

# Appointments and Disciplinary Committee Agenda



To: Mayor Jason Perry (Chair)  
Councillor Lynne Hale (Vice-Chair)  
Councillors Jason Cummings, Stuart King, Enid Mollyneaux and  
Callton Young

A meeting of the **Appointments and Disciplinary Committee** which you are hereby invited to attend, will be held **Tuesday, 23 August 2022 at 3.30 pm. In Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA.**

Stephen Lawrence-Orumwense  
Council Solicitor and Monitoring Officer  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

Democratic Services  
[www.croydon.gov.uk/meetings](http://www.croydon.gov.uk/meetings)

## **AGENDA**

### **1. Apologies for Absence**

To receive any apologies for absence from Members.

### **2. Disclosure of Interests**

Members are invited to declare any disclosable pecuniary interests (DPIs), pecuniary or non-pecuniary interests they may have in relation to any item(s) of business on today's agenda.

### **3. Minutes of Previous Meetings of the Council's then Appointments Committee (Pages 5 - 46)**

At the Annual Meeting held on 26 May 2022, the Council's former Appointments Committee was stood down and replaced with the establishment of the Appointments and Disciplinary Committee.

Accordingly, the Committee is requested to approve, as a correct record, the following minutes of previous meetings of the then Appointments Committee:

- a) 7 October 2019
- b) 6 October 2020
- c) 17 February 2021
- d) 10 March 2021
- e) 17 May 2021
- f) 23 July 2021
- g) 26 July 2021
- h) 27 July 2021 (x2)
- i) 17 August 2021 (x2)
- j) 20 August 2021
- k) 13 December 2021 (x3)
- l) 14 December 2021 (x3)
- m) 17 January 2022
- n) 28 February 2022 (x2)

### **4. Appointment to the Post of Director of Adult Social Care, Operations (Deputy DASS) (Pages 47 - 62)**

This report seeks the Committee's approval to agree the salary package and undertake the selection and appointment to the post of Director of Adults Social Care, Operations (Deputy DASS).

### **5. Exclusion of Press and Public**

The Committee is asked to RESOLVE that the press and public be excluded during consideration of the following item on the agenda since it is likely that exempt information will be disclosed in accordance with Paragraphs 1 and 2 to Schedule 12A, as amended, of the Local

Government Act 1972.

Agenda Item No.5 – Position of Director of Adults Social Care Operations (Deputy DASS) - Shortlisting Appropriate Candidates

**6. Shortlisting of Candidates for Interview**

The Committee will determine the shortlist of applicants to be invited for interview.

This page is intentionally left blank

# Public Document Pack Agenda Item 3

## Appointments Committee

Meeting held on Monday, 7 October 2019 at 4.30 pm in F10, Town Hall, Katharine Street, Croydon CR0 1NX

### MINUTES

**Present:** Councillor Tony Newman (Chair);  
Councillor Alison Butler (Vice-Chair);  
Councillors Hamida Ali, Simon Hall, Jason Perry and Helen Redfern

**Also Present:** Sue Moorman (Director of HR) and Jo Negrini (Chief Executive)

### PART A

#### 15/18 Apologies for Absence

There were no apologies for absence.

#### 16/18 Minutes of the Previous Meeting

The minutes of the meeting held on 30 September 2019 were agreed as an accurate record.

#### 17/18 Disclosure of Interest

There were no disclosures of interests.

#### 18/18 Urgent Business (if any)

There were no items of urgent business.

#### 19/18 Appointment to Executive Director, Resources

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

- i. Having due regard to the Council's current Pay Policy, agreed the salary package for this role, Executive Director, Resources at a salary of £156,060 per annum under section 40 of the Localism Act 2011 and the provisions of the council's constitution.
- ii. Undertake the selection and the appointment to the post of Executive Director, Resources from the candidate(s) detailed in the Part B appendices to the agenda and in accordance with the provisions of part 4J of the Council's constitution (Staff Employment Procedure Rules).

- iii. 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).

**20/18 Exclusion of the Press and Public**

The following motion was proposed by Councillor Newman, seconded by Councillor Hall and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended".

**21/18 Appointment to Executive Director, Resources**

**RESOLVED:** The Committee AGREED to appoint Jacqueline Harris Baker as Executive Director, Resources.

The meeting ended at 5.30 pm

**Signed:**

**Date:**

.....

.....

# Public Document Pack

## Appointments Committee

Meeting held remotely on Tuesday, 6 October 2020 at 9.00 am.

### MINUTES

**Present:** Councillor Tony Newman (Chair);  
Councillor Alison Butler (Vice-Chair);  
Councillors Alisa Flemming, Shafi Khan, Maria Gatland and Lynne Hale

**Also Present:** Katherine Kerswell (Interim Chief Executive) and Nick Pendry (Director of Early Help and Children's Social Care)

### PART A

#### 12/20 **Apologies for Absence**

There were no apologies for absence from Members of the Committee.  
Councillor Flemming gave apologies for a brief lateness.

#### 13/20 **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 10 September 2020 were agreed as an accurate record.

#### 14/20 **Disclosure of Interests**

There were no disclosures of pecuniary interests. Members confirmed their disclosure of interest forms were accurate and up-to-date.

#### 15/20 **Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### 16/20 **Appointment to Interim Executive Director - Children, Families and Education**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report to:

1. Undertake the selection and the appointment to the post of Interim Executive Director, Children, Families & Education from the candidate(s) detailed in the Part B appendices to the agenda (to follow) and in accordance with the provisions of part 4J of the council's constitution (Staff Employment Procedure Rules).

2. Have due regard to the Council's current Pay Policy, agree the salary package for this role, Interim Executive Director, Children, Families & Education within the pay policy interim range of £700 - £900 per day.
3. Agree the salary package for the future permanent recruitment to Executive Director, Children, Families & Education. This has been reviewed and is recommended for amendment to reflect current market rates of pay in London area to £147,000 p.a.
4. RECOMMEND TO full Council that the Pay Policy for the year 2020/21 be updated to include the revised spot salary for the permanent position of Executive Director Children Families & Education of £147,000 p.a.

Under section 40 of the Localism Act 2011 and the provisions of the Council's constitution.

5. For 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).

**17/20 Exclusion of the Press and Public**

The following motion was proposed by Councillor Newman and agreed by the Committee excluding the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended".

