning

3.2 The recommendation is to complete a recruitment exercise which will be an internal approach initially but may result in external recruitment if no suitable internal applicant is identified.

3.3 The Council has identified Penna as an appropriate organisation to support the appointment to senior posts. Penna already provides recruitment support for the external advertisement of general appointments.

3.4 The proposed process is that, initially, an internal advertisement will be placed and any applicant will be assessed by the Chief Executive and Head of HR, OD and Customer Strategy. Those applicants shortlisted will be subject to an independent assessment conducted by Penna.

3.5 Candidates who are successful at the independent assessment stage will then be subject to panel interview. The General Services Committee will form the panel supported by the Chief Executive and Head of HR, OD and Customer Strategy.

3.6 It is proposed that the General Services Committee undertake the appointment process, as set out below, in accordance with the approved HR and other policies of the Council.

- To agree any arrangements for the appointment (today)
- To undertake the final interview process supported by the Chief Executive and Head of HR, OD and Customer Strategy
- To make the appointment of the Director of Children's Services and Director of Adult, Health & Commissioning in accordance with Council policies and procedures (see Employment Procedure Rules in Chapter 10 of the Constitution)

3.7 Timetable

The outline timetable for the appointments to both posts is set out in the table below:

Activity	Responsibility	Date
Internal Advert	Penna	13 December 2013
Closing Date	Penna	30 December 2013 * *First working day after 2 week advertisement stage
External Assessments	Penna	w/c 06 January 2014
Final Interview	Appointment Panel	w/c 13 January 2014

In the event that the Internal process is unsuccessful then an External recruitment process will be conducted.

Activity	Responsibility	Date
External Advert	Penna	20 January 2014
Closing Date	Penna	02 February 2014
External Assessments	Penna	w/c 03 February 2014
Final Interview	Appointment Panel	w/c 10 February 2014

3.8 The Officer Employment Rules contained within Chapter 10 of the Council's Constitution provide for the following:

- 1.1 *The final decision on the appointment or dismissal of the Head of Paid Service / Chief Executive or on the appointment of any Statutory Chief Officers/Directors shall be by resolution of Council on the recommendation of the General Services Committee insofar as this does not fall within the remit of the Joint Appointments Committee.*
- 1.2 *The appointment and dismissal of, and taking disciplinary action against, any Chief Officer/Director shall, except where required to be by resolution of Council under Rule 1.1 above, be conducted by the General Services Committee insofar as this does not fall within the remit of the Joint Appointments Committee.*
- 1.3 *The General Services Committee may arrange for the discharge of any of its functions under Rule 1.2 above by a Sub-Committee or (with the exception of making a recommendation to Council as set out in Rule 1.1*

above or the final decision on the appointment or dismissal of a Chief Officer/Director) an Officer.

1.4 *Any Committee or Sub-Committee discharging functions under Rules 1.1 to 1.3 above must include at least one Member of the Cabinet.*

1.5 *The function of appointment and dismissal of, and taking disciplinary action against, any Officer of the Authority other than those listed at Rule 1.6 below shall be discharged, on behalf of the Authority, by the Chief Executive or by an Officer nominated by him/her.*

1.6 *Rule 1.5 above shall not apply to the appointment or dismissal of, or disciplinary action against:*

(a) the Head of the Paid Service / Chief Executive

(b) a Statutory Chief Officer/Director

(c) a non-statutory Chief Officer/Director

(d) a political assistant.

The terms of reference of the General Services Committee provide for the committee to appoint or dismiss or make arrangements for the appointment or dismissal of Directors.

4. REASONS FOR RECOMMENDATION:

4.1 The General Services Committee is recommended to consider and agree to the recommendations contained within this report to enable an efficient process to be conducted, in accordance with the provisions of the Constitution, for the recruitment of the Director of Children's Services and the Director of Adults, Health & Commissioning.

5. CONSULTATION (including Overview and Scrutiny, if applicable)

5.1 The permanent recruitment to the post of Director of Children's Services and Director of Adults, Health & Commissioning has been agreed by the Council on Wednesday 27 November 2013.

6. IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT

6.1 The permanent recruitment to the post of Director of Children's Services and Director of Adults, Health & Commissioning will better enable the Council to deliver the following corporate priorities:

- Create a great place for learning and opportunity
- Improve health and well-being

7. IMPLICATIONS

7.1 **Financial**

Implications verified by: Sean Clark
Telephone and email: 01375 652010
sclark@thurrock.gov.uk

The direct costs associated with recruitment of both posts are estimated to be in the region of £2,000. This can be met from within existing budgets. The budgets include provision for the salary of these posts when recruited.

7.2 **Legal**

Implications verified by: Chris Pickering
Telephone and email: 01375 652925
chris.pickering@bdtlegal.org.uk

The terms of reference of the General Services Committee contain delegated authority for the Committee to appoint or make arrangements for the appointment of Corporate Directors. The appointment process set out in the report is to be undertaken in accordance with Chapter 10 of the Council's Constitution.

7.3 **Diversity and Equality**

Implications verified by: Natalie Warren
Telephone and email: 01375 652186
nwarren@thurrock.gov.uk

There are no specific diversity implications to this report as the relevant equality duties will be address through the authority's employment and recruitment procedures.

7.4 **Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental**

None

BACKGROUND PAPERS USED IN PREPARING THIS REPORT (include their location and identify whether any are exempt or protected by copyright):

- Thurrock Council Constitution – Chapter 10

APPENDICES TO THIS REPORT:

- None

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