



Employment and Appointments Committee

Date: Monday, 27 October 2014

Time: 6.30 pm

Venue: Committee Room 2 - Wallasey Town Hall

Contact Officer: Andrew Mossop

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AGENDA

1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members are asked to consider whether they have any disclosable pecuniary or non pecuniary interests in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

2. MINUTES (Pages 1 - 14)

To receive the minutes of the meetings held on 19 June, 9, 18, 24 and 25 July, and 1 and 2 August, 2013.

3. APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER) (Pages 15 - 36)

4. HEAD OF SPECIALIST SERVICES APPOINTMENT (Pages 37 - 58)

5. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)

6. EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

The public may be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information.

RECOMMENDED –

That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A to that Act. The public interest test has been applied and favours exclusion.

**7. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR
(PART 2)**

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Wednesday, 19 June 2013

<u>Present:</u>	Councillor	P Doughty (Chair)	
	Councillors	P Davies P Gilchrist G Davies	AER Jones AR McLachlan
<u>Deputies</u>	Councillors	W Clements (In place of JE Green) P Kearney (In place of L Rennie)	
<u>In attendance:</u>	Councillor	T Smith (Cabinet Member for Children and Family Services)	

1 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members were asked to consider whether they had any disclosable pecuniary or non pecuniary interests in connection with any items on this agenda and, if so, to declare them and state the nature of the interest.

No such declarations were made.

2 MINUTES

The Committee were requested to approve the accuracy of the minutes of the meeting of 27 March 2013 and 8 April 2013.

Resolved – That the minutes of the meetings held on 27 March and 8 April 2013, be approved.

3 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.

4 APPOINTMENT OF HEAD OF TARGETED SERVICES, FAMILIES AND WELLBEING DEPARTMENT

The Committee considered the Recruitment Report, which had been prepared by the recruitment consultants, Penna, who provided a Report in relation to each of the fifteen candidates who had applied for the post.

The Committee considered which of the fifteen candidates should be invited to attend for Technical interview for the post of Head of Targeted Services, Children's Services Department, Families and Wellbeing.

Resolved –

That candidate numbers 4, 6, 7, 8, 9, 13 and 14 be invited to attend for technical interview on Tuesday 25 June 2013.

5 APPOINTMENT OF HEAD OF SPECIALIST SERVICES, FAMILIES AND WELLBEING DEPARTMENT

The Committee considered the Recruitment Report, which had been prepared by the recruitment consultants, Penna, who provided a Report in relation to each of the ten candidates, who had applied for the post.

The Committee considered which of the nine candidates should be invited to attend for technical interview for the post of Head of Specialist Services, Families and Wellbeing Department.

Resolved –

That candidate numbers 2, 4, 5, 8 and 9 be invited to attend for technical interview on Tuesday 25 June 2013.

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Tuesday, 9 July 2013

<u>Present:</u>	Councillor	P Doughty (Chair)	
	Councillors	P Gilchrist G Davies P Davies	AER Jones AR McLachlan
<u>Deputies</u>	Councillors	A Hodson (In place of JE Green) J Hale (In place of L Rennie)	

6 CHAIR

The Chair, Councillor Paul Doughty, informed the meeting that he would be relinquishing the chair for the recruitment process for this post and Councillor Phil Davies, Vice-Chair, took the chair.

Councillor Phil Davies in the Chair

7 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had any disclosable pecuniary and / or any other relevant interest in connection with the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

8 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

9 APPOINTMENT OF DIRECTOR OF RESOURCES

The Head of Human Resources and Organisational Development welcomed Johnathan Swain from the recruitment consultants, Penna, to the meeting. Johnathan Swain gave a summary of the 16 applications which had been received for the post Director of Resources and the Committee then considered which of the 16 candidates should be short listed for the next stage of the selection process.

Resolved – That the following 7 candidates be short listed for the next stage of the selection process on Thursday, 1 August – candidate numbers, 1, 3, 9, 11, 14, 15 and 16.

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Thursday, 18 July 2013

<u>Present:</u>	Councillor	P Doughty (Chair)	
	Councillors	P Gilchrist P Davies	AER Jones AR McLachlan
<u>Deputies</u>	Councillors	T Smith (In place of G Davies) P Kearney (In place of L Rennie) W Clements (In place of JE Green)	

10 CHAIR

The Chair, Councillor Paul Doughty, informed the meeting that he would be relinquishing the chair for the recruitment process for this post and Councillor Phil Davies, Vice-Chair, took the chair.

Councillor Phil Davies in the Chair

11 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had any disclosable pecuniary and / or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

12 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

13 APPOINTMENT OF HEAD OF TARGETED SERVICES, FAMILIES AND WELLBEING DEPARTMENT

Further to minute 4 (19 June, 2013), the Committee considered the technical assessment report from the recruitment consultants, Penna, in relation to the six candidates (one having withdrawn), who had been long listed in the selection process.

The Committee then considered which of the six candidates should be short listed for the final stage of the selection process for the post of Head of Targeted Services.

Resolved – That candidates 4 and 13 be short listed for the final stage of the selection process for the post of Head of Targeted Services on 24 July, 2013.

14 **APPOINTMENT OF HEAD OF SPECIALIST SERVICES, FAMILIES AND WELLBEING DEPARTMENT**

Further to minute 5 (19 June, 2013), the Committee considered the technical assessment report from the recruitment consultants, Penna, in relation to the four candidates (one having withdrawn), who had been long listed in the selection process.

The Committee then considered which of the four candidates should be short listed for the final stage of the selection process for the post of Head of Specialist Services.