**18/20 Appointment to Interim Executive Director - Children, Families and Education**

**RESOLVED:** The Committee AGREED to appoint Debbie Jones as the Interim Executive Director – Children, Families and Education.

The meeting ended at 1.30 pm

**Signed:**

**Date:**



# Public Document Pack

## Appointments Committee

Meeting held on Wednesday, 17 February 2021 at 2.00 pm. This meeting is being held remotely; to view the meeting, please click [here](#).

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillors Lynne Hale, Stuart King, Joy Prince and Callton Young

**Also Present:** Katherine Kerswell, Interim Chief Executive  
Sue Moorman, Director of Human Resources  
Kerren Daly, Partner, Browne Jacobson and legal advisor to the Committee  
Stephen Rowan, Head of Democratic Services and Scrutiny

### PART A

#### 19/21 Apologies for Absence

There were no apologies for absence.

#### 20/21 Disclosure of Interest

Members confirmed that their entries on the Council's register of interests were up to date and that they had no further disclosures to make.

#### 21/21 Urgent Business (if any)

There were no items of urgent business.

#### 22/21 Appointment of Vice-Chair

Having been moved by Councillor Hamida Ali and seconded by Councillor Prince, it was put to the vote and

#### **RESOLVED:**

That Councillor King be appointed Vice-Chair of the Appointments Committee for the remainder of the 2020/21 Municipal Year.

#### 23/21 Review of Management Arrangements

Members considered the Part A report in relation to the review of Management Arrangements. As there were no questions to be asked by the committee during the Part A section of the meeting, it was

#### **RESOLVED:**

That the Part A report be noted.

..... **24/21 Exclusion of the Press and Public**

The following motion was proposed by Councillor Hamida Ali, seconded by Councillor Young and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraphs 1 and 2 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**25/21 Review of Management Arrangements**

*Please note that a Part B minute has also been produced for this item.*

The meeting ended at 5.02 pm

**Signed:**

**Date:**

.....

# Public Document Pack

## Appointments Committee

Meeting held on Wednesday, 10 March 2021 at 10.00 am.  
This meeting was remotely.

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair)  
Councillors Alisa Flemming, Maria Gatland, Yvette Hopley, Shafi Khan and Stuart King

**Also Present:** Debbie Jones (Interim Executive Director of Children, Families and Education) and Sue Moorman (Director of HR)

### PART A

#### **1/21 Apologies for Absence**

There were no apologies for absence from Members of the Committee.

#### **2/21 Disclosure of Interest**

There were no disclosures of interests.

#### **3/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **4/21 Appointment to Director of Early Help and Children's Social Care**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

- 1) Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Early Help and Children's Social Care.
- 2) Agreed the salary package of Director of Early Help and Children's Social Care which had been assessed and agreed at £ 119,646 p.a.
- 3) Agreed that 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).

**5/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Yvette Hopley, seconded by Councillor Alisa Flemming, and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**6/21      Appointment to Director of Early Help and Children's Social Care**

**RESOLVED:** The Committee AGREED to appoint Roisin Madden as the Director of Early Help and Children's Social Care.

**Signed:**

**Date:**

.....

.....

# Public Document Pack

## Appointments Committee

Meeting held on Monday, 17 May 2021 at 4.00 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillors Stuart King (Vice-Chair), Joy Prince, Callton Young, Lynne Hale and Jason Perry

### PART A

#### 1/21 Apologies for Absence

There were no apologies for absence from Members of the Committee.

#### 2/21 Disclosure of Interest

There were no disclosures of interests. Members confirmed their disclosure of interest forms were accurate and up-to-date.

#### 3/21 Urgent Business (if any)

There was no urgent business for the Committee's consideration.

#### 4/21 Appointment of Chief Executive

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

- 1) Agree the salary package of the Chief Executive of £192,474 per annum under the Localism Act 2011.
- 2) Undertake the selection for interview and subsequently agree an appointment to the post of Chief Executive from the candidate(s) detailed in the Part B appendices to the agenda.
- 3) Any appointment to be subject to the appointment notification and approval processes as set out in paragraphs 3.2 (1) and 3.4 of part 4J of the Council's Constitution (Staff Employment Procedure Rules).
- 4) Subject to the outcome of candidate selection and interview RECOMMEND to Council appointment to the post of Head of Paid Service, Returning Officer and Electoral Registration Officer of the successful candidate.

..... 5/21

**Exclusion of the Press and Public**

The following motion was proposed by Councillor Hamida Ali and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended".

6/21

**Appointment of Chief Executive**

**RESOLVED:** The Committee AGREED to appoint Katherine Kerswell as the Chief Executive.

The meeting ended at 5.00 pm

**Signed:**

**Date:**

.....

# Public Document Pack

## Appointments Committee

Meeting held on Friday, 23 July 2021 at 1.30 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillors Alisa Flemming, Ian Parker, Joy Prince and Callton Young

**Also Present:** Katherine Kerswell (Chief Executive) and Debbie Jones (Interim Executive Director Children Families and Education)

### PART A

#### 7/21 **Apologies for Absence**

There were no apologies for absence from Members of the Committee.

#### 8/21 **Disclosure of Interest**

There were no disclosures of interests. Members confirmed their disclosure of interest forms were accurate and up-to-date.

#### 9/21 **Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### 10/21 **Appointment to Director of Education**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Education.
2. Agreed the salary for this role which had been assessed and agreed at £109,140 p.a.
3. Agreed that any appointment was 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).

**11/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Callton Young, seconded by Councillor Maria Gatland and agreed by the Committee to exclude the press and public for the remainder of the meeting.

“The following motion was proposed by Councillor Hamida Ali and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**12/21      Appointment to Director of Education**

**RESOLVED:** The Committee AGREED to appoint Shelley Davies as the Director of Education.

**Signed:**

**Date:**

.....  
.....



# Public Document Pack

## Appointments Committee

Meeting held on Monday, 26 July 2021 at 3.00 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Callton Young

Councillors Stuart King (Vice-Chair), Patricia Hay-Justice, Simon Hoar, Stuart Millson, Joy Prince

**Also Present:** Katherine Kerswell (Chief Executive)

### PART A

#### 13/21 **Apologies for Absence**

There were no apologies for absence from Members of the Committee.

#### 14/21 **Disclosure of Interest**

There were no disclosures of interests.

