

London Borough of Bromley

Report No.HHR12002

PART I – PUBLIC

Agenda Item No.:

Decision Maker: Urgency Committee

Date: 1st May 2012

Decision Type: Urgent Non-Executive Key
Non-Key

TITLE: **ASSISTANT DIRECTOR, EDUCATION : SALARY PACKAGE**
Charles Obazuaye

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Chief Officer: Assistant Chief Executive (HR)

Ward: N/A

1. REASON FOR REPORT

- 1.1 To seek Member approval to offer a salary package in excess of £100,000 to the successful candidate for the post of Assistant Director, Education.
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2. RECOMMENDATION(S)

- 2.1 **Members are requested to agree the proposal to offer the successful candidate circa £100,000 per annum (basic salary), plus a lease car and any other entitlements set out in the general terms and conditions of service applicable to Management Grade staff.**
- 2.2 **In the event that the above package is not sufficient to secure the best person for the job, that the Chief Executive, in consultation with the Assistant Chief Executive HR and the Portfolio Holder, is authorised to increase the basic salary up to £110,000 per annum.**

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Children & Young People
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Financial

1. Cost of proposal: The salary package as set out in the body of the report is within the Departmental budget.
 2. On-going costs: See (1) above.
 3. Budget Head/Performance Centre:
 4. Total current budget for this Head:
 5. Source of Funding: Departmental Core Budget
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Staff

1. Number of staff (current and additional): One
 2. If from existing staff resources, number of staff hours:
-

Legal

- 1) Legal Requirement: Statutory Requirement – Government guidance
 - 2) Call In: Call in is not applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected) N/A
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Ward Councillor Views

- 1) Have Ward Councillors been asked for comments: N/A
- 2) Summary of Ward Councillors comments: N/A

- 3.1 Pursuant to the Localism Act, the Council's Pay Policy Statement for 2012/13 was approved by full Council on 26th March 2012. The Statement is being published as required by the Act. The Statement mainly sets out the Council's policy for the current financial year relating to:
- a) remuneration of its Chief Officers;
 - b) remuneration of its lowest paid employees;
 - c) the relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers.
- 3.2 In addition, the Statement requires Members to consider large salary packages in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set. Salary packages will normally include salary, any bonuses, fees or allowances routinely payable to the new recruit and any benefits in kind to which the officer is entitled as a result of their employment.
- 3.3 The Assistant Director, Education, is a "Chief Officer" post pursuant to the Local Government and Housing Act 1989 and is, therefore, covered by the Pay Policy provision under the Localism Act 2011. The recruitment process pre-dates the requirement to have a pay policy and the post was advertised at circa £100,000 per annum. In line with the existing lease car arrangement, the successful candidate is also entitled to a lease car. Under the lease car scheme, employees with a lease car are expected to make a 30% contribution to the cost and for Assistant Directors the value of this benefit is approximately £3,207 per annum. Currently there are no bonuses, fees or allowances routinely payable to the post holder, although the successful candidate is entitled to claim any expenses, e.g. mileage reasonably incurred in the course of fulfilling their role. The successful candidate will also be eligible to join the Local Government Pension Scheme.
- 3.4 The Assistant Director, Education, is a vital post, both now and in the future, especially in the context of the rapidly changing education landscape. The integration/consolidation of adult social care, children social care and education in the new Education and Care Services Department means that an education lead at the Assistant Director level is required to provide strategic leadership as part of the overall corporate leadership in the Council. Hence, the main purpose of the post is to provide strategic leadership and direction to education service areas within the Education and Care Services Department to ensure the delivery of the Council's vision and objectives, in line with the wider corporate strategic priorities and objectives set out in the Building a Better Bromley Strategy. The job description and the person specification are appended to this report as Appendix A.
- 3.5 The salary package for the Assistant Director, Education, is within the grade of the post (MG2 i.e. £67,069 minimum to £100,621 maximum). Although the salary is competitive and comparable to what is being paid elsewhere in London in particular, the Council may consider offering a basic salary in excess of £100,000 per annum to an exceptional candidate. Given the importance of this post and the limited number of potential candidates to choose from, the Council's ability to recruit (and, indeed, retain) the best candidate for Bromley should not be compromised by the grade of the post.

3.6 The final selection interview is taking place on Friday, 27th April 2012. Following an initial assessment by the agency commissioned by the Council to support the recruitment and selection processes, three candidates have been shortlisted for the final interview comprising three Interview Panels, including a Member Panel. The other two Panels are the Officer Panel and the External Stakeholder Panel. Although this is an officer appointment the Chief Executive recognises the importance of this post to Member priorities and has, therefore, commissioned the three Interview Panels to canvass Member and external stakeholder perspective and influence on the selection process.

