



**WOKINGHAM
BOROUGH COUNCIL**

An Extraordinary Meeting of the **PERSONNEL BOARD** will be held in the Board Room on **THURSDAY 6 SEPTEMBER 2018 AT 9.00 AM**

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is written over a light grey rectangular background.

Manjeet Gill
Interim Chief Executive
Published on 29 August 2018



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE PERSONNEL BOARD

Councillors

Alistair Auty (Chairman)
Lindsay Ferris
Charles Margetts

Stuart Munro (Vice-Chairman) UllaKarin Clark
Charlotte Haitham Taylor Pauline Helliard-Symons

- 35. APOLOGIES**
To receive any apologies for absence
- 36. DECLARATION OF INTEREST**
To receive any declarations of interest
- 37. None Specific RECRUITMENT OF DIRECTOR, CHILDREN'S SERVICES 5 - 58**
To consider a report regarding the recruitment of the Director of Children's Services. (*contains Part 2 sheets*)
- 38. None Specific EXCLUSION OF THE PUBLIC**
The Personnel Board will exclude the press and public in order to discuss the Part 2 sheets of Agenda Item 37 above and to do so it must pass a resolution in the following terms:
- That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

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Agenda Item 37.

TITLE	Recruitment of Director, Children's Services
FOR CONSIDERATION BY	Personnel Board on 6 September 2018
WARD	None Specific
DIRECTOR	Chief Executive - Interim Manjeet Gill

OUTCOME / BENEFITS TO THE COMMUNITY

To appoint a permanent Director, Children's Services to ensure the Statutory responsibilities are properly discharged.

RECOMMENDATION

To note the recruitment process and assess the candidates for appointment.

SUMMARY OF REPORT

This report outlines the recruitment process for the Director, Children's Services

Background

The role is currently being covered via interim arrangements following the departure of Lisa Humphrey's on 21 August 2018. The Role Profile is attached at Appendix 1. Penna were selected as the most suitable Executive Search firm and have undertaken both headhunting and an extensive advertising campaign to identify suitable candidates.

Analysis of Issues

Penna were commissioned to seek external candidates and following a thorough pre-selection and long listing process 5 applications have been shortlisted for formal selection and assessment. Please see candidates' information at Appendix 2 (Part 2 sheet). Psychometric assessment reports are to follow.

Interviews will be carried out by members of the Personnel Board on 6 September 2018. See timetable at Appendix 3 (Part 2 sheet). Questions for the panel interview are being developed in line with our Competency Framework and will be circulated prior to interview.

At 09:00 on the 6 September the Personnel Board will convene to prepare for interviews commencing at 09:30. The panel will determine whether to make an offer of employment to their preferred candidate.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Nil		
Next Financial Year (Year 2)	Nil		
Following Financial Year (Year 3)	Nil		

Other financial information relevant to the Recommendation/Decision

N/A

Cross-Council Implications

N/A

Reasons for considering the report in Part 2

Personal information is contained in the Appendices which are in Part 2

List of Background Papers

Appendix 1 – Role Profile for Director, Children's Services
Appendix 2 – Short listed candidates

Appendix 3 – timetable

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Job Title	Director, Children’s Services		
Service	Children’s Services		
Team	Children’s Services	Location	Shute End/Smart Working
Reports to	Chief Executive	Grade	n/a

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Summary of Role

- To lead all relevant Children’s services.
- To share collective accountability for the leadership of the Council, as a member of CLT
- To hold the Council’s statutory accountabilities as Director of Children’s Services
- To be responsible for a team of lead specialists in delivering the outcomes required by customers and in line with the Council’s strategic direction
- To be responsible for creating an environment where continuous improvement in service for customers and residents is delivered.

