

## **EMPLOYMENT COMMITTEE**

**WEDNESDAY 17 JUNE 2015**

**10.00 AM**

**Viersen Rooms - Town Hall**

### **AGENDA**

**Page No**

**1. Apologies for Absence**

**2. Declarations of Interest**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council.

**3. Exclusion of the Press and Public**

In accordance with Standing Orders, Members are asked to determine whether item 6, 'Senior Management Restructuring – Assistant Director: Digital Peterborough – Determination Of Salary', which contains exempt information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority as defined by Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972, and item 7 'Interviews for the Positions of Assistant Director for Human Resources and Development and Assistant Director for Legal and Democratic Services', which contains exempt information relating to individuals as defined by Paragraphs 1, 2 and 3 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when they are discussed, or whether the public interest in disclosing this information outweighs the public interest in maintaining the exemption.

**4. Minutes of the Meeting Held on:**

4.1 22 January 2015 3 - 4

4.2 27 January 2015 5 - 8

4.3 12 February 2015 9 - 12

**5. Assistant Director for Human Resources and Development Proposed Job Description and Job Evaluation Process 13 - 22**

<b>6.</b>	<b>Senior Management Restructuring - Assistant Director: Digital Peterborough - Determination of Salary</b>	<b>23 - 36</b>
<b>7.</b>	<b>Interviews for the Positions of:</b>	
7.1	<b>Assistant Director for Human Resources and Development</b>	<b>37 - 38</b>
7.2	<b>Assistant Director for Legal and Democratic Services</b>	<b>39 - 44</b>



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#### **Emergency Evacuation Procedure – Outside Normal Office Hours**

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<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>

#### **Committee Members:**

Councillors: M Nadeem (Chairman), J Holdich (Vice Chairman), W Fitzgerald, N Khan, Johnson, C W Swift and N Sandford

Substitutes: Councillors: D Lamb, Forbes, B Saltmarsh and Davidson

Further information about this meeting can be obtained from Philippa Turvey on telephone 01733 452460 or by email – [philippa.turvey@peterborough.gov.uk](mailto:philippa.turvey@peterborough.gov.uk)



**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 22 JANUARY 2015**

**Members Present:** Councillors Nadeem (Chairman), Holdich (Vice-Chairman), Cereste, Fitzgerald and Swift

**Officers Present:** Gillian Beasley, Chief Executive  
Paul Smith, Human Resources Advisor  
Mandy Pullen, Acting Head of Human Resources  
Philippa Turvey, Senior Democratic Services Officer

**1. Apologies for Absence**

Apologies for absence were received from Councillor Sandford.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Senior Management Restructure – Phase Two**

The Chief Executive presented a report to the Committee which detailed the outcomes of the consultation held in respect of proposals for the senior management structure – phase two. The report further advised of the action that the Chief Executive intended to take as a result of that consultation.

The report sought for the Committee to consider the changes to the senior management structure proposed by the Chief Executive and to recommend any appropriate actions in response to the proposals prior to implementation by the Chief Executive under her delegated powers.

The key points highlighted by the Chief Executive from the report and in response to questions included:

- Phase one of the restructure had brought together commissioning for adult social care, communities and public health, resulting in a £1million saving.
- The phase two consultation document had been sent to all directors, heads of service and assistant directors, as well as other managers who were affected by the proposals, and prior to the publication of the consultation document the Chief Executive had met personally with all those managers affected by the proposals on a one to one basis.
- Three director posts would be deleted, with the addition of a Corporate Director: People and Communities. This meant losing two posts with salaries of over £100,000.
- The client management relationships within the Council had matured and would be devolved to the appropriate services, with overall responsibility resting with Corporate Director: Growth. Subsequently, the role of Assistant Director Strategic Commission and Transformation was to be deleted.
- The role of Assistant Director: Digital Services would be created.
- The upcoming creation of the Limited Liability Partnership would require less resources than initially thought. As such, the Head of Growth and Regeneration would not be required and would be deleted under the restructure.
- The proposed change in job titles would bring Peterborough City Council in line with other Local Authorities across the country.

- To receive an independent view on whether the proposals would maintain the statutory responsibilities for Children's Services the Independent Chair of the Peterborough Children's Local Safeguarding Board conducted a review of the changes and found them to be satisfactory.
- Once the phase two restructure had been reviewed by the Committee, the recruitment process would begin.

The Committee discussed how academies would be dealt with under the new proposals and it was clarified that the current Assistant Director for Education, Resources and Corporate Property was responsible for academies. This would not be affected by the proposed restructure.

The Chief Executive advised that a number of consultation responses had been received, as well as other comments made during the individual discussions held with senior managers. The responses had been strongly supportive. It had been felt that that the Director of Public Health should be included in the Corporate Management Team and should report directly to the Chief Executive. This idea had been incorporated into the proposals.

A member of the Committee sought assurance that the Council could continue to function efficiently under the proposed structure. The Chief Executive advised the Committee that although the restructure would increase the responsibilities of individuals and the pressure on them, sufficient safeguards would be put in place. It was the view of those individuals affected that the changes would be positive and manageable.

The Committee discussed the briefing on the proposals received by Group Leaders. It was noted that the second phase of the senior management restructure would make savings of £500,000. This would add to the £1million saving, which resulted from the first phase of the restructure. The Committee believed that a correct balance had been achieved and that the next challenge would be to ensure the correct people took on the appropriate roles.

A motion was proposed and seconded to accept the senior management structure – phase two proposals as put forward for implementation by the Chief Executive under her delegated powers. This motion was carried unanimously.

**RESOLVED** that the Employment Committee considered the changes to the senior management structure – phase two proposed by the Chief Executive and did not recommend any specific actions in response to the proposals prior to implementation by the Chief Executive under her delegated powers.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Chairman  
3:00pm – 3.22pm

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 27 JANUARY 2015**

**Members Present:** Councillors Holdich (Vice-Chairman), Fitzgerald, Khan, Swift and Sandford

**Officers Present:** Gillian Beasley, Chief Executive  
Paul Smith, Human Resources Advisor  
Mandy Pullen, Acting Head of Human Resources  
Philippa Turvey, Senior Democratic Services Officer

**1. Apologies for Absence**

Apologies for absence were received from Councillor Nadeem and Councillor Cereste.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the Meeting Held on:**

**3.1 20 November 2014**

The minutes of the meeting held on 20 November 2014 were agreed as a true and accurate record.

**3.2 4 December 2015**

The minutes of the meeting held on 4 December 2014 were agreed as a true and accurate record.

**4. Senior Management Restructure – Phase Two: Proposed Job Descriptions and Job Evaluation Process**

The Chief Executive presented a report to the Committee which detailed the proposed job descriptions and job evaluation process for those posts which formed part of the senior management restructure - phase two.

