

APPOINTMENTS PANEL AGENDA



Monday 8th June 2015

at 1.00pm

**in Committee Room A,
Civic Centre, Hartlepool**

MEMBERS: APPOINTMENTS PANEL:

Councillors C Akers-Belcher, Atkinson, Cook, Fleet, James, 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 12th May 2015
- 4. ITEMS FOR INFORMATION**
 - 4.1 Assistant Director, Children's Services Appointment – *Director of Child and Adult Services*
- 5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**
- 6. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**



APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

12 MAY 2015

The meeting commenced at 9.00 am in the Civic Centre, Hartlepool

Present:

Councillors: Jim Ainslie, Stephen Akers-Belcher, Marjorie James, Ray Martin-Wells, Chris Simmons and Paul Thompson.

Also Present; Councillor Carl Richardson as substitute for Councillor Christopher Akers-Belcher in accordance with Council Procedure Rule 5.2

Officers: Gill Alexander, Director of Child and Adult Services
Andrew Atkin, Assistant Chief Executive
Amanda Whitaker and David Cosgrove, Democratic Services Team

30. CHAIR OF MEETING

It was proposed that Councillor Simmons Chair the meeting as he had Chaired the meeting on 17 April 2015 which had commenced this appointments process. The proposal was supported by the Members present.

Councillor Simmons in the Chair.

31. APOLOGIES FOR ABSENCE

Councillor C Akers-Belcher.

32. DECLARATIONS OF INTEREST BY MEMBERS

None

33. MINUTES

The minutes of the meeting held on the 17 April, 2015 were confirmed.

34. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

No items.

35. LOCAL GOVERNMENT ACCESS TO INFORMATION

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 it involves 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 36 Appointment of Director of Child and Adults - Interviews (Paras 1 and 3 - information relating to a particular employee, former employee or applicant to become an employee of the Council).

**36. APPOINTMENT OF DIRECTOR OF CHILD AND ADULTS - INTERVIEWS –
*Assistant Chief Executive (Para. 1)***

The Appointments Panel interviewed candidates for the post of Director of Child and Adult Services.

DECISION

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

The meeting concluded at 11.30 am.

CHAIR

APPOINTMENTS PANEL

8th June 2015



Report of: Director of Child & Adult Services

Subject: ASSISTANT DIRECTOR CHILDREN'S SERVICES
APPOINTMENT

1. PURPOSE OF THE REPORT

To consider and agree the arrangements for the recruitment selection process for the post of Assistant Director Children's Services.

2. BACKGROUND

The current Assistant Director Children's Services post will be vacant from 31st May 2015 following the promotion of the current post holder.

3. PROPOSED RECRUITMENT PROCESS

3.1 Recruitment Process

The initial question in terms of the recruitment is outlined for Members below. There are two key options available to Members in the recruitment to this post as outlined below:

Option A - An internal recruitment campaign is exhausted before external recruitment is considered.

Option B – The post is advertised externally without there being an internal process first.

Member's determination around these options is likely to influence their consideration of those aspects of the report outlined below.

3.2 Job Description and Person Specification

The job description and person specification for the post is attached at Appendix A. Specific areas of responsibility based either in statute or to reflect local needs, have been included.

3.3 Promoting the Post / Advert

As an alternative to providing paper based information packs it is proposed to utilise the North East Jobs portal to host the recruitment information and give candidates access to the on line application form. A draft advert is attached at Appendix B.

3.4 Technical Interviews

The technical interviews will be carried out by the Director of Child & Adult Services and the HR Business Partner.

Technical assessment involves a rigorous interview that tests out the candidate's abilities against the job description. Once candidates have been interviewed, a written technical assessment report will be produced on each candidate, scored against the criteria in the person specification and will address such areas as motivation for the post, understanding of the roles and key strengths and weaknesses of the candidates.

It is recommended that these are included if Members decide on the external recruitment process.

