



Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Alexander (Chair), Boyce, Fraser, Gillies and Aspden
- Date:** Monday, 23 December 2013
- Time:** 1.00 pm
- Venue:** The Auden Room - Ground Floor, West Offices (G047)

AGENDA

1. Declarations of Interest

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Minutes (Pages 3 - 4)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 9 December 2013.

3. Public Participation

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **Friday 20 December 2013 at 5.00 pm.**

4. Appointments of Sub Committee for appointments of Assistant Directors (Pages 5 - 22)

There are 12 Assistant Director posts on our establishment and three of these posts are currently vacant, this paper makes proposals to permanently recruit to two and temporarily fill one of these three vacancies. This report seeks formal approval to establish an Appointments Sub-Committee for Chief Officer appointments and to delegate sufficient powers to those Sub-Committees to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.

5. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Laura Bootland

Contact details:

- Telephone – (01904) 552062
- E-mail – laura.bootland@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

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- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

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Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

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Holding the Cabinet to Account

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	9 December 2013
Present	Councillors Alexander (Chair), Fraser, Gillies and Aspden
Apologies	Councillor Boyce

54. Declarations of Interest

At this point in the meeting, Members were invited to declare any personal, prejudicial or disclosable non pecuniary interests, not included on the Register of Interests, that they might have had in respect of the business on the agenda. None were declared.

55. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to Agenda Item 5 (Three Month Summary of Redundancies) and Agenda Item 6 (Redundancy) on the grounds that they contain information relating to individuals and the financial affairs of particular persons. This information is classified as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).

56. Minutes

Resolved: That the minutes of the last meeting of the Staffing Matters and Urgency Committee held on 25 November 2013 be approved and signed by the Chair as a correct record.

57. Public Participation

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

58. Three Month Summary of Redundancies

Members received a report which gave them a summary of the number of redundancies that had been processed from August 2013 to October 2013. Officers circulated information in an exempt annex at the meeting which detailed the redundancies during this period.

Resolved: That the report be noted.

Reason: In order to provide an overview of the expenditure and to maintain transparency and scrutiny of the process.

59. Redundancy

Members received a report which advised them of the expenditure associated with the proposed dismissal of an employee on the grounds of voluntary redundancy. Details of the employee were contained in an exempt annex which was circulated to Members at the meeting.

Resolved: That the voluntary redundancy be noted.

Reason: In order to provide an overview of the expenditure.

Councillor J Alexander, Chair

[The meeting started at 1.05 pm and finished at 1.10 pm].



Staffing Matters & Urgency Committee**23 December 2013**

Report of the Chief Executive

Appointments of Sub-Committee for appointments of Assistant Directors**Summary**

1. There are 12 Assistant Director Posts on our establishment and three of these posts are currently vacant, this paper makes proposals to permanently recruit to two and temporarily fill one of these three vacancies.
2. This report seeks formal approval to establish an Appointments Sub-Committee for Chief Officer Appointments and to delegate sufficient powers to those Sub-Committees to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.

Background**Remuneration Package**

3. Attached at Annex A are details of the pay package and Conditions of Service for the post of Assistant Director. The Committee is asked to confirm the pay package for this post which will be offered as part of the recruitment process which is set at a job evaluated grade for Assistant Director with a salary of £66,068 to £73,401 with access to the standard set of Chief Officer Terms and conditions. There are no other enhancements recommended for these roles.

Chief Officer posts

4. In a report to Cabinet on the 6th December 2011 it was reported that between 2009 and 2011 senior management posts in the authority had been reduced by 33% at Director Level, 24% at Assistant Director Level and 10% at grades 10-12, achieving a permanent annual saving of £2.293 million per annum. There was a further planned reduction of an Assistant Director post in 2012. Meaning that in 2012 there were 13 Assistant Director's working with the four Directors.