#### 15/21 **Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### 16/21 **Appointment to Chief Digital Officer & Resident Access**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Chief Digital Officer & Resident Access.
2. Agreed the salary for this role which had been assessed and agreed at £119,646 p.a.
3. Any appointment was 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).

**17/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Hay-Justice, seconded by Councillor Milson and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**18/21      Appointment to Chief Digital Officer & Resident Access**

**RESOLVED:** The Committee AGREED to appoint Neil Williams as the Chief Digital Officer & Resident Access.

**Signed:**

**Date:**

.....

.....

# Public Document Pack

## Appointments Committee

Meeting held on Tuesday, 27 July 2021 at 3.15 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali

Councillors Jeet Bains, Oliver Lewis, Ian Parker, Joy Prince and Callton Young

**Also Present:** Katherine Kerswell (Chief Executive)

### PART A

#### **19/21 Apologies for Absence**

There were no apologies for absence from Members of the Committee.

#### **20/21 Disclosure of Interest**

There were no disclosures of interests.

#### **21/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **22/21 Appointment to Director of Planning & Regeneration**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Planning & Regeneration.
2. Agreed the salary for this role which had been assessed and agreed at £115,000 p.a.
3. Any appointment was 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).

**23/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Lewis, seconded by Councillor Young and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**24/21      Appointment to Director of Planning & Regeneration**

**RESOLVED:** The Committee AGREED to appoint Heather Cheesbrough as the Director of Planning and Regeneration.

**Signed:**

**Date:**

.....

.....

# Public Document Pack

## Appointments Committee

Meeting held on Tuesday, 27 July 2021 at 5.00 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Stuart King (Vice-Chair);  
  
Councillors Sue Bennett, Richard Chatterjee, Patricia Hay-Justice, Joy Prince, Callton Young

**Also Present:** Katherine Kerswell (Chief Executive)

### PART A

#### **25/21 Apologies for Absence**

There were no apologies for absence from Members of the Committee.

#### **26/21 Disclosure of Interest**

There were no disclosures of interests. Members confirmed their disclosure of interest forms were accurate and up-to-date.

#### **27/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **28/21 Appointment to Director of Housing, Estates & Improvement**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Housing, Estates & Improvement.
2. Agreed the salary for this role which had been assessed and agreed at £115,000 p.a.
3. Any appointment was 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).

**29/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Chatterjee, this was seconded by Councillor Young and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**30/21      Appointment to Director of Housing, Estates & Improvement**

**RESOLVED:** The Committee AGREED to appoint Stephen Tate as the Director of Housing, Estates & Improvement.

**Signed:**

**Date:**

.....

.....

# Public Document Pack

## Appointments Committee

Meeting held on Tuesday, 17 August 2021 at 2.30 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Jeet Bains, Joy Prince, Andy Stranack and Callton Young

**Also Present:** Katherine Kerswell (Chief Executive)

### PART A

#### 31/21 **Apologies for Absence**

There were no apologies for absence from Members of the Committee.

#### 32/21 **Disclosure of Interest**

There were no disclosures of interests. Members confirmed their disclosure of interest forms were accurate and up-to-date.

#### 33/21 **Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### 34/21 **Appointment to Director of Culture & Community Safety**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Culture & Community Safety.
2. Agreed the salary for this role which had been assessed and agreed at £ 98,834 p.a.
3. Any appointment was 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).

**35/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Joy Prince, seconded by Councillor Stuart King and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**36/21      Appointment to Director of Culture & Community Safety**

**RESOLVED:** The Committee AGREED to appoint Sarah Hayward as the Director of Culture and Community Safety.

**Signed:**

**Date:**

.....

.....



# Public Document Pack

## Appointments Committee

Meeting held on Tuesday, 17 August 2021 at 4.00 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Joy Prince, Callton Young, Jason Cummings and Stuart Millson

**Also Present:** Katherine Kerswell (Interim Chief Executive); Richard Ennis (Interim Corporate Director of Resources); Asmat Hussain (Interim Director of Resources); Elaine Jackson (Interim Assistant Chief Executive)

### PART A

#### **37/21 Apologies for Absence**

There were no apologies for absence made with all Members in attendance.

#### **38/21 Disclosure of Interest**

There were no disclosures of pecuniary interests.

#### **39/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **40/21 Appointment to Independent Chair of the General Purposes & Audit Committee (GPAC)**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Independent Chair of the General Purposes & Audit Committee (GPAC) from the candidate(s) as detailed in the Part B minute.
2. Agreed the salary for this role which had been assessed and agreed at £8,000 p.a.

3. Any appointment was 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).

**41/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Callton Young, seconded by Councillor Joy Prince and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended".

**42/21      Appointment to Independent Chair of the General Purposes & Audit Committee (GPAC)**

**RESOLVED:** The Committee AGREED to appoint Olu Olasode as the Independent Chair of Chair of GPAC.

**Signed:**

.....

**Date:**

.....

# Public Document Pack

## Appointments Committee

Meeting held on Friday, 20 August 2021 at 10.30 am in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair)

Councillors Alisa Flemming, Callton Young, Pat Clouder, Lynne Hale and Yvette Hopley

**Also Present:** Debbie Jones (Corporate Director Children, Young People & Education)

### PART A

#### **43/21 Apologies for Absence**

There were no apologies for absence made with all Members in attendance.

#### **44/21 Disclosure of Interest**

There were no disclosures of pecuniary interests.

#### **45/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **46/21 Appointment to Director of Quality, Policy & Performance Improvement**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Quality, Policy & Performance Improvement from the candidate(s) as detailed in the Part B minute.
2. Agreed the salary for this role which had been assessed and agreed at £ 82,290 as well as a market supplement of £4,710.
3. Any appointment was 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).

**47/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Callton Young, seconded by Councillor Pat Clouder and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**48/21      Appointment to Director of Quality, Policy & Performance Improvement**

**RESOLVED:** The Committee AGREED to appoint Kerry Crichlow as the Director of Quality Policy Performance and Improvement.

**Signed:**

**Date:**

.....  
.....

# Public Document Pack

## Appointments Committee

Meeting held on Monday, 13 December 2021 at 10.00 am in Room 1.01 and 1.02 -  
Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Lynne Hale, Yvette Hopley, Joy Prince and Callton Young

**Also Present:** Elaine Jackson (Interim Assistant Chief Executive)

### PART A

#### **49/21 Apologies for Absence**

There were no apologies for absence made with all Members in attendance.

