



Personnel Committee

Date: Wednesday, 14 November 2018
Time: 10.10 am (or at the rise of the Executive)
Venue: Council Chamber Ante Room, Level 2, Town Hall Extension

This is a Supplementary Agenda containing additional information about the business of this meeting that was not available when the agenda was first published.

Everyone is welcome to attend this committee meeting.

Access to the Council Chamber and Ante Room

Public access to the Council Chamber and Ante Room is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension. That lobby can also be reached from the St. Peter's Square entrance and from Library Walk. **There is no public access from the Lloyd Street entrances of the Extension.**

Membership of the Personnel Committee

Councillors - Ollerhead (Chair), Akbar, Bridges, Craig, Leech, Leese, N Murphy, S Murphy, Rahman, Richards, Sheikh and Stogia

Agenda

5. **Recruitment to the post of Executive Director Strategic Commissioning (including Director of Adult Social Services functions)**

The report of the Chief Executive is enclosed.

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

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This agenda was issued on **Friday, 9 November 2018** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Lloyd Street Elevation), Manchester M60 2LA

**Manchester City Council
Report for Resolution**

Report to: Personnel Committee – 14 November 2018

Subject: Recruitment to the post of Executive Director Strategic Commissioning (including DASS functions)

Report of: The Chief Executive

Summary

The post of Executive Director Strategic Commissioning (with DASS responsibilities) has recently become vacant. This report sets out proposals to permanently recruit to fill this vacancy as well as to ensure appropriate leadership arrangements are in place in the interim.

The post will be recruited to on the terms of the previous appointment, as the Strategic Commissioner within Manchester Health and Care Commissioning (MHCC). The postholder will operate within MHCC on a day to day basis, whilst also holding the Council's designated statutory functions as the Director of Adult Social Services (DASS) discharging the duties in relation to this post as set out in the Local Authority Social Services Act.

Recommendations

Personnel Committee is recommended to:

1. Note that the post of Executive Director Strategic Commissioning (with DASS responsibilities) has recently become vacant.
2. Establish a sub-committee of members to progress all aspects of the recruitment and to act as the appointment panel for the appointment of a new Executive Director of Strategic Commissioning and to appoint members to that sub-committee.
3. To agree that the quorum of three for any meetings of the sub-committee.
4. Agree the co-option of the Chief Officer for Manchester Health and Care Commissioning as advisor to the appointment panel.
5. Delegate authority for the Appointments Sub-committee to agree an updated Role Profile as a basis for recruitment in-line with the previously agreed remuneration package for the post.
6. Note that pending a permanent appointment the Director of Adult Social Care will be asked to act up to cover the DASS functions and delegate authority to the Chief Executive, in consultation with the Executive Member for Adults Health and Wellbeing, to determine the detail of these arrangements.

7. Recommend to Council that during the period of act-up the Director Social Care be paid the bottom SCP of the evaluated grade (SS5) for the Executive Director post, an annual salary of £121,692.

Strategic Lead for Safeguarding and Practice Improvement

8. Redesignate the job title of the Head of Quality Assurance for Safeguarding within the Children's Services Directorate to Strategic Lead for Safeguarding and Practice Improvement.

Wards Affected: All

Financial Consequences for the Revenue and Capital Budgets

This is a replacement of an existing, established role within the Strategic Management Team of the Council. Recruitment costs will be met from existing revenue provision.

Contact Officers

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Background Documents

Report to Personnel Committee - Recruitment of Strategic Commissioner with DASS responsibilities – 11 January 2017

Strategic Director, Commissioning (inc. DASS) - Remuneration of role and Market Supplement - 25 April 2017

1. Background

- 1.1 The Council's Executive Director of Strategic Commissioning (including DASS functions) has left the Council. The Committee is being asked to oversee arrangements to secure an appointment to take on these duties, including establishing a sub-committee of members to act as a recruitment and selection panel.
- 1.2 The Committee is also asked to agree interim arrangements for the DASS post as set out below.
- 1.3 The role will be a Chief Officer within the Council's constitution and is also designated as the Council's statutory Director of Adult Social Services (DASS)

