



APPOINTMENTS COMMITTEE AGENDA

FRIDAY 19 JULY 2013 AT 10.00 am

GADE ROOM CIVIC CENTRE, HEMEL HEMPSTEAD

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Mrs Bassadone	Reay
Cllr Flint	Tiley
Mrs Griffiths	Williams (Leader)
Cllr Rance	

Substitutes

Cllr R Hollinghurst	Cllr J Laws	Cllr G Sutton
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For further information, please contact Jim Doyle, Group Manager (Democratic Services), on Tel: 01442 228222, email: jim.doyle@dacorum.gov.uk, or visit our web-site: www.dacorum.gov.uk

	AGENDA ITEM
Apologies for Absence	1
Declarations of Interest	2
Exclusion of the Public	3

PART 2

Interviews for the role of: Corporate Director (Finance & Operations)	4
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1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTERESTS

To receive any declarations of interest.

3. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 the public be excluded during the item in part II of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item, there would be disclosure to them of exempt information relating to an individual (agenda item 4).

4. INTERVIEWS FOR THE ROLE OF CORPORATE DIRECTOR (Finance & Operations)

PART II	NOT FOR PUBLICATION
If Part II, reason	The report contains information relating to an individual. (Local Government Act 1972, Schedule 12A, part 1, paragraph 1)

Title of report:	4. INTERVIEWS FOR THE ROLE OF CORPORATE DIRECTOR (Finance & Operations)
Contact:	Cllr Andrew Williams
	The Committee will consider the appointment to the position of Corporate Director (Finance & Operations).
Background papers:	Attached are the following; <ul style="list-style-type: none"> • The Job Description and Person Specification • Advert text

BACKGROUND

1. The Corporate Director (Finance & Operations) vacancy was advertised on the Public Finance and Jobs go Public Websites on 24 June and closed on 8 July 2013. Penna recruitment consultants were also appointed to assist with the recruitment campaign and carried out a 'Search and Select' exercise during this period.
2. From the 22 application forms, Penna will be recommending a long list to progress to the 1st interview and assessment stage (approx. 6/7). These are due to be held on 17 July 2013 and will comprise of a technical interview, leaderships/personality assessments and a meeting with the Chief Executive (Sally Marshall). It is anticipated that approximately four will then be invited to the Member Panel Interview.
4. If any member of the Committee has questions they would particularly like to ask then could you please email them to Matthew.rawdon@dacorum.gov.uk who will collate them.
5. It is anticipated that the selection process will take up most of the day.
6. Please see enclosed copy of the Advert, Job Description and Person specification. At this stage we are not aware of the applicants you will be seeing so cannot provide you with application details, but on the morning of 19 July, a representative from Penna will comprehensively brief the panel on each candidate before the interviews commence. This will include results of the assessments and interviews

Corporate Director for Finance & Operation – Job Description

Post No:	C0005
Grade:	CO 1 – 4 to 4 – 7 (pending agreement)
Allowances:	London Fringe Weighting Lease Car Allowance
Responsible to:	Chief Executive
Supervising:	Assistant Director Finance & Resources Assistant Director Neighbourhood Delivery
Date:	June 2013

Job Summary:

To make a major contribution to the overall management of the Council as a member of the executive board

To jointly lead, with cabinet members, the development of policies and strategies for Finance & Operations, and to meet the Council's ambitions for this area.

Ensure that these services are delivered within the Council's framework of quality standards, performance targets and budgetary control **and that legislative, regulatory and relevant professional requirements are met.**

To lead the implementations policies and strategies for Finance & Operations and the delivery of all services contained within this portfolio.

To undertake the Council's statutory Section 151 Officer role (appendix A).

Note:

This Job Description is not a definitive list of tasks - it is designed to give an overall view of the job, and not to indicate what the sole requirements are for you to do the work. It is envisaged that you will use your own initiative, and develop you own style to achieve the desired aims.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Generic Responsibilities:

- Work effectively within the political arena
 - Actively support the role of elected members
 - Understand and support the democratic process
 - Consult and keep Councillors informed
 - Recognise the impact of Government and legislation on Council strategy and services

- Deliver excellence
 - Monitor and evaluate services in relation to objectives and performance indicators
 - Establish a high performance culture
 - Be a positive ambassador for the organisation
 - Contribute to strengthening corporate leadership capacity
 - Identify opportunities for improving performance

- Focus on the future
 - Scan the external environment, assess strategic options and develop the Council in the medium and long term
 - Lead the development and implementation of corporate policy at a strategic level
 - Challenge what we do and how we do it.
 - Influence relevant national and regional organisations/partners.
 - Be innovative
 - Translate strategy into action
 - Connect plans, policies, strategies and services to provide consistent service delivery.