Resolved – That candidates 2, 4 and 9 be short listed for the final stage of the selection process for the post of Head of Specialist Services on 25 July, 2013.

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Wednesday, 24 July 2013

<u>Present:</u>	Councillor	P Davies (in the Chair)	
	Councillors	P Doughty P Gilchrist	AER Jones
<u>Deputies</u>	Councillors	T Smith (In place of G Davies) W Clements (In place of JE Green)	
<u>Apologies</u>	Councillors	A McLachlan	L Rennie

15 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had any disclosable pecuniary and / or any other relevant interest in connection with the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

16 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

17 APPOINTMENT OF HEAD OF TARGETED SERVICES AND HEAD OF SPECIALIST SERVICES, FAMILIES AND WELLBEING DEPARTMENT

Further to minutes 13 and 14 (18 July, 2013) the Head of HR and Organisational Development gave an overview of the two selection days for the posts Head of Targeted Services and Head of Specialist Services. The Committee then considered which of the candidates interviewed by officers and stakeholder panels should be invited to attend for final interview on 25 July for the posts of Head of Targeted Services and Head of Specialist Services.

Resolved –

- (1) That in respect of the post Head of Targeted Services, the following two candidates be invited to attend for final interview on 25 July: candidate numbers 4 and 13.**
- (2) That in respect of the post Head of Specialist Services, the following two candidates be invited to attend for final interview on 25 July: candidate numbers 4 and 9.**

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Thursday, 25 July 2013

<u>Present:</u>	Councillor	P Davies (in the Chair)	
	Councillors	P Doughty P Gilchrist	AER Jones AR McLachlan
<u>Deputies</u>	Councillors	T Smith (In place of G Davies) W Clements (In place of JE Green)	
<u>Apologies:</u>	Councillor	L Rennie	

18 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had any disclosable pecuniary and / or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

19 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

20 APPOINTMENT OF HEAD OF TARGETED SERVICES, FAMILIES AND WELLBEING DEPARTMENT

Further to minute 17 (24 July 2013) the Committee interviewed the two short listed candidates for the post of Head of Targeted Services.

It was moved by Councillor Phil Davies, seconded by Councillor Phil Gilchrist and then -

Resolved (unanimously) – That Deborah Gornik, currently Head of Service, Prevention and Partnerships, Blackburn and Darwen Borough Council, be appointed to the post of Head of Targeted Services, Families and Wellbeing Department.

21 **APPOINTMENT OF HEAD OF SPECIALIST SERVICES, FAMILIES AND WELLBEING DEPARTMENT**

Further to minute 17 (24 July 2013) the Committee interviewed the two short listed candidates for the post of Head of Specialist Services.

It was moved by Councillor Phil Davies, seconded by Councillor Phil Gilchrist and then -

Resolved (unanimously) – That Emma Taylor, currently Divisional Manager, Team around the Family, Halton Borough Council, be appointed to the post of Head of Specialist Services, Families and Wellbeing Department.

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Thursday, 1 August 2013

<u>Present:</u>	Councillor	P Davies (in the Chair)	
	Councillors	P Gilchrist G Davies P Doughty	AER Jones AR McLachlan
<u>Deputies</u>	Councillors	J Hale (In place of L Rennie)	
<u>Apologies:</u>	Councillor	J Green	

22 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had any disclosable pecuniary and / or any other relevant interest in connection with the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

23 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

24 APPOINTMENT OF DIRECTOR OF RESOURCES

Further to minute 9 (9 July, 2013) the Head of HR and Organisational Development, the Strategic Director of Transformation and Resources and Johnathan Swain, from Penna, gave an overview of the selection day for the post of Director of Resources. The Committee then considered which of the candidates interviewed by officers should be invited to attend for final interview on 2 August for the post of Director of Resources.

Resolved – That the following candidate be invited to attend for final interview on 2 August: candidate number 11.

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EMPLOYMENT AND APPOINTMENTS COMMITTEE

Friday, 2 August 2013

Present: Councillor P Davies (in the Chair)

Councillors P Gilchrist AER Jones
G Davies AR McLachlan
P Doughty

Deputies Councillors J Hale (In place of L Rennie)

Apologies: Councillor J Green

25 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had any disclosable pecuniary and / or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

26 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

27 APPOINTMENT OF DIRECTOR OF RESOURCES

Further to minute 24 (1 August 2013) the Committee interviewed the one short listed candidates for the post of Director of Resources.

It was moved by Councillor Phil Davies, seconded by Councillor Ann McLachlan and then -

Resolved (unanimously) – That Vivienne Quayle, currently Head of Commercial Strategy, Innovation and Performance, Cheshire East Council, be appointed to the post of Director of Resources, Transformation and Resources Department.

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WIRRAL COUNCIL

Employment and Appointments Committee 27 October 2014

SUBJECT:	Appointment of Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)
WARD/S AFFECTED:	All
REPORT OF:	Head of Human Resources & Organisational Development
RESPONSIBLE PORTFOLIO HOLDER:	Leader of the Council
KEY DECISION?	No

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to present the options for recruiting a new Chief Executive and Head of Paid Service. The role also requires the post holder to be appointed as the Council's Returning Officer and Electoral Registration Officer.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 The current Chief Executive and Head of Paid Services will retire on 31 December 2014.
- 2.2 The current Chief Executive is also the Council's Returning Officer and Electoral Registration Officer. (All further references to Chief Executive and Head of Paid Service in this report shall also include the statutory roles of Returning Officer and Electoral Registration Officer).
- 2.3 In recruiting a new Chief Executive and Head of Paid Services there are a number of issues for the Employment and Appointments Committee to consider. Key issues for consideration are outlined below:
1. Setting up of an Appointments Panel;
 2. Determine whether to use of recruitment consultants;
 3. Determine whether to use of a professional advisor to the panel;
 4. Determine the appropriate salary for the role;
 5. Approve the job description and person specification; and
 6. Selection process and timetable.

