

PLEASE NOTE DATE AND TIME OF MEETING

Merton Council

APPOINTMENTS COMMITTEE

Membership:

Councillor David Williams (Chairman)
Councillor Stephen Alambritis
Councillor Margaret Brierly
Councillor David Chung
Councillor Chris Edge
Councillor Samantha George
Councillor Maxi Martin
Councillor Dennis Pearce
Councillor George Reynolds
Councillor Debbie Shears

A meeting of the Appointments Committee will be held on Monday 21 July 2008, commencing at 6.30pm at Merton Civic Centre in the Cabinet Meeting Room.

This is a public meeting although the main item involves the likely disclosure of exempt information and the public will be excluded from the meeting.

For more information about the agenda contact David Dunford, Democratic Services, on 020 8545 3361 or e-mail david.dunford@merton.gov.uk

Further information about Merton Council can be found on the web site www.merton.gov.uk

Appointments Committee Agenda

21 July 2008

- | | | |
|----|--|----|
| 1. | Declarations of Interest (See 'Notes' at the foot of this agenda) | |
| 2. | Apologies for Absence | |
| 3. | Minutes of the Meeting held on 5 December 2006 | 3 |
| 4. | Appointment to the post of Director of Children, Schools and Families | 5 |
| 5. | Exclusion of Public | |
| | To RESOLVE that the public are excluded from the meeting during discussion of the addendum paper to Agenda Item 5 on the grounds that it involves the disclosure of exempt information falling within Category 3 of Paragraph 10.4 of Part 4B of the Constitution. | |
| 6. | Addendum Paper to the Report - Appointment to the post of Director of Children, Schools and Families | 17 |

NOTES:

¹ Members are advised to make declarations of personal or prejudicial interests they may have in relation to any item on this agenda. Members may make their declaration either under this item or at any time it becomes apparent that they have an interest in any particular item. To facilitate the recording of declarations members are asked to complete the pro-form attached to this agenda and hand it to the Democratic Services Officer in attendance.

If a Member believes that their interest is prejudicial they should leave the meeting while the item is discussed. If in doubt, Members are advised to seek advice from the Head of Civic and Legal Services prior to the meeting.

APPOINTMENTS COMMITTEE
5 DECEMBER 2006

PRESENT: Samantha George, Chris Edge and Andrew Judge

Time: 10:15 to 19:15

RESOLVED: that under Part 4B Paragraph 10 of the Constitution the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

563 APPOINTMENT TO THE POST OF DIRECTOR OF ENVIRONMENT AND REGENERATION

RESOLVED: That the Committee agrees to make an offer of appointment to Lyn Carpenter to the post of Director of Environment and Regeneration subject to no material or well-founded objection from any Member of the Cabinet and satisfactory employment clearances

This page is intentionally blank

Committee: Appointments Committee

Date: 21 July 2008

Agenda item: 4

Wards: All

Subject: Appointment to the post of Director of Children, Schools and Families

Lead officer: Dean Shoesmith, Interim Head of Human Resources

Lead member: Chair of Appointments Committee and Cabinet Member for Strategic Resources and Performance

Key decision reference number:

Recommendations:

- A That the Committee approves the job description and person specification, and the recruitment process, for the post of Director of Children, Schools and Families
 - B That the Committee ratifies the appointment of Councillors David Williams, Debbie Shears and Maxi Martin as members of the formal interview panel for the post of Director of Children, Schools and Families
 - C That the Committee approves the proposal to pay a market supplement for the post of Director of Children, Schools and Families
-

1. Purpose of report and executive summary

- 1.1 The Director of Children, Schools and Families is leaving the London Borough of Merton on 28 September 2008 and the recruitment process to this post needs to be agreed.
- 1.2 The purpose of this report is to approve the job description and person specification, and the associated recruitment process.
- 1.3 In addition, the Committee is asked to ratify the appointment of Councillors David Williams, Debbie Shears and Maxi Martin as members of the formal interview panel.
- 1.4 The Committee is further asked to approve the proposal to pay a market supplement for the post of Director of Children, Schools and Families

2. Details

- 2.1 The job description and person specification for the post of Director of Children, Schools and Families (Appendix One) are to be agreed.
- 2.2 The recruitment campaign for the post of Director of Children, Schools and Families is to be handled by Odgers, Ray and Berndtson ('Odgers'). Odgers have recently recruited to the posts of Director of Schools and Learning at Westminster City Council and Director of Schools at the London Borough of Ealing.

