

GENERAL PURPOSES COMMITTEE Erratum

Place

Committee Room 6 - Town Hall, Wellington Street, Woolwich
SE18 6PW

Date

Tuesday, 2 April 2019

Time

5.30 pm

This meeting is open to the press and public and they are entitled to take photographs, film or record the proceedings.

Agenda

I2 Establishment of Appointments Panel - Senior Assistant Director, Safeguarding and Social Care

Updated report including correct salary range for this post.

Date of Issue
Tuesday 26
March 2019

Debbie Warren
Chief Executive

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GENERAL PURPOSES COMMITTEE	DATE 2 April 2019
TITLE Establishment of Appointments Panel – Senior Assistant Director, Safeguarding and Social Care	ITEM NO: 12 (corrected)
LEAD OFFICER Director of Children’s Services	CABINET MEMBER Finance and Resources

1. Decision required

This report makes the following recommendations to the decision-maker:

- 1.1 To agree to a salary range of £104,050 to £114,455 for the post of Senior Assistant Director, Safeguarding and Social Care (Chief Officer grade B) in accordance with the Council’s Pay Policy Statement.
- 1.2 To note that the Chief Executive has delegated authority to establish, in consultation with the Party Group Leaders, individual Appointment Panels for the appointment of Chief Officers based on the requirements of the post.

2 Links to the Royal Greenwich Strategy

2.1 This appointment will support the Council’s objectives in a number of areas and relates to the following high-level objectives contained within the Royal Greenwich Strategy:

- A Healthier Greenwich
- A Safer Greenwich
- A Great Place to Grow Up
- Economic Prosperity for All
- A Great Place to Be
- A Strong Vibrant and Well-run Borough

3 **Introduction and Background**

- 3.1 The post of Senior Assistant Director, Safeguarding and Social Care is currently covered by an Acting Up arrangement. As a key role, within the Children's Services leadership team, this role requires a permanent appointment.
- 3.2 The appointment of a new Chief Officer has additional on-costs of NI and pension contributions. Therefore, for budgeting purposes, the cost of the post is as Table I below.

Band	Point	Inc.	Basic	Super	NI	Total
B – Senior	9	3	114,455	21,170	14,630	150,250
Assistant	8	2	109,253	20,210	13,910	143,370
Director	7	1	104,050	19,250	13,200	136,500

Table I: Chief Officer Pay Table 2018-2019 – Band B – Senior Assistant Director

4 **Chief Officer appointment process**

- 4.1 The Chief Officer appointment process is detailed in the Officer Appointments Procedures in Part 4 section H in the Council's Constitution, and is set out in below.
- 4.2 Section 38 (1) of the Localism Act 2011 requires local authorities to produce a pay policy statement for each financial year which must set out the authority's policies for the financial year relating to:
- (a) the remuneration of its chief officers,
 - (b) the remuneration of its lowest-paid employees, and
 - (c) the relationship between (i) the remuneration of its chief officers, and (ii) the remuneration of its employees who are not chief officers.
- 4.3 The Statement must include the Authority's policies relating to:
- (a) the level and elements of remuneration for each chief officer,
 - (b) remuneration of chief officers on recruitment,

- (c) increases and additions to remuneration for each chief officer,
- (d) the use of performance-related pay for chief officers,
- (e) the use of bonuses for chief officers,
- (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
- (g) the publication of and access to information relating to remuneration of chief officers.