Key Accountabilities

Service Delivery Accountabilities

- Provide leadership of the breadth of Children’s services
- Provide judgement and tactical direction in developing corporate services which meet the needs of the organisation ensuring as much activity as possible is dealt with through case management.
- Support the development of the Council’s strategic planning framework and the delivery of the required outcomes
- Discharge effectively the specific accountabilities of the Statutory function of the DCS

Management Accountabilities

- Participate and collaborate as a member of CLT to ensure Council plans and targets are achieved
- Functionally manage team of direct reports who have responsibilities for achieving agreed Children’s Services service and outcomes
- Provide leadership and direction to ensure the council is able to operate optimally and that 21st Century Council principles are being upheld.

- Functionally manage team of direct reports who have responsibilities for children’s and services, and who set delivery and performance targets; support and coach the team
- Operationally manage line reports, ensuring delivery targets are hit and officers in their service are embodying the 21st Century Council working principles.
- Provide functional leadership and guidance to direct line reports with escalated cases and complex issues as required.
- Develop and implement effective monitoring, performance management and review mechanisms to ensure continuous improvement in delivery of services, and to enable personal professional and team development.
- Provide strategic direction on development of good practice policies and procedures.
- Develop relationships with key peers and stakeholders outside the organisation to promote efficiency, share ideas and good practice.
- Lead and manage effective stakeholder relationships: with elected members, partners and customers/residents

Additional Corporate Responsibilities

1	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
2	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
3	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
4	Special Factors: <input type="checkbox"/> <i>Has own transport to travel across the borough,</i> <input checked="" type="checkbox"/> <i>work some evenings/weekends,</i> <input type="checkbox"/> <i>hazardous conditions,</i> <input checked="" type="checkbox"/> <i>silver/gold* emergency response</i> <input checked="" type="checkbox"/> <i>politically restricted post,</i> <input type="checkbox"/> <i>DBS check required</i>
5	Behaviour: Works within the Council’s “competency framework” and adheres to the Code of Conduct.

Competencies Required in Role

Core Competencies	Foundation	Proficient	High Achiever	Role Model
21 st Century Public Servant				✓
Personal Responsibility				✓

Professionalism & Know How				✓
Working together				✓
Leadership Competencies			High Achiever	Role Model
Setting Direction				✓
Leading People				✓
Delivering Results				✓
Person Specification				
Focus on describing the qualifications, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat competency requirements or corporate responsibilities.				
Qualifications				
Essential		Desirable		
<ul style="list-style-type: none"> Education to degree-level and/or equivalent relevant professional qualifications or expertise 				
<ul style="list-style-type: none"> Evidence of continuous personal and professional development 				
<ul style="list-style-type: none"> Membership of relevant professional body 				
Technical Skills				
Essential		Desirable		
<ul style="list-style-type: none"> Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel 				
<ul style="list-style-type: none"> Well-developed written and verbal communication skills with an ability to vary style to meet the needs of the audience 				
<ul style="list-style-type: none"> Ability to analyse management data and communicate to groups, including recommending appropriate action where necessary 				
<ul style="list-style-type: none"> An understanding of large, complex and political organisations 				
Knowledge & Experience				
Essential		Desirable		

<ul style="list-style-type: none"> • Significant experience of successfully managing an operational service, including; people, budgets and performance 	<ul style="list-style-type: none"> • Experience of championing own ideas and obtaining commitment to allow them to be delivered
<ul style="list-style-type: none"> • Experience of creating an environment of continuous improvement and innovation 	
<ul style="list-style-type: none"> • Experience of successfully delivering change management, particularly in relation to process improvement 	
<ul style="list-style-type: none"> • Experience of leading complex and major projects to successful outcomes 	
<ul style="list-style-type: none"> • Significant experience of leading the development and delivery of policies and strategies 	
<ul style="list-style-type: none"> • Experience of managing areas within the service portfolio 	
<ul style="list-style-type: none"> • Significant understanding of the political landscape, legislative frameworks, and regional and national drivers surrounding the areas covered within the portfolio 	
<ul style="list-style-type: none"> • Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers 	
<ul style="list-style-type: none"> • Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential 	
<ul style="list-style-type: none"> • Experience of effectively leading a group of professional staff 	
<ul style="list-style-type: none"> • Experience of working successfully with elected members 	

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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