The report sought the Committee's approval for the proposed job descriptions for the newly created and redesignated posts. It also provided an opportunity for the Committee to ensure that all the roles had job descriptions which accurately reflected the work undertaken and the standards expected of the post holder.

Corporate Director: People and Communities

The Committee was advised that the role of Corporate Director: People and Communities held the statutory responsibility for adults and childrens' social care, and community safety. As a result the Independent Chair of the Peterborough Children's Local Safeguarding Board had reviewed the job description and found that safeguarding measures were considered to be robust.

In response to a question raised by a member of the Committee the Chief Executive clarified that, subject to the approval of the job descriptions, Full Council at its meeting on 28 January 2015 would determine which pay band each position would be allocated. The

Employment Committee would then be able to determine where, within the band, each successful candidate would be assigned.

The Committee was advised that the job descriptions had been written by the Human Resources Advisor using a standard template to ensure consistency and to facilitate the evaluation process, with the input of the Chief Executive. The job descriptions had subsequently been reviewed and approved by the Chief Executive, in consultation with the relevant directors, prior to submission to the Employment Committee for approval.

A motion was proposed and seconded to accept the proposed job description for the newly created post of Corporate Director: People and Communities. This motion was carried unanimously.

**RESOLVED** that the Employment Committee agreed the proposed job description for the newly created post of Corporate Director: People and Communities.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Service Director: Adults and Communities and Service Director: Children's Services

In response to a question raised by a member of the Committee the Chief Executive explained that the role of Director of Public Health had been incorporated with the Corporate Management Team. As such, public health matters would be integrated into all the services of the Council, not just the Adults and Communities service. Additionally, public health was included in the Commissioning Department in order to achieve a holistic approach to providing for the Council's needs.

A motion was proposed and seconded to accept the proposed job descriptions for the newly created posts of Service Director: Adults and Communities and Service Director: Children's Services. This motion was carried unanimously.

**RESOLVED** that the Employment Committee agreed the proposed job descriptions for the newly created posts of Service Director: Adults and Communities and Service Director: Children's Services.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Service Director: City Services and Communications

The Committee discussed whether it was appropriate for the Service Director: City Services and Communications job description to refer specifically to 'City Centre Services' rather than 'City Services'. The Chief Executive advised that this reference was in light of the major events and businesses that were focused within the city centre. It was suggested that reference to the 'City Centre' should be replaced with 'City' only.

A member of the Committee raised the matter of ensuring 'balance in all media coverage', as referenced in the job description. The Human Resources Advisor explained that this related to the Council providing responses if information in the media was not correct. It was suggested that any issues with political balance within media coverage be pursued via another route.

A motion was proposed and seconded to accept the proposed job description for the redesignated post of Service Director: City Services and Communications subject to the deletion of the word 'Centre' from the first sentence of the Job Purpose section. This motion was carried unanimously.

**RESOLVED** that the Employment Committee agreed the proposed job description for the redesignated post of Service Director: City Services and Communications, subject to the following amendment:

- i) The word 'Centre' be deleted from the first sentence of the Job Purpose section.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Assistant Director: Digital Peterborough

The Committee was advised that this role would take the lead in managing the Digital Strategy. While ICT was referenced within the job description, the broader role of the position was also outlined.

A motion was proposed and seconded to accept the proposed job description for the newly created post of Assistant Director: Digital Peterborough. This motion was carried unanimously.

**RESOLVED** that the Employment Committee agreed the proposed job description for the newly created post of Assistant Director: Digital Peterborough.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Chairman  
3:00pm – 3:43pm

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**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 12 FEBRUARY 2015**

**Members Present:** Councillors Nadeem (Chairman), Cereste, Fitzgerald, Khan, Scott and Okonkowski

**Officers Present:** Gillian Beasley, Chief Executive (Item 5 and 6)  
Kim Sawyer, Director of Governance (Item 4)  
Paul Smith, Human Resources Advisor  
Mandy Pullen, Acting Head of Human Resources  
Teresa Colman, Principal Officer (Item 6)  
Philippa Turvey, Senior Democratic Services Officer

**1. Apologies for Absence**

Apologies for absence were received from Councillors Holdich, Swift and Sandford. Councillors Scott and Okonkowski were in attendance as substitutes.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Exclusion of Press and Public**

In accordance with Standing Orders, the Committee was asked to determine whether:

- i) agenda item 4, Senior Management Restructuring – Service Director: City Services & Communications Determination of Salary and Appointment to Post, and agenda item 6, Director of Public Health – Update, which all contained exempt information relating to individuals as defined by Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972, and
- ii) agenda item 5, interviews for the positions of ‘Corporate Director: People and Communities’, ‘Service Director: Adult’s Services and Communities’, ‘Service Director: Children’s Services’ and ‘Assistant Director: Digital Peterborough’, which all contained exempt information relating to individuals as defined by Paragraphs 1, 2 and 3 of Schedule 12A of Part 1 of the Local Government Act 1972,

should be exempt and the press and public excluded from the meeting when the items were discussed, or whether the public interest in disclosing the information outweighed the public interest in maintaining the exemption.

The Committee unanimously agreed to the exclusion of the press and public for agenda item 4, 5 and 6.

**4. Senior Management Restructuring – Service Director: City Services & Communications Determination of Salary and Appointment to Post**

As agreed at agenda item 3, the meeting moved into exempt session. The Director of Governance announced that as the Chief Executive was a personal friend of Ms Annette Joyce, she would not be present during the consideration of this item.

The Director of Governance presented a report to the Committee which requested the appointment of Ms Annette Joyce to the post of Service Director: City Services and Communications and asked the Committee to determine the appropriate level of remuneration for the post.

Previous reports had been presented to the Committee at its meetings held on 22 and 27 January 2015, where the restructure proposals for the senior management group had been noted. The recruitment process was not required for the role of Service Director: City Services and Communications as a significant proportion of the post holder's existing responsibilities transferred to the new post. As such, an existing member of staff was 'slotted' to the new post.

The role of Service Director: City Services and Communications was created by combing the roles of Assistant Director: Commercial Operations with the vacant role of Assistant Director: Communications.

The Committee were advised that since the publication of the report, senior managers had received a pay increase of 2%. As such, an updated senior management pay scale was circulated to the Committee.

The Committee discussed the level of remuneration for the new post and agreed a salary they believed to be appropriate for the responsibilities of the position.

**RESOLVED** that Employment Committee:

- i) Appointed Ms Annette Joyce to the post of Service Director: City Services and Communications; and
- ii) Determined the appropriate remuneration for the post

**Reasons for the decision:**

The proposed slotting was in accordance with Peterborough City Council's policy to support the redeployment of staff.