2. Health and Social Care System

- 2.1 The Committee is familiar with the Manchester Locality Plan, which provides the context and background for the future role and responsibilities of the DASS. This includes the devolution agenda within Greater Manchester, and the city-wide integration of health and social care services which requires an ambitious public service reform programme.
- 2.2 Manchester's Locality Plan is a whole system approach to improving health and social care through radical transformational change, which will improve outcomes and provides the best chance of securing financial stability. The three pillars of the plan are:
 - The creation of a Single Hospital Service which will, generate significant improvements in care for patients from Manchester and beyond, and economies of scale;
 - A new Manchester Local Care Organisation (MLCO) which will integrate out of hospital health and social care services around people at a neighbourhood level
 - A Single Commissioning Function, Manchester Health and Care Commissioning (MHCC), to drive improved outcomes and value for money with providers;
- 2.3 This programme would not have been possible without the devolution of health and social care to Greater Manchester and the Locality plan is integral to the Greater Manchester Health and Social Care Strategy "Taking Charge".
- 2.4 This role will be an employee of the Council, operating at leadership level within MHCC and be the lead commissioner for services within the integrated health and social care system.

3. Structure and Role

- 3.1 The post of Executive Director of Strategic Commissioning (with DASS responsibilities) sits on the MHCC Executive Leadership Team, reporting to the Chief Accountable Officer on a day-to-day basis and the Council's Chief

Executive in relation to their statutory Local Authority duties. This includes safeguarding, quality, market shaping and GM provision.

- 3.2 The role and individual will be designated as the Council's statutory Director of Adult Social Services (under the Local Authority Social Services Act 1970) and will be the Council's accountable officer for safeguarding within adult services, ensuring that we have in place our strategies, frameworks, assurance and improvement mechanisms that meet our statutory duties. As such, the person appointed must be an officer of the Council with direct accountability to the Chief Executive and Elected Members.
- 3.3 A role profile for the Executive Director post exists and the role has been evaluated at Senior Salary Grade 5, within the salary band of £121,692 to £139,786 and has operated to date with an addition £7,000 performance-based market rate supplement. The role profile will be refreshed in the context of the Locality Plan requirements and a final version as a basis for recruitment will be developed in consultation with the Chief Accountable Officer for Manchester Health and Care Commissioning
- 3.4 The Executive Director of Strategic Commissioning is supported by the Director of Adult Social Care, who is a direct report to the post and leads the Council's direct provision of Adult Social care and the wider delivery transformation work within Manchester Local Care Organisation.
- 3.5 The leadership structure of the Executive Director is shown in Figure 1 below.

4. Recruitment Process

- 4.1 Subject to the agreement of the Committee, the Chief Executive, in consultation with the Executive Member for Adults Health and Wellbeing, and the Executive Member for Finance and Human Resources/officers will select a recruitment partner to manage the search and selection process.
- 4.2 As this post is a joint appointment it is necessary to formally incorporate the views of partners within the selection process. It is therefore proposed that, as per the last recruitment exercise, the Chief Accountable Officer for MHCC is formally co-opted as advisor to the appointment panel.
- 4.3 The recruitment campaign and publicity will be handled in-house.
- 4.4 An indicative timetable for recruitment is as follows:

Indicative timeframe	Activity
November 2018	Personnel Committee approvals Advert placed Appointment of search consultants
December 2018	Advert and Search

January 2019	Longlist and shortlist process
February 2019	Final assessment (technical; stakeholder & Final Panel assessment)

- 4.5 Attraction activity is expected to cover both local authorities and the health sector to attract the widest field of candidates.

5. Interim Arrangements

- 5.1 As the post is currently vacant the Council must designate an individual as the statutory Director of Adult Social Services (DASS).
- 5.2 It is proposed that the current Director of Social Care acts up into this post pending a permanent appointment being made, which is anticipated to be a period of around 6 months. It is recommended that the details of this arrangement are delegated to the Head of Paid Service in consultation with the Executive Member for Adult Health and Wellbeing following advice from the City Solicitor and Director of Human Resources & Organisational Development
- 5.3 During the period of the act up it is proposed to pay the Director the bottom SCP of the evaluated grade for the Executive Director post, at £121,692. As this is a salary above £100,000 the Personnel Committee is asked to recommend the salary to the Council, in accordance with the requirements of the Council's Pay Policy Statement.