#### **50/21 Disclosure of Interest**

There were no disclosures of pecuniary interests.

#### **51/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **52/21 Appointment to Chief People Officer**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Chief People Officer.
2. Agreed the salary for this role which had been assessed and agreed at £98,834 p.a.
3. Any appointment was 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).

**53/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor Young and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**54/21      Appointment to Chief People Officer**

**RESOLVED:** The Committee AGREED to appoint Dean Shoesmith as the Chief People Officer.

**Signed:**

**Date:**

.....  
.....

# Public Document Pack

## Appointments Committee

Meeting held on Monday, 13 December 2021 at 11.15 am in Room 1.01 and 1.02 -  
Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Alisa Flemming, Maria Gatland, Ian Parker and Joy Prince

**Also Present:** Elaine Jackson (Interim Assistant Chief Executive), Dean Shoesmith (Interim Chief People Officer)

### PART A

**55/21 Apologies for Absence**

There were no apologies for absence made with all Members in attendance.

**56/21 Disclosure of Interest**

There were no disclosures of pecuniary interests.

**57/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

**58/21 Appointment to Corporate Director Children, Young People & Education (DCS)**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Any appointment was 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).

**59/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor Flemming and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**60/21      Appointment to Corporate Director Children, Young People & Education (DCS)**

**RESOLVED:** The Committee did not appoint to the Corporate Director of Children, Young People and Education post.

**Signed:**

**Date:**

.....

.....



# Public Document Pack

## Appointments Committee

Meeting held on Monday, 13 December 2021 at 12.30 pm in Room 1.01 and 1.02 -  
Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Jeet Bains, Jason Cummings, Joy Prince and Callton Young

**Also Present:** Elaine Jackson (Interim Assistant Chief Executive) and Dean Shoesmith  
(Interim Chief People Officer)

### PART A

#### 61/21 Apologies for Absence

There were no apologies for absence made with all Members in attendance.

#### 62/21 Disclosure of Interest

There were no disclosures of pecuniary interests.

#### 63/21 Urgent Business (if any)

There was no urgent business for the Committee's consideration.

#### 64/21 Appointment to Corporate Director Resources (S151)

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Corporate Director Resources (S151).
2. Agreed the salary for this role which had been assessed and agreed at £150,547p.a. as well as a £6,000 market supplement.
3. Any appointment was 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).

**65/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor Young and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**66/21      Appointment to Corporate Director Resources (S151)**

**RESOLVED:** The Committee AGREED to appoint Jane West as the Corporate Director of Resources.

**Signed:**

**Date:**

.....  
.....

# Public Document Pack

## Appointments Committee

Meeting held on Tuesday, 14 December 2021 at 9.00 am in Room 1.01 and 1.02 -  
Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Muhammad Ali, Joy Prince and Andy Stranack

**Also Present:** Katherine Kerswell (Chief Executive) and Dean Shoesmith (Interim Chief People Officer)

**Apologies:** Councillor Scott Roche

### PART A

#### 67/21 Apologies for Absence

Apologies were received from Councillor Scott Roche.

#### 68/21 Disclosure of Interest

There were no disclosures of pecuniary interests.

#### 69/21 Urgent Business (if any)

There was no urgent business for the Committee's consideration.

#### 70/21 Appointment to Corporate Director Sustainable Communities, Regeneration & Economic Recovery

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Corporate Director Sustainable Communities, Regeneration & Economic Recovery).
2. Agreed the salary for this role which had been assessed and agreed at £144,804 p.a.
3. Any appointment was 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).

**71/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor Prince and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**72/21      Appointment to Corporate Director Sustainable Communities, Regeneration & Economic Recovery**

**RESOLVED:** The Committee AGREED to appoint Nick Hibberd as the Corporate Director of Sustainable Communities, Regeneration & Economic Recovery.

**Signed:**

**Date:**

.....  
.....

# Public Document Pack

## Appointments Committee

Meeting held on Tuesday, 14 December 2021 at 10.15 am in Room 1.01 and 1.02 -  
Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Margaret Bird, Janet Campbell, Yvette Hopley and Joy Prince

**Also Present:** Katherine Kerswell (Chief Executive) and Dean Shoesmith (Interim Chief People Officer)

### PART A

#### **73/21 Apologies for Absence**

There were no apologies for absence made with all Members in attendance.

#### **74/21 Disclosure of Interest**

There were no disclosures of pecuniary interests.

#### **75/21 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **76/21 Appointment to Corporate Director Adult Social Care & Health (DASS)**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Corporate Director of Adult Social Care and Health (DASS).
2. Agreed the salary for this role which had been assessed and agreed at £141,965 p.a.
3. Any appointment was 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).

**77/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor King and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**78/21      Appointment to Corporate Director Adult Social Care & Health (DASS)**

**RESOLVED:** The Committee AGREED to appoint Annette McPartland as the Corporate Director of Adult Social Care and Health (DASS).

**Signed:**

**Date:**

.....

.....

# Public Document Pack

## Appointments Committee

Meeting held on Tuesday, 14 December 2021 at 11.30 am in Room 1.01 and 1.02 -  
Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Lynne Hale, Patricia Hay-Justice, Yvette Hopley and Joy Prince

**Also Present:** Katherine Kerswell (Chief Executive) and Dean Shoesmith (Interim Chief People Officer)

### PART A

#### 79/21 Apologies for Absence

There were no apologies for absence made with all Members in attendance.

#### 80/21 Disclosure of Interest

There were no disclosures of pecuniary interests.

#### 81/21 Urgent Business (if any)

There was no urgent business for the Committee's consideration.

#### 82/21 Appointment to Corporate Director Housing

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Corporate Director of Housing.
2. Agreed the salary for this role which had been assessed and agreed at £150,547 p.a. as well as a supplement of £5,453.
3. Any appointment was 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).

**83/21      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor King and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**84/21      Appointment to Corporate Director Housing**

**RESOLVED:** The Committee AGREED to appoint Susmita Sen as the Corporate Director of Housing.

**Signed:**

**Date:**

.....  
.....



