

# Notice of Meeting

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## Personnel Committee

**Monday 11th September, 2023 at 6.30 pm**  
in Council Chamber, Council Offices  
Market Street Newbury

**Note:** This meeting can be streamed live here: <https://www.westberks.gov.uk/personnelcommitteelive>.

Date of despatch of Agenda: Friday, 1 September 2023

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Sadie Owen (Principal Democratic Services Officer) on 01635 519052 e-mail: [sadie.owen1@westberks.gov.uk](mailto:sadie.owen1@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



**To:** Councillors Stuart Gourley (Chairman), Biyi Oloko (Vice-Chairman), Antony Amirtharaj, Jeff Brooks and Matt Shakespeare

**Substitutes:** Councillors Martin Colston, Denise Gaines, Ross Mackinnon and Howard Woollaston

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# Agenda

## Part I

	<b>Page No.</b>
1. <b>Apologies for Absence</b> To receive apologies for inability to attend the meeting (if any).	5 - 6
2. <b>Declarations of Interest</b> To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' <a href="#">Code of Conduct</a> .	7 - 8
3. <b>Appointment of the Council's Director of Children's Services (DCS) &amp; Director of Adult Social Services (DASS)</b> Purpose: to invite Personnel Committee to designate the role of Executive Director (People – Children Services) as Director of Children's Services (DCS) from the 16 October 2023 and the Executive Director (People – Adult Social Care) as Director of Social Services (DASS) from the 13 September 2023 and for the post of DCS to be held on an interim basis by the Executive Director (People – Adult Social Care) until 16 October 2023 or until the new postholder commences if earlier.	9 - 14
4. <b>Date of Next Meeting</b> The next meeting will take place on 16 January 2024.	

Sarah Clarke  
Service Director (Strategy & Governance)

If you require this information in a different format or translation, please contact Sadie Owen on telephone (01635) 519052.

Personnel Committee – 11 September 2023

## **Item 1 – Apologies for absence**

Verbal Item

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# Agenda Item 2.

Personnel Committee – 11 September 2023

## **Item 2 – Declarations of Interest**

Verbal Item

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## Appointment of the Council’s Director of Children’s Services (DCS) & Director of Adult Social Services (DASS)

<b>Committee considering report:</b>	Personnel Committee
<b>Date of Committee:</b>	11 September 2023
<b>Portfolio Member:</b>	Councillor Alan Macro
<b>Report Author:</b>	Samantha Hodson – Talent Attraction Manager

### 1 Purpose of the Report

- 1.1 To invite the Personnel Committee to designate the role of Executive Director (People – Children Services) as Director of Children’s Services (DCS) from the 16 October 2023 and the Executive Director (People – Adult Social Care) as Director of Social Services (DASS) from the 13 September 2023 and for the post of DCS to be held on an interim basis by the Executive Director (People – Adult Social Care) until 16 October 2023 or until the new postholder commences if earlier. (This reflects current officer arrangements as set out below).

### 2 Recommendation

It is recommended that Personnel Committee designate Paul Coe as the DASS on a permanent basis effective 13 September 2023.

It is recommended that Personnel Committee designate AnnMarie Dodds as DCS on a permanent basis effective 16 October 2023 (unless she can assume the role earlier).

It is recommended that the post of DCS be held on an interim basis by the Executive Director (People – Adult Social Care) until 16 October 2023 or until the new postholder commences. This means that Paul Coe will continue as DCS on an interim basis until AnnMarie Dodds can assume the post on a permanent basis.

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	None.

<b>Human Resource:</b>	None.
<b>Legal:</b>	This recommendation is in accordance with the legislative requirements that the Council designate an officer to hold these

	positions. The appointments are made in accordance with the Council's Constitution.			
<b>Risk Management:</b>	None.			
<b>Property:</b>	None.			
<b>Policy:</b>	None.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				None.
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		No.
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		No.
<b>Environmental Impact:</b>		X		N/A



<b>Health Impact:</b>		X		N/A
<b>ICT Impact:</b>		X		N/A
<b>Digital Services Impact:</b>		X		N/A
<b>Council Strategy Priorities:</b>		X		N/A
<b>Core Business:</b>		X		None directly although these roles are key to ensuring that the Council meets its statutory obligations regarding both children and adults.
<b>Data Impact:</b>		X		None.
<b>Consultation and Engagement:</b>	<p>This report has been produced following the appointment of Paul Coe to the role of Executive Director (People – Adult Social Care) and AnnMarie Dodds to the role of Executive Director (People – Children Services) on a permanent basis.</p> <p>The appointment process involved the Chief Executive, and relevant Portfolio Holders – in this instance Councillor Alan Macro, Councillor Jeff Brooks &amp; Councillor Richard Somner.</p>			