3.5 Other Candidate Assessment Methods

Prior to final interview other assessments could be undertaken including:

- Stakeholder Panels - The Appointments Panel will receive feedback on the stakeholders' perceptions of the candidates. Recommendations for the Stakeholders Panels to include; Head Teachers and Governors; Young People; Partners and Professional; Service Users.
- Meet and Greet - A session whereby Members and Senior Officers have the opportunity to meet the candidates.

It is recommended that these are included if Members decide on the external recruitment process.

4. ADVERTISING COSTS

It is recommended that the advert is placed on North East Jobs only. There is no cost for advertising on this portal.

The option of Executive Search was considered but it was felt unnecessary for this specific recruitment.

5. FINAL INTERVIEWS

Candidates are typically asked to prepare a ten-minute presentation and there is a set time for formal questions. A list of questions will be provided for the Panel to consider, and suggested areas on each candidate that may require specific questions from the technical assessment stage and/or stakeholder panels.

In the event that Members opt for an internal recruitment process with an arrangement to automatically interview all candidates then the presentation title will need to be agreed at this panel. A suggested presentation title is:

“What are the issues and challenges facing services to children in Hartlepool and how would you address them?”

6. TIMETABLE

It is proposed that the first Appointments Panel to be held will agree the selection process and documentation, with a further Appointments Panel meeting to be held to shortlist candidates. If the internal only recruitment process is chosen then the recommendation is that all applicants are invited to the Final Appointments Panel reducing the need for an extended timetable for shortlisting. A final Appointments Panel will interview the shortlisted candidates.

The dates for the Shortlisting Panel and Final Appointments Panel need to be set at the 1st Appointments Panel meeting on 8th June 2015.

A proposed timetable for the Assistant Director Children’s Services is attached at Appendix C.

7. RECOMMENDATIONS

To consider, comment upon and agree:

- i) whether the recruitment process will be Internal only, or Internal and External
- ii) the job description and person specification (Appendix A)
- iii) the advert (Appendix B)
- iv) the arrangements for advertisement if an external recruitment process is undertaken
- v) whether or not technical interviews, stakeholder panels and/or the Meet and Greet is required for any external recruitment process. Consideration of the same for internal only recruitment
- vi) the recruitment timetable including agreeing the dates for Shortlisting and Final Panel Interviews (appendix C). Please note the recommendation is that if the Internal Only recruitment process option is taken then all internal applicants will be interviewed at Final Panel
- vii) the process for the Final Panel Interview including agreement for the presentation title (section 5)

8. REASON FOR RECOMMENDATIONS

- 8.1 To appoint for the post of Assistant Director Children’s Services.

9. CONTACT DETAILS

Sally Robinson
Director Child and Adult Services
Email: sally.robinson@hartlepool.gov.uk
Telephone: 01429 523732

Rachel Clark
HR Business Partner
Email: rachel.clark@hartlepool.gov.uk
Telephone: 01429 523198

APPENDIX A

JOB DESCRIPTION

CHILD AND ADULT SERVICES DEPARTMENT

JOB TITLE:	ASSISTANT DIRECTOR, CHILDREN'S SERVICES
DIVISION:	CHILDREN'S SERVICES
GRADE:	CHIEF OFFICER BAND A
RESPONSIBLE TO:	DIRECTOR OF CHILD AND ADULT SERVICES
POST REFERENCE:	101921

Purpose of Post

As an active member of the Departmental Management Team support the Director and the Executive in implementing the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Division.

Key Relationships

- Children's Services Management Team
- Departmental Management Team
- Children, young people, their families and carers
- Children's workforce
- Colleagues from partner organisations including those in statutory, voluntary, independent and faith sector

Main Duties and Responsibilities

1. Lead the provision of services for children, young people and their families to improve their health, development, life chances and outcomes.
2. Lead the children's services functions of the Council and, working closely with the Director of Child and Adult Services, ensure the statutory obligations of the Council as they relate to this field are fully discharged.
3. To have lead responsibility for the provision of services within allocated budgets for children, young people and their families and deliver continuous improvement in:
 - The arrangements to safeguard children, promote their welfare and ensure that these are appropriately implemented throughout Children's Services;