# Public Document Pack

## Appointments Committee

Meeting held on Monday, 17 January 2022 at 2.00 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Joy Prince, Callton Young, Jason Cummings and Ola Kolade

**Also Present:** Katherine Kerswell (Chief Executive) and Dean Shoesmith (Interim Chief People Officer)

### PART A

#### 1/22 **Apologies for Absence**

There were no apologies for absence made with all Members in attendance.

#### 2/22 **Disclosure of Interest**

There were no disclosures of pecuniary interests.

#### 3/22 **Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### 4/22 **Appointment to Director of Commercial Investment**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Commercial Investment.
2. Agreed the salary for this role which had been assessed and agreed at £109,914 p.a as well as a supplement of £10,914.
3. Any appointment was 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).

**5/22      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor King and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**6/22      Appointment to Director of Commercial Investment**

**RESOLVED:** The Committee AGREED to appoint Peter Mitchell as the Director of Commercial Investment.

**Signed:**

**Date:**

.....  
.....

# Public Document Pack

## Appointments Committee

Meeting held on Monday, 28 February 2022 at 12.00 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Joy Prince, Callton Young, Lynne Hale and Yvette Hopley

**Also Present:** Jane West (Corporate Director of Resources) and Dean Shoesmith (Chief People Officer)

### PART A

#### **7/22 Apologies for Absence**

There were no apologies for absence made with all Members in attendance.

#### **8/22 Disclosure of Interest**

There were no disclosures of pecuniary interests.

#### **9/22 Urgent Business (if any)**

There was no urgent business for the Committee's consideration.

#### **10/22 Appointment to Director of Legal Services and Monitoring Officer**

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview and subsequently agreed an appointment to the post of Director of Legal Services and Monitoring Officer.
2. Agreed the salary for this role which had been assessed and agreed at £106,476 p.a.
3. Any appointment was 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).

**11/22      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor Young and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**12/22      Appointment to Director of Legal Services and Monitoring Officer**

**RESOLVED:** The Committee AGREED to appoint Stephen Lawrence-Orumwense as the Director of Legal Services and Monitoring Officer.

**Signed:**

**Date:**

.....  
.....

# Public Document Pack

## Appointments Committee

Meeting held on Monday, 28 February 2022 at 1.15 pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

### MINUTES

**Present:** Councillor Hamida Ali (Chair);  
Councillor Stuart King (Vice-Chair);  
Councillors Joy Prince, Callton Young, Jason Cummings and Ola Kolade

**Also Present:** Jane West (Corporate Director of Resources) and Dean Shoesmith (Chief People Officer)

### PART A

#### 13/22 Apologies for Absence

There were no apologies for absence made with all Members in attendance.

#### 14/22 Disclosure of Interest

There were no disclosures of pecuniary interests.

#### 15/22 Urgent Business (if any)

There was no urgent business for the Committee's consideration.

#### 16/22 Appointment to Director of Finance (Deputy S151)

**RESOLVED:** The Committee AGREED the recommendations in the officer's report:

1. Agreed the candidates for interview to the post of Director of Finance (dep s151).
2. Any appointment was 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).

**17/22      Exclusion of the Press and Public**

The following motion was proposed by Councillor Ali, this was seconded by Councillor Young and agreed by the Committee to exclude the press and public for the remainder of the 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 paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

**18/22      Appointment to Director of Finance (Deputy S151)**

**RESOLVED:** The Committee held interviews but did not appoint to the Director of Finance (dep s151) post.

**Signed:**

**Date:**

.....  
.....

|                      |  |
|----------------------|--|
| <b>REPORT TO:</b>    | APPOINTMENTS AND DISCIPLINARY COMMITTEE<br>23 August 2022                          |
| <b>SUBJECT:</b>      | Appointment to the Post of Director of Adult Social Care, Operations (Deputy DASS) |
| <b>LEAD OFFICER:</b> | <b>Katherine Kerswell Chief Executive and Head of Paid Service</b>                 |
| <b>WARDS:</b>        | All  |
| <b>PUBLIC</b>        | Yes  |

## SUMMARY OF REPORT:

This report seeks the Committee's approval to agree the salary package and undertake the selection and appointment to the post of Director of Adults Social Care, Operations (Deputy DASS)

## FINANCIAL IMPACT:

The salary costs and the oncosts of Pensions and National Insurance costs for the post are budgeted within the Adult Social and Health Directorate. There are no further financial implications from recruiting to this post.

## 1. RECOMMENDATIONS:

The Committee is RECOMMENDED to:

- 1.1 Agree the salary package for the post of Director of Adult Social Care, Operations (Deputy DASS) at £116,725-£121,441 per annum under the Localism Act 2011.
- 1.2 Undertake the selection for and agree an appointment to the post of Director of Adults Social Care, Operations (Deputy DASS) from the candidate(s) detailed in the Part B appendices to the agenda.
- 1.3 Any appointment to be subject to the appointment notification process as set out in section 3.3 of part 4J of the Council's Constitution (Staff Employment Procedure Rules).

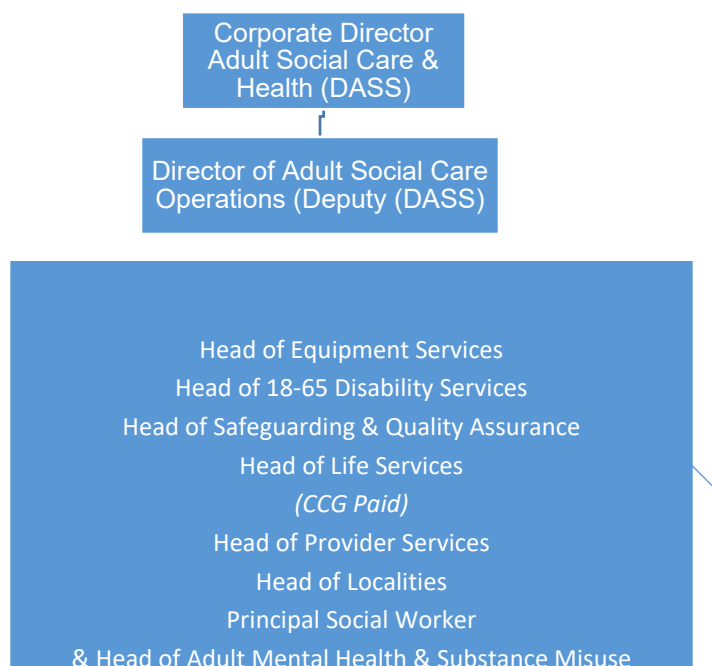
## 1. EXECUTIVE SUMMARY

- 1.1 As a member of the Council's senior management, the Director of Adult Social Care Operations will work collaboratively with other directors in the Adult Social Care and Health Directorate, with corporate directors and directors in other directorates, and with the Chief Executive to deliver the Council's Improvement Plan to achieve a financially sustainable budget by March 2024.

