

## Appointment of Head of Children and Families

### Report by Gary Fairley, Head of Finance and Human Resources

#### 1 Purpose of Report

This report sets out a proposal to appoint the current Acting Head of Service for Children and Families into the post on a permanent basis in accordance with the Council's Standing Orders and Human Resources policies and procedures.

#### 2 Background

**2.1** The existing Head of Children and Families, Mary Smith, was appointed to the post on an acting basis on 2<sup>nd</sup> March 2011. An internal recruitment exercise took place for this interim appointment.

**2.2** The appointment was made on a temporary basis within the context of the development of shared services with East Lothian Council for Education and Children's Services. At that time it was envisaged that joint management appointments would be made. However, in their restructure in April 2012, East Lothian Council appointed a permanent Head of Children's Services. Council was also advised in June 2012 of East Lothian's decision to make a permanent appointment to the Head of Education. Midlothian Council has now made the same decision. In this context, it is also necessary to consider the post of Head of Children and Families in Midlothian. Recent inspection reports have commented on the number of acting up senior posts within the authority and the uncertainty this creates for staff and service users.

#### 3 Proposal

**3.1** Standing Orders, paragraph 17.2, specify that:

*"The appointment of Heads of Service shall be by the Cabinet, which shall agree conditions to be attached to the posts."*

**3.2** The Council's Acting Up Policy states that:

*"10.1 Where a post is currently filled on an acting-up basis and the line manager wishes to appoint to the post on a permanent basis, the following criteria require to be met prior to any permanent appointment being made:*

- *The employee currently occupying the post should have been acting-up for a period of 12 months or more;*
- *They continue to meet the necessary pre-employment checks for the post including essential qualifications, membership of a professional body etc;*
- *They were competitively recruited into the role (this may include team/service/Council-wide selection pool);*
- *The necessary budget for this post is available on a permanent basis;*
- *That there are no candidates on the Redeployment Register who would be suitable for this post.”*

**3.3** In the case of Mary Smith all of the above criteria are fully met. Cabinet therefore has the option to appoint Mary Smith on a permanent basis to the post of Head of Children and Families. In accordance with the Acting Up Policy this can be done without a further recruitment exercise.

## **Report Implications**

### **3.1 Resource**

The post of Head of Children and Families sits within existing budgets therefore there is no additional cost to making this appointment. By making an internal appointment, Midlothian Council negates the need for additional expenditure on this appointment.

### **3.2 Risk**

None identified.

### **3.3 Policy**

This recommendation is consistent with existing policy as outlined in this report.

### **Strategy**

No direct implications

### **Consultation**

The Director of Education and Children's Services supports this recommendation.

### **Equalities**

No implications identified

### **Sustainability**

No direct implications identified

### **3.4 IT Issues**

None

## **4 Summary**

This paper proposes the appointment of the existing Acting Head of Children and Families, Mary Smith, to the post on a permanent basis.

## **5 Recommendations**

Cabinet is invited to appoint Mary Smith to the permanent post of Head of Children and Families for Midlothian Council.

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**Background Papers:**