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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147 / 643694

Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Thursday, 16 January 2020

Dear Councillor,

APPOINTMENTS COMMITTEE

A meeting of the Appointments Committee will be held in the Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 22 January 2020 at 16:00 or immediately after the meeting of Council, whichever is the later.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of = Conduct adopted by Council from 1September 2008 (including Whipping Declarations).
3. Appointment Process: Corporate Director Social Services and Wellbeing 3 - 12

Yours faithfully

K Watson

Chief Officer, Legal, HR & Regulatory Services

Councillors:

HJ David
HM Williams
N Clarke

Councillors

T Giffard
JPD Blundell
RL Penhale-Thomas

Councillors

T Thomas
PJ White

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**BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE APPOINTMENTS COMMITTEE**

22 JANUARY 2020

REPORT OF THE CHIEF EXECUTIVE

APPOINTMENT PROCESS: CORPORATE DIRECTOR, SOCIAL SERVICES AND WELLBEING

1. Purpose of Report

- 1.1 The purpose of this report is to seek Appointments Committee approval for the recruitment process in relation to the Corporate Director, Social Services and Wellbeing.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The appointment to this post, as a member of the Corporate Management Board, is required to facilitate the achievement of corporate priorities.

3. Background

- 3.1 The current post holder has given notice to resign from her position of Corporate Director, Social Services and Wellbeing.
- 3.2 The recruitment process will be undertaken in accordance with the Local Authorities (Standing Orders) (Wales) Regulations 2006 (as amended).

4. Current Situation/Proposal

- 4.1 A recruitment agency specialising in recruiting local authority senior management and executive roles is being sought to support the council with this appointment. This will ensure that the role is marketed widely and then a robust selection process is followed.
- 4.2 The agency will work with the officers to develop a timetable for this appointment, and establish an assessment centre whereby all selection methods will be thoroughly assessed and evaluated against the set competencies.
- 4.3 The timetable will include the stages of the selection process, as outlined below:
- The job description and person specification have been reviewed and updated and will inform the advert and marketing of this role. These are attached as Appendix 1.

- Following the closing date the Appointments Committee will be convened to receive feedback from the recruitment specialists and agree a long list of candidates to attend the assessment centre.
- The assessment centre will comprise a range of selection methods and assessors and officers will undertake managerial/technical interviews, psychometric testing and interactive assessments, which will test key competencies.
- The Appointments Committee will receive feedback on the results of the assessment centre and agree a final shortlist of candidates who have demonstrated that they possess the attributes required for the position and who will be invited to interview.
- The final stage of the process will be interviews by the Appointments Committee.
- The Appointments Committee will make the final decision on the appointment, taking account of the outcome of the assessment centre and the final interview.

5. Effect upon Policy Framework & Procedure Rules

5.1 None.

6. Equality Impact Assessment

6.1 The process adopted is intended to ensure that there are no equality implications in this process.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

8.1 The recruitment costs will be met from existing budgets.

9. Recommendations

9.1 It is recommended that the Appointments Committee:-

- i. approves the job description and person specification attached as Appendix 1
- ii. approves the process outlined in paragraph 4.3.
- iii. convenes to determine the long list of candidates to be invited to the assessment centre

- iv. agrees the process for selecting candidates to progress from assessment centre to final interview
- v. reconvenes to: receive feedback from the assessment centre, undertake final interviews and make an appointment decision.

Debra Beeke
Group Manager HR/OD
15 January 2020

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Angel Street
Bridgend

Background documents:
None

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Job Description

DIRECTORATE:	Social Services & Wellbeing
POST:	Corporate Director
GRADE OF POST:	JNC Salary Scale
RESPONSIBLE TO:	Chief Executive

JOB PURPOSE:

To work with the Chief Executive and Cabinet to ensure the development of effective strategies and policies which support the overall objectives of the Council.

To provide strategic direction and professional leadership across the Council's Social Services and Wellbeing portfolio of services: Adult Social Care; Children's Social Care and Prevention and Wellbeing.