- Serve the community
 - Consult effectively with the community
 - Seek and act on feedback from the community
 - Improve access to services; develop awareness of diverse needs within community.
 - Promote equality of opportunity in service delivery.

- Work with partners
 - Work collaboratively across services and directorates to deliver corporate excellence
 - Work collaboratively with external partners to deliver excellent services
 - Seek opportunities for partnership working at a local, regional and national level.
 - Clarify objectives and working arrangements of partnerships

- Strengthen corporate leadership
 - Continuously develop the political leadership and managerial interface
 - Operate with the CE and other directors as a cohesive senior management team

- Build capacity
 - Plan time with managers and staff for discussion regarding development needs

- Coach and mentor other managers and staff
- Lead , delegate and empower others
- Identify and develop potential senior managerial successors.
- Build shared vision and values
 - Engage employees in a compelling vision of the future
 - Involve stakeholders in building a vision for the future
 - Translate the Council's vision into clear and achievable plans
 - Communicate council's vision and direction with clarity and energy.
- Promote and facilitate change
 - Critically evaluate reasons that prompt change and take appropriate action
 - Proactively steer internal change
 - Consider resource implications of change
 - Monitor and evaluate change process to ensure aims are meet.
- To be emergency cover for the Council in the event of an incident, including cover of the emergency phone on a rota basis.
- This job description will be supplemented by annual target based outcomes, which support the Councils priorities and strategic objectives, to be developed in conjunction with the post holder. It will subject to regular review and the Council reserves the right to amend or add to the duties listed.

Specific Responsibilities:

- Support the Council's services to deliver value for money services, which are correctly resourced and managed within financial requirements.
- To support business strategies including partnership working to deliver the needs of the customer, resident and communities of the borough.
- Ensure the Council has sound financial management and undertake the Council's S151 Officer responsibilities, ensuring that the Section 151 officer's duties are properly resourced.
- Develop a credible budgetary policy framework and robust financial strategies that support the Council's objectives.
- Ensure through effective leadership and capacity building that financial services work closely with departments to secure high levels of financial management across the organisation.
- Ensure the financial strategy and financial management of the HRA delivers the objectives of the landlord service and that financial options and implications for the Council and its landlord service are properly considered in the preparation of the HRA business plan.
- Ensure the Council can achieve its ambitions and service delivery plans by building and sustaining a solid foundation of risk management and organisational controls with services that support and enable high levels of performance across the organisation.

- Ensure that the strategy for use of commercial assets and property delivers outcomes that support the sustainable community's strategy and corporate plan in its widest sense whilst also balancing the income requirements for the medium term financial strategy.
- Provide leadership to deliver the highest standards of good governance practice and high quality, transparent decision making at senior officer and member level.
- Ensure the delivery of an efficient and resident-focused housing benefit service and ensure there is strong liaison and corporate working with the housing landlord team to maximise income collection.
- Take the corporate lead on Value for Money ensuring the best use of all resources for the delivery of the Council's aims and objectives.
- Encourage and promote corporate and organisational working that is based on outcomes for the customer, community and residents.
- Take the corporate lead on the Council's approach to influencing resident behaviour to deliver the aims of the Sustainable Communities Strategy. Ensure departmental services such as community cohesion, Antisocial Behaviour, neighbourhood action and waste have strong focus on influencing positive behaviours. In particular, to promote, champion and encourage partnership working across the organisation for these areas of responsibility to deliver better outcomes.
- Ensure the delivery of efficient and resident focused Environmental and Regulatory services.
- Overseeing the Council's arrangements for fulfilling its duties under the Civil Contingencies Act, in particular, ensuring that the Council has in place and keeps up to date a robust Civil Contingencies Emergency Plan.
- Overseeing the Council's arrangements in relation to Business Continuity and Disaster Recovery, in particular, ensuring that the Council has in place and keeps up to date an effective Disaster Recovery Plan and that the Council's services have in place up to date Business Continuity Plans.
- Responsible for management of the outsourced Internal Audit contract.

