



**WOKINGHAM
BOROUGH COUNCIL**

An Extraordinary Meeting of the **PERSONNEL BOARD** will be held in First Floor 12 - Civic Offices on **WEDNESDAY 13 MARCH 2019 AT 6.30 PM**

Heather Thwaites

Heather Thwaites
Interim Chief Executive
Published on 5 March 2019



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
Anthony Pollock

Stuart Munro (Vice-Chairman) UllaKarin Clark
Pauline Helliard-Symons Charles Margetts

83.

APOLOGIES

To receive any apologies for absence

84.

DECLARATION OF INTEREST

To receive any declarations of interest

85.

PUBLIC QUESTION TIME

To answer any public questions

A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.

The Council welcomes questions from members of the public about the work of this committee.

Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions

86.

MEMBER QUESTION TIME

To answer any member questions

87. None Specific

JOB DESCRIPTION AND SHORT LIST FOR DIRECTOR, ADULT SERVICES

To consider the Job Description and Short List for Director Adult Services.

5 - 12

88. None Specific

EXCLUSION OF THE PUBLIC

The Personnel Board will exclude press and public in order to discuss the Part 2 elements of Agenda Item 87 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.

CONTACT OFFICER

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Civic Offices, Shute End, Wokingham, RG40 1BN

Agenda Item 87.

TITLE	Job Description and Short List for Director, Adult Services
FOR CONSIDERATION BY	Extraordinary Personnel Board on 13 March 2019
WARD	None Specific
LEAD OFFICER	Deputy Chief Executive - Graham Ebers

OUTCOME / BENEFITS TO THE COMMUNITY

To deliver safe and effective services to our vulnerable adults and their families.

RECOMMENDATION

Personnel Board are asked to:

- 1) Review and approve the Job Description for Director, Adult Services
- 2) Agree which candidates should progress to selection and assessment

SUMMARY OF REPORT

Following the trial of Shared DASS arrangements with Royal Borough of Windsor and Maidenhead (RBWM) it has been agreed, in line with the Constitution (11.6.5.11) that the Council requires its own DASS (Director, Adult Services) going forwards. This report asks Personnel Board to approve the Job Description and agree which candidates to take forward to selection and assessment.

Background

The 9 month trial of the Shared DASS arrangement with RBWM comes to an end on 30 April 2019. This coincides with the resignation of the current DASS and it has been determined that there is a requirement for a full time DASS in Wokingham.

There is a need to fill this position expediently to ensure we have a replacement in place prior to the departure of the current incumbent.

Analysis of Issues

Attachment 1 is the proposed Job Description that is aligned to style with the other Director Job Descriptions. Personnel Board are asked to review and approve.

Attachment 2 is the short-list of candidates from the advertising campaign via the Wokingham Borough Council and Job Go Public websites. Personnel Board are asked to review and agree who should be taken forward to selection and assessment.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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)	£69,940	Yes	R
Next Financial Year (Year 2)	£69,940	Yes	R
Following Financial Year (Year 3)	£69,940	Yes	R

Other financial information relevant to the Recommendation/Decision

The expectation is that the additional cost of creating a full time post will be contained within the overall budget agreed by Council on 21st February 2019. If this does not prove to be possible, a Supplementary Estimate will be requested of the Executive as part of the budget monitoring process.

Cross-Council Implications

None

Reasons for considering the report in Part 2

Attachment 2 – short list contains personal sensitive information

List of Background Papers

Attachment 1 – Job Description
Attachment 2 – Short list – to follow

Contact Sarah Swindley

Service Business Services

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Job Title	Director, Adult Services		
Service	Adult Services		
Team	Adult Services	Location	Shute End/Smart Working
Reports to	Chief Executive	Grade	n/a
<p>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.</p>			
Summary of Role			
<ul style="list-style-type: none"> • To lead all relevant Adult 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 Adults Social 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			
<u>Service Delivery Accountabilities</u>			
<ul style="list-style-type: none"> • Provide leadership of the breadth of Adult 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 functions of the DASS 			
<u>Management Accountabilities</u>			
<ul style="list-style-type: none"> • 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 Adult 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 adult 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 and the Council’s constitution.

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 	