The Director of Adult Social Care Operations will directly manage a portfolio of adult social care operational services and work to deliver integrated personalised health and social care services as part of delivering the Council's commitments to One Croydon Alliance and promote the corporate competencies and values through day-to-day managerial behaviours.

The Director of Adult Social Care Operations will provide high quality professional advice to the Corporate Director of Adult Social Care and Health, the Chief Executive, Executive Mayor and Cabinet, the Scrutiny and Overview Committee, the Health and Well-Being Board and any other external bodies on all matters related to the adult social care operational functions of the Council.

### 1.2 Structure



### Localism Act 2011 and Pay Policy

- 1.3 The Appointments and Disciplinary Committee established at the Annual Meeting in May 2022 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 provides that elected Members should be given an opportunity to vote before salary packages upon appointment at or above a specified threshold are offered. For these purposes, the specified threshold is currently £100,000 as set by Government.
- 1.4 As set out in the Council's Pay Policy agreed by the Council on 08 March 2021, it was anticipated that a new pay range for Croydon Chief Officer Grades would be introduced in line with the new senior management structure. This includes new Director roles. The Pay Policy provided that these roles would be placed on a grade and salary within the Croydon Chief Officer Grades 1 and 3



following evaluation of their post using the Hay job evaluation scheme with provision for incremental progression to the top spinal point of the grade. The Policy also provides that the salaries will be reviewed in line with national awards as determined by the JNC for Local Authority Chief Executives. The Council on 05 July 2021 agreed the new Job Descriptions for the three most senior tiers of management. This included agreeing the salary scale for the Director of Adult Social Care Operations (Deputy DASS) Grade 3 £116,725-£121,44.

- 1.5 Under these arrangements, the Director of Adult Social Care Operations (Deputy DASS) would receive a salary package which would engage the Committee's discretion in accordance with the delegation set out in paragraph 1.3 above and therefore a decision is required by the Committee to appoint at this pay level.
- 1.6 The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provide for a notification process to ensure that the Mayor and any other Cabinet Members have no objections to the offer of appointment occurs before an offer of appointment is made to him/her and these requirements will be complied with should members approve the above recommendations.

## **2. CONSULTATION**

- 2.1 The recruitment campaign and assessment and selection process included internal and external advertising and a 1:1 preliminary interview with the Corporate Director, Adult Social Care and Health.

## **3. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

### **3.1 Revenue and Capital Consequences of Report Recommendations**

There are no specific financial implications arising from this recruitment as salary costs and the associated on-costs can be met from within existing budgets within the Adult Social and Health Directorate.

The post holder is accountable for the adult social care operations £ 109m budget and will be required to deliver services and the associated savings programme and transformation projects within that budget envelope.

### **3.2 The effect of the decision**

Permanently appointing to this position will provide consistent leadership approach and support to the service. This is an established post and the salary costs arising from this decision can be met from the 2022/23 budget.

### **3.3 Risks**

The failure to recruit the right candidate is always a risk and may result in further costs to recruit should this happen. There are broader operational and delivery implications, particularly with savings targets and other Directorate responsibilities.

### 3.4 Options

The alternative option of not filling the role; and for not making provision within the parameters of the Council's agreed Pay Policy Statement is not considered sustainable or viable option.

### 3.5 Future savings/efficiencies

None identified.

Approved by: Nish Popat, Interim Head of Corporate Finance

## 4. LEGAL CONSIDERATIONS

4.1 The Head of Litigation and Corporate Law comments on behalf of the Director of Legal Services and Monitoring Officer that the Council may generally 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.

4.2 However, such appointments are subject to the requirement of Member approval as detailed in section 40 of the Localism Act 2011 in relation to appointments to salary packages in excess of £100,000 authority for which has been delegated by full Council to this Committee.

4.3 Separately the local authority is under a duty to appoint an officer known as Director of Adult Social Services (DASS) under the Local Authority Social Services Act 1970 section 6. Whilst there is no requirement to appoint a Deputy as is proposed by this report the Council is required to secure the provision of adequate staff for assisting the DASS in the exercise of their function.

4.4 The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provides for a notification process to ensure that the Mayor and any other Cabinet Members have no objections to the offer of appointment which must occur before an offer of appointment can be made to him/her.

*Approved by:* Sandra Herbert, Head of Litigation and Corporate Law for and on behalf of Stephen Lawrence-Orumwense the Director Legal Services and Monitoring Officer.

## 5 HUMAN RESOURCES IMPACT

5.1 There are no additional human resources impacts beyond those described in the body of the report.

Approved by: Elaine Jackson, Assistant Chief Executive on behalf of the Chief People Officer.

## **6 EQUALITIES IMPACT**

6.1 There are no direct equality considerations arising from this report. However, as a senior member of staff the Director will be required to promote the Public Sector Equality Duties (PSED) as detailed:

- (i) Eliminate unlawful discrimination, harassment and victimisation
- (ii) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- (iii) Foster or encourage good relations between people who share a protected characteristic and those who do not.

Approved by: Denise McCausland, Equalities Programme Manager

## **7 ENVIRONMENTAL IMPACT**

7.1 There are none

## **8 CRIME AND DISORDER REDUCTION IMPACT**

8.1 There are none.

## **9 DATA PROTECTION IMPLICATIONS**

### **9.1 WILL THE SUBJECT OF THE REPORT INVOLVE THE PROCESSING OF 'PERSONAL DATA'?**

The recommendations contained within this report involve the processing of data in accordance with data protection requirements via the Council's HR and payroll systems, policies and processes.

*Approved by: Elaine Jackson, Assistant Chief Executive on behalf of Chief People Officer*

---

**CONTACT OFFICER:** Katie Wallace, Head of Recruitment

## **APPENDICES TO THIS REPORT**

*Appendix 1: Role Profile*

## **BACKGROUND DOCUMENTS:**

Part B appendices. Not for publication – exempt under part 1 of Schedule 12A of the Local Government Act 1972 and the public interest in withholding disclosure outweighs the public interest in disclosure.