4. POLICY/LLEGAL/FINANCIAL/PERSONNEL IMPLICATIONS

4.1 Dealt with in the body of this report.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	



Job Description

APPENDIX A

Title: Assistant Director Education	Grade: MG2
Department: Children and Young People Services	Section:
Post No:	Reports to: Director, Children and Young People Services
MAIN PURPOSE	
<ol style="list-style-type: none">1. To provide strategic leadership and direction to Education service areas within the Children and Young People Department to ensure the delivery of the Council's vision and objectives is in line with the wider corporate strategic priorities and objectives as determined in the Building a Better Bromley Strategy and the Children and Young People Plan.2. To ensure that the quality of the services which support education in the Borough's schools and early years settings is of the highest possible standard by monitoring, supporting and challenging schools to improve behaviour, attendance and achievement.3. To provide direction to the Local Authorities strategy for Special Educational needs and Disability Services.4. To ensure that children in alternative education settings receive high quality education which meet statutory requirements.5. To ensure the Local Authorities statutory duties for school improvement in all publically funded school settings within Bromley are met.6. To manage the Authority's Learning, Commissioning and Business Services to ensure the marketing and cost-effective delivery of high quality training, support and consultancy as sold services to maintained schools and Academies.7. To be responsible for providing strategic advice to the Director of Children and Young People Services and to the Lead Member for Children and Young People on the planning and securing of provision with regard to Early Years, Primary, Secondary and Special Education in the Borough.8. To be responsible for ensuring the delivery of high quality services for children and young people that meet key and measurable objectives. To deliver these to the highest achievable professional standards meeting current operational policies, statutory regulations and government guidance.9. To establish, develop and maintain effective partnership working with all partners and stakeholders including Executive Members, other Elected Members and Officers of the	

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Council, all Bromley schools and their Governing Bodies and other statutory and voluntary agencies delivering services to children and young people.

10. To take a leadership role in positioning education in the developing Council structure.

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. To lead, develop and manage the delivery of a range of service areas

The service areas may change to reflect the Government's Reform Agenda for Education and local Bromley priorities.

- Access
 - School Organisation
 - Admissions Service
 - Education Welfare Service
 - Behaviour Support Service
 - Early Years Development and Childcare Service
- Special Educational Needs
 - SEN Assessment, Referral and Placements
 - Specialist Support and Disability Services
 - Social work and short break services
- Learning and Achievement
 - Pupil support services (Literacy/Numeracy)
 - Senior Education Advisers and school intervention
 - Governor services
 - Work related learning and Education Business Partnerships
 - Education Development Centre organisation and business support for the Local Authorities continuous professional development strategy for schools and pre-school settings.
 - Post -16 commissioning and 14-19 partnerships

2. To provide direct overall leadership and management to managers and staff within the division to ensure effective and integrated service delivery. This will include:

- formulating and developing policies and strategic planning in relation to CYP priorities;
- meeting the requirements of current and future national and local policies and priorities;
- preparing and presenting reports in connection with service responsibilities; providing advice to the Director, other Assistant Directors and to the Chief Executive, Portfolio Holder and other Elected Members;
- ensuring that appropriate procedures are introduced to respond to statutory and policy requirements.