**5. Interviews for the Positions of:**

**5.1 Corporate Director: People and Communities**

The Chief Executive joined the meeting and the Director of Governance left the room.

One candidate was interviewed for the position of Corporate Director: People and Communities.

**RESOLVED:** to appoint Ms Wendi Ogle-Welbourn, who was currently employed as Director for Communities at Peterborough City Council.

**5.2 Service Director: Adult's Services and Communities**

The Director for Communities joined the meeting and the Chief Executive left the room.

One candidate was interviewed for the position of Service Director: Adult's Services and Communities.

**RESOLVED:** to appoint Mr Adrian Chapman, who was currently employed as Assistant Director for Communities and Targeted Services at Peterborough City Council.

**5.3 Service Director: Children's Services**

One candidate was interviewed for the position of Service Director: Children's Services.

**RESOLVED:** to appoint Mr Lou Williams, who was currently employed as Assistant Director for Commissioning at Peterborough City Council.

#### **5.4 Assistant Director: Digital Peterborough**

One candidate was interviewed for the position of Assistant Director: Digital Peterborough.

**RESOLVED:** to appoint Mr Richard Godfrey, who was currently employed as ICT Strategy, Infrastructure and Programmes Manager at Peterborough City Council.

#### **6. Director of Public Health – Update**

Rashmi Shukla, Regional Director, Public Health England, and Teresa Colman, Principal Officer, joined the meeting and were introduced by the Chief Executive.

The Chief Executive presented a report to the Committee which outlined current position of the role of Director of Public Health. It was requested that the Committee interview a candidate and, if appropriate, appoint to the post. This appointment would be subject to the agreement of the Secretary of State for Health.

**RESOLVED** that Employment Committee:

- i) Noted the position regarding the Director of Public Health; and
- ii) Interview the candidate and, if appropriate, appoint to the post of Director of Public Health on the terms as set out in the report.

#### **Reasons for the decision:**

It was a statutory requirement that the Council had in place a Director of Public Health (as per section 30 of the Health & Social care Act 2012).

One candidate was interviewed for the position of Director of Public Health.

**RESOLVED:** to appoint Dr Liz Robin, who was currently employed as Director of Public Health at Cambridgeshire County Council as a joint appointment to this role.

Chairman  
10:30am – 4:00pm

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<b>EMPLOYMENT COMMITTEE</b>	AGENDA ITEM No. 5
<b>17 JUNE 2015</b>	<b>PUBLIC REPORT</b>

Contact Officer(s):	Kim Sawyer – Director of Governance	Tel. 452361
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**ASSISTANT DIRECTOR FOR HUMAN RESOURCES & DEVELOPMENT PROPOSED JOB DESCRIPTION AND JOB EVALUATION PROCESS**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Director of Governance	<b>Deadline date:</b> N/A
That the Employment Committee agrees the proposed job description for the post of Assistant Director for Human Resources & Development as set out in Appendix 1 of this report.	

**1. PURPOSE AND REASON FOR REPORT**

- 1.1 The purpose of this report is to provide Employment Committee with the opportunity to ensure that this role has a job description which accurately reflects the work undertaken and the standards expected of the post holder.
- 1.2 This report is for the Committee to consider under its Terms of Reference:
- No. 2.3.1.1 ‘To appoint Directors and Heads of Service, and determine terms and conditions of employment’.
  - No. 2.3.1.5 ‘To consider, and recommend appropriate actions where necessary in response to executive proposals relating to: (a) changes within a Department’s/Division’s structure which involve substantial changes in the responsibilities of first and second tier posts’.
  - No. 2.3.1.6 ‘To promote and pursue a policy of equal opportunities in employment’.

**2. TIMESCALE**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	<b>N/A</b>
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**3. BACKGROUND**

- 3.1 The role of Head of Human Resources has been vacant for some time and has been filled by consultants and interim managers. However, since September 2014, the post has been filled on an acting basis by a City Council employee (a Human Resources Manager). This is in line with the City Councils Consultancy and Interims Policy which states:

“Officers should, wherever possible, seek to fill senior management posts with a permanent employee where it is beneficial for the Council and consider all other available options (e.g. internal employees acting up) before seeking to recruit an interim to a managerial position.”

- 3.2 It is now appropriate to recruit to the role on a permanent basis and the role has been advertised and Employment Committee will be asked to interview the applicant for the role.
- 3.3 By recruiting to the role at this time it has the following benefits:
- It provides stability to the HR service at a crucial time of change for the City Council
  - It reduces the number of consultants/interims engaged by the City Council

- It gives the opportunity to promote from within the City Council, utilising existing talent and “growing our own” leaders.

3.4 A detailed job description for the post has been written using a standard template to ensure consistency and to facilitate the evaluation process. The draft job description is set out in Appendix 1. Copies of the Governance Directorate organisation chart, in which the post is based is Appended 2.

3.5 In drafting the job description, careful consideration was given to the competencies required, such as leadership and performance. In addition, the job descriptions identify skills and experience, which are deemed necessary to operate successfully at a senior level within Peterborough City Council.

#### **4. JOB EVALUATION PROCESS**

4.1 The grading of posts at Head of Service level and above at Peterborough City Council is determined by reference to the Hay Group Job Evaluation Method, which is applied to determine the relative size and importance of jobs within the Council as well as their difficulty. The job evaluation process is in accordance with the City Councils Pay Policy.

#### **5. JOB EVALUATION OUTCOMES / NEXT STEPS**

5.1 The draft job description in Appendix 1 has been reviewed by Hay to provide a point score. The post has been advertised in accordance with Council policy and interviews will be conducted by Employment Committee.

#### **6. IMPLICATIONS**

6.1 Financial – the costs of this post is contained within the Human Resources budget.

6.2 Legal – Under part 1, paragraph 4(F) of the Employment Rights Act 1996 the Council is obliged to provide employees with a job description. By having accurate up to date job descriptions this not only ensures that the Council fulfils this obligation but also ensures that the requirements of the job are enshrined as contractual.

6.3 Human Resources -This paper deals with a senior management post. The proposed job description has been subject to independent evaluation by Hay, as with all job descriptions for posts at Head of Service level or above across the Council. As a result, there should be no implications for any other area, as all senior management posts will be subject to the same evaluation process, ensuring consistency, equitability and fairness in the evaluation of senior manager roles at Peterborough City Council.

#### **7. CONSULTATION**

7.1 Consultation has been undertaken with the postholder who is currently acting into this role.

#### **8. ANTICIPATED OUTCOMES**

8.1 The Council will have detailed job descriptions in place for its senior managers, which clearly define the scope of the role and the associated accountabilities and responsibilities as well as the knowledge, skills and experience required on the part of the post holder to successfully perform in the role. Through the implementation of an independent and rigorous job evaluation process, the Council can demonstrate credibility, transparency and fairness in managing its resources and will be able to maintain equity within its compensation processes and minimise the risk of equal pay issues.

