

APPOINTMENTS PANEL AGENDA



Tuesday 10 March, 2015

at 1.00 pm

**in Committee Room C,
Civic Centre, Hartlepool.**

MEMBERS: APPOINTMENTS PANEL:

Councillor S Akers-Belcher, Chair of the Council
Councillor C Akers-Belcher, Leader of the Council
Councillors Ainslie, James, Lilley, Martin-Wells, Simmons and Thompson

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 9 March, 2015 (to follow).
- 4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**
- 5. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

- 6. ITEMS REQUIRING DECISION**
 - 6.1 Assistant Director (Education, Learning and Skills 0-19) Appointment –
Director of Child and Adult Services
- 7. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**



APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

9 March 2015

The meeting commenced at 2.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor S Akers-Belcher (In the Chair)

Councillors: Councillors Ainslie, C Akers-Belcher, James, Martin-Wells, Simmons and Thompson

Officers: Andrew Atkin, Assistant Chief Executive
Dave Stubbs, Chief Executive
Amanda Whitaker, Democratic Services Team (commencement and conclusion of meeting only)

9. APOLOGIES FOR ABSENCE

The Assistant Chief Executive read out to the Panel an e mail which had been received from Councillor Lilley, to the Democratic Services Team Manager. The e mail had included Councillor Lilley's concerns in relation to the appointment process and as a result, Councillor Lilley had advised that he wished to take no further part in the appointment process.

The Panel noted the e mail.

10. DECLARATIONS OF INTEREST BY MEMBERS

None

11. MINUTES

The minutes of the meeting held on the 13 February, 2015 were confirmed.

12. LOCAL GOVERNMENT ACCESS TO INFORMATION (VARIATION) ORDER 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph

1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 13 [Appointment of Chief Executive - Interviews] (Para 1 – This item contained exempt information under Schedule 12A of the Local Government Act 1972 namely, information relating to a particular employee, former employee or applicant to become an employee of the Council

13. APPOINTMENT OF CHIEF EXECUTIVE – INTERVIEWS (*Assistant Chief Executive*)

The Panel interviewed a candidate for the position of Chief Executive. The candidate provided a presentation on the selected topic and then answered questions that had been agreed by the Panel.

Decision

The decision of the Panel is set out in the exempt section of the minutes.

The meeting concluded at 3.55 pm

CHAIR

APPOINTMENTS PANEL

10th March 2015



Report of: Director of Child & Adult Services

Subject: ASSISTANT DIRECTOR APPOINTMENT

This item contains exempt information under Schedule 12A of the Local Government Act 1972 namely, information relating to a particular employee, former employee or applicant to become an employee of the Council (paragraph 1)

1. PURPOSE OF REPORT

To agree a shortlist for the post of Assistant Director – Education, Learning & Skills 0-19, confirm the timetable and agree the presentation topic for final panel interview.

2. SUMMARY OF CONTENTS

At this meeting Members are requested to compile a shortlist from the applicants who have expressed an interest in the post. The timetable identifies a close date for the advert of Monday 2nd March 2015 (noon) therefore Appendix D and Appendix E of this report will be circulated to Members following this date. Attached with this report are the following documents:

- Job descriptions and person specification – For information as previously circulated (**Appendix A**)
- Advertisement – For information (**Appendix B**)
- Proposed Timetable (**Appendix C**)
- Shortlist Report (**Appendix D**) – to follow
- Candidates' applications (**Appendix E**) – to follow

3. PRESENTATION TOPIC

The suggested presentation topic for shortlisted candidates to present to Members of the Appointment Panel as part of the Final Panel Interview is as follows

“What are the issues and challenges facing the Hartlepool education system and how would you address them.”

4. RECOMMENDATIONS

To consider, comment upon and agree:

- i) A short list of applicants for the post
- ii) The revised timetable
- iii) The presentation topic for final panel interviews

5. REASON FOR RECOMMENDATIONS

- 5.1 To agree a shortlist of candidates for the post of Assistant Director – Education, Learning & Skills 0-19, confirm the timetable and agree the presentation topic.