3.0 ISSUES FOR CONSIDERATION AND DECISION

3.1 Delegation to an Appointments Panel

3.1.1 It is recommended that an Appointments Panel (a sub-committee of the Committee) be established that is politically balanced. The Employments and Appointments Committee would delegate/authorise the appointment (subject to Council approval) and appointment process of the Chief Executive and Head of Paid Service to the Appointments Panel which would have a membership of seven (7) Elected Members (ratio of 4:2:1) taken from the current membership of the Employment and Appointments Committee.

3.1.2 The Appointments Panel will make a recommendation to Council to formally confirm the appointment the Council's new Chief Executive and Head of Paid Service.

3.2 The potential use of recruitment consultant

3.2.1 The Council has a call off contract with the recruitment consultants, Penna Plc, for senior management recruitment services. The contract has been procured using the Eastern Shires Purchasing Organisation (ESPO) Framework for Strategic HR Services as recommended by the Council's Corporate Procurement Team, in line with Contract Procedure Rules. The contract has been awarded to Penna Plc from October 2014 to September 2015. The total cost for the services is approximately £15k. The final invoice will be made available and published.

3.2.2 The recruitment consultancy services will include:

- Executive Search
- Candidate liaison
- Professional support to the Appointments Panel including:
 - i. Summary of applicants;
 - ii. Advise on longlisting;
 - iii. Technical interview;
 - iv. Advise on shortlisting;
 - v. Provide advice to the Appointments Panel.

3.2.3 The benefits of using a professional recruitment consultancy are:

- Credibility that Wirral Council is embarking on a professional approach to the recruitment process;
- Executive search, recruitment consultants can target potential senior managers and discuss the benefits of working for Wirral; and
- Knowing the potential market, it is the job of the recruitment consultants to know the market, and conduct the search on that basis and advise the Appointments Panel accordingly.

3.3 It should be noted that the Appointment of a new Chief Executive and Head of Paid Service is a competitive process for all Local Authorities and Wirral

needs to ensure that it is in the best possible position to compete and source the best possible applicants it can.

4 The potential use of professional advisors to the panel

- 4.1 The Appointments Panel also has the option of appointing a professional advisor to the Panel. The professional advisor would work alongside Penna in advising the Panel. The professional advisor with Penna would conduct a Technical Interview as part of the short listing process and bring their recommendations back to the Appointments Panel, to make a short listing decision. The professional advisor for a Chief Executive and Head of Paid Service position would normally be from a national body or previous Chief Executive and on that basis it is proposed that a senior manager from the Local Government Association, be invited to act as professional advisor to the Appointments Panel.

5. The Appropriate Salary for the Role

- 5.1 The salary range for the Chief Executive and Head of Paid Service post at Wirral is currently £121,807 - £135,341. Consideration needs to be given to the current salary range to ensure that this is appropriate within the context of the size and scope of the Authority and competitiveness in the market.
- 5.2 The Comparative data for Chief Executive salaries in North West Authorities is attached at Appendix One.
- 5.3 The pay scales for Wirral Chief Officers is attached at Appendix Two.
- 5.4 It is recommended that the Appointments Panel reviews the current salary based on the market, the size and scope of the Authority, seeking advice from the appointed professional advisor and recruitment consultants.
- 5.5 Should the Appointments Panel conclude that a change in salary is recommended, the final decision would lie with Full Council in line with the Councils Pay Policy and the Localism Act.

6. The Requirements for the Role as defined in the Job Description and Person Specification.

- 6.1 It is recommended that the Appointments Panel review the requirements of the role as defined in the job description and person specification. The job description and person specification is attached at Appendix Three.

7. The Proposed Selection Process and Timetable

- 7.1 Attached at Appendix Four is a proposed outline timetable for the Appointments process. Should this be agreed, the Appointments Panel can agree the final dates.

8 Interim Arrangements

- 8.1 The Chief Executive is retiring on 31 December 2014. It is recommended that the Employment and Appointments Committee delegate to the Appointments Panel consideration of any Interim arrangements that may be required.

4.0 RELEVANT RISKS

- 4.1 The Council requires effective strategic leadership and the appointment of a new Chief Executive is essential for this.

5.0 OTHER OPTIONS CONSIDERED

- 5.1 All options are outlined in this report.

6.0 CONSULTATION

- 6.1 None.

7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

- 7.1 None.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 8.1 None arising from this report.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 9.1 The recruitment and selection process will be managed by Human Resources. The options for use of recruitment consultants are outlined in this report.

10.0 LEGAL IMPLICATIONS

- 10.1 The Council will ensure that all relevant employment legislation is complied with throughout the recruitment and selection process.
- 10.2 The Council is legally required to appoint a Head of Paid Service, Returning Officer and Electoral Registration Officer.

11.0 EQUALITIES IMPLICATIONS

- 11.1 There are no additional implications.

12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

- 12.1 There are no carbon usage implications or other relevant environmental issues arising from this report.

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

- 13.1 There are no planning and community safety implications arising from this report.