#### **9. REASONS FOR RECOMMENDATIONS**

9.1 These proposed changes are to ensure the Council operates within frameworks that are lawful, transparent and consistent.

## **10. BACKGROUND DOCUMENTS**

JNC Chief Officer Handbook, Hay Job Evaluation Scheme, Peterborough City Council Pay Policy 2015/16

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## Job Description

**JOB TITLE: ASSISTANT DIRECTOR FOR HUMAN RESOURCES & DEVELOPMENT**

**REPORTS TO: DIRECTOR OF GOVERNANCE**

### Job Purpose

To lead and develop the human resources (HR) strategy and function to support and deliver the Council's objectives and develop a performance, and customer focused culture.

To support the Chief Executive and Corporate Management Team to deliver the Council's strategic agenda.

To provide leadership, motivation and vision for the entire Council HR and Development service and ensure delivery of a quality service to the staff and management of the City Council.

To ensure that the Council's OD and cultural change activity is coherently planned, consistently communicated and effectively implemented to deliver the Council's objectives.

To attend the Corporate Management team of the Council as required to ensure that there is full ownership of key HR policies and strategies.

To lead on negotiations and consultations with trades unions on key and major issues

To be principal adviser to the Council on all workforce matters

To be a full participating member of the Governance Departmental Management Team (DMT) driving strategy and performance and identifying and championing the delivery of the Governance directorate's vision and strategy.

### Organisation

The Assistant Director for Human Resources & Development reports directly to the Director of Governance. The post holder will be responsible for approx. 25 employees split across:

- HR Policy & Reward
- HR Business Partnering
- Occupational Health
- Organisation & Workforce Development

It is anticipated there will be up to 4 direct reports.

In addition, the HR transactional, payroll and schools HR service is provided on behalf of the City Council by SERCO. The Assistant Director is responsible for the client management of these services, ensuring that the services are joined up with the City Council HR service and holding SERCO to account for performance.

### Principal Accountabilities / Responsibilities

- Lead the division and manage delivery of a support service and provide strategic and strong leadership to the staff in this service group.
- Build effective working relationships with internal and external partners, regulators, stakeholders and communities of interest in order to develop and improve services.
- To determine the most cost effective use and deployment of resources in order to achieve council and service objectives and to reflect value for money.
- To oversee specific service budget plans to ensure that income and expenditure is effectively managed and monitored and that budgets are fully accounted for and monitored
- Ensure that the service area is focussed on customer requirements and operate high

standards of customer service and that the service operates in a way which reflects the Council's value and standards.

- Select, deploy, manage and develop people to enable them to reach their full potential in the achievement of the purpose and priorities of the division.
- As a member of the Governance Management Team, to take a proactive role in the development of the directorate's vision, priorities and policies and communicate these in a way that enables people to translate them into effective actions.
- Lead an HR and Development Team that is customer driven, proactive, flexible, facilitates workable solutions and supports the Council in the achievement of its objectives.
- Ensure that HR and Development plays a leading role in the implementation and establishment of cultural change and organisational development
- To be responsible for an occupational health service that promotes a culture of effective health and wellbeing.
- Develop and implement a people strategy which contributes to the Council's objectives and develops a performance and service driven culture.
- Create a sustainable leadership culture supported by best practice leadership development interventions relevant to the Council's desired cultural and organisational needs.
- Ensure the delivery of robust workforce information and proactive analysis of trends to the Council and its managers to enable the Council to plan for its future workforce needs within agreed budgetary limits over both the short and long term.
- Plan and deliver a rolling programme of organisational and workforce development activity, benchmarked to the highest practice standards.
- To lead on senior recruitment as appropriate including advising Elected Members on appointments
- To establish a talent management strategy which includes succession planning and future leaders planning.
- Ensure that the Council's relationships with its entire workforce and trade unions are fair, consultative and meet best practice.
- Ensure the Council's reward strategy is designed to motivate staff to achieve the organisation's objectives
- Provide high quality HR advice to the Council, Chief Officers and Elected Members to underpin effective decision making, meet statutory requirements and ensure good general practice. This involves interpretation of the law and best practice for all of the Council's service delivery functions.
- Deliver a wide range of sensitive and high profile cases including new initiatives, policy development, major projects, corporate HR issues and other complex casework
- Provide HR advice to Employment Committee, Employment Appeals Committee, and other Committees as may be required.
- To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects.
- To advise the Council on any legislative changes in the area of employment and implement changes where required.
- To report to Scrutiny Committee on the development of the team or service where required
- To actively pursue opportunities for shared services or other non-profit income opportunities.
- Develop and deliver strategies for the delivery of HR services so as to increase efficiencies and increase external income.
- To provide training to elected Members and senior officers on all aspects of the service and also on emerging issues.
- To ensure that a system of continuous review and improvement is embedded within the service so that "traditional thinking" is challenged and innovation pursued.
- To contribute to the management of the council at a senior level and actively participate in the departmental management team and other corporate groups by contributing to the achievement of the Authority's strategic aims and continuously improving its performance, understanding the council's priorities and ambitions and driving continual improvements within the service.
- To participate or lead on corporate projects and contribute to the development of corporate policies and strategic decision making as required.
- To manage relationships with trades unions including chairing Joint Consultative Forum

meetings and leading on key negotiations as appropriate.

- To foster strong and positive relationships between the Council and its recognised trades unions.
- To promote innovation, efficiency and customer focus in service delivery.

### Leadership

- To support and deputise for the Director of Governance as appropriate.
- To lead and direct the HR and Organisational Development service to ensure that the Council's core values and strategic aims are achieved by providing a clear sense of purpose and direction in order to motivate and develop employees to achieve high performance.
- To develop and maintain a positive working environment encouraging active involvement of staff in shaping the development and delivery of capable and timely services and promotion of equal opportunities.
- Actively encourage innovation and creativity across the team, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.
- To act as an ambassador for the Council, promoting and developing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis.