6. CONTACT DETAILS

Gill Alexander
Director Child and Adult Services
Email: Gill.Alexander@hartlepool.gov.uk
Telephone: 01429 523910

Rachel Clark
HR Business Partner
Email: rachel.clark@hartlepool.gov.uk
Telephone: 01429 284346

Hartlepool Borough Council Job Description

JOB TITLE:	Assistant Director – Education, Learning and Skills 0-19
DIVISION:	Education
GRADE:	Chief Officer Band A/B (£64,850 - £81,062 / annum)
RESPONSIBLE TO:	Director of Child & Adult Services
POST REFERENCE:	101905

Job Purpose and Key Responsibilities

1. As an active manager of the Departmental Management Team, support the Director and Executive in implementing the vision, strategic and core values of the council and provide a clear sense of direction, optimism and purpose across the service.
2. Provide a professional, advisory, challenge and support role to the Borough's schools, academies, colleges and early year's settings in order to significantly improve education and wellbeing outcomes for children and young people.
3. To lead on education services and functions of the Council as local education authority and working closely with the Director of Child and Adult Services to ensure that the statutory obligations of the Director of Child and Adult Services in relation to education services are fully discharged.
4. To have lead responsibility for all learning, pupil attainment, achievement, progress and school improvement functions across the Council and deliver continuous improvement in:
 - Teaching and learning
 - Inclusion and support of vulnerable learners
 - Admissions and fair access
 - Leadership and management (this includes governance)
 - Pupil well-being, behaviour and attendance
 - Attainment, achievement and progress
5. Deliver an effective school improvement function that supports, challenges and, where necessary intervenes in schools to drive up performance, raise pupil attainment and ensures the overall effectiveness of all schools is at least 'good'.
6. To strategically plan and commission school and specialist education places to ensure the long-term provision of high quality and cost effective educational facilities.

7. To ensure that effective data and information analysis is obtained to proactively monitor school performance, identify concerns early and deliver timely and targeted intervention to sustain standards and performance at levels of quality acceptable to regulatory bodies such as Ofsted.
8. To ensure the provision/commissioning of safe, effective and high quality children's services that are responsive to local need and are provided within a clear quality framework and comply with the statutory duties which fall under the responsibility of the post holder.

Service Remit

9. Develop, direct and monitor school improvement and pupil achievement strategies to ensure that pupils and schools attain and improve in line with national, local and corporate priorities.
10. Lead on the development and implementation of a 14-19 strategy, to ensure students develop the skills, qualifications and aptitude to achieve economic and personal wellbeing and ensure this strategy is integrated with the Council's economic regeneration and employment skills agendas.
11. To plan and deliver schools and other learning institutions to ensure the long-term provision of high quality and cost effective educational facilities and learning environments.
12. Working jointly with the Assistant Director for Children's Services to support the delivery of an area based strategy and practical working model for service delivery to ensure the Council delivers high quality, fully-integrated services that are better focused on prevention, early intervention and individual need, and that individuals receive any additional support they require in a universal or mainstream setting.
13. To work with the Assistant Director for Children's Services to plan and manage the timely and effective delivery of all relevant assessment and services to ensure that children and young people with additional needs are supported during their lives.
14. To implement strategies to strengthen school leadership and governance.
15. To ensure the effective commissioning and management of provision for vulnerable learners and those in need of specialist education.
16. To ensure employees feel valued and understand their role in achieving the Council's vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
17. To lead and work in partnership with other local authorities particularly within the Tees area as projects and services develop.
18. To lead on any projects which cross Council departments as required.
19. Supporting elected members in undertaking their roles as Community leaders and Ward members.

20. Develop and articulate the Division's vision to ensure its delivery in a way that the service meets statutory obligations, policy objectives and value for money.
21. Optimise service performance and delivery, ensuring efficient and effective use of the available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
22. Responsible for ensuring the appropriate risk, financial and service management arrangements for the Division are in place.
23. To promote equality and diversity across the Division.
24. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other personal, and comply with the policies and procedures relating to health and safety.
25. To carry out any other duties which fall within the board spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

January 2015

NOT FOR PUBLICATION

PERSON SPECIFICATION: ASSISTANT DIRECTOR (Education, Learning and Skills 0-19)