14.0 RECOMMENDATION/S

14.1 It is recommended that the Employment and Appointments Committee agrees:

1. To the establishment of an Appointments Panel for the recruitment and appointment of a new Chief Executive who shall also be appointed as the Council's Head of Paid Service, Returning Officer and Electoral Registration Officer as outlined in this report.
2. The Terms of Reference of the Appointments Panel as set out in Appendix Five to this report.
3. To the appointment of Penna Plc as the recruitment consultants to support the recruitment process in line with our current contracting arrangements.
4. That a senior manager from the Local Government Association to act as professional advisor to the Appointments Panel.
5. The proposed process and timescales for appointment of a new Chief Executive (who shall also be appointed as the Head of Paid Service, Returning Officer and Electoral Registration Officer) as outlined in Appendix Four (subject to any change approved by the Appointments Panel).
6. That the Appointment Panel also considers any interim arrangements required in relation to the roles of Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer that may be required and recommends to Council such interim arrangements as are considered appropriate.

15.0 REASON/S FOR RECOMMENDATION/S

15.1 Following the announcement of the existing Chief Executive and Head of Paid Service to retire on 31 December 2014, the Council needs to consider a number of issues to recruit a new Chief Executive and Head of Paid Service.

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APPENDICES

- Appendix One: Comparative data for Chief Executive salaries in neighbouring authorities
- Appendix Two: Chief Officer pay scales: Wirral Council
- Appendix Three: Job Description and Person Specification
- Appendix Four: The Proposed Timetable
- Appendix Five: Terms of Reference for the Appointments Panel: Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer

BACKGROUND PAPERS/REFERENCE MATERIAL

There are no additional papers.

BRIEFING NOTES HISTORY

Briefing Note	Date
None	

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet	9 October 2014

Appendix One

Chief Executive Salary Comparative Data

Local Authority	Authority Type	CX Salary
Bolton	Metropolitan	£ 174,999
Bury	Metropolitan	£ 146,805
Knowsley*	Metropolitan	£ 181,893
Manchester	Metropolitan	£ 203,934
Oldham	Metropolitan	£ 163,920
Rochdale	Metropolitan	£ 130,000
St Helens**	Metropolitan	£ 140,000
Stockport	Metropolitan	£ 170,051
Tameside	Metropolitan	£ 166,929
Trafford	Metropolitan	£ 170,000
Wigan	Metropolitan	£ 165,000
Cheshire East	Unitary	£ 187,567
Cheshire West	Unitary	£ 180,000
Warrington	Unitary	£ 154,125
Liverpool***	City	£ 197,500
Sefton***	Metropolitan	£ 152,403
Wirral	Metropolitan	£ 135,341

Source: North West Employers

* Salary under review

** New salary

*** Local Information

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Chief Officer Grade/Salaries

	Chief Executive (CE)	Strategic Director (SD) 90% of CE grade	Director 1 (D1)	Director 2 (D2) 79.08% of D1 grade	Head of Service 1 (HS1) 75% of D1 grade	Head of Service 2 (HS2) 65% of D1 grade
Salary Range						
01	121,807	109,626	101,564	80,316	76,173	66,017
02	125,190	112,671	104,385	82,547	78,289	67,850
03	128,573	115,716	107,206	84,778	80,405	69,684
04	131,957	118,761	110,027	87,009	82,521	71,518
05	135,341	121,807	112,849	89,240	84,637	73,352

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Job Description and Person Specification

**CHIEF EXECUTIVE
HEAD OF PAID SERVICE
RETURNING OFFICER
ELECTORAL REGISTRATION OFFICER**

Job Description

Job Title: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Salary:

Post Number: PP/01/001

Location: Wirral

Responsible to:

Wirral Council acting through the Leader of the Council.

Purpose of the job:

- To drive and deliver the key priorities of the Council.
- To act as Head of Paid Service to the Council and to provide workforce leadership for the Council.
- To develop and sustain effective and productive partnerships and external relationships that affects the quality of life experienced by people and local communities.
- To work with Elected Members to ensure the effective governance of the Council, high ethical standards, probity and integrity of decisions making.
- To work with the Leader, Cabinet and Council to promote and represent the Council's interest at all levels.
- To ensure that the Council's aims are delivered through effective commissioning on service delivery.
- To promote and represent the Wirral and the Council on regional, national and international levels to achieve the best outcomes for Wirral.
- To provide excellent strategic leadership for the Council with effective plans to deliver.
- To lead and manage the Council resources to make the best use of resources.

Principal Responsibilities

Strategic Leadership and Management

- Give clear leadership and direction on the development and implementation of the Council's vision and strategic objectives. To drive service improvement and co-ordinate strategies to deliver results.
- To lead on the development of new strategies to deliver the key priorities ensuring a sense of ambition, direction and purpose.
- To lead on the implementation of strategies to ensure that resources are generated for the Borough through an integrated approach with stakeholders.
- Lead the effective and efficient management of the Council to achieve the Council's aims and objectives through visible leadership of the corporate management team, and the development and implementation of corporate projects and initiatives.
- Represent and advocate for the Council at regional, national and international levels with key stakeholders, including government bodies, local authorities, agencies, local community, private sector, education and other organisations.
- Act as principal policy advisor, and support and advise Members on the development of the Council's strategic aims. To ensure that the Council's policies and priorities are understood and implemented across the organisation.
- Lead and ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making process.

Service Delivery

- Responsible for ensuring effective working across all Council services and partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.
- Ensure that the Council has productive service planning with focussed delivery and action plans which link targets to service objectives and commissioning.
- To ensure that services are effectively commissioned and delivered so that they are cost effective and safe, underpinned by quality, based on the needs of the communities and people of Wirral.

Performance

- Ensure that effective performance and management arrangements are in place to achieve the Council's aims and objectives, and provide excellent services.
- To lead with the management team of the Council to:
 - Ensure that excellent performance is delivered at all levels.
 - Ensure that targets to reduce inequalities and promote social inclusion are delivered.