### Performance and Risk Management

- To develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement.
- To ensure that all services/functions are delivered within and to budget and meet any identified and agreed savings targets.
- To provide managerial and strategic leadership to the improvement of corporate and service performance by ensuring that resources are targeted on the Council's priorities and meeting customer needs.
- To promote and ensure compliance with policies and procedures, all Statements of Required Practice for managers and the Council's Code of Conduct.
- To consider and develop opportunities for the commercial development of the service

### Financial Management

- Responsible for a budget of £1m
- Indirectly responsible for the Council's staffing budget (circa £51m).
- To ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes

### Job Knowledge

- In depth knowledge of current good practice and policies in Human Resources.
- Understanding of current local government context and HR best practice.
- Member of the Chartered Institute of Personnel and Development.
- Understanding of aspects of local government in particular the structural frameworks of local authorities.
- Substantial knowledge of public sector practice, the political environment and statutory obligations across the organisation as a whole.
- A strong understanding of the financial framework governing local authority activities.
- An understanding of the contemporary public change agenda.
- An up to date knowledge of employment law

### Experience

- Extensive experience of operating as a senior manager in a complex HR service which incorporates decision making, strategic and business planning.
- Experience of working with trade unions and of general employee relations

- Proven experience of influencing strategic HR policy direction within a large complex organisation such as local authorities.
- Proven track record of leading strategic HR policy formulation, decision making, resources allocation and of problem solving and meeting objectives at a senior level
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding with the ability to translate that into delivering winning the confidence of senior managers and elected members.
- Evidence of developing and encouraging innovative ideas to drive improvement in the delivery of services.
- Extensive experience of managing at a senior level and providing leadership and direction across a range of HR services. Evidence of high level leadership with ability to impact, motivate, influence and develop others.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Significant experience of the preparation, management and control and targeting of budgets, ensuring priorities and targeting of resources to achieve maximum value for money and income generation.
- Experience of identifying ways in which services can be delivered more efficiently by ensuring that the processes used and the resources needed to apply those processes, provide the optimum route to achieve cost-effective solutions.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

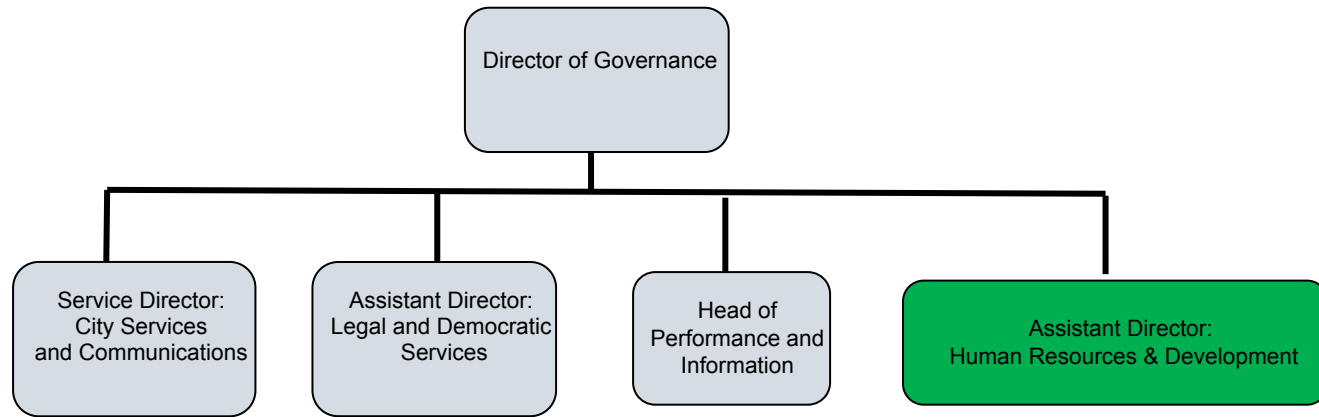
### Skills

- Ability to negotiate complex matters of high value, translating those matters into action that best represents and protects the interests, desires and good governance of the authority.
- Ability to relate to and win the confidence, trust and respect of Members, Colleagues, Partners and the wider community.
- Ability to operate in a complex, political, environment and act decisively within the context of accurately analysing risk and benefits of different courses of action.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Ability to devise innovative solutions to significant and complex HR problems.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practice.

### Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

Structure Chart



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<b>EMPLOYMENT COMMITTEE</b>	AGENDA ITEM No. 6
<b>17 JUNE 2015</b>	<b>PUBLIC REPORT</b> <b>This report contains an exempt Annex, not for publication, by virtue of Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972.</b>

Contact Officer(s):	Paul Smith – HR Advisor	Tel. 456329
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**SENIOR MANAGEMENT RESTRUCTURING – ASSISTANT DIRECTOR: DIGITAL PETERBOROUGH – DETERMINATION OF SALARY**

**1. ORIGIN OF REPORT**

- 1.1 This report follows the interviews carried out by this Committee on 12<sup>th</sup> February 2015 and subsequent appointment to the post of Assistant Director: Digital Peterborough
- 1.2 Employment Committee is requested to determine the applicable salary for the post. The exempt annex to this report contains the information required by Employment Committee to determine the salary.

**2. REASONS FOR EXEMPTION**

- 2.1 The attached report is NOT FOR PUBLICATION in accordance with paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972 in that it contains information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority. The public interest test has been applied to the information contained within the exempt report and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.

**3. ANNEXES**

- Appendix 1: Senior Management Pay Scale
- Appendix 2: Job Evaluation Data for the Post of Assistant Director: Digital Peterborough
- Appendix 3: Job Description: Service Manager: Assistant Director: Digital Peterborough
- Appendix 4: Guidance on Setting Senior Manager Salaries

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**SENIOR MANAGEMENT PAY SCALES wef 01/01/15**

<b>PAY BAND</b>	<b>POINT RANGE (HAY)</b>	<b>MEDIAN + 10 %</b>	<b>50<sup>th</sup> PERCENTILE (MEDIAN)</b>	<b>MEDIAN -10 %</b>
<b>Pay Band 1</b>	1801 - 2140	£187,000	£170,000	£153,000
<b>Pay Band 2</b>	1508 - 1800	£155,240	£141,127	£127,014
<b>Pay Band 3</b>	1261 - 1507	£126,880	£115,345	£103,811
<b>Pay Band 4</b>	1056 - 1260	£104,500	£96,910	£87,210
<b>Pay Band 5</b>	880 - 1055	£91,938	£83,580	£75,222
<b>Pay Band 6</b>	735 - 879	£78,782	£71,619	£64,458
<b>Pay Band 7</b>	614 - 734	£66,640	£60,399	£54,360

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## JOB EVALUATION DATA

### Assistant Director: Digital Peterborough

POST TITLE	HAY POINT SCORE	PAY BAND	MEDIAN + 10 %	50 <sup>th</sup> PERCENTILE (MEDIAN)	MEDIAN -10 %
Assistant Director: Digital Peterborough	805	Pay Band 6	£78,782	£71,619	£64,458

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## Job Description

**Department:** Resources  
**Division/Section:** Directorate  
**Job Title:** Assistant Director (Digital Peterborough)  
**Post No:**  
**Grade:**  
**Reports to:** Corporate Director (Resources)