- Services for children looked after and those leaving care ensuring that children benefit from high quality care that meets their health, developmental, educational, social and emotional needs at all times;
 - The provision of local authority fostering, adoption and residential care for children ensuring there is a sufficient supply and range of placements to meet the needs of children looked after and promotes choice;
 - The delivery of integrated services for children with additional needs, including, in partnership with the Assistant Director, Education, Learning and Skills, those with Special Educational Needs and Disabilities;
 - The delivery of early help and preventative services for children, working in partnership with universal and targeted services to develop system wide prevention services that improves the lives of vulnerable children in Hartlepool and reduces demand for high cost specialist services;
 - The strategic oversight of the governance and commissioning models for children in Hartlepool including the Children's Strategic Partnership and Hartlepool Safeguarding Children Board;
 - The delivery of a town wide children's centre offer and a diverse and responsive child care market.
4. Develop, implement and maintain strategies, policies and procedures for areas of responsibility and ensure compliance and delivery.
 5. Ensure effective use of quality assurance, data benchmarking and management systems to secure consistently high standards of performance.
 6. Ensure the provision/commissioning of safe, effective and high quality children's services that are responsive to local need, provided within a clear quality framework and comply with statutory duties.
 7. Working jointly with the Assistant Director, Education, Skills and Learning, 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 focussed on prevention, early intervention and individual need and that individuals receive any additional support they require in a universal setting.
 8. Maintain and foster working partnerships to promote collaborative working, enhance the reputation of services and actively promote success and achievements.
 9. Ensure employees are 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 wellbeing.
 10. Promote equality and diversity across the division.
 11. Contribute to the development of and articulate the Council's vision within the division to ensure its delivery in a way that meets statutory obligations, policy objectives and value for money.
 12. 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.

13. Establish effective relationships with Elected Members and support them in undertaking their roles as community leaders and Ward members.
14. Ensure the appropriate risk, financial and service management arrangements for the division are in place.
15. Ensure that effective consultation and engagement takes place with stakeholders and specifically with children and young people.
16. To lead on any projects which cross Council department as required.

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.

Date: May 2015

PERSON SPECIFICATION: ASSISTANT DIRECTOR – CHILDREN’S SERVICES

POST REFERENCE: 101921

Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures, including a Disclosure and Barring Service (DBS) check.

REQUIREMENTS	ESSENTIAL CRITERIA <small>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)</small>	DESIRABLE CRITERIA <small>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)</small>
<ul style="list-style-type: none"> - Educational/vocational/ occupational qualifications and/or training 	<ul style="list-style-type: none"> • Educated to degree level • Professional qualification relevant to children’s services 	<ul style="list-style-type: none"> • Management Qualification
<ul style="list-style-type: none"> - Work or other relevant experience 	<ul style="list-style-type: none"> • 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 children, young people and their families • A demonstrable track record of leading, motivating and managing teams to achieve high performance, significant sustainable service improvements and outstanding results through internal and external partnership • Experience of promoting and sustaining a culture that meets the needs of and engages with customers and staff within a safe open and high performance working environment 	

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)
<ul style="list-style-type: none"> - Work or other relevant experience 	<ul style="list-style-type: none"> • Evidence of establishing and sustaining a performance management culture to drive continuous improvement including service planning, target setting, performance appraisal and the management of diverse staff groups • A track record of working in and forging successful partnerships with a wide range of internal and external bodies including other local authorities, statutory, private, voluntary and community sector organisations • Experience of management of organisational and cultural change • Evidence of working effectively within a political environment providing clear balanced advice and guidance on issues that achieve the service objectives • Experience of budget planning, management and control 	
<ul style="list-style-type: none"> - Skills, abilities, knowledge and competencies 	<ul style="list-style-type: none"> • A high degree of political awareness and capable of effective working effectively with the political dimension, ability to support elected members in undertaking their roles as community leaders and ward members • Ability to lead and manage change and develop the division whilst maintaining consistency with corporate values and ethics working with uncertainty, ambiguity and change and developing appropriate relationships with staff and managers • Ability to optimise service performance and delivery ensuring 	