5. Since 2012 there has been further reduction of an Assistant Director Post in City and Environmental Services and there are now a total of 12 Assistant Director Posts.
6. Following the departure in March 2013 of the Director of Adults, Children's and Education Services, an interim arrangement pending a permanent Director was put in place which created an Interim Director of Education, Skills and Children's Services and the post of **Assistant Director Facilities Management, School and Children's Strategy and Planning** has been held vacant since this date.
7. The post of **Assistant Director Education and Skills** has been filled on an interim basis since the substantive post holder left the Council in August 2013.
8. The post of **Assistant Director Transport, Highways and Waste** was created in February 2013 when a report outlining the proposals for the restructure of the City and Environmental Services Directorate was approved by Cabinet. The new structure comprises of two Assistant Director Posts a reduction of one post from the old structure.
9. The Council's Management of Change guidelines for Reorganisation and Redundancies were followed and following an assimilation exercise and redeployment selection process for the new Assistant Director posts an appointment was made subject to a work trial. Following an assessment period the post holder was unable to demonstrate they met the required skills, knowledge and experience to undertake the requirements of the new Assistant Director post and the trial period was terminated leaving the post currently vacant.
10. A report to Cabinet on 1st October 2013 gave details of how the council will respond to the feedback it has received from the Local Government Association (LGA) Peer Review, Big York Survey and its Staff Survey and how it will achieve its medium term strategic objectives and financial challenges. The report set out the key objectives of a transformation programme, supported by a transformation team with sufficient capacity to deliver the amount of change required.
11. Given the scale and complexity of transformation and change to be delivered and the significant reduction in capacity at Assistant Director level already achieved since 2009, it is proposed that appointments to all three vacant Assistant posts is required as follows;

Assistant Director School Improvement

12. The role holds responsibility for school improvement and the achievement of Young people in the city. It is a time of significant national policy change and changing relationships between the Local Authority and schools this post cannot be left vacant.
13. It is proposed to fill on a permanent basis the existing substantive post which is currently being covered on an interim basis.

Assistant Director Transport, Highways and Waste

14. This role is crucial to the continuation of the delivery of transformation in the City and Environmental Services Directorate as well as accountability for the achievement of significant budget reductions.
15. It is proposed to fill the existing substantive post. It is likely that to attract a candidate with the right knowledge and skills the post will need to be advertised nationally and external recruitment consultancy support may be necessary.

Interim Assistant Director Transformation and Change

16. To ensure there is sufficient senior level capacity and accountability in the transformation team it is proposed to create an interim Assistant Director for Transformation and Change. The post would be for a two year duration.
17. A new job description for this role has been drafted and evaluated and can be found at Annex C.
18. The post would be funded by continuing to hold the post of Assistant Director Facilities Management, School and Children's Strategy and Planning vacant and therefore redirecting capacity to the Transformation Project. This temporary change is pending a wider review of all Chief Officer roles. It would mean there would continue to be a total of 12 Assistant Director Posts in the Council.
19. This post should be seen as a development opportunity for existing senior staff in the Council and in line with our Workforce Strategy which creates opportunities to support and develop our staff it is proposed that this post is advertised internally for existing Council staff to apply for. This approach will also save on recruitment costs.

Appointments Committee

20. The Council's Constitution allows for an Appointments Committee, including at least one member of the Cabinet, to shortlist and interview applicants for a post and to determine who should be offered the vacant post.
21. It is requested that for each Assistant Director post the Appointments Committee shall be constituted on a 2:1 proportionate basis. This will mean there will be two Labour members, and one Conservative or Liberal Democrat Member. The details of the process for each post will be approved by the Appointments Committee.

Consultation

22. Consultation has taken place with the Corporate Management Team and the outgoing interim Director as to the need for this appointment. It is requested the three largest political groups now nominate members to participate in the Appointments Committee.

Options/Analysis

23. There are no alternative options for Members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post. The failure to create Appointment Committees at this stage would delay any subsequent appointment to the posts.

Council Plan

24. Making an appointment to these posts will contribute to delivering the Council Plan and its priorities, in particular Protecting Vulnerable People; Create Jobs & Grow the Economy; Get York Moving and progress on Core Capabilities.

Implications

25. The following implications have been considered:
 - **Financial** – The recruitment costs will be managed within the departmental budgets.
 - **Human Resources (HR)** – The job description for the Assistant Director roles have been subject to the Council's established job evaluation mechanism and a grade established for the post. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers.

The appointment will be carried out in accordance with the Chief Officer recruitment protocol attached (Annex B).

- **Equalities** - There are no equalities implications.
- **Legal** – The Appointments Committee is created pursuant to S.102 (1)(c) of the local Government Act 1972 and its terms of reference are to exercise the functions of the Council in relation to the selection and appointment of the successful applicant in respect of the vacant post Director of Education, Skills & Children’s Services. The proceedings of the Appointments Committee are likely to be held mainly in exempt session due to the nature of the information that it will be considering.

In circumstances where the appointing committee agrees, without any member voting against, S.17 of the Local Government & Housing Act 1989 provides that the distribution of seats on a sub-committee need not comply with the political balance requirements contained in Part 1 of that Act.

The process of appointing officers of this level is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment committee must include at least one member of the Cabinet and further, that no formal offer of appointment may be made until all members of the Cabinet have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

- **Crime and Disorder** – There are not crime and disorder implications.
- **Information Technology (IT)** – There are no IT implications.
- **Property** – There are no property implications.
- **Other** – There are no other implications.