6. Strategic Lead for Safeguarding and Practice Improvement

- 6.1 The post of Head of Quality Assurance for Safeguarding reports to the Strategic Director (Children's & Education Services) and takes a strategic lead in safeguarding both children and vulnerable adults, as well as leading on Quality Assurance for safeguarding, supporting the Children's and Adults Safeguarding Boards and overseeing the Council's Safeguarding Improvement Unit, Adoption and commissioning and quality assurance of the city-wide Youth Offending Service.
- 6.2 It is proposed to re-designate this post from Head of Quality Assurance for Safeguarding to Strategic Lead for Safeguarding and Practice Improvement. Whilst the responsibilities and grade for this post remain the same, the proposed job title better reflects the role priorities, as well as aligning to the 'naming conventions' across the Council.

7. Recommendations

- 7.1 The Committee are recommended to:
1. Note that the post of Executive Director Strategic Commissioning (with DASS responsibilities) has recently become vacant.

2. Establish a sub-committee of members to progress all aspects of the recruitment and to act as the appointment panel for the appointment of a new Executive Director of Strategic Commissioning and to appoint members to that sub-committee.
3. To agree that the quorum for any meetings of the sub-committee is three.
4. Agree the co-option of the Chief Officer for Manchester Health and Care Commissioning as advisor to the appointment panel.
5. Delegate authority for the Appointments Sub-committee to agree an updated Role Profile as a basis for recruitment in-line with the previously agreed remuneration package for the post.
6. Note that pending a permanent appointment the Director of Adult Social Care will be asked to act up to cover the DASS functions and delegate authority to the Chief Executive, in consultation with the Executive Member for Adults Health and Wellbeing, to determine the detail of these arrangements.
7. Recommend to Council that during the period of Act up the Director Social Care is paid the bottom SCP of the evaluated grade (SS5) for the Executive Director post, at £121,692.

Strategic Lead for Safeguarding and Practice Improvement

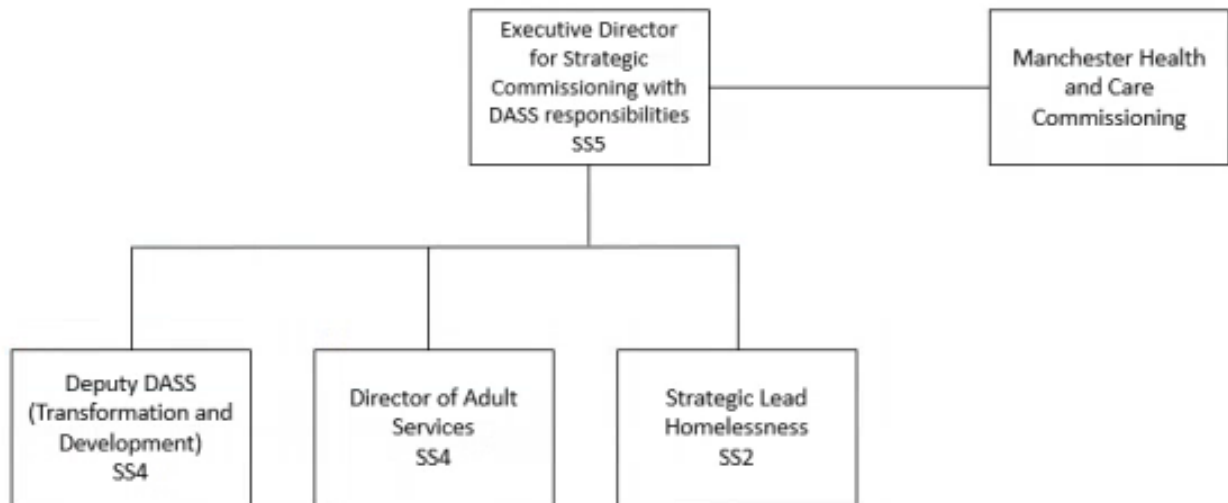
8. Redesignate the job title of the Head of Quality Assurance for Safeguarding within the Children's Services Directorate to Strategic Lead for Safeguarding and Practice Improvement.

8. Comments of the Director of HR & OD

- 8.1 I have been consulted on, and support the proposals.

9. Comments from trade unions

- 9.1 No comments submitted

Figure 1: Adult Social Care Leadership Structure Chart

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