

Appointments Committee Agenda



To: Councillors Jane Avis, Stuart Collins, Simon Hall, Oni Oviri, Manju Shahul-Hameed and Robert Ward

A meeting of the **Appointments Committee** which you are hereby summoned to attend, will be held on **Friday, 30 November 2018 at 12.30 pm in F11 – Town Hall**

JACQUELINE HARRIS BAKER
Director of Law and Governance
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk, Croydon CR0 1EA

Annette Wiles 020 8726 6000 x64877
annette.wiles@croydon.gov.uk
www.croydon.gov.uk/meetings
Thursday, 22 November 2018

PLEASE NOTE THAT THE GREAT MAJORITY OF THE BUSINESS TO BE DISCUSSED AT THS MEETING WILL BE CONFIDENTIAL AND THEREFORE WILL BE CONDUCTED IN PART B OF THE AGENDA.

N.B This meeting will be paperless. The agenda can be accessed online at www.croydon.gov.uk/meetings

AGENDA – PART A

1. Election of the Chair

To elect a Chair for the meeting.

2. Apologies for Absence

To receive any apologies for absence from members of the Committee

3. Disclosure of Interest

In accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, Members and co-opted Members of the Council are reminded that it is a requirement to register disclosable pecuniary interests (DPIs) and gifts and hospitality to the value of which exceeds £50 or multiple gifts and/or instances of hospitality with a cumulative value of £50 or more when received from a single donor within a rolling twelve month period. In addition, Members and co-opted Members are reminded that unless their disclosable pecuniary interest is registered on the register of interests or is the subject of a pending notification to the Monitoring Officer, they are required to disclose those disclosable pecuniary interests at the meeting. This should be done by completing the Disclosure of Interest form and handing it to the Democratic Services representative at the start of the meeting. The Chair will then invite Members to make their disclosure orally at the commencement of Agenda item 3. Completed disclosure forms will be provided to the Monitoring Officer for inclusion on the Register of Members' Interests.

4. Urgent Business (if any)

To receive notice from the Chair of any business not on the Agenda which should, in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

5. Appointment to Director of Commissioning & Procurement (Pages 5 - 12)

6. Exclusion of the Press and Public

The following motion is to be moved and seconded where it is proposed to exclude the press and public from the remainder of a meeting:

“That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.”

7. Appointment to Director of Commissioning & Procurement

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REPORT TO:	APPOINTMENTS COMMITTEE 11th October 2018
SUBJECT:	APPOINTMENT TO DIRECTOR OF COMMISSIONING & PROCUREMENT
LEAD OFFICER:	Executive Director for Resources
CABINET MEMBER:	Councillor Simon Hall
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT: The Council's management structure	
FINANCIAL SUMMARY: The salary cost of this post is contained within the 2018/19 budget.	

1. RECOMMENDATIONS

- 1.1 Agree the salary package of Director of Commissioning & Procurement of £117,300 per annum under the Localism Act 2011.
- 1.2 Undertake the selection for and agree an appointment to the post of Director of Commissioning & Procurement from the candidate(s) detailed in the Part B appendices to the agenda. Any appointment to be subject to the appointment notification process as set out in section 3.4 of part 4J of the Council's Constitution (Staff Employment Procedure Rules).

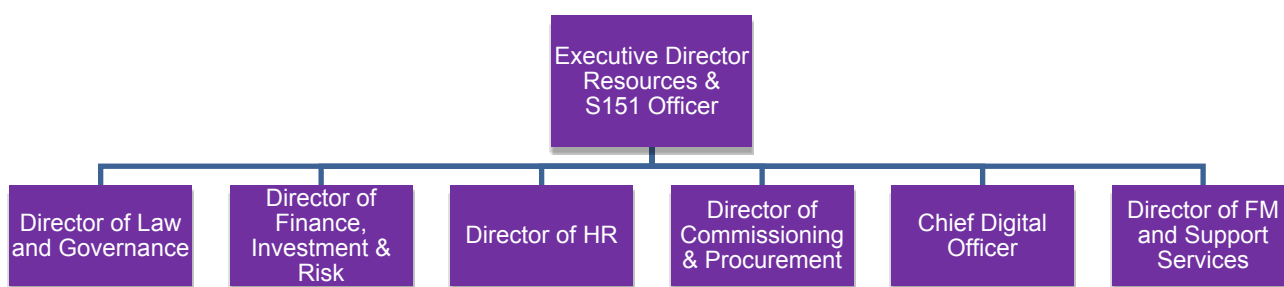
2. EXECUTIVE SUMMARY

- 2.1. This report seeks the Committee's approval to undertake the selection for the post of Director of Commissioning & Procurement specified under section 40 of the Localism Act 2011.