## APPENDIX 1 CROYDON COUNCIL - Job Description

|   |  |   |
|---|--|---|
| <b>Job title:</b><br>Director of Adult Social Care Operations (deputy DASS) | <b>Service Area:</b><br>Adult Social Care Operations |   |
| <b>Directorate:</b><br>Adult Social Care & Health                           | <b>Post Number</b><br>From Oracle                    | <b>Evaluation Number:</b><br>From JE system |
| <b>Grade:</b><br>3  | <b>Date issued:</b><br>June 2021 FINAL version       |   |

### Croydon Council's priorities

We will live within our means, balance the books and provide value for money for our residents.

We will focus on tackling ingrained inequality and poverty in the borough. We will follow the evidence to tackle the underlying causes of inequality and hardship, like structural racism, environmental injustice and economic injustice.

We will focus on providing the best quality core service we can afford. First and foremost, providing social care services that keep our most vulnerable residents safe and healthy and keep our streets clean and safe.

To ensure we get full benefit from every pound we spend, other services will only be provided where they can be shown to have a direct benefit in keeping people safe and reducing demand

### Croydon Council's new ways of working

We will practise sound financial management, being honest about what we've spent and what we can afford.

We will focus on what we, uniquely, can do as the local authority as the democratically elected leaders of our borough. This means we will focus on our core services, and a small number of evidence-based outcomes that deliver our priorities. But we will also continue to use our democratic mandate to convene our partners around a common purpose and to make a clear case for a better deal for Croydon.

We will aim to become a much more transparent, open and honest council.

We will involve residents in our decision making. But we will also need to be clear with residents about what we can do, and what we can't. When we have to say no, we will do so with compassion and take the time to explain our decisions.

## Overall purpose of role

As a member of the council's senior management, the **Director of Adult Social Care Operations** will work collaboratively with other directors in the Adult Social Care & Health Directorate, with corporate directors and directors in other directorates, and with the chief executive to deliver the Croydon Renewal Improvement Plan, the council's priorities and ways of working and a financially sustainable budget by March 2024.

The **Director of Adult Social Care Operations** will directly manage a portfolio of adult social care operational services and work to deliver integrated personalised health and social care services as part of delivering the council's commitments to One Croydon Alliance, and promote the corporate competencies and values through day-to-day managerial behaviours.

The **Director of Adult Social Care** will provide high quality professional advice to the corporate director of adult social care & health, the chief executive, Leader and Cabinet, the Scrutiny and Overview Committee, the Health and Well-Being Board and any other external bodies on all matters related to the adult social care operational functions of the council.

**Reports to:** corporate director for adult social care & health

**Responsible for:** the delivery of all frontline adult social care operations including, provider services, life services, safeguarding and quality assurance, adult mental health and substance misuse, locality services, community equipment services, 25-65 disability services, the transition of post 18 services for young people with disabilities and supporting the improvement programme for adult social care services helping to deliver the aims of the medium term financial strategy 2021-2024 in reducing the cost of adult social care services.

### Job context:

The post holder holds the deputy role of DASS to the corporate director of adult social care & health which holds the statutory post of Director of Adult Social Services (DASS) in accordance with the Local Authority Social Services Act 1970 Section 7 and the May 2006 Guidance on the Statutory Chief Officer Post of the Director of Adult Social Services from the Department of Health.

This post holder is an office holder under the Safeguarding Vulnerable Groups Act 2006 and will be engaged in regulated activity by virtue of undertaking the role and will come within the scope of the Disclosure and Barring Service.

This post holder has responsibility for the local authority functions related to the safeguarding of vulnerable adults.

The postholder will ensure that all vulnerable adults will have their social care needs met in line with the requirements of the Care Act 2014, Mental Health Act 1983, the Mental Capacity Act 2005 and any other relevant legislation.

The postholder is required to observe and fulfill the seven principles of public life (also known as the Nolan Principles).

#### **1.1 Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **1.2 Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **1.3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **1.4 Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **1.5 Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **1.6 Honesty**

Holders of public office should be truthful.

#### **1.7 Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The post holder has line management responsibility for 7 direct reports, responsibility for all staff in the adult social care operations division and is accountable and responsible for the operational adult social care services delivered.

The post holder is accountable for the adult social care operations £109m budget and will deliver services and the associated savings programme and transformation projects within that budget envelope.

The post holder will ensure the financial probity and competence of financial management across the adult social care operations division and that effective arrangements are in place to meet legislative and statutory requirements in relation to financial management and internal control.

The post holder is jointly accountable with the corporate management team and all senior management for the delivery of the council's equality strategy 2021-2024 and action plan and will personally lead elements of it and champion it overall.

The post holder will ensure the corporate parenting responsibilities for the council's looked after children and care leavers are fulfilled in accordance with the Children and Social Work Act 2017.

The post holder will enable staff in the division to lead cross-council projects on issues as defined by Cabinet. A limited number of reviews per year will tackle complex priority issues and also enable new skills and experiences to be developed by staff to aid their future career development.

The post holder will participate in the council's emergency arrangements as an on-call member and will fully participate in gold and silver arrangements as required, which may require chairing the formal council meetings.

The post holder will ensure that all relevant health & safety legislation and the council's health & safety requirements are reasonably complied with.

The post holder will be required to operate within any relevant delegations as detailed in the council's scheme of delegation of the council's constitution.

The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.

This is a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990. The individual holding this post cannot have any active political role.

Politically restricted employees are prohibited from:

- standing for office as local councillors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament,
- canvassing on behalf of a political party or a person who is, or seeks to be, a candidate, and
- speaking to the public at large or publishing any written or artistic work that could give the impression of advocating support for a political party.



## **Accountabilities – Director of Adult Social Care Operations**

To manage the division, ensuring the provision of high quality, personalised adult social care operational services that are responsive to the diverse needs of all community members and that enable adults with social care needs to have access to personalised, flexible, integrated care and support that maximises self-directed models, promotes independence, quality of life, dignity and choice whilst safeguarding individuals at risk of harm.

To support the corporate director to ensure that adult safeguarding is a council priority, ensuring that the division's safeguarding procedures and policies operate effectively and through effective performance monitoring and management within the division and through communication and engagement across the council and within multi agency arrangements and that there are clearly communicated and effective safeguarding arrangements to protect adults and carers from harm.

