

**REPORT FOR: Chief Officers'
Employment Panel**

Date of Meeting: 13th September 2017

Subject: Information Item: Recruitment to the post of Director of Adult Social Services

Responsible Officer: Chris Spencer Corporate Director of People Services

Exempt: No

Enclosures: Appendix 1: Job Description & Person Specification – under review

Section 1 – Information Summary

Reason for report:

This report is to provide information to the Chief Officers' Employment Panel on the interim cover arrangements to a Statutory Officer post.

The post of Director of Adult Social Services is to be recruited to following the resignation of the current post holder.

Section 2 – Report

Background

2.1 The Council is required to appoint a new Director of Adult Social Service.

2.2 The current post holder has resigned with affect from 16th October 2017.

Job Description and Person Specification

2.3 The current job description (appendix 1) is under review by the Corporate Director to ensure that all duties and accountabilities of the post (including the statutory duties and responsibilities of the role) are accurately captured prior to the position being advertised.

Remuneration

2.4 The updated job description will undergo formal evaluation prior to the post being advertised. The current grade of the post is D2 (£102,693 - £115,605). The current post holder is in receipt of a market supplement of £5,865 per annum.

2.5 The Council delegates authority to the Chief Officer Employment Panel to make recommendations to Council on the appointment of the Head of Paid Service and make appointments of Chief Officers in accordance with the Council's Pay Policy.

2.6 The Council's delegations to the Chief Officer Employment Panel also include determination of any remuneration package of £100,000 or greater.

Arrangements for Selection

2.7 The service will undertake an immediate internal recruitment process for interim cover for the post whilst the permanent recruitment takes place. This would be on an acting up arrangement. This will be to the current job description and at the bottom point of the current salary grade. The market supplement will be reviewed as part of the job re-evaluation.

2.8 The revised job description will be formally evaluated and benchmarking research undertaken prior to advertising the permanent vacancy.

2.9 If the proposed remuneration package for the permanent post is £100,000 or greater, approval of the package by the Chief Officers' Employment Panel will be required. In this event the revised job description and benchmarking data will also be reported to the Panel.

Legal comments

The Constitutional position is set out in this report.

Financial Implication

This post is already accounted for within the current directorate budget.

Section 3 - Statutory Officer Clearance

Name: Dawn Calvert

Chief Financial Officer

Date: 05/09/2017

Name: Caroline Eccles

On behalf of Monitoring
Officer

Date: 05/09/2017

Section 4 - Contact Details

Contact: Chris Spencer

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