3. DETAIL

Background

- 3.1. The Director of Commissioning & Procurement reports to the Executive Director for Resources. The post has been covered with temporary arrangements since the substantive postholder left in July 2018.
- 3.2. As part of the senior management reorganisation in May 2018, there has been some realignment of services within the Resources department and the salary of the Director role has been reviewed for this appointment.
- 3.3 Appointing to this post will complete the permanent structure for the Resources department.



- 3.4 The Director of Commissioning & Procurement has been advertised and the intention is to appoint to the vacancy.

Localism Act 2011 and Pay Policy

- 3.5 Following the decision of the Annual Council meeting on 03 June 2014, the Appointments Committee has delegated responsibility for approving appointments beyond the threshold specified in statutory guidance issued by the Secretary of State under section 40 of the Localism Act 2011. The statutory guidance is that elected Members should be given an opportunity to vote before: salary packages upon appointment at or above a specified threshold are offered; and severance packages at or beyond a specified threshold are approved for staff leaving the Council's employment. For both these purposes, the specified threshold is currently £100,000 as set by Government.
- 3.6 As set out in the Council's pay policy, directors are appointed on fixed pay points, which are determined locally and subject to local review every two years. The pay policy for 2018/19 agreed by the Council on 27 February 2018 agreed a fixed pay point for the Director of Commissioning & Procurement at £117,300. A decision is required by the Committee to appoint at this pay level.

4 FINANCIAL AND RISK CONSIDERATIONS

4.1 Revenue and Capital consequences of report recommendations

	2018/19	2019/20
	£'000	£'000
Revenue Budget available	39.1	117.3
Effect of decision	39.1	117.3
Overspend / (underspend)	0	0

4.2 The effect of the decision

This is an established post and the budget identified in section 4.1 above has been aligned to the earliest anticipated start date of the successful candidate or to allow for continued cover arrangements. The appointment is expected to be effective on or after 1st December and the salary costs arising from this decision can be met from the 2018/19 budget.

4.3 Risks

There is a risk of being unable to retain the right calibre of person to this role if the salary is not comparable to the market.

4.4 Options

The alternative option of not filling the role; and for not making provision to appoint within the parameters of the Council's agreed Pay Policy Statement, is not considered sustainable or viable option as explained in paragraph 4.3 above.

4.5 Future savings/efficiencies

None identified.

Approved by: Richard Simpson, Executive Director of Resources

5 COMMENTS OF THE ACTING COUNCIL SOLICITOR AND ACTING MONITORING OFFICER

- 5.1 The Solicitor to the Council comments that the Council may appoint such staff as it considers necessary for the proper discharge of its functions on such reasonable terms and conditions, including remuneration, as the Council thinks fit.
- 5.2 The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provide for a notification process to ensure that the Leader and any other Cabinet

Members have no objections to the offer of appointment occurs before an offer of appointment is made to him/her.

Approved by: Sandra Herbert Head of Corporate and Litigation Law for and on behalf of Jacqueline Harris-Baker Director of Law and Governance, Council Solicitor and Monitoring Officer.

6 CUSTOMER, EQUALITIES, HUMAN RIGHTS, FREEDOM OF INFORMATION, DATA PROTECTION CRIME AND DISORDER IMPACT

6.1 There are no direct considerations arising from this report.

CONTACT OFFICER: Sue Moorman, Director of Human Resources

BACKGROUND DOCUMENTS: Job description - Director of Commissioning & Procurement

Director of Commissioning and Procurement

The Director of Commissioning and Procurement will play a key role in the Council's Corporate Leadership Team (CLT) in leading and delivering corporate objectives. Each member of the CLT will be responsible for the technical delivery of their roles and the corporate competencies, while living and promoting the corporate values through their day-to-day work.

Reports to: Executive Director of Resources

Responsibility for: Commissioning, Strategic Contract Management, Improvement and Performance, Commercial Relationships & Procurement. Operational contract management of all adults' contracts and brokerage/placements services. Commissioning support for the Community, Voluntary & Social Enterprise Sector.