To improve and quality assure professional standards including safeguarding processes and practice, deprivation of liberty safeguards and mental capacity.

To be responsible for safeguarding adults at risk together with the provision of complex social work interventions across all service user groups.

To create an operational environment in which the Principle Social worker can operate effectively challenging service quality and practice and seeking continuous improvement so that the professional capabilities framework can be met across the division.

To lead the development of operational social care services and social work practice to support continuous improvement and ensure that adults are at the centre of both planning and delivery of integrated provision.

To support the Croydon Adult Support Team (the ASC front door) to provide early intervention and prevention services that provide timely support particularly for those in need of support and social care.

To be responsible for ensuring that the work of the service complies with all relevant legislation and statutory guidance including, but not limited to the Care Act 2014, the Mental Health Act 1983 (as amended in 2007), the Mental Capacity Act 2005 and the transformation agendas for health and social care.

To work with the One Croydon Alliance and other NHS providers to enable the integration of community health services and adult social care operational services on a geographic localities model to deliver better outcomes and value for money.

To ensure the provision of high quality adult mental health social care services and assure professional standards are fully maintained in processes

and practice relating to deprivation of liberty safeguards and mental capacity assessments.

The post holder will work closely with the Director of Children's Social Care to deliver a seamless transition to adult social care services for disabled young people from the age of 18.

To ensure that the requirements of legislation and relevant statutory obligations and guidance affecting adult social care are identified and implemented, including appropriate staff training.

To operate within the governance, financial and legal frameworks of the council at all times.

Ensure equalities is embedded into all aspects of professional and managerial roles in the division and the services delivered and at all times carry out the duties of this post with due regard to the council's policy.

To contribute to the implementation of strategic changes driven by national Government, the Council and /or key partners to enable responsive, effective and efficient adult social care operational services.

To work with a range of partners at a strategic level contributing to the effectiveness of the Health and Wellbeing Board, the Local Safeguarding Adults Board and any other relevant bodies.

### **Accountabilities (all corporate directors and service directors)**

Tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

### **Strategy**

To take a "one Council" approach to deliver more effective outcomes and at all times avoid a silo-ed, single directorate or service area approach.

To actively seek out and learn from external good practice and bring those new ideas and ways of working into service development and delivery.

To ensure the council listens to and engages residents in the development of ideas, strategies and policies and that co-design and co-production approaches are implemented throughout the directorate.

To contribute fully to the development and implementation of all corporate strategies, the Croydon Renewal Improvement Plan and the council's priorities and ways of working and to act as a project or programme senior responsible owner to lead and ensure the implementation of specific corporate projects as required.

To actively promote the council's priorities and ways of working and the council's leadership framework and values to ensure they are delivered throughout the organisation.

### **Service quality**

To fulfil the best value duty requirements as established by the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which the directorate's functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Through personal example, commitment and clear action, valuing and celebrating the diversity of Croydon's communities, ensuring an inclusive approach and equality of access and treatment in employment and service delivery.

To develop appropriate service quality measures, targets and outcomes for accountable assessment. To seek out more transparent accountability mechanisms for delivery in the directorate.

To maintain an up to date knowledge of relevant legislation as applicable to the directorate and to the overall council.

To build effective partnerships to harness public, private, voluntary sector and community resources that can help deliver the Croydon Renewal Improvement Plan and the council's priorities and ways of working.

To be the council's (officer level) lead representative in a number of partnerships.

To work collaboratively with the trade unions to improve services and solve problems in a coherent and integrated manner.

### **Performance**

To lead and direct the services within the directorate in order to ensure that they deliver effective and efficient services, that they set and achieve high standards of performance, that they provide best value and that the overall budgets are managed and controlled within the funding envelope agreed.

To lead, direct and uphold the internal control system that safeguards the residents' interest in the appropriate use of council resources and ensure the system is respected and complied with by all staff in the directorate.

To comply with the requirements of the Council's constitution and the relevant officer and other codes of conduct and ensure through personal leadership that staff in the directorate are familiar with, understand and comply with the requirements also.

To ensure the effective management of data and security of information received and used within the directorate, to comply with the relevant legislation such as GDPR and the Freedom of Information Act, recognising that the council wishes to operate in the most open and transparent way.

### **Resource management**

To lead and direct an effective divisional management team.

To ensure that staff are informed, organised, performance managed, held to account and motivated to deliver high quality and cost effective services.

To uphold the mandatory financial regulations of the council and ensure that they are understood and complied with by the directorate's staff .

To plan and keep under review the services within the directorate to control the budgets within it, manage risk effectively and ensure accountability.

### **Leadership and Culture**

To lead within the directorate and across the council, the change that is needed in order to ensure that adult social care services play their full part in achieving the Croydon Renewal Improvement Plan and the council's priorities and ways of working.

To act at all times in ways that create a fully inclusive workplace and operating culture, proactively seeking ways to ensure staff feel valued and that they all belong.

To seek ways to harness and fully develop the potential of staff working in the directorate and develop their talent.

To demonstrate through personal behaviour, active listening to staff and residents in ways that will help rebuild the relationship with the residents of Croydon and seeking out the resident voice to guide and advise the council in its' actions and decision making.

To model the behaviours required of all staff in terms of equality, ethical behaviour, empathy, effective governance, effective internal control, transparency, and openness.

### **Leadership Framework**

The council's leadership framework follows the principles of a competency framework and all staff are expected to demonstrate these.

**Developing Oneself** – You demonstrate the values every day, you are passionate about the services you lead and deliver the vision and outcomes of Croydon Council. You are inspirational and engage others through personal leadership making the vision understandable to everyone.

**Inspiring and Developing People** – You identify talent and develop their capability to ensure a committed and motivated workforce, you create a culture based on the corporate values and ensure staff and stakeholders deliver a desired outcome.

**Collaborating and Influencing for Results** – You are challenging and innovative in your approach to driving high standards and value for money, you trust and respect staff and partners and empower them to be courageous to try new approaches.

**Enabling and Facilitating the Community** – You create effective collaboration between stakeholders, establish relationships and understand others perspectives. You are open and honest with others. You build a shared sense of purpose across Croydon, ensuring delivery and a collective use of resources

### **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:



**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 others' 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.