- 4.4 The last Statement was approved by full Council on 26 July 2018. All decisions on pay and reward for chief officers must comply with the current Pay Policy Statement and section 42 of the Localism Act states that they cannot be the responsibility of an executive of the authority under executive arrangements.
- 4.5 Section 40 of the Localism Act includes provision for the Secretary of State to issue guidance on the content and application of pay policy statements. Councils must have regard to this guidance in the exercise of their functions under the pay policy provisions. Initial Guidance under section 40 has been published and this was supplemented by further Guidance in February 2013. The Guidance is statutory guidance, and although it is not law, it is not mere advice, and the Council must consider it carefully and have cogent reasons if it wishes to depart from it. Failure to do so may result in any decision being challenged.
- 4.6 The Guidance advises that full Council should be given the opportunity to vote before salaries or severance payments of £100,000 or more are agreed. However, as section 41 says that in making a decision which relates to the remuneration of or other terms and conditions applying to a chief officer, the Council must comply with its pay policy statement for the financial year. Full Council concluded that, having careful regard to the Guidance, a sensible approach is as set out below:
- (a) Full Council agrees the overall pay banding for the Council's chief officer structure which includes all posts with remuneration of £100,000 or over and also agrees specific severance packages of £100,000 and over (not including contractual obligations).

(b) General Purposes Committee agrees the salary level for a post with a remuneration of £100,000 or over in relation to a specific appointment.

4.7 Chief Officers are on a single point salary with scope to be placed on 2 further points in exceptional circumstances. The criteria for further points are:

- the scale of the agenda/programme/projects being undertaken in addition to the management of a directorate, including the size and scope and impact of their achievement
- the delivery of significant service improvements in the areas managed measured by performance indicators
- the contribution to and impact on the organisation as a whole in terms of service development and improvement
- under exceptional circumstances to provide a retention package

4.8 The terms of reference of this committee include agreeing the salary level for posts with a remuneration of £100,000 or over in relation to a specific appointment. Committee is therefore asked to agree the salaries for:

- the post Senior Assistant Director, Safeguarding and Social Care at Chief Officer Grade B. The intention is to appoint at bottom of grade but discretion is sought to appoint up to top of grade if necessary to secure a suitable appointment.

5 **Appointment Process**

5.1 The Officer Employment Procedures authorise the Chief Executive to establish, in consultation with the Party Group Leaders, individual Appointments Panels based on the requirements of the post; and appoint, in consultation with the Leader and Party Whips, Members to Appointment Panel.

5.2 The Appointment Panel will undertake all stages in respect of the appointment of Chief Officers and Deputy Chief Officers in accordance with the Council's Officer Employment Procedures.

5.3 Consultation with Cabinet will take place before any final offer of appointment is made.

6 **Available Option**

6.1 To appoint to the position of Senior Assistant Director, Safeguarding and Social Care on a permanent basis or take no action, leaving the Acting Up arrangement to cover the vacancy.

7 **Preferred Option**

7.1 To appoint to the position on a permanent basis.

8 **Reasons for Recommendation**

8.1 To provide stability to the leadership of this key area of Children's Services, ensuring the council has the required, appropriately qualified leadership team to fulfil the objectives of the Directorate.

9 **Cross Cutting Issues and Implications**

Issue	Implications	Sign-off
Legal including Human Right Act	The report raises no legal issues. Part 3 of the Councils constitution provides that General Purposes Committee is responsible for agreeing the salary level for posts with a remuneration of £100,000 or more in relation to a specific appointment.	Azuka Onuorah Deputy Head of Legal Services 20 th March 2019

Finance and resources including procurement implications	The Chief Executive is asked to agree to a salary range of £104,050 to £114,455 for the post of Senior Assistant Director, Safeguarding and Social Care, Chief Officer Grade B in accordance with the Councils Pay Policy Statement. The funding of this post will be met from existing budgets within	Kim Sullivan Head of Accountancy and Business Change 20 th March 2019
Equalities	The recruitment will be undertaken in line with the RBG Chief Officer Recruitment procedure.	Sarah Thompson Agency and Recruitment Manager 20 th March 2019
Staffing Establishment	Existing role within the establishment	Sarah Thompson Agency and Recruitment Manager 20 th March 2019

10 **Background Papers**

10.1 Job Description and Person Specification

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ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE: Children's Services

DIVISION: Safeguarding and Social Care

GRADE: Chief Officer Grade B

DESIGNATION: Senior Assistant Director, Safeguarding and Social Care

Job Purpose

1. To develop a coherent strategy for the delivery and continuous improvement of services for safeguarding and social care in respect of children and young people.
2. Working with elected Members to ensure the agreed Aims & Objectives of the Directorate, and, as appropriate, the Council as a whole, are delivered in respect of services for safeguarding and social care in respect of children and young people.
3. To play a major role in the development of the strategic agenda for the Directorate as a whole and provide leadership to those who have a role in delivering that agenda.