Risk Management

26. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

Recommendations

27. It is recommended that Council:
- i. Approve the filling of these posts and remuneration package for the Assistant Director posts at a job evaluated salary of £66,068 to £73,401.
 - ii. Establish an Appointments Sub-Committee consisting of three members, two from Labour, and one Conservative or Liberal Democrat, to be authorised to conduct the final interviews for each of the three Assistant Director posts.
 - iii. The Appointments Sub-Committee be authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures

Reason: To allow appointment to the Assistant Director posts to be made.

Contact Details

Author:

Mark Bennett
Head of Business HR

Chief Officer Responsible for the report:

Kersten England
Chief Executive

**Report
Approved**



Date 13th Dec
2013

Specialist Implications Officer(s)

Legal: Andrew Docherty, Assistant Director, IT Democratic & Legal Services

Finance: Debbie Mitchell, Corporate Finance Manager

HR: Mark Bennett, Head of Business HR

Wards Affected:

All

For further information please contact the author of the report

Annexes:

- A. Conditions of Service – Assistant Director
- B. Chief Officer Recruitment Protocol
- C. Job Description – Interim Assistant Director Transformation and Change

Conditions of Service
Assistant Director

The post you are interested in is subject to the Schemes and Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities as supplemented by any local collective agreements negotiated on behalf of the employees and by the rules of the Council.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by City of York Council, and are advised not to give notice to terminate their present employment until clearance has been received.

Probationary period

Appointments from outside local government are subject to the successful completion of a six month probationary period.

Reporting line

This post reports to xxx.

Targets

Objectives and targets will be agreed with the Director of Adults, Children and Education to reflect the Council's strategic priorities.

Salary

The appointment will be made in the Chief Officer Grade 10 range. The salary levels within the grade are as follows:

61	£66,068
62	£68,413
63	£70,752
64	£73,401

The starting salary will be determined by the Appointments Panel of elected Members.

Salaries are paid on the last working day of the month. The salary is indexed to the JNC cost of living pay awards currently effective from 1st April each year.

Assistant Director (December 2013)

Relocation allowance

There will be an entitlement to relocation expenses up to a ceiling of £6,500 subject to certain conditions. The terms of the relocation scheme are dependent on the post holder residing within the City of York Council boundary. Further details are set out in the Council's relocation policy.

Annual leave

The annual leave entitlement is 34 days increasing by five days after five years continuous local government service, plus eight public holidays per annum.

Pension

Membership of the Local Government Pension Scheme will be automatically continued for all employees who transfer from another Local Authority, unless they gave notice that they no longer wish to contribute. Membership of the scheme is automatic for new employees unless they state otherwise.

Car mileage for business use/Car parking

A mileage allowance of 45p per mile (up to 8,500 miles) is payable for business use.

Hours of Work

Working hours in this post will be subject to the needs of the service.

Whole time service

The postholder will be expected to devote his or her whole time to the work of the Council and not engage in any other business or employment without the prior knowledge and approval of the Council.

Sickness Absence

Any entitlements related to absence due to sickness or injury are as set out in the JNC for Chief Officers agreement. Officers are entitled to receive sick pay for the following periods:

During 1 st year of service	1 month's full pay and (after completing 4 months service)
	2 months half pay
During 2 nd year of service	2 months full pay and
	2 months half pay
3 rd year of service	4 months full pay and
	4 months half pay

Assistant Director (December 2013)

During 4th & 5th year of service 5 months full pay and
5 months half pay

After 5 years of service 6 months full pay and
6 months half pay

Period of Notice

The written notice required to terminate employment in this post will be three months on either side.

Canvassing

Applicants for appointment must not canvas any Member or employee of the City of York Council in respect of their application. There is, however, no objection to any of the aforementioned providing written references in respect of applicants. Applicants related to any of the above must disclose the fact.

Political Restriction

This post is politically restricted and is subject to the restriction of political activities imposed by the Local Government and Housing Act 1989, and as outlined in the City of York Council's Employee Code of Conduct.

Further Information

If you would like an informal discussion about the post, please contact xxx.

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Chief Officer* Recruitment Process - Officer / Members decisions

* A Chief Officer is defined as an officer who is employed under the Joint Negotiating Committee for Chief Officers of Local Authorities Terms & Conditions.