## 4 Executive Summary

- 4.1 The current interim Executive Director, People who holds the roles of DCS and DASS on behalf of West Berkshire Council will assume the post of Executive Director (People – Adult Social Care) on the 13 September 2023. Councillor Jeff Brooks (Deputy Leader) and Nigel Lynn (Chief Executive) in consultation with relevant Portfolio Holders (Alan Macro & Richard Somner) agreed to seek internal/external applicants on a permanent basis to two roles following the agreement to split the Executive Director – People post held on an interim basis by Paul Coe into the two roles Executive Director (People – Adult Social Care) & Executive Director (People – Children Services).
- AnnMarie Dodds will assume the post of Executive Director (People – Children Services) on the 16 October 2023. Councillor Lee Dillon (Leader) and Nigel Lynn (Chief Executive) in consultation with relevant Portfolio Holders (Heather Codling & Ross Mackinnon) agreed to seek internal/external applicants for the role.
- 4.2 The recommendation is for Paul Coe to hold the DASS permanently and to continue to hold the DCS role in the interim to allow for cover of the DCS post whilst awaiting the start date of the permanent post holder.

- 4.3 The Council has a duty under section 18 of the Children Act 2004 to appoint one of its officers as the Director of Children’s Services. The Council must also appoint an officer as the Director of Adult Social Services, in accordance with section 6 of the Local Authority Social Services Act 1970.
- 4.4 The appointment to these roles is set out at 3.1.3 of Part 3 of the Constitution which states that this is a function of the Personnel Committee which cannot be delegated further.

## 5 Supporting Information

### Introduction

- 5.1 The current interim Executive Director, People who holds the roles of DCS and DASS on behalf of West Berkshire Council moves into his new permanent post of Director for Adult Social Care in September 2023. This report recommends the steps required to ensure continuity of the required arrangements for West Berkshire Council in respect of the roles of DCS and DASS.

### Background

- 5.2 In July/August 2023 following advertising of the roles Executive Director (People – Children Services) & Executive Director (People – Adult Social Care) a rigorous interview process took place, the outcome of which was the appointment of Paul Coe, Interim Executive Director – People appointed to the role Executive Director (People – Adult Social Care) and AnnMarie Dodds who was appointed to the role of Executive Director (People – Children Services) .
- 5.3 The interim Executive Director, People, was appointed to the statutory roles of DCS and DASS in February 2023 following the resignation of the previous postholder.
- 5.4 The DCS is responsible for discharging both the education and children’s social services functions of the local authority. The Statutory Guidance makes it clear that the role includes (but is not limited to) responsibility for children and young people receiving education or children’s social care services in their area and all children looked after by the local authority or in custody (regardless of where they are placed).
- 5.5 The Guidance on the Statutory Chief Officer Post of Director of Adult Social Services confirms that the DASS is appointed in order to provide a key professional leadership role for staff working in adult social care services. It explains that they have a key role in ensuring accountability of services to local communities through consultation with local people and, in particular, users of services.
- 5.6 The intention as articulated in the Guidance is that these statutory posts will help to ensure that ‘all the social care needs of local communities are given equal emphasis and are managed in a co-ordinated way through joint strategic needs assessment and joint planning.’

## 6 Other options considered

- 6.1 Not making an appointment to these roles.
- 6.2 As detailed above, the Council has a legal duty to appoint an officer to fulfil the duties detailed under the legislation and relevant guidance. It is therefore recommended that the recommendation detailed in this report be approved.

## 7 Conclusion

- 7.1 The Personnel Committee is invited to designate the role of Executive Director (People – Children Services) as Director of Children’s Services (DCS) from the 16<sup>th</sup> October 2023 and the Executive Director (People – Adult Social Care) as Director of Social Services (DASS) from the 13<sup>th</sup> September 2023 and for the post of DCS to be held on an interim basis by the Executive Director (People – Adult Social Care) until 16<sup>th</sup> October 2023 or until the new postholder commences if earlier. (This reflects current officer arrangements)

## 8 Appendices

- 8.1 None.

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### Subject to Call-In:

Yes:  No:

- |                                                                                                                            |                                     |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| The item is due to be referred to Council for final approval                                                               | <input type="checkbox"/>            |
| Delays in implementation could have serious financial implications for the Council                                         | <input type="checkbox"/>            |
| Delays in implementation could compromise the Council’s position                                                           | <input checked="" type="checkbox"/> |
| Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months | <input type="checkbox"/>            |
| Item is Urgent Key Decision                                                                                                | <input type="checkbox"/>            |
| Report is to note only                                                                                                     | <input type="checkbox"/>            |

**Wards affected:** District wide.

### Officer details:

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