- Continuously improve the Council's performance, manage, set and monitor performance targets and standards, to ensure they are achieved.
- Actively participate in performance appraisal to improve and measure your own performance and personal development, modelling best practice as the Chief Executive.

Resource Management

- To be personally accountable for the most effective use of Council resources.
- Make the most effective use of the Council's capability to:
 - Deliver the best possible services at all times.
 - Deliver efficiency and continuous service improvements through the successful delivery of effective management and leadership.
- Lead, motivate and enhance the performance of all employees to enable the Council to deliver excellence.
- Lead the management team to ensure resources are properly planned, managed and controlled efficiently to achieve the Council's aims and objectives.
- Lead the statutory officers and support them in the discharge of their responsibilities.

Culture

- Promote and deliver an organisational culture that is excellent, vibrant, positive, dynamic, results orientated and customer focussed.
- Promote an environment which is supportive, fair and open, encouraging and enabling all employees to meet required performance standards, and that ensures high standards of probity, integrity and customer confidence.
- Encourage a real sense of ownership of the Council's ambitions and priorities.
- Inspire and motivate all employees to deliver and commit to ensuring the successful achievement of objectives and outcomes.
- Promote Value for Money, service excellence and fairness in the delivery of services and employment.

Communications

- Lead, maintain and promote effective communications, liaison and partnership working throughout and across the Council at all levels.
- Lead strong working relationships with external stakeholders, including local residents, government and other public sector agencies, voluntary, community and faith groups, and the private sector to ensure that the Council understands and appreciates the interests of others.

- Lead Wirral's reputation and promote a positive image of the Council and the area.

Local Democracy

- Support the Council and members to deliver their democratic role and support open and democratic procedures.
- To deliver strong governance with innovative ways of encouraging participation.

Diversity

- Demonstrate an open commitment to actively celebrating the rich diversity of Wirral.
- Recognise the broader definition of diversity and support programmes to promote social inclusion and community cohesion.

*Additional remuneration is available for this role.

Person Specification

Job Title: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Salary:

Post Number: PP/01/001

Location: Wirral

All of the criteria will be assessed throughout the recruitment process.

Where indicated the criteria will be used to shortlist.

Experience	
A track record of delivery and achievement at a senior level in a large, complex organisation.	Shortlist
Demonstrable success in leadership and management, leading the formulation and delivery of corporate objectives, policies and strategies.	Shortlist
An excellent track record of building internal and external relationships which have delivered benefits.	Shortlist
An excellent track record of effective working within a complex political environment.	Shortlist
Significant experience of successfully leading effective organisational and cultural change that delivers sustainable benefits and outcomes.	Shortlist
A demonstrable record of establishing and maintaining a strong and effective performance culture, inspiring, motivating and empowering people to meet corporate objectives and deliver services that are responsive, customer-focussed and achieve results.	Shortlist
Evidence of success in building, enhancing and maintaining the reputation of an organisation.	Shortlist
Evidence of personal leadership in achieving fairness in employment and service delivery.	Shortlist

Knowledge, Skills and Abilities	
Proven ability to organise and undertake a diverse workload, manage constant and often conflicting work demands whilst still achieving competing deadlines and outcomes.	Assessment Processss
Ability to anticipate issues, make the best decisions for Wirral, with competing priorities, resources and in the context of a range of approaches.	Assessment Processss
A comprehensive understanding of local government, the national and political context within which it operates and the current challenges and opportunities.	Assessment Processss
Excellent leadership skills that encourage commitment from others and promote a positive and motivated organisational culture.	Assessment Processss
An ability to operate sensitively within a political environment to develop relationships with all Members that command respect, trust and confidence. Maintaining a clear overview of issues affecting the Council and manage competing priorities within financial constraint.	Assessment Processss
Excellent communication and negotiation skills and an ability to influence outcomes through tact, diplomacy and effective reasoning and persuasion, skills on complex issues.	Assessment Processss
Relate to and win the confidence and trust of Members, employees, the community and partners.	Assessment Processss
Strong financial and commercial awareness, with strong analytical skills and a creative approach to problem solving.	Assessment Processss
An ability to provide clear, appropriate, balanced and unambiguous advice.	Assessment Processss
An ability to manage corporate and individual performance in a manner that raises standards and delivers results.	Assessment Processss
Personal Qualities	
Leadership skills.	Assessment Processss
Visionary Leader.	Assessment Processss
Ambition, drive, pace and resilience.	Assessment Processss
An empowering style, valuing the contributions of others and showing commitment to employee development.	Assessment Processss
An ability to deliver under pressure and to tight deadlines.	Assessment Processss

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Appointment of Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Proposed Timetable

Activity	Date	Decisions
Commence the Appointments process and delegate the Appointment process to the Appointments panel	27/10/2014	Employment and Appointments Committee
Potential Review of Salary Review of persona Specification and Job description	w/c 17/11/2014	Appointments Panel recommendations
Potential decision on salary arrangements for the new Chief Executive	8/12/2014	Council (Agenda Published 28 November)
Advertisement published	w/c 1/12/2014	
Advertisement close	w/c 5/1/2015	
Long listing meeting	w/c 12/1/2015	
Long list Assessment (Technical interviews)	w/c 19/1/2015	
Short listing meeting	w/c 26/1/2015	
Selection day(s)	w/c 2/2/2015	Appointments Panel Recommendation to Full Council
Intention to appoint	w/c 9/2/2015	
Council Approval (subject to necessary employment checks)	24/2/2015	Full Council
Formal Offer of employment	25/2/2015	
Notice period and start	March-May 2015 Dependent on period of notice	

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Proposed Terms of Reference

Appointment Panel: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

1. To review the current salary based on the market, the size and the scope of the Authority. To recommend any change in salary to Full Council.
2. To review and agree the requirements for the role as defined in the job description person specification.
3. To agree the recruitment and selection process and timetable.
4. To decide on a long list of candidates.
5. To decide on a short list of candidates.
6. To form the final interview panel and decide on the most suitable candidate for the role.
7. To make a recommendation to Full Council for appointment of the most suitable candidate to the role.
8. Consideration of any interim arrangements required in relation to the roles of Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer that may be required and recommends to Full Council such interim arrangements as are considered appropriate.