Key Recruitment & Selection decision stages	Officer Decision / Member Decision
1. Develop proposal to create a new or amend an existing Chief Officer post	Officer decision: Chief Executive or Director
2. Establish a new temporary or permanent Chief Officer post	Member decision
3. Develop and agree Job description & Person Specification	Officer decision
4. Confirm the grade of the post	Officers to implement job evaluation outcomes within Chief Officer pay structure
5. Agree recruitment budget	Officers decision subject to budgetary provision
6. Commence recruitment activity	Officer proposal subject to Member decision
7. Establish Appointments Committee	Officer proposal subject to Member decision
8. Confirm method to source applicants i.e. advert, use of search / consultancy services	Appointments Committee subject to proposal from Officers (Chief Executive or Director and Head of Human Resources or nominated substitute). Proposal to include recommendation on advertising media and a recommendation to use external recruitment consultants or run in-house and if so, what services to use. Options include search, response handling, technical assessment, long-listing, shortlisting, support at final stage or a combination therein.

	<p>Criteria to be considered are:</p> <ul style="list-style-type: none"> i. Grade and salary in relation to the market; ii. Current employment market situation; iii. Design of post and likelihood of direct skills match; iv. Technical expertise being sought; v. Ability to conduct technical assessment in-house; vi. CYC capacity to handle in-house.
9. Long-list applicants	Officer decision in accordance with job description and person specification
10. Interview long listed applicants / conduct selection tests / assessment centre	Officer panel or recruitment consultant
11. Short list applicants	Officer decision in accordance with job description and person specification
12. Informal reception event(s) for short listed candidates (not part of the recruitment process)	Officer decision in consultation with Appointments Committee to determine invitees
13. Final selection process	Appointments Committee, advised by Officers (Chief Executive or relevant Director and Head of Human Resources, or nominated substitute) and recruitment consultants (if appropriate)
14. Determine salary of role to be offered	Appointments Committee, subject to Council pay policy and within job evaluated range for post
15. Agree appointment	Appointments Committee subject to Standing Orders (objections from the Executive)



ASSISTANT DIRECTOR ROLE PROFILE

JOB TITLE: Interim Assistant Director – Transformation and Change

DIRECTORATE: Office of Chief Executive

REPORTS TO: Chief Executive / CMT

DATE: December 2013

1 PURPOSE OF YOUR JOB

To provide strategic leadership and performance delivery within a City of York portfolio

2 DIMENSIONS

Total Expenditure	£ TBC
Budget:	
Net Budget:	£ TBC
People:	xx (xx FTE)
Premises:	as per portfolio
Equipment:	as per portfolio
Projects:	as per portfolio

3 PRINCIPAL ACCOUNTABILITIES

Strategic

- As a member of the Council Leadership Group, actively contributes to the strategic management of the Council to ensure achievement of corporate aims and objectives.
- Scans and understands the external and political environment in which the Council operates and takes lead responsibility for ensuring that the strategic plans of the Directorate and the whole organisation meets the needs of the current administration
- Contributes to the development, articulation and communication of a clear vision for co-ordinated services across York, and

provides a framework to ensure an effective and shared programme of joined up service delivery with key partners.

- Leads the formulation and application of strategy for the portfolio within the context of the overall CYC Council plan
- Ensures that elected Members are fully aware of strategic plans and that they are positively, pro-actively and appropriately engaged in the portfolio
- Makes decisions critical to the organisation's success in respect of the wider City of York agenda and the specific portfolio responsibility
- Takes lead responsibility for seeking opportunities to develop the revenue of CYC through partnerships, new ventures and delivers activity that grows revenue and minimises cost without detriment to services

Business operations

- Leads and ensures the delivery of the operational activity within the relevant portfolio
- Ensures a quality, cost effective portfolio performance
- Accountable for the financial performance across the portfolio
- Takes lead responsibility for the effective utilisation of resources, e.g. financial, people, premises (where applicable), electronic, and hardware, identifying efficiencies and savings where appropriate without detriment impact on service and performance
- Identifies income generation opportunities for CYC and works with the right people and organisations to realise

Partnership

- Identifies key stakeholders and develops an engagement plan that ensures that CYC is engaging appropriately to deliver improved partnerships and, consequently, service outcomes
- Pro-actively seeks opportunities to represent the organisation at high levels with stakeholders across the Yorkshire Region and nationally, where applicable

- Leads the development and sustainability of collaborative working arrangements internally within CYC and with partner organisations and where appropriate commissioning, to agree strategic priorities and ensure integrated and cost effective service design and provision.
- Develop and maintain positive and effective working relationships with elected Members of the Council to ensure effective communication, engagement and leadership of the Council.
- Builds robust cross service relationships and plans that ensure a “One York” service delivery

