

<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 4</b>
<b>13 JUNE 2013</b>	<b>PUBLIC REPORT</b>

Contact Officer(s):	Jana Burton, Director of Adult Social Care	(01733) 452407
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**ADULT SOCIAL CARE – TEMPORARY APPOINTMENT OF ACTING ASSISTANT DIRECTOR - CARE SERVICES DELIVERY**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM : Director of Adult Social Care</b>	<b>Deadline date : N/A</b>
<p>For the Committee to appoint Debbie McQuade as Acting Assistant Director - Care Services Delivery, on a temporary basis, following the temporary appointment of the substantive post holder as Director of Adult Social Care.</p>	

**1. ORIGIN OF REPORT**

1.1 This report is submitted to the Committee from the Director of Adult Social Care.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this report is to request Employment Committee to appoint Debbie McQuade as Acting Assistant Director - Care Services Delivery on a temporary basis, pending recruitment to the statutory role of Director of Adult Social Care, currently held by Jana Burton on a temporary basis.

2.2 This report comes to Employment Committee under paragraph 2.3.1.1 of its Terms of Reference “to appoint Directors and Heads of Service, and determine terms and conditions of employment.”

**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 Services, went on maternity leave and Terry Rich was appointed to cover her maternity leave for a period of one year. In December 2012 Denise Radley decided to leave the Council to move to another role. 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 is a statutory role to which Jana Burton was appointed on 15 April 2013, on a temporary basis, pending recruitment to the role on a permanent basis following the conclusion of the authority-wide senior management restructuring proposals currently being developed by the Chief Executive.

4.2 Debbie McQuade is currently a Head of Service within Adult Social Care. She is an experienced manager and has worked at a senior level in Adult Social Care and Health in Peterborough for 12 years. The proposal for an 'acting up' role serves three distinct purposes:

- Continuity of management at a time of major transformation;
- A development opportunity for a permanent member of staff; and
- A cost effective solution at a time of financial constraints.

4.3 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. The job description for the role is attached as Appendix 1 together with details of Debbie McQuade's experience, attached as Appendix 2. This demonstrates that she is both qualified and experienced to fulfil this role. Debbie McQuade will be attending Employment Committee with the Director of Adult Social Care 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 The Director of Adult Social Care has consulted the Cabinet Member for Adult Social Care and the Chief Executive, both of whom support this appointment.

## **6. ANTICIPATED OUTCOME**

6.1 That the Council appoints an Assistant Director - Care Services Delivery on a temporary basis.

## **7. REASONS FOR RECOMMENDATIONS**

7.1 This post needs to be recruited to maintain current management of service provision.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 As the consultation on the senior management arrangements is on-going, a temporary solutions needs to be put in place and no alternative option was considered as there is a senior manager with the relevant qualifications and experience to fulfil this role.

## **9. IMPLICATIONS**

9.1 There will be minor financial implications arising from these proposals, in that Debbie McQuade will be paid at a higher rate than her current salary to reflect the additional responsibilities. However, the payment can be covered within existing budgets.

9.2 Legal and HR advice has been taken on the proposal, and confirmation received that it complies with all legal and HR requirements.

## **10. CONCLUSION**

10.1 This paper requests Employment Committee to make a temporary appointment to the post of Assistant Director of Adult Social Care, Care Service Delivery, whilst the restructuring proposals developed by the Chief Executive are consulted upon and then reported back to Employment Committee before implementation.