- 2.3 A proposed timetable for Appointment Committee decisions is attached (Appendix Two).
- 2.4 It is proposed that Councillors David Williams, Debbie Shears and Maxi Martin are appointed as members of the formal interview panel.
- 2.5 The Interim Head of HR has conducted labour market research across other London Boroughs (based on the April 2008 London Councils' Chief Officer Salary Survey) and, further to discussions with the Chief Executive, it is proposed that a market supplement be offered to the successful candidate for the post of Director of Children, Schools and Families. This is in order to attract a candidate of suitable calibre. This view is supported by both the data set and by Odgers' children, schools and families recruitment sector experts and it is therefore proposed to advertise the salary in the range of £120 - £135K. Note the current grade maxima is £112K per annum, and advertising the post at this salary is unlikely to be successful. Appendix Three shows the benchmarking data used in this exercise. The agreement of the Appointments Committee to this approach is sought.

3. Financial, resource and property implications

- 3.1 The costs of procuring the Director of Children, Schools and Families are discussed at the addendum to this report and is exempt from disclosure

4. Legal and statutory implications

- 4.1 The recommendation contained within this report are designed to ensure that the Council meets its statutory obligations to appoint staff on merit pursuant to the Local Government & Housing Act 1989. This means that the procedure should be capable of objective justification.
- 4.2 There is a statutory requirement under the Children Act 2004 to have a Director of Children's Services.
- 4.2 This post is covered by the Employee Procedure Rules (part 4H) of the constitution. The Appointments Committee is responsible for appointing to the Director's post. Once the recruitment process is completed in accordance with the Council's recruitment procedures an offer of appointment cannot be made by the Appointments Committee until the Committee has notified the Chief Executive of the name of the person to whom the Committee wishes to make an offer. The Chief Executive is then to notify the details to every member of the Cabinet. The appointment will only be made where no material or well founded objections from the Cabinet have been received. Committee should therefore build this process in the recruitment planning.
- 4.3 In all other respects the process must comply with the Council's recruitment procedure.

5. Human rights, equalities and community cohesion implications

- 5.1 The contents of this report are designed to ensure that the Council's processes are human rights and equalities compliant.
- 5.2 It is unlawful to discriminate on grounds of gender, race, disability, age, religion and belief and sexual orientation. This refers to both direct and indirect discrimination. In effect the process has to be evaluated against three tests (1)

intention (2) method (3) effect. Where there is an **intention** to discriminate on any of the prohibited grounds, this would be unlawful. Where there is no such intention but the recruitment **methods** used are discriminatory, then the outcome may be open to challenge. Where the intention and method are sound but the **effect** is shown to have disproportionate effect on a particular category of applicant then the outcome may be open to challenge.

- 5.3 Committee is invited to satisfy itself that the procedures operate as designed. Committee should therefore be satisfied that the advertisement and shortlisting and appointment criteria are objective in order to assist in objective justification of the final decision.

6. Risk management and health and safety implications

- 6.1 None

7. Appendices – the following documents are to be published with this report and form part of the report

- 7.1 Appendix One: job description and person specification
7.2 Appendix Two: overview recruitment timetable
7.3 Appendix Three: benchmarking salary data

8. Background Papers – the following documents have been relied on in drawing up this report but do not form part of the report

- 8.1 None

9. Contacts

- Report author:
 - Name: Dean Shoesmith
 - Tel: 020 8545 3370
 - email: dean.shoesmith@merton.gov.uk
- Meeting arrangements - Democratic Services:
 - email: democratic.services@merton.gov.uk
 - Tel: 020 8545 3356/3357/3359/3361/3616
- All press contacts - Merton's Press office:
 - email: press@merton.gov.uk
 - Tel: 020 8545 3181
- London Borough of Merton:
 - Address: Civic Centre, London Road, Morden, SM4 5DX
 - Tel: 020 8274 4901

10. Useful links

- 10.1 Merton Council's Web site: <http://www.merton.gov.uk>

- 10.2 Readers should note the terms of the legal information (disclaimer) regarding information on Merton Council's and third party linked websites.
- 10.3 <http://www.merton.gov.uk/legal.htm>
- 10.4 This disclaimer also applies to any links provided here.



LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS & FAMILIES DEPARTMENT
JOB DESCRIPTION

POST TITLE: DIRECTOR OF CHILDREN, SCHOOLS & FAMILIES

Salary: c£120 – 135K pa

DIVISION/SECTION: Director's Office

Location: Civic Centre

Responsible to: Chief Executive

Responsible for: Children Social Care Services; Education Access, Opportunity & Inclusion; Early Years; Educational Services, Inspectors, Consultants & Governor Support; Online Research Services; Youth Offending Team; Youth Service and such other matters as may be added or changed from time to time.

Post number: To be confirmed

Date: 11 July 2008

1. MAIN PURPOSE

- To be professionally responsible and accountable for the effectiveness, availability and value for money of the Council's statutory children's services and functions, specifically:
 - the Council's functions in its capacity as a local education authority under the Education Acts except certain functions relating to further education, higher education and adult education;

- the Council's social services functions within the meaning of the Local Authorities Social Services Act 1970, insofar as they relate to children, and the Council's functions for children and young people leaving care;
 - any health related functions exercised by the Council on behalf of an NHS body under section 31 of the health Act 1999, insofar as they relate to children; and
 - the Council's functions as a children's services authority as set out in the Children Act 2004, in particular building and leading the arrangements for inter-agency co-operation.
- To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client needs and are sufficiently dynamic to respond to changes in governmental direction and legislative change.
 - To manage the provision of quality services that reflect the Authority's core values.
 - To participate in the corporate management of the Authority.

2. MAIN DUTIES AND RESPONSIBILITIES

Generic

- To participate in the corporate management of the Authority and to contribute to the preparation of both short and medium term plans for the Authority in close co-operation with others as required.
- To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
- To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within in effective industrial relations climate.
- To ensure the development of effective working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.

Specific

- To provide accurate and timely advice to the Council, its committees, elected members, the Chief Executive and Directors, on developments, trends in the areas of children, schools and families services and all matters relating to the strategic planning of those services and their resourcing.

- To develop, implement and evaluate policies and programmes for the provision of cost-effective, high-quality services which accord with the Council's policy objectives and meet both statutory and local needs.
- To ensure that appropriate arrangements are in place to promote cooperation between the Council and its partner organisations to improve the well being of children and young people in the Borough.
- To make arrangements to ensure that the Council's functions are discharged having regard to the need to safeguard children and young people and promote their welfare.
- To maintain and develop productive links with schools headteachers and governors based on mutual respect, shared goals and shared responsibility for the improvement of standards within the Borough.
- To ensure that the Authority's statutory responsibilities in regard to such things as the provision of the school places, access, monitoring of standards and statements of children with special needs are met.
- To consider the establishment of, maintain and operate a database of basic information on all children and young people in the Borough or if another body has the statutory duty to create a database or databases, to participate in its operation.
- To chair the local safeguarding children board (LSCB) to coordinate board members' activities for the purpose of safeguarding the welfare of children and young people in the Borough.
- To promote the educational achievement of looked after children.
- To provide the Secretary of State, if so directed, with information on individual children and young people.
- To coordinate statements of proposed action in the light of a Joint Area Review report and to exercise a key role in monitoring and evaluating implementation of the proposed action (subject to consultation and the laying of Regulations).
- To create and sustain a framework for the effective delivery of services to children and young people through leadership and by creating the conditions for others to perform and to innovate.
- To lead the cultural, workforce and other changes necessary to secure the transformation of children's services.
- To lead the transformation of children's services by creating a sharper focus on prevention and early intervention, while strengthening protection and improving achievement and attainment for all children and young people.