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WIRRAL COUNCIL

Employment and Appointments Committee 27 October 2014

SUBJECT:	Head of Specialist Services Appointment
WARD/S AFFECTED:	All
REPORT OF:	Head of Human Resources & Organisational Development
RESPONSIBLE PORTFOLIO HOLDER:	Cllr Adrian Jones
KEY DECISION?	No

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is for The Employment and Appointments Committee to consider and agree the following in respect of The Head of Specialist Services post:
- The setting up of an Appointments Panel
 - The potential use of recruitment consultants to support the process.
 - The job description and person specification.
 - The recruitment timetable.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 The current post holder has resigned from the position of Head of Specialist Services and will leave the Council in December 2014.
- 2.2 The Head of Specialist Services post is a vital position within Children Services, with key responsibilities for children's social work, fostering, adoption and children in care, which are high risk areas for the Council.
- 2.3 In line with the Council's Pay Policy, appointment of Chief Officers is delegated to the Employment and Appointments Committee. The Head of Specialist Services is a Chief Officer role. Wirral's Chief Officer pay scales are attached at Appendix One.

3.0 ISSUES FOR CONSIDERATION AND DECISION

3.1 Delegation to an Appointments Panel

- 3.1.1 It is recommended that an Appointments Panel (a sub-committee of the Committee) be established that is politically balanced. The Employments and Appointments Committee would delegate/authorise the appointment and the appointment process of the Head of Specialist Service to the Appointments Panel which would have a membership of seven (7) Elected Members (ratio

of 4:2:1) taken from the current membership of the Employment and Appointments Committee.

3.2 The potential use of Recruitment Consultant

3.2.1 The Council has a call off contract with the recruitment consultants, Penna Plc, for senior management recruitment services. The contract has been procured using the Eastern Shires Purchasing Organisation (ESPO) Framework for Strategic HR Services as recommended by the Council's Corporate Procurement Team, in line with the Council's Contract Procedure Rules. The contract has been awarded to Penna Plc from October 2014 to September 2015. The total cost for the services is approximately £15k. The final invoice will be made available and published.

The recruitment consultancy services include:

- Executive Search
- Candidate liaison
- Professional support to the Appointments Panel including:
 - i. Summary of applicants;
 - ii. Advice on longlisting;
 - iii. Technical interview
 - iv. Advice on shortlisting;
 - v. Advice to the Appointments Panel.

3.2.2 The benefits of using a professional recruitment consultancy are:

- Credibility that Wirral Council is embarking on a professional approach to the recruitment process;
- Executive search, recruitment consultants can target potential senior managers and discuss the benefits of working for Wirral;
- Knowing the potential market, it is the job of the recruitment consultants to know the market, and conduct the search on that basis and advise the Appointments Panel accordingly.

3.2.3 It should be noted that the demand for Chief Officers within Children's Services is high and the field is small. It is therefore important for the Council to ensure that it is in the best possible position to compete and source the best possible applicants it can.

3.3 The requirements for the role as defined in the Job Description And Person Specification

3.3.1 It is recommended that the Appointments Panel review and amend as appropriate the requirements of the role as defined in the person specification and job description. The job description and person specification is attached at Appendix Two.

3.4 The Proposed Selection Process and Timetable

- 3.4.1. The proposed timetable for The Head of Specialist Services role is attached at Appendix Three.

4.0 RELEVANT RISKS

- 4.1 The Council requires effective leadership within Children's Services and the appointment of a Head of Specialist Services is essential for the department and the Council. The areas of responsibility in this role are high risk areas for the Council.

5.0 OTHER OPTIONS CONSIDERED

- 5.1 All options are outlined in this report.

6.0 CONSULTATION

- 6.1 None.

7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

- 7.1 None.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 8.1 None arising from this report.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 9.1 The recruitment and selection process will be managed by Human Resources. The options for use of recruitment consultants are outlined in this report.

10.0 LEGAL IMPLICATIONS

- 10.1 The Council will ensure that all relevant employment legislation is complied with throughout the recruitment and selection process. The Council must ensure it has sufficient and necessary resources to meet its legal obligations, duties and responsibilities in relation to children's social work, fostering, adoption and children in care.

11.0 EQUALITIES IMPLICATIONS

- 11.1 There are no additional implications.

12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

- 12.1 There are no carbon usage implications or other relevant environmental issues arising from this report.

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 There are no planning and community safety implications arising from this report.

14.0 RECOMMENDATION/S

14.1 It is recommended that the Employment and Appointments Committee approve:

1. The establishment of a politically balanced Appointments Panel for the recruitment and appointment of a Head of Specialist Services.
2. To agree the Terms of Reference of the Appointments panel as set out in Appendix Four.
3. To appoint Penna Plc as the recruitment consultants to support the recruitment process in line with our current contracting arrangements.
4. To review and agree the requirements for the role as defined in the job description and person specification.
5. To agree to the proposed process and timescales for appointment of a new Head of Specialist Services.