### Job Purpose

- To be responsible for the design and delivery of a city digital strategy and to manage and lead the Digital Peterborough function.
- To provide strategic leadership for guiding Peterborough City Council and city bodies in developing, using and implementing digital technologies at local, regional, national and international levels and contribute to overall strategy and policy development.
- To direct, influence and progress digital developments in Peterborough and the wider LEP area to the benefit of PCC and Peterborough businesses and citizens
- To direct the advancement and exploitation of Digital Peterborough through innovation including commercial opportunities.
- To ensure the Digital Peterborough programme meets the appropriate needs of clients and users fully reflecting technological advancement and maximising the application of IT for the benefit of the Council and city wide.
- To provide strategic direction for the councils' ICT Service in ensuring that value for money is delivered and appropriate commercial contracts are put in place for the following areas:
  - Third party spend with Serco
  - Third party spend outside of Serco.
- To represent Digital Peterborough as appropriate on transformation projects when working with the councils directorates.
- To manage and exploit the strategic partnership with CityFibre.
- To support the Corporate Director: Resources to develop and deliver the strategic vision of Peterborough City Council's Smart City ambition.

### Statutory Officer Role

This post is not a Statutory Officer

### Organisation

The Assistant Director Digital Services is a tier 2 post reporting directly to the Executive Director, Resources and the post holder is a full member of the resources directorate management team. The post holder is responsible for ensuring that the Service Director Finance and Corporate Services has the necessary strategic and commercial support to ensure effective delivery of the Council ICT service and associated strategy.

The post holder will not initially be responsible for any staff and will have no direct reports. The post will have responsibility for budgets totalling approximately £2.5million

### Principal Accountabilities/Responsibilities

- To ensure the Digital Peterborough programme is fully integrated, developing coherent management and partnership structures.

- To develop an annual business plan for the service based on customer needs and within the approved budgetary parameters
- To develop and update the Digital Peterborough programme.
- To systematically consult with Digital Peterborough stakeholders about their programmes and plans to increase citywide digital alignment.
- The post holder will be responsible for forming the Digital Peterborough Executive Board
- To lead and take personal responsibility for programme and service improvement including major projects, new areas of activity and markets, technical developments, and the challenges of changing demands.
- To actively seek new funding opportunities and service strategies including partnership development, managed services and Best Value
- To ensure effective relationships with clients and customers by providing specialist advice, techniques and activity and ensuring service improvement through engagement with the Digital Peterborough Executive Board, senior managers, Elected Members and external agencies
- To work collaboratively within the City Council to review, promote and extend good practice and the effective integration of services and activities
- To represent Digital Peterborough, and the City through local, national and international activities as required
- To lead service delivery and project issues to achieve time and resource limited objectives as indicated by the Digital Peterborough programme.
- To contribute to the wider strategies of the City Council, the Local Strategic Partnership and the Local Enterprise Partnership as necessary
- To lead and provide guidance to ensure the delivery of the programme through relevant Programme and Project Managers.
- To lead and monitor the proactive development of the digital service across the council.
- To lead on the development and application of policies, procedures and strategies pertaining to the use of digital technologies across Peterborough City Council, and to identify areas of improvement
- To be responsive to the changing needs of the Council, the City, Regional, National and International bodies.
- To ensure that the Service is able to fully support its activities through suitable income generation at local, regional, national and international levels.
- To represent Digital Peterborough at a variety of public functions, events and meetings and present a professional and informed image
- Within Digital Peterborough to ensure co-ordination and reporting including across teams and operational programmes
- To manage, supervise and develop / train staff within digital services as appropriate
- To support the Corporate Management Team
- To contribute to any digital activity at an appropriate level

### Leadership

- To provide leadership in the management and development of staff and their work in teams to achieve corporate, team and personal objectives including individual and groups of projects.
- To establish and service Steering and Management Groups as appropriate, in order to build a strong and collaborative working relationship between partners
- To lead on the development of digital service business, corporate and strategic plans and standards and their monitoring and collective review
- To ensure the Council fulfils its duties and functions in fulfilment of statutory obligations & the law in the operation of these services.
- To provide inspirational leadership embedding a culture of change, continuous improvement, common professional standards and excellent people engagement
- To ensure managerial and strategic leadership of services reporting to this post
- To manage all employees, and service performance in accordance with Council procedures and objectives

- To manage staff, budgets and operational activities to ensure that quality, performance, service and financial objectives are met in accordance with the City Council's financial regulations, procedures and frameworks.
- To develop and sustain capacity and capability within the workforce.
- To actively promote the Council's Equal Opportunities Policies in all aspects of employment and service delivery.
- To contribute fully to the Resources management team.

### Performance and Risk Management

- To ensure that management plans and strategies are regularly reviewed and updated to support performance improvement. To manage staff and relationships with partner organisations, businesses suppliers and other contractors.
- Be accountable for the achievement of service performance, outcomes, targets and objectives within approved budgets for the service
- To monitor the performance of all managed services and to lead corrective action where performance falls short of policy objectives

### Financial Management and Governance

- Financial management of the revenue budgets delegated to the postholder
  - Lead negotiations, and establish service levels with third parties
  - Management of contractor and supplier budgets.
  - Manage operating costs of suppliers.
  - Report on specific items to Corporate Management Team, Resources Management Team, and relevant Council bodies as appropriate
  - To exercise any functions of the Council that are delegated to the post holder under the Council's Officer Scheme of Delegation.
- To work closely and constructively with executive councillors, relevant portfolio leads, scrutiny chairs and political group leaders/spokespersons in providing information and through the council's decision making processes
- Appraise the Corporate Director of Resources of matters arising which are particularly sensitive in nature or controversial

### Job Knowledge

- Qualified to degree level or equivalent by experience.
- A relevant management or professional qualification and membership of a professional body are desirable.
- Successful track record in multi strand digital programmes to a large and diverse customer base
- Successful track record in leading, planning, managing and delivering digital programmes and projects to target
- Understanding of the role of the Council, its democratic operation and its responsibilities.
- Good knowledge regarding legislation and best practice & service are desirable

### Experience

- Experience of successful strategic and operational resource management, including the evaluation of competing priorities.
- Experience of developing and managing a transparent framework for compliance with national, regional and local requirements
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding and the ability to translate that

into delivering the agendas of the administration and winning the confidence of elected members and external stakeholders.

- Significant experience of the preparation, management and control of budgets for a large, complex organisation, ensuring prioritising and targeting of resources to achieve maximum value for money and income generation and maintaining customer care.
- Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working.
- Effective leadership and management skills especially around performance, target return and delivery.
- Understanding the needs of the Knowledge Society and the role of digital technologies in leading the delivery of the Council priorities and ensure that the city stays at the forefront of digital technologies.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

### Skills

- The ability to plan own and provide leadership to other manager's work to ensure the meeting of defined objectives
- The ability to gather and analyse complex data and information in order to prepare recommendations, reports and proposals
- An ability to relate to and win the confidence, trust and respect of Members, colleagues, partners and the wider community.
- Excellent leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.
- Demonstrable continuous development and improvement of own leadership and professional practice.

### Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.



## GUIDANCE ON SETTING SENIOR MANAGER SALARIES

This note provides a description of policy on setting salaries within pay bands. The policy you decide upon is flexible, this note should be seen as guidance on good practice for public sector organisations.

### Principles

The new system is intended to provide greater flexibility to reflect the different experience levels and market rates of new recruits and the performance of staff once in post. At the same time, salaries must be managed fairly according to clear criteria. Where the flexibility is used to differentiate salaries, there must be a clear and demonstrable link to evidence about performance or the market.

### Recruitment Salaries

The new pay ranges range from 10% below to 10% above a market anchor point. It is expected that most recruitment salaries will be set in this zone, at or close to the range minimum.

Factors influencing the starting salary within this recruitment and development zone will include:

- The previous salary and therefore expectations of the individual.
- The candidate's experience and therefore the level of contribution they are expected to make in the first few months.
- Salaries of existing employees on the same grade and/or in comparable roles

In a small number of exceptional cases it may be necessary to set a starting salary at or above the fully acceptable level. This is likely to be for one of two reasons:

1. This is a highly experienced and capable recruit who has a track record of achievement in a similar role and/or at a similar level before. They are therefore expected to be high performers from the outset.
2. The skill set needed for the job is unusually expensive in the market. In practice, the pay market shows few major functional variations and depending on where you choose to set pay (upper quartile or median), it should be rarely be necessary to offer more.

In either case, it is essential to identify clear and robust supporting evidence and to keep a record of the reasons for the decision. This will provide an audit trail to assist later pay reviews and to provide a defence against any equal pay challenge. In the case of market price (reason 2 above) there should be regular – at least annual – checks on the market to test whether the market pay lead for the skill has changed or disappeared.

### Progression

It is recommended that pay progression following appointment or promotion will be managed according to the performance of the individual, rather than rewarding time served. This is consistent with recent central government messaging on moving away from time based incremental progression.

Fully satisfactory performers recruited on the range minimum should take no more than three years to reach the fully acceptable salary level for their grade. Staff who are high performers and/or enter the range above the minimum will reach fully acceptable level faster than this.

**Hay Group  
November 2013**

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Internal Vacancy

### **Assistant Director HR & OD**

**Permanent**

**Full Time**

**Pay: Senior Management Scale 6**

**Salary: £64,458 – £78,782**

**Location: Town Hall, Peterborough**

**Job ID: 101147**

Can you take us to the next level?

This important role will lead the HR and Organisational Development team through a period of significant change.

Working with Members, Managers and Trades Unions you will shape the Council's future employment strategies, lead the HR & OD function into a service that is seen to be adding real value to enabling the City Council to meet its priorities.

You will be responsible for:

- HR Business Partnering
- Policy & Reward
- Organisation and Workforce Development
- Occupational Health
- Employee Relations

You will need to be an experienced HR manager, CIPD qualified, with the drive and ambition to succeed.

If you would like to apply for the above job, please click on the link below:

<https://jobs.peterborough.gov.uk/default.aspx?page=jobdetail&module=jobs-userjobdetails&jid=101147>

Closing Date: 25<sup>th</sup> May 2015

Interview Date: 16<sup>th</sup> June 2015



**To apply, please visit our website at [www.jobs.peterborough.gov.uk](http://www.jobs.peterborough.gov.uk) No internet access?  
Please telephone: (01733) 747474 between 9am and 5pm (Monday - Friday).**

**We particularly welcome all people regardless of age, race, gender, religion, sexuality or disability.**

**The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Better outlook. Better City**

**PETERBOROUGH**  
  
CITY COUNCIL

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# Developing a vision for tomorrow's legal services



## Assistant Director - Legal and Democratic Services £Competitive

Peterborough City Council is a forward thinking authority with a view to ensuring that its structures and its services remain highly regarded by customers and communities alike. The recent restructure in Legal and Democratic Services has created an exciting opportunity to lead the legal and governance teams whilst supporting the Director and acting as the Deputy Monitoring Officer for the authority.

With a budget of over £3 million and a team of 47 professionals across legal and governance, the responsibilities are significant. The legal team also provide a shared services offering to a number of other councils in the region which requires a new level of partnership working together with a customer services focus.

As a qualified and experienced lawyer, you will undoubtedly be ready for the next professional challenge of leading and managing your team to meet expectations, whilst ensuring effective case management and workflow is maintained. You will also have the necessary political understanding and the gravitas to balance the provision of advice and the delivery of our commercial ambition.

Are you ready for the next step in your legal career? For a confidential discussion, please contact

**David Slatter** on **07500 828610** or **Sian Roberts** on **07909 913205** at our recruitment partners Penna.

For more information on the role and details of how to apply please visit [www.?????.com](http://www.?????.com)



[www.penna.com](http://www.penna.com)

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## Job Description

**JOB TITLE: ASSISTANT DIRECTOR FOR LEGAL AND DEMOCRATIC SERVICES**

**REPORTS TO: DIRECTOR OF GOVERNANCE**

### Job Purpose

Responsible for safeguarding the interests of the Council by providing strategic legal advice and support to the Council, Chief Officers and Elected Members on sensitive and highly complex legal matters through the provision of high quality, timely and appropriate legal advice and the establishment of effective legal frameworks and procedures to regulate decision making.

To act as the Deputy Monitoring Officer for both Peterborough and Rutland Councils, to be responsible for ensuring that the Councils fulfil their lawful obligations and statutory duties in accordance with the Local Government and Housing Act 1989.

To provide legal services to external partners and advice and assistance to the Council's wholly owned companies.

To lead the Legal and Democratic service teams, ensuring each specialist area achieves the relevant statutory duties and legislative obligations.

To be a full participating member of the Governance Departmental Management Team (DMT) driving strategy and performance and identifying and championing the delivery of the Governance directorate's vision and strategy.

### Organisation

The Assistant Director for Legal and Democratic Services reports directly to the Director of Governance. The post holder will be responsible for approx. 47 employees split across:

- Legal Services teams including Children's Safeguarding, Adult Social Care, Education, Health and Litigation, Procurement and Contracts, and Growth and Regeneration
- Democratic Services including Members Services, Scrutiny Services, Civic Office and Mayoral Support
- Elections

It is anticipated there will be up to 4 direct reports.

The Assistant Director is also required to hold a number of statutory roles including Statutory Scrutiny Officer, Deputy Electoral Registration Officer and Deputy Returning Officer.