POST REFERENCE: 101905

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
Educational/vocational/occupational qualifications and/or training	<p>Educated to degree level</p> <p>Qualified Teacher Status</p> <p>Evidence of Continuing Professional Development</p> <p>Evidence of training in leadership and management</p>	Qualified OFSTED Inspector
Work or other relevant experience	<p>A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity and with a developed understanding of the issues facing education and school improvement.</p> <p>A demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.</p> <p>Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high performing working environment.</p>	
ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		

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Work or other relevant experience continued ...	<p>Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups.</p> <p>A track record of working in and forging successful partnerships with a wide range of internal and external bodies including other local authorities governmental and non governmental organisations, the private and voluntary sectors.</p> <p>A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve service objectives</p>	
Skills, abilities, knowledge and competencies	<p>High degree of political awareness and capable of working effectively with the political dimension; ability to support elected members in undertaking their roles as community leaders and ward members.</p> <p>Ability to lead and manage change whilst maintaining consistency with department and corporate values and ethics, working with uncertainty and ambiguity and developing appropriate relationships with staff and managers.</p> <p>Ability to optimise service performance and delivery, ensuring efficient and effective use of the available resources (financial, human and physical).</p> <p>Maintain personal perspective and self-knowledge by maintaining continuous professional development and developing personal resilience and skills.</p>	
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Skills, abilities, knowledge and competencies continued ...	<p>Ability to develop effective external relationships including being a champion for the local authority and working with communities and other agencies.</p> <p>Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisations strategic capacity.</p> <p>Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisations strategic capacity.</p> <p>Create a supportive learning and self development environment where a culture of learning is promoted, constructive feedback on him/herself and the service provided is encouraged.</p> <p>Clarifies individual and team direction, priorities and purpose by clarifying objectives and boundaries and being team orientated to problem solving, decision making and to identifying values.</p> <p>An inspirational communicator, networker and achiever; capable of communicating the vision of the service and the whole organisation to a wide network of internal and external stakeholders; gaining the confidence and support of various groups through sensitivity to needs; and achieving organisational goals.</p>	
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General	Calm and copes well with work pressures. Visionary and brings teams/people together. Sense of humour and friendly personality. Professional and a good role model for others.	
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

NOT FOR PUBLICATION

APPENDIX B

CHILD & ADULT SERVICES DEPARTMENT
CHILDREN'S SERVICES
ASSISTANT DIRECTOR Education, Learning & Skills 0-19
£64,850 – £81,062 Chief Officer Band A

With a track record of excellence, Hartlepool is an ambitious authority which aims to be even better. We may be one of the smallest unitaries in the country, but there's nothing modest about our ambitions. This key post provides strategic leadership for school improvement offering a real opportunity to work with schools and other key partners to influence children's lives across authority boundaries.

One of our key aims is to continue to create a brighter future for all of our children and young people and we are looking for a talented and ambitious individual to join a vibrant and dedicated team to contribute to this vision and create even better outcomes for children.

The postholder has responsibility for an exciting remit including school improvement, curriculum development, education of vulnerable pupils, 0-19 strategy, extended school and early year's strategy development and performance. An inspirational communicator, networker and achiever with a strong education background, you will provide a strategic focus on standards and possess the initiative to achieve and sustain excellence through innovation and tenacity. We want to use your significant aptitude for managing change, leading and inspiring others to build on previous successes and address remaining challenges; making a real difference for our children and young people.

To find out more, please visit our micro site at www.hartlepool.gov.uk/ADEducation. For an informal and confidential discussion, please call the Director of Child and Adult Services Gill Alexander on (01429) 523910.

CLOSING DATE: FRIDAY 6th MARCH 2015 12 NOON.

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Appendix C

Timetable

Appointment Panel – Approve Process	Wednesday 4 th February
Internal / External Advert Published (TES deadline Monday 9 th February)	Friday 13 th February
Closing Date	Monday 2 nd March (noon)
Appointment Panel - Shortlisting <i>Report deadline 26th February</i>	10 th March
Technical Assessments (interview and in tray)	Tuesday 17 th March
Stakeholder Panels / Meet & Greet (Day 1)	Monday 23 rd March
Appointment Panel - Final Interviews (including presentation) (Day 2) <i>Report deadline 12th March</i>	Tuesday 24 th March