15.0 REASON/S FOR RECOMMENDATION/S

15.1 Following the resignation of the existing Head of Specialist Services, the Council needs to consider a number of issues to recruit to this position.

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APPENDICES

Appendix One: Chief Officer pay scales: Wirral Council

Appendix Two: Job Description and Person Specification

Appendix Three: The Proposed Timetable

Appendix Four: The Terms of Reference for the Appointments Panel: Head of Specialist Services

BACKGROUND PAPERS/REFERENCE MATERIAL

There are no additional papers.

BRIEFING NOTES HISTORY

Briefing Note	Date
None	

SUBJECT HISTORY (last 3 years)

Council Meeting	Date

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Chief Officer Grade/Salaries

	Chief Executive (CE)	Strategic Director (SD)	Director 1 (D1)	Director 2 (D2)	Head of Service 1 (HS1)	Head of Service 2 (HS2)
		90% of CE grade		79.08% of D1 grade	75% of D1 grade	65% of D1 grade
Salary Range						
01	121,807	109,626	101,564	80,316	76,173	66,017
02	125,190	112,671	104,385	82,547	78,289	67,850
03	128,573	115,716	107,206	84,778	80,405	69,684
04	131,957	118,761	110,027	87,009	82,521	71,518
05	135,341	121,807	112,849	89,240	84,637	73,352

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Job Description and Person Specification

Head of Specialist Services

Job Description

Job Title: Head of Specialist Services

Salary: £66,017 - £73,352

Post Number: ED/20/001

Location: Wirral

Responsible to:

The Director of Children's Services

Purpose of the Job:

To lead the area of Specialist Children's Services in order to build on current improvement and transform the performance of the service, so that it continues to improve its standard of service delivery.

The Role of Head of Service

Leadership in Democratic Organisations

1. Strategic and Corporate Leadership

- Provide inspiration, leadership and direction for the service its staff, service users and partners.
- Ensure that Council policies and procedures are implemented within the service.
- Advise and support Members, the Director of Children's Services, the Strategic Director: Families and Wellbeing, and the Chief Executive, and play a full part in corporate and partnership working.
- Represent and advocate for the Council at regional, national and international level.
- Support the Council and Members to perform their democratic role and play a part in sustaining open and democratic governance.
- Support the Chief Executive in connection with the discharge of the Council's responsibilities under the Civil Contingencies Act (2004).
- Develop and implement a strategy for the service area which advances the Council's vision, core values and organisational beliefs.
- Lead, champion and model the Council's Values and Behaviours.
- Work across boundaries, within the Council and amongst partners, to improve the lives of the people of Wirral and to achieve better value for money.

- Play a part in system leadership, across the local government family regionally and nationally, to contribute to service improvement and enhance the reputation of Wirral.

2. Corporate Governance

- Focus on Community Requirements.
- Deliver services in an effective and efficient manner.
- Deliver the Council's risk framework and processes, identify and advise on new risks and issues, and assess, monitor and escalate risks appropriately.
- Deliver excellent standards and codes of conduct.
- Provide and adhere to transparent structure and process.

3. Service Development

- Drive organisational learning and continuous improvement for the service.
- Ensure that key stakeholders and partners are engaged and involved in the development of the service.
- Engage with citizens in our communities to inform the service strategy.
- Work with partners to build community capacity, increase fairness and reduce inequality.

4. Equality, Diversity and Fairness

- Demonstrate an open commitment to actively celebrating the rich diversity of Wirral.
- Recognise a broad definition of diversity and support programmes to support social inclusion and community cohesion.
- Ensure that all proposals and decisions affecting the service are assessed for impact on protected groups with appropriate actions identified.
- Develop and implement programmes that will improve the social and economic wellbeing of the people of Wirral.
- Ensure that targets to reduce inequality and promote social inclusion are met.

The Leadership of Complex Organisations

5. Management of People and Performance

- Ensure that effective performance management arrangements are in place, linked into the Council's corporate systems, to ensure that our objectives are achieved and the best possible service is provided to the people of Wirral.
- Promote an environment that is supportive, fair and open, encouraging all employees to meet the expected performance standards.
- Ensure that excellent performance is shown by teams and individuals within the service and that appropriate action is taken to improve performance.
- Actively participate in performance appraisal to improve your own performance and that of senior colleagues.
- Set, monitor and manage targets to improve standards reached by the service.
- Ensure that key risks are identified and mitigated and that risk is managed by the service.

6. Management of Resources

- Ensure that effective and efficient use is made of the resources allocated to the service.
- Ensure that activities are performed within agreed budgets, in accordance with the financial policies and regulations of the Council.
- Ensure that all activities within the service meet the standards of good corporate governance.
- Ensure that at all times there is the highest standard of probity and integrity and that the confidence of Wirral people is well placed.

7. Communications

- Maintain and promote effective communication and partnership working across the Council and with partners.
- Build and maintain strong working relationships with stakeholders including citizens, other public bodies, voluntary, community and faith groups, the private sector and national Government.
- Promote a positive image of the Council locally, regionally and nationally.
- Champion and implement the Council's framework for communication.