	<p>efficient and effective use of the available resources</p> <ul style="list-style-type: none"> • Maintain personal perspective and self-knowledge by maintaining continuous professional development and developing personal resilience and skills • Ability to develop effective external relationships and working with communities and other agencies • Maintain focus on strategic and long term issues which inform operational service delivery by developing and holding a strategic view and an awareness of the organisations strategic and operational capacity • Create a supportive learning and self development environment where a culture of learning is promoted and constructive feedback on the service provided is encouraged • Provide individual and team direction, priorities and purpose by clarifying objectives and boundaries and being team orientated to problem solving, decision making and identifying values • An inspirational communicator, networker and achiever, capable of communicating the vision of the service and 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 • Good level of competence in Information and Communication Technology (ICT) • Knowledge of legislation, statutory guidance and policy direction that governs practice in children's services 	
- General Competencies	<ul style="list-style-type: none"> • An effective leader and manager who is energetic, determined, positive, robust and resilient enough to cope with 	

	<p>the demands of the role</p> <ul style="list-style-type: none"> • An enthusiastic and effective individual with a strong commitment to improving performance and ensuring the service meet the needs of the communities it serves • A positive role model promoting high standards of ethical behaviour, probity, integrity and honesty with credibility across a wide range of audiences and respect for all • An innovator and motivator who can promote new and creative thinking and a corporate focus to achieving Council's objectives and continuous improvement, best value, service excellence and equal opportunities • A persuasive and effective influencer who can develop partnerships work collaboratively across boundaries and achieve performance and results through 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.

APPENDIX B

CHILD AND ADULT SERVICES DEPARTMENT

ASSISTANT DIRECTOR – CHILDREN'S SERVICES

£66,147 - £82,683 Chief Officer Band A

With a track record of excellence and an Ofsted judgement of 'good' across the service, 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 services for children, young people and their families offering a real opportunity to work alongside partners to improve the life chances for children across the 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 our vibrant and dedicated management team to deliver this vision and create even better outcomes for children.

The post holder has responsibility for developing and delivering strategies to promote an early intervention and prevention approach to the needs of children, safeguarding children in need and promoting their welfare as well as improving the health, care and education of looked after children. Providing strategic leadership in relation to all areas of responsibility, you will need to instil a performance-driven culture. You will also be expected to actively contribute to cross-cutting issues in Hartlepool and the development of new and innovative models of commissioning and service delivery.

Forward thinking, innovative, inspirational and focused on outcomes for children and young people, you will have proven experience in children's services and the ability to deliver continuous improvement ensuring services effectively meet the needs of those who require them.

This role offers the opportunity for an enthusiastic and dedicated professional to make a real difference for our children and young people. To find out more information and how to apply, follow the link to North East Jobs. For an informal and confidential discussion, please call the Director of Child and Adult Services, Sally Robinson on 01429 523732.

Closing date TBC

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE.

THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES, INCLUDING AN ENHANCED DBS CHECK.

APPENDIX C

Timetable

Internal Only

Appointment Panel – Approve Process	Monday 8 th June
Internal / External Advert Published	Tuesday 9 th June
Closing Date	Friday 19 th June
Appointment Panel - Final Interviews (including presentation). All internal applicants to be interviewed otherwise will need a Shortlisting Panel date built into the timetable. <i>Report deadline tbc</i>	tbc

Or

Internal and External

Appointment Panel – Approve Process	Monday 8 th June
Internal / External Advert Published	Wednesday 10 th June (on line)
Closing Date	Friday 26 th June
Appointment Panel - Shortlisting <i>Report deadline tbc</i>	tbc
Technical Assessments (interview and in tray)	tbc
Stakeholder Panels / Meet & Greet (Day 1)	tbc
Appointment Panel - Final Interviews (including presentation) (Day 2) <i>Report deadline tbc</i>	tbc