Peterborough City Council operates a shared legal service with Rutland County Council. The Assistant Director is required to lead on the shared legal service, acting as the Deputy Monitoring Officer and Head of Services for Rutland County Council, as well as delivering on the full range of county and district functions in accordance with constitutional delegations.

## Principal Accountabilities / Responsibilities

- Provide high quality legal advice to the Council, Chief Officers and Elected Members to underpin effective decision making, meet statutory requirements and ensure good general practice. This involves interpretation of the law and best practice for all of the Council's service delivery functions.
- To establish and be accountable for the legal and governance frameworks.
- Advise on the legal framework within which the Council operates ensuring that all member and officer decision making is within the Council's legal powers.
- Deliver a wide range of sensitive and high profile cases including new initiatives, policy development, major projects, constitutional issues, standards, ethics, corporate governance, corporate legal issues and other complex administrative areas of public law.
- Provide legal advice to Regulatory Committees, Scrutiny Committees, Audit Committee and in the absence of the Director of Governance to Cabinet and Council.
- Interpretation of the legal powers of the Committee, provide advice on its decision making powers and the process and limitations applied to the remit of the Committee.
- To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects and monitor performance.
- To advise the Council on new legislative requirements and implement changes where required.
- To lead, develop and improve the delivery of legal services for Peterborough City Council, Rutland County Council and Legal Services to external clients.
- To actively pursue opportunities for shared legal services or other non-profit income opportunities.
- Develop and deliver strategies for the delivery of legal services so as to increase efficiencies and increase external income, as well as strengthen the resilience of the legal advice provided.
- To ensure that the Council's corporate governance framework is robust and effective and that there are effective and efficient systems and processes in place to ensure that the Council operates high ethical standards and governance.
- To advise Members and Officers on the constitution and on decision making process for councillors and officers across the shared legal service.
- To lead the democratic and mayoral services team to support the councillors in effective policy development and decision making.
- Provide advice on corporate governance responsibilities and ensure all elected members at Peterborough City Council are supported in the democratic process and that there is effective member engagement through adherence to ethical and legal principles.
- To lead the delivery of support to the Council's elected members ensuring they are developed, remunerated, engaged with and provided with IT solutions in order to carry out their role as elected Councillors.
- To provide training to elected Members and senior officers on all aspects of the service and also on emerging legal issues.
- To assist in the investigation of complaints against members including acting as a legal advisor to the Hearings Panel.
- To oversee the service complaints process to ensure final decisions on complaints are robust before sign off by Director of Governance.
- To oversee the electoral process to ensure it is delivered lawfully to allow the citizens of Peterborough to tender their vote and retain confidence in the integrity of the system.
- To lead the Civic Office to ensure that the Mayoral function is enabled and is constitutionally robust, contributing positively to the city's image and reputation.
- To ensure that a system of continuous review and improvement is embedded within the service so that "traditional thinking" is challenged and innovation pursued.
- To contribute to the management of the council at a senior level and actively participate in the departmental management team and other corporate groups by contributing to the achievement of the Authority's strategic aims and continuously improving its performance, understanding the council's priorities and ambitions and driving continual improvements within the service.
- To participate or lead on corporate projects and contribute to the development of corporate policies and strategic decision making as required.
- To promote innovation, efficiency and customer focus in service delivery.

- Deliver Mayor's public events –such as Remembrance Sunday, conferring Freedom of the City and Holocaust Memorial Day

## Leadership

- To support and deputise for the Director of Governance.
- To lead and direct the Legal and Democratic service teams to ensure that the Council's core values and strategic aims are achieved by providing a clear sense of purpose and direction in order to motivate and develop employees to achieve high performance.
- To develop and maintain a positive working environment encouraging active involvement of staff in shaping the development and delivery of capable and timely services and promotion of equal opportunities.
- Actively encourage innovation and creativity across the team, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.
- To act as an ambassador for the Council, promoting and developing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis.

## Performance and Risk Management

- Evaluate, review and report performance of Members, Stakeholders and Auditors (internal and external) to the Monitoring Officer.
- Report compliance with the relevant legal, financial and procurement requirements and frameworks across the Council to the Monitoring Officer.

## Financial Management

- Indirectly responsible for the lawful expenditure of the Council's entire budget.
- To continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery.
- During the election period, additional budgetary responsibility for up to 600 additional staff.

## Job Knowledge

- Qualified Solicitor or Barrister with full practising certificate and extensive and substantial evidence of up to date continuous professional development.
- Advanced knowledge of constitutional and democratic process matters, including electoral practice and governance procedures.
- Understanding of all aspects of local government law: in particular the structural frameworks of local authorities, the limitations of powers, understanding the scope of judicial review and general compliance powers and the corporate governance frameworks which underpins all decision making across the Council.
- Substantial practical and procedural knowledge of public sector practice, the political environment and statutory obligations across the organisation as a whole.
- A strong understanding of the financial framework governing local authority activities.
- Advanced knowledge of information governance including protection of data, sensitive and confidential information, and access to records with the ability to apply public interest arguments to the use of sensitive information.
- A strong understanding of local government reporting procedures.
- An understanding of the contemporary public change agenda.

## Experience

- Extensive experience of operating as a senior manager in a complex legal service environment which incorporates decision making, strategic and business planning.
- Proven experience of influencing strategic policy direction within a large complex organisation such as local authorities.

- Proven track record of leading strategic policy formulation, decision making and resources allocation and of problem solving and meeting objectives at a senior level. A demonstrated ability to advise members of policy options, determine priorities and to communicate a clearly recommended way forward.
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding with the ability to translate that into delivering the agendas of the administration and winning the confidence of elected members.
- Evidence of developing and encouraging innovative ideas to drive improvement in the delivery of services.
- Extensive experience of managing a diverse team at a senior level and providing leadership and direction across a range of service. Evidence of high level leadership with ability to impact, motivate, influence and develop others.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Significant experience of the preparation, management and control and targeting of budgets, ensuring priorities and targeting of resources to achieve maximum value for money and income generation.
- Experience of identifying ways in which services can be delivered more efficiently by ensuring that the processes used and the resources needed to apply those processes, provide the optimum route to achieve cost-effective solutions.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

## Skills

- Ability to negotiate complex matters of high value, translating those matters into action that best represents and protects the interests, desires and good governance of the authority.
- Ability to relate to and win the confidence, trust and respect of Members, Colleagues, Partners and the wider community.
- Ability to think strategically and to work with Elected Members to translate political vision into operational programmes.
- Ability to operate in a complex, political, environment and act decisively within the context of accurately analysing risk and benefits of different courses of action.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Ability to devise innovative solutions to significant and complex legal problems.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practise.

## Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.