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- 3. To be responsible for the effective recruitment, management, motivation and development of staff within the service areas through:**
 - undertaking performance appraisal interviews in relation to staff on management grades and the management of the systems for the appraisal and development of staff within the context of the Borough's Performance Development Scheme, Performance Related Review and Teacher Appraisal.
- 4. To lead:**
 - the review, planning and commissioning of school organisation and pupil places for all schools, ensuring appropriate policy and procedures with regard to admissions arrangements for primary and secondary phase schools;
 - a Council-wide approach to early years and childcare provision;
 - the strategic responsibility for the LA Priority Schools Policy, ensuring that all statutory and local requirements are met in relation to schools causing concern;
 - the liaison with Property Division to ensure the effective utilisation of Basic Need and other capital funding to secure high quality education environments;
 - strategic commissioning for post-16.
- 5. To manage the implementation of:**
 - the LA's SEN policy and strategy and commissioning of SEN service provision;
 - new education legislation as it emerges from the Government's reform agenda;
 - the review, strategic planning and commissioning of school organisation and pupil places for: primary, secondary and special schools;
 - school improvement functions and sold services in schools.
- 6. To manage the deployment of resources to reflect and achieve the Department's priorities, aims and objectives:**
 - ensuring that these resources are controlled and allocated to optimise efficiency and effectiveness and develop the provision of high quality services within the budget;
 - seeking opportunities for increasing resources for the department and securing and managing external funding;
 - ensuring the effective development of the service by monitoring and evaluating the implementation of a marketing strategy through which the service can identify new and existing priorities, promote its service, sustain and increase its market share and ensure the viability of the service within the values of the London Borough of Bromley;
 - managing, monitoring and controlling the Service's financial and business systems in accordance with Council guidelines so as to ensure a high quality, cost-effective and viable service;
 - to manage and oversee development of the facilities of the Education Development Centre so as to ensure an appropriate, professional training environment with high levels of customer service.
- 7. To support the Director in setting the strategic agenda through:**
 - membership of the Senior Management Team;
 - maintaining and developing the effectiveness and efficiency of the department by monitoring, evaluating and reviewing performance and objectives;
 - developing robust systems for service planning and performance management, which takes account of changing service requirements, demographic trends, changing legislation and key performance indicators, and their implementation within his/her own service areas.

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- 8. To contribute to the Corporate Local Authority Agenda** through:
- membership of the Children and Young People Portfolio, contributing to the overall policy, planning, strategy and implementation of the Portfolio Agenda;
 - membership of the Council's Corporate Management Team.
 - deciding, monitoring and keeping under review the specification for Education Property and Asset Management functions;
 - contributing to the delivery of the objectives and priorities outlined in the Council's Building a Better Bromley Strategy.
9. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running to the Department/Section.

CONFIDENTIALITY

This will involve treating all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees access to and use of the Council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

EQUALITIES

This will involve a strong commitment to achieving equality of opportunity in services to the community and in the employment of people. The Council expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

CONTACTS AND RELATIONSHIPS

To promote and maintain productive relationships with Central Government departments and agencies, governing bodies, Diocesan Authorities, other LAs, the Health Service, voluntary organisations and private sector bodies and Council's contractors regarding the delivery and development of the Education Service. This is a politically restricted post.

	Date	Name
1. Date drawn up	January 2012	Gillian Pearson
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated		



Person Specification

Title:	Assistant Director Education	Grade:	MG2
Department:	CYP	Section:	
Post No:		Reports to:	Director of CYP

SKILLS AND ABILITIES

- Able to give highest quality professional advice on all aspects of relevant legislation and policy developments and their implications for the raising of school achievement.
- Excellent interpersonal and communication skills including the ability to persuade and influence partners and stakeholders and to secure a climate of openness and transparency.
- Proven ability to be an effective team player, contributing to team goals and the wider strategic objectives of the organisation.
- Good judgement and a strong ability to anticipate and plan for future developments and options, translating vision into meaningful strategy and planning.
- Must have a proactive approach and skills to market and promote the services on a sold basis of the Service's training and consultancy services.
- Knowledge, understanding and skills required to manage and to control a large, complex budget.
- Must have the ability to work effectively to tight timetables and under pressure.

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KNOWLEDGE

- Sound understanding of the legislative and policy framework around services for education and children and young people services.
- Up-to-date knowledge of the standards expected of schools and the techniques available for analysis, evaluation and improvement.
- A clear view of the issues involved in cross-cutting management and project-led development across the full range of services and partnerships serving children and young people.
- Knowledge and understanding of successful strategies for countering inequality and a commitment to equality of opportunity in employment and service delivery.
- In depth knowledge and understanding of the issues currently facing schools and local authorities with particular reference to the Academies agenda and the Government's approach to school improvement and collaboration.

EXPERIENCE

- Successful track record of experience at a senior level in a large agency or organisation providing services for children and young people.
- Significant experience in education services at a senior level
- Experience of managing effectively significant numbers of staff and complex budgets involving a range of funding streams
- Track record of successful leadership and project managing multi-disciplinary teams in an educational environment
- Experience of working with internal and external stakeholders, including Elected Members, with different interests and priorities.
- Successful record of exercising responsibility, initiative and innovation.

QUALIFICATIONS

- A recognised relevant qualification at honours degree level or equivalent.
 - Evidence of recent, relevant professional development.
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SPECIAL CONDITIONS

- Required to work outside core hours.
- Required to travel throughout borough and to central London.

DATE DRAWN UP **January 2012.**