Delivering a Travel service for children with special education need and vulnerable adults and managing the Council in-house commercial equipment service.

Delivering the Community Equipment Service within the Council to Local Authority clients and self-funders.

Job Purpose:

You will work as part of the Corporate Leadership Team (CLT). You will take full responsibility for all matters, Commissioning, Strategic Contract Management, Improvement and Performance, supporting the development & delivery of commercial services within the Council.

You will have responsibility as the lead commissioner for children care, adult care and public health services for the Council

You will work closely with the Executive Director of Resources to limit the impact on front line services even when faced with a significant reduction in resources.

You will be responsible for the delivery of the Travel service for children with SEN and Vulnerable adults. You will lead the Council's commercial equipment service.

Key Deliverables:

- To be innovative and enterprising in using available resources to change lives for the better
- Lead the organisation delivering commissioning arrangements for all services.
- Lead on the development, coordination and implementation of a corporate commissioning framework, ensuring robust contracting and service level agreements together with compliance monitoring arrangements for all commissioned services
- Develop, lead and manage strategies for contract management of commissioned services across the Council, ensuring high value contracts have expert support and management; and that expertise in contract and performance management is provided to service-based contract management
- Develop, coordinate and implement a strategic supplier and category management strategy to ensure the Council is approaching the market with a consistent voice and approach
- Develop, manage and implement a corporate process for the procurement of goods and services including provision of technical advice and guidance regarding relevant governance policies
- Develop and maintain e-enabled buying solutions and P2P procurement services
- Develop, coordinate and implement performance framework for the Council.
- To deliver the travel service for Children with SEN and Vulnerable adults
- Manage the Council's commercial equipment service
- To operate within the governance, financial and legal frameworks of the Council at all times

Key Stakeholder Relationships:

Internal: Councillors, Corporate Leadership Team, and Council Directors

External: Croydon Clinical Commissioning Group, Government Departments, National Consultation Groups, Strategic Partners, Voluntary Sector, Other Local Authorities, Trade Unions, MPs, Partner Organisations, Professional Bodies,

Statutory Responsibilities:**Political Restrictions:**

This post is politically restricted and under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside the work.

Delegated Authority:

The post holder is required to be on call as part of a Chief Officer on-call Rota

Specific Minimum Qualifications and Expertise

- Proven ability to lead a strategic team at a similar level through commercial awareness and leadership capability
- Track record in managing and maintaining strategy, commissioning and performance aspects of similar sized organisations, with the ability to demonstrate sound financial stewardship
- Track record in developing and delivering commercial opportunities and services within a local government context
- Developed expertise in complex commissioning solutions
- Excellence in team management and service delivery in relation to strategy commissioning and community engagement, including the ability to manage internal departmental relationships
- Significant track record in executing team and individual performance effectively
- Embedded communication ability both upwards and downwards within an organisation and externally to improve service delivery

Corporate Values

Our values are the base of every job role within Croydon – our values are fundamental in everything we do as a Local Authority. You are required to demonstrate a commitment to our corporate values and this will be assessed using the criteria below:



One Team: To cross boundaries to work together towards shared goals with colleagues, partners and communities

- You are strategically innovative in your approach to building and maintaining partnerships and you and your teams act in a joint enterprise with them. You use your contacts and colleagues to bring teams together.

Proud to Serve: We strive to always do our best for the community, getting the most from limited resources and using taxpayers' money wisely

- You are proud to be part of the wider Croydon and the contribution you and your teams make to it. You make a difference to people's lives through engagement and you strive to get the best possible value for money for customers.

Honest and Open: We work hard to build trust by treating everyone with honesty and integrity

- You think through who needs to understand what during communication; and take care to communicate detail clearly. You take people's views into account continuously. You trust people, colleagues and staff, to do their best and deal with any issues positively.

Taking Responsibility: We encourage and support each other to take responsibility and show what we can do, learning together and recognising each other's contributions

- You are clear where formal accountability lies and where we can all take responsibility for results. You praise your colleagues for their efforts and ideas and thank them for their contributions.

Valuing Diversity: We make the most of the many perspectives that make Croydon distinctive

- You treat all staff and customers with equal value and respect. In everything you do, you make good use of the wide variety of background, skills and perspective your teams, the Council and the community demonstrate.

Updated: September 2018