Job Outcomes

1. As part of the Directorate's management team, contribute to the effective leadership and decision making, the formulation of Directorate policies and initiatives and the development of collaborative, working processes across the Directorate as a whole.

2. Provision of advice and support to elected Members, which recognises the policy, operational tensions and constraints of service delivery in the context of legal and financial frameworks.
3. Responsible for the production, maintenance, review, change, improvement and delivery of a coherent strategy to meet current and future needs of customers and service users for services for safeguarding and social care in respect of children and young people within the context of the overall strategy for the Directorate and Council as a whole.
4. To develop and implement strategic priorities and performance targets for services for safeguarding and social care in respect of children and young people, which include the relevant National and Local Indicators and are reflected in the relevant strategies and policies.
5. To develop and support citizen and service user engagement and consultation in the running of services for safeguarding and social care in respect of children and young people, ensuring the integration of services for the benefit of the service users and the community, which can be demonstrated in the way the services are valued by the customers.
6. Responsible for measurable improvements in services for safeguarding and social care in respect of children and young people in response to Council and user consultation delivered through effective collaboration and agreements with partners, where possible and appropriate, and within available budgets.
7. Effective management, within the Council's standards and procedures, of that part of the Directorate's budget and associated resources in respect of safeguarding and social care for children and young people.
8. Effective management, within the Council's policies and procedures, of health and safety matters in respect of safeguarding and social care for children and young people.
9. Effective leadership, management and motivation of a diverse workforce delivering services to a diverse community.

10. Effective utilisation of limited human and financial resources that supports the achievement of the strategic and operational objectives of the Directorate and Council, as appropriate, and facilitates effective service delivery for services for safeguarding and social care in respect of children and young people.
11. To be responsible and accountable for the delivery of the Strategic Projects service within the Directorate on a day-to-day and longer term basis.
12. Effective delivery of a range of projects to support the vision, aims and objectives of the Directorate and, as appropriate, the Council as a whole.
13. As directed by the Director of Children's Services to deputise for that post-holder in relation to services for safeguarding and social care in respect of children and young people.

PERSON SPECIFICATION

Qualifications and knowledge:

- Qualified and registered Social Worker with Education to degree level and continuing professional development relevant to the job role
- Proven ability and value base as defined in the Knowledge and Skills statement for Practice Leaders and practice supervisors (DfE 2015)
- An understanding of the key challenges in improving the quality and impact of Children's Services
- An understanding of the legal, regulatory and inspection framework for Children's Services

Experience of:

- Leading child and family social work practice using theoretical models of effective practice
- Driving significant improvements in outcomes for service users
- Involving service users in the assessment, planning and development of service delivery
- Managing effectively the performance of services against national and local standards
- Managing demand for services whilst maintaining high quality decision making and practice
- Influencing key organisational stakeholders at a senior level within a large public or third sector organisation
- Managing complex budgets and other resources effectively to achieve strategic objectives
- Leading a diverse workforce to achieve and exceed objectives
- Leading commissioning to improve outcomes for service users within a diverse community
- Engaging service users to ensure that services delivered are of benefit to, and valued by the community

Ability to:

- Ensure strengths based approaches and positive attitudes to children and families and other professionals, partner agencies, politicians and the public.
- Solve complex problems and innovate to improve services
- Hold accountability for child and family social work practice ensuring organisational purpose and promoting the values underpinning service delivery

- Present information clearly, accurately and effectively to inspire confidence
- Work collaboratively, influence and develop effective working relationships
- Lead and motivate a large workforce to achieve the strategic objectives
- Analyse and use complex data from a range of sources to inform strategic plans using well - developed financial, numeracy and literacy skills