People Leadership and Management

- Ensures that all members of the portfolio team are aware of the requirements of their role and how that contributes to the success of CYC and how it benefits the residents of CYC
- Takes personal responsibility for identifying and nurturing talent from across the whole organisation and at every level within the organisation and ensures that people with potential are pro-actively supported to deploy their talent and progress to the benefit of CYC
- Leads individuals and teams through change, ensuring that service is protected and people are actively engaged in the seeking of, developing of and delivering of change initiatives which add value to CYC performance and service
- Ensures that each member of the team have clear annual targets and have the resources available to deliver
- Ensures the performance management of the team and individuals within it are effectively and continuously managed and that underperformance is dealt with positively and robustly
- Ensures that all people resources add value to the organisation and the City and that structures are clear, efficient and well targeted

Programme and Project Management

- Is responsible for sponsoring and delivering complex programmes of work that improve performance of CYC and delivers exceptional service to residents and partners
- Takes lead responsibility for identifying, sponsoring and ensuring the delivery of performance improvement projects
- Accountable for ensuring project delivers sustainable results for the benefit of the organisation and the City of York

Equality and Diversity

- Takes lead responsibility for equality, diversity and fairness issues
- Takes personal responsibility for ensuring that all services, employees and service users are treated with dignity and respect
- Ensures that the service portfolio is inclusive for all users and is flexible to meet the diverse needs of service users

4 KEY COMPETENCES

- Delivering what our customers want
- Positive and strong leadership
- Supporting and developing people
- Encouraging improvement in everything we do

The Leadership competences are taken from the Leadership and Management Standards developed in 2007

5 KNOWLEDGE SKILLS AND EXPERIENCE

Knowledge

- Knowledge and understanding of local government
- A degree level qualification and/or professional managerial qualification (such as DiPSW or equivalent) or equivalent;
- Understanding of organisation structure, operations, decision making channels, planning processes and systems and the ability to identify opportunities for improvement

Skills

- Ability to successfully develop and deliver strategies to meet organisation objectives and achieve planned results in a complex multi-functional organisation;
- Ability to manage large and complex budgets with an emphasis on value for money and efficiencies
- Highly effective leadership and motivational skills and behaviours (as identified in CYC Leadership and Management Standards) that develop and inspire others, promote high standards and collaborative working amongst internal and external stakeholders;
- Outstanding interpersonal, negotiating and commissioning skills;
- Excellent verbal and written communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences;
- IT skills and the ability to fully exploit access to modern Information technology;
- Highly developed skills in numeracy and budget management; Corporate and service planning skills that ensure effective resource management, service delivery, best value and continuous improvement;
- Analytical skills that contribute effectively to the identification of development and trends, prioritisation and problem solving.
- Ability to keep equality of opportunity and diversity at the heart of all strategic management and operational activity
- Ability to advise, influence, persuade, command confidence and act assertively in a political environment with all key partners, internal and external

Experience

- A successful track record of achievement in a senior management role
- Substantial record of achievement in successfully managing change and large-scale projects;
- Significant experience of successfully motivating, managing, persuading and leading staff;
- Wide experience of successful inter-agency working and demonstrable success in developing effective collaborative working with a range of stakeholders to achieve objectives;
- Experience of significantly improving service delivery;
- Evidence of decision making based on sound risk management principles and contingency planning, which comply with the Council Procedures and processes
- Experience of managing performance within a complex environment where there is constant challenge and change

- Experience of negotiating significant contracts, commissioning services and monitoring provision

6 Statutory or specialist knowledge, skills and/or experience required

- The Transformation Programme will support the council to achieve its budget savings but that will be just one outcome from its creation. Its main purpose is to reshape council services in a way that meets the current and future needs of residents. Its high level objectives are to -
 - Increase quality of services for customers
 - Improve process efficiencies
 - Increase job satisfaction for employees
- The Programme will embrace the concept of 'Co-design' from the outset. This means that residents will be invited to contribute to the design of services.
- The post holder will report directly to the Chief Executive and Corporate Management Team (CMT) and is responsible for coordinating delivery of all defined transformation projects and some business as usual activities to achieve a beneficial change in line with the strategic goals set out above through business change and benefits realisation.
- Transformation Programme will achieve £3-4m budget savings in 2014/15 and will need to continue to deliver similar savings in 2015/16.
- The first three projects to form the Transformation Programme will be Health & Adult Social Care, Hazel Court Depot Services and Business Efficiency (to include Parking and the projects within the existing Business Support Review – Policy & Performance, Procurement & Commissioning, Facilities Management, Administration & Customer Services).
- All transformation projects likely to be highly complex in nature and will have involvement across a range of organisations / services / stakeholders.
- The Transformation Team will need to recover its costs from better service efficiency.