To fulfil the statutory role of Director of Social Services, which will include:

- strategic leadership in the effective delivery of care and support services in keeping with the principles of the Social Services and Well-being (Wales) Act 2014
 - accountability for the quality and delivery of services for the purpose of discharging the social services function
 - ensuring effective safeguarding arrangements are in place both within the local authority and by relevant partners.
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PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To contribute to the effective leadership of the Council, helping to develop and implement strategy and to resource and deliver corporate priorities sustainably and in the public interest.
- To contribute to the effective corporate management of the Council, including providing professional advice on social services, integration of health and social care and other services delivered by the directorate, strategy implementation, cross organisational issues, integrated business and resource planning, corporate governance, risk management, financial and performance management.
- To secure the political and corporate support for social services, ensuring that the Chief Executive, the Corporate Management Board and elected members have access to quality and relevant professional advice and information on all aspects of care and support services.

- To foster effective joint working arrangements with regional local authority partners and the Health Boards and play a lead role at a regional partnership level, promoting co-operation and collaboration.
- To ensure effective arrangements are in place to monitor the performance of all social services functions.
- To ensure, with the Chief Executive, that elected members have clear advice on the level of resources required to effectively deliver social services functions.
- To lead and manage the services within the Social Services and Wellbeing portfolio such that they are resourced to be fit for purpose and operate in accordance with statutory requirements, the standards required by the Council, best value, equalities and the Council's commitment to continuous improvement and improved outcomes for people
- To provide managerial leadership that enables the development and implementation of customer focused services and an exemplar of the Council's values and culture; promoting leadership and competent management by building and developing the strengths and talents of all employees to enable them to deliver quality services.
- To undertake a strategic leadership role to support high standards across the social work profession and the care and support workforce, including private and third sectors.
- To develop a strategic approach to prevention and play a key role to ensure a preventative culture is embedded across the local authority.
- To discharge the duties of the post conscientiously, undertaking such other duties and training as may be considered appropriate by the Council including such reasonable out of hours working as may be necessitated by the duties of the post.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification
Corporate Director – Social Services & Wellbeing

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • A professional qualification in a relevant discipline or substantial experience in the management of social services. • Proven track record of management development. • Substantial evidence of continuing professional development. 	<p align="center">(√)</p> <p align="center">(√)</p> <p align="center">(√)</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of the legislative and structural context of social care in Wales. • Understanding and experience of working in a publicly accountable national and local political contexts, driving productive working relationships with elected members. • Substantial experience in the management and delivery of effective care and support services particularly including areas of safeguarding. • Substantial experience of working with a variety of stakeholders, partnerships and representatives from public and private organisations. • An understanding of the pressures in the delivery of health and social care services. 	<p align="center">(√)</p> <p align="center">(√)</p> <p align="center">(√)</p> <p align="center">(√)</p>	Application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Wide experience in establishing, providing and implementing service / business plans. • Sound knowledge and experience of operating within a performance management framework, including measuring service performance and outcomes and the development of specific measures to support achievement. • Practical experience of undertaking specific policy driven tasks and providing advice across a broad range of services. • Evidence of participation in development of policy at a local government/regional level. • Awareness and understanding of government strategies for the development and improvement of services. • Effectively overseeing large and complex revenue / budgets and other associated financial / budgetary data. • Demonstrate a personal commitment to professional development and promote a culture of continuous learning across the social care workforce. • Significant leadership experience in the delivery of major organisational change programmes. 	<p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p>	

Attributes	Requirements	Essential	Method of Evaluation / Testing
Skills & Personal Qualities	<ul style="list-style-type: none"> • Good strong leadership qualities, with evidence of participative management styles – team leader, player and developer. • Ability to lead and manage a major service portfolio. • Ability to demonstrate a commitment to corporate working. • A personal commitment to providing /enabling delivery of high quality services. • Ability to drive and embrace new ways of working in order to sustain services. • Confidence in managing in an environment of continuous change. • Good effective interpersonal skills that are likely to inspire confidence with council members, employees and partners. • Excellent verbal, written and presentation skills with an ability to influence and persuade others. • Proven adaptability/resilience and flexibility. • The ability to communicate through the medium of Welsh. 	<p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p>	<p>Application form, and selection process.</p>