- To build and lead robust partnership arrangements under which public, private voluntary and community sectors work effectively together in relation to the planning, commissioning and provision of services which improve outcomes for children and young people and place them at the centre of service provision.
 - To harness the distinctive contributions of children, young people and their families and carers in designing and delivering services and in evaluating how effectively services improve outcomes.
 - To direct the operation of the Council's contracted out and commissioned children's services provision through the establishment of suitable arrangements for performance management arrangements across all children's services.
 - To ensure that services are developed in close consultation with departments, the community, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
 - To represent the Authority to external agencies such as Government Departments, Local Authority Associations, private developers, etc to develop effective relationships to advance the Council's objectives.
 - To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.
 - To act as nominated deputy in the absence of the Chief Executive and to undertake any other duties as directed by the Chief Executive.
3. The duties, roles and responsibilities of the post and the methods of working may be amended from time to time by the Chief Executive.



LONDON BOROUGH OF MERTON

CHILDREN, SCHOOLS & FAMILIES DEPARTMENT

PERSON SPECIFICATION

POST TITLE: DIRECTOR OF CHILDREN, SCHOOLS & FAMILIES

Salary: c£120 – 135K pa

Date: 11 July 2008

1. Knowledge

- Educated to degree level and/or full relevant professional qualification, with evidence of continuous professional development.
- An understanding of the legislative framework governing the work of the department. Understanding of issues impacting on service delivery within an urban, multi cultural environment.
- A clear understanding of the workings of local government and the wider environment in which it operates.

2. Skills

- Ability to demonstrate a clear vision of the future for Local Authority children, schools and families services and the challenges facing those services in the short and medium term.
- Well developed analytical skills and proven ability of setting/achieving strategic objectives through performance management and of evaluating and achieving service quality.
- Ability to communicate effectively, negotiate and network through highly developed written, oral and presentation skills.

- Ability to develop innovative solutions whilst maintaining continuity of services through setting of clear goals/targets.
- Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment.
- Ability to work effectively within a political environment and to manage the member/officer interface.
- Commitment and ability to implement the Council's Equal Opportunities policies in employment and services.
- Commitment to working in partnership with a wide range of bodies both internally and externally.

3. Experience/Training

- Significant senior management experience in the provision of public sector children care and/or education services within a multi-racial urban community. Experience of participation at senior management level in the corporate affairs and decision making of a large complex organisation.
- A successful track record and background of consistent achievement at senior management level (second tier or above) in a local authority or other large complex organisation.
- Experience of managing, motivating and developing a multi-disciplinary workforce and harnessing the talents of employees at all levels.
- Experience of successfully leading management of change within a service setting.
- Experience of working in co-operation and partnership with a wide range of internal and external bodies including statutory agencies/organisations.
- Experience of having successfully managed substantial budgets through rigorous control procedures, as well as delivering budget options within a corporate framework.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost effective service delivery.

4. Others

- Successful Criminal Records Enhanced Disclosure.

Appendix Two – overview of recruitment timetable

Advertising	Wednesday 23 rd July
Closing date	12 pm Monday 8 th September
Longlist meeting	W/C Monday 8 th September
Technical interviews and psychometric assessments	W/C Monday 15 th September
Shortlist meeting	W/C Monday 22 nd September
Stakeholders and final interviews	W/C Monday 6 th October

Appendix Three – Data set of Directors of Children’s Services salaries from London Councils (April 2008)

		Basic Salary		
		Minimum (£)	Maximum (£)	Actual (£)
Average		£116,183	£135,199	£129,060
Median		£117,251	£134,677	£130,985
Upper Quartile		£124,996	£139,702	£134,783

Notes:

- 1) The recommendation for Merton’s Director of Children, Schools and Families salary has been made from the highlighted all-London median, with slight rounding up at both salary minima and maxima
- 2) The data set comprises of n = 26
- 3) The market supplement therefore needs to be the difference between the current salary maxima of £112K and the point within the range at which the successful applicant is appointed, e.g. from £120K - £112K = £8K, up to £135K - £112K = £23K per annum. Therefore the market supplement range is £8K to £23K.