

<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 4</b>
<b>18 APRIL 2013</b>	<b>PUBLIC REPORT</b>

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**SENIOR MANAGEMENT ARRANGEMENTS**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM : Chief Executive</b>	<b>Deadline date : N/A</b>
For the Committee:	
<ol style="list-style-type: none"> <li>1. To note the arrangements made to cover the role of the Director of Public Health pending recruitment to this role; and</li> <li>2. To appoint Jana Burton as Director of Adult Social Care pending recruitment to this role.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 This report comes to Employment Committee under paragraph 2.3.1.1 of its Terms of Reference as follows:

“To appoint Directors and Heads of Service, and determine terms and conditions of employment.”

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this report is to inform Employment Committee of the arrangements that have been made in relation to the Director of Public Health and to ask Employment Committee to appoint Jana Burton as Director of Adult Social Care pending recruitment to this role as set out below.

**3. TIMESCALE**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>
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**4. BACKGROUND**

4.1 In January 2012 Denise Radley, Director of Adult Social Care went on maternity leave and Terry Rich was appointed to cover her maternity leave for one year. Following that leave, Denise decided to leave the Council in December 2012 to move to another role. As it was not possible to appoint a new director following Denise’s resignation, Terry Rich’s contract was extended for three months to the end of March 2013 to allow time to consider arrangements to be put in place for this role. As members will be aware this role is a statutory role.

4.2 In addition to the above, Dr Andy Liggins left his role as Director of Public Health on Wednesday 27 March 2013, which requires the Council, to put in place arrangements for the recruitment of a new Director of Public Health, which is also a statutory role. The legislation governing the recruitment of a Director of Public Health requires that director to have certain qualifications which include being a member of the Faculty of Public Health and an accredited consultant in Public Health Medicine. At the point of Dr Liggins’

resignation, Dr Liggins' deputy Sue Mitchell, Associate Director of Public Health, did not have the requisite qualifications. However, it has been possible to put forward satisfactory arrangements to Public Health England, on a temporary basis, which allows Sue Mitchell to cover the role with the support of Dr Boika Rechel who is a medical doctor and consultant in public health medicine. Attached at **Appendix 1** is a summary of both Sue Mitchell and Dr Rechel's experience. Employment Committee is therefore not asked to make a temporary appointment to this role but to note the arrangements that have been made pending the recruitment to this statutory role.

- 4.3 The budget approved by Council in March 2013 identifies proposals to be brought forward for new arrangements for the commissioning of services. Commissioning is a word often used, but little understood. Commissioning is simply a process whereby a Council assesses the needs of its residents and communities and then decides the best ways to meet those needs, whether that be in-house Council services or services provided by the private and voluntary sector. Currently commissioning takes place in four different Council departments, Adult Social Care, Operations, Children's Services and Public Health. The proposals to be brought forward will change senior management arrangements to bring these commissioning activities together into one directorate. With these imminent changes and with the departure of Dr Andy Liggins and Terry Rich, it gives the Chief Executive the opportunity to look at senior management arrangements across the whole authority. The last senior management review was conducted in 2008 and there have been many changes in the Council since that time which provides another opportunity to relook at and ensure that the senior management structure properly serves the Council in its changed form.
- 4.4 As Terry Rich is about to leave the Council, and because consultation is ongoing on new senior management arrangements, a temporary solution also needs to be put in place to cover the role of Director of Adult Social Care. Unlike the position with the Director of Public Health, it is possible for Employment Committee to make a temporary appointment as there is an officer with the requisite experience to carry out this role. It is proposed to put forward to Employee Committee Jana Burton, Assistant Director of Care Services Delivery for appointment to this role on a temporary basis. Jana Burton's experience is set out in **Appendix 2** which makes her eminently suitable to take on this role on a temporary basis. Jana Burton will be attending Employment Committee with the Chief Executive so that the committee can address any questions to her. These arrangements have been discussed in the departmental management team of Adult Social Care.

## **5. CONSULTATION**

- 5.1 Consultation on the new senior management structure will comply with employment legislation. The results of that consultation will be reported back to Employment Committee under its delegation 2.3.1.5 which is "to consider and recommend appropriate actions where necessary in response to, executive proposals relating to: a) changes within a departments/division structure which involve substantial changes and responsibilities of first and second tier posts; b) request for trade union facilities, including budget and establishment; c) other executive human resource matters."

## **6. IMPLICATIONS**

- 6.1 There will be minor financial implications arising from these proposals, in that both Jana Burton and Sue Mitchell will be paid at a higher rate than their current salaries to reflect their additional responsibilities. However, these payments can be covered within existing budgets and in fact savings will be made overall resulting from the vacancies at director level in both departments (the extent of which will depend on the amount of time taken to recruit to new posts, and recruitment costs).
- 6.2 Legal and HR advice has been taken on the proposals, and confirmation received that they comply with all legal and HR requirements.

## **7. CONCLUSION**

- 7.1 The Council needs to make temporary arrangements for the covering of two director roles, namely the Director of Adult Social Care and Director of Public Health. As the Council is about to embark on a senior management restructure as a result of proposals in the budget to bring commissioning arrangements together, the arrangements for covering those two roles will be temporary as it is timely to not only review the commissioning arrangements but the whole of the senior management structure since the previous change in 2008. This paper requests Employment Committee to note the arrangements for the Director of Public Health and to make a temporary appointment to the Director of Adult Social Care whilst the restructuring proposals are consulted upon and then reported back to Employment Committee before implementation.

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