8. Roles Specific to the Head of Specialist Services

Accountabilities

- To be accountable to the Director of Children's Services for the delivery of the strategy to provide specialist services to children, young people and their families, planning, commissioning, and delivery of those services for the Council.
- To facilitate, co-ordinate and lead services to ensure safe and efficient arrangements are in place across Specialist Services, maximising opportunities across the Borough to develop partnerships and effective outcome frameworks.
- To ensure the effective use of resources and the proper administration of Specialist Services to meet the objectives of the Council.
- Responsible for the following service areas:
 - Children's Social Work Services
 - Services for children in need, including children with disabilities
 - Services for children who are looked after including adoption, fostering and leaving care services
 - Children in Care Council and children's involvement

Key Responsibilities

- To manage and provide leadership for all aspects of children's social care, including services for children in need, children needing protection and looking after, with an emphasis on evidencing the impact of timely interventions on the improvement in outcomes for children, young people and families.
- To manage and provide leadership for high quality inclusive services for children with disabilities which plan for their needs into adulthood.
- To manage the interface between specialist and targeted services, making sure there are effective step up / step down arrangements, and that the rationale for all decision making is clear and transparent.
- To ensure the coordinated and effective delivery of services to children in care and care leavers, ensuring that children and young people achieve safe, stable placements and that children and young people's needs for permanence are met in a timely manner.
- To ensure that Management Information Systems are in place and well maintained to monitor the workload of the Service and to measure the outcome for individual children and families of services provided.
- To take a lead operational role in representing the Department at the Local Safeguarding Children's Board and in partnership arrangements to improve outcomes for the most vulnerable children.
- To liaise with Elected Members over matters concerning Child Care and to provide reports as required for Committees.

- To ensure the service and department meets all legislative requirements related to work with children and families and to ensure that the DFE guidance is followed and monitored within the service and Department.
- To discharge the function of “Agency Decision Maker” in respect of Adoption.

9. Other

- This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management’s discretion in the future.
- As a general term of employment, the Council may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Council’s service, provided that such changes are appropriate to the employee’s remuneration and status.
- As a term of your contract of employment, the Council reserves the right to vary your hours of work and require you to work outside the range of your typical working arrangements, specified in your Statement of Particulars. This will also include weekend working. The Council reserves the right, at its discretion, to effect this condition of your employment, Should this be necessary, you will be given reasonable notice of any proposed changes.

Person Specification

Job Title: Head of Specialist Services

Salary: £66,017 - £73,352

Post Number: ED/20/001

Location: Wirral

All of the criteria will be assessed throughout the recruitment process.

Knowledge and Experience

1. Leadership in democratic organisations

- An excellent track record of working in a complex political environment.
- A comprehensive understanding of local government, the national political context within which it operates and the current challenges and opportunities.
- Success in leading change from the formulation of policy, through the development of strategy to the realisation of improved outcomes.

2. The leadership of complex organisations

- Achievement at a senior level in a large and complex organisation.
- A track record of leading change and service improvement.
- Experience of personal leadership in embedding change and maintaining excellent service.
- Experience of establishing and maintaining a strong and effective performance culture that is responsive and customer focussed.

3. Specialist Services

- Experience of leading a specialist social care service providing excellent services to children in care and children in need.
- Experience of establishing robust systems for the delivery of effective children's social care practice and policy.
- Understanding of the role of social care professionals in providing high quality services to ensure the effective and efficient delivery of these practices.
- Understanding of the importance of high quality, joined up services for children with complex disabilities.

- Experience in developing services to meet needs in a high quality, cost effective way.
- In depth understanding of the current issues and challenges in children's social care practice, and of the role of the Council.

Skills, Abilities and Personal Qualities

4. Leadership in democratic organisations

- An ability to relate to and win the confidence, trust and respect of employees, partners and the wider community.
- An ability to operate sensitively in a political environment to develop relationships with all Members that command respect, trust and confidence.
- An ability to provide clear, unambiguous, balanced and appropriate advice.
- An ability to manage competing priorities within financial constraints whilst maintaining a clear overview of the issues facing the Council.

5. The leadership of complex organisations

- Excellent leadership skills that encourage commitment from others and promote a positive, motivated organisational culture.
- Excellent communication and negotiation skills and an ability to influence outcomes reasoning, persuasion and tact.
- An empowering style, valuing the contribution of others and a commitment to employee development.
- An open leadership style, committed to organisational learning and organisational development.
- Strong financial and commercial awareness, with excellent analytical skills and a creative approach to problem solving.
- An ability to lead change that is transformational, sustainable and produces benefits for service users.
- An ability to anticipate issues, weigh competing priorities and make strategic decisions.
- An ability to manage a diverse workload and heavy demands whilst adhering to tight timescales.
- An ability to manage corporate, team, individual and personal performance to raise standards.

- A personal style that demonstrates pace, drive and resilience.

6. Specialist Services

- The ability to engage with and relate to service users and carers in a way that commands respect and support.
- The ability to analyse patterns of need and trends over time and to use this in service planning.
- The ability to focus the efforts of the service on meeting the needs of service users, carers, partners, customers, and the Council.

7. Qualifications

Qualified Social Worker.

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Head of Specialist Services Proposed Timetable

Activity	Date	Employment & Appointments Sub Committee Meetings
Agree the Job Description and the Person Specification	27 October 2014	
Placement of Advert and Search	31 October 2014	
Advert closing date	5 December 2014 (5 weeks)	
The Process of Long Listing	w/c 8 December 2014	Long List Meeting tbc
Technical Interviews	w/c 15 December 2014	
The Process of Short Listing	w/c 5 January 2014	Short List Meeting tbc
Selection day(s)	w/c 12 January 2015	Selection days tbc
Appointment	Latest 16 January 2014	
Notice period	3 months	
DBS clearance Medical clearance	During notice period	
Potential start date	March - April 2015	

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Proposed Terms of Reference
Appointment Panel: Head of Specialist Services

1. To agree the recruitment and selection process and timetable.
2. To decide on a long list of candidates.
3. To decide on a short list of candidates.
4. To form the final interview panel and decide on the most suitable candidate for the role.
5. Consideration of any Interim arrangements that may be required for the Head of Specialist Services.

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