Role of Section 151 Officer

Objective	Duties
Stewardship of public money	<p>Primary obligation and duty to administer public money, to collect all money due and disburse it in accordance with professional standards of conduct.</p> <p>Fulfil a fiduciary responsibility to the local taxpayers.</p>
Fulfil the Chief Financial Officer (CFO) responsibilities under s151 of Local Government Act 1972	Fulfil the stewardship role as the officer responsible for making all arrangements necessary for the proper administration of the Council's financial affairs
Fulfil the CFO responsibilities under s113 – s114 of Local Government Finance Act 1988	<p>To be a member of specified accountancy body (one of the six accountancy Consultative Committee of Accountancy bodies) (CCAB) (s113)</p> <p>To make a report under s114 if it appears to the CFO that the authority, a committee of the authority, or person holding office or employment under the authority of joint committee on which the authority is represented:</p> <ul style="list-style-type: none"> • Has made or is about to make a decision which involves or would involve the authority incurring expenditure which is unlawful, or • Has taken or is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the authority, or • Is about to enter an item of account the entry of which is unlawful <p>Fulfil the duties of a CFO personally unless unable to act owing to absence or illness, in these instances the CFO will nominate a member of staff who is qualified as defined in s113(3) to undertake this role</p>
Fulfil the CFO responsibilities under Local Government and Housing Act 1989	<p>To fulfil the requirements of s6 of LGHA89</p> <p>To keep a Housing Revenue Account and comply with the statutory accounting requirements (Part VI) of LGHA89 – housing Finance</p>
Fulfil CFO responsibilities under Local Government Act 2000	<p>Executive Arrangements</p> <p>The Finance Director and the Monitoring Officer have a role in advising whether particular decisions are likely to be contrary to the policy framework or budget.</p> <p>The Statutory advice in relation the LGA2000 continues that “the Finance Director will have an important role in the management of the Local Authority, in particular by:</p> <ul style="list-style-type: none"> • Contributing to corporate management in particular, to the provision of professional financial advice • Maintaining Financial administration and stewardship

	<ul style="list-style-type: none"> Supporting and advising members and officers in their respective roles <p>Providing financial information to the media, members of the public and the community.</p>
Fulfil the CFO statutory requirements of the Accounts and Audit regulations 1996 (England and Wales) as amended	<p>To ensure the accounting records and supporting information, control systems and Statement of Accounts are produced and in place in line with the requirements of the regulations.</p> <p>To maintain an adequate and effective system of Internal Audit of the accounting records and control systems.</p>
Fulfil the CFO statutory requirements of the Local Government Act 2003	<p>To report to Council on the following matters:</p> <ol style="list-style-type: none"> The robustness of the estimates made for the purpose of budget calculations The adequacy of the proposed financial reserves <p>To advise the Council on the requirements of the Prudential Framework to set and arrange its affairs to remain within Prudential limits and comply with Treasury Management Codes and Guidelines</p> <p>To enable the Council to review its budget calculations from time to time during the year and to advise the Council to take such action as it considers necessary to deal with any deterioration of its Financial Position.</p>
Comply with the “Wednesbury Principles”	<p>To be alert to the WP and demonstrate that these principles have been observed. This will be done by – as a matter of routine – ensuring that important policy decision and associated advice are well and clearly documented.</p> <p>(The WP emphasise the importance of ensuring that when developing policy all relevant matters are properly considered. The judgement in the case stated that an authority’s action in exercise of statutory discretion would only be regarded as unreasonable, in excess of the powers given by parliament and therefore invalid if:</p> <ul style="list-style-type: none"> In making its decision it took into account matters which it ought not to take into account, or It did not take into account matters which it should have taken into account. Or Even if the 2 previous conditions were satisfied the conclusion was so unreasonable, that no reasonable authority could ever come to it)

PERSON SPECIFICATION

Post Title: Corporate Director-Finance & Operations

Grade: C0 1-4 to 4-7 (pending agreement) Post: CO006

Allowances: London Fringe Weighting, Lease Car Allowances

Responsible to: Chief Executive

Supervising: Assistant Director Finance & Resources and Assistant Director Neighbourhood Delivery

	Essential Criteria	How Tested?	Desirable Criteria	How Tested?
<u>Education, Professional Qualifications and Training</u>	<ul style="list-style-type: none"> • CCAB qualified • Degree or equivalent qualification 	App	<ul style="list-style-type: none"> • IRRV (full Qualification) • RICS Qualified or equivalent • Masters 	App
<u>Skills, Abilities and Special Knowledge</u>	<ul style="list-style-type: none"> • Knowledge and understanding of Local Government Finance • Evidence of ability to work effectively with members. • Self motivated and ability to work independently. • Ability to present complex messages in an understandable way to a range of audiences. • Ability to apply innovative thinking to resolve issue and improve services. • Maintain influence and respect of peers and staff even when making difficult decisions. • Track record of delivering service improvements and annual performance targets and objectives. • Effective communication – written, verbal and 	<p>Int</p> <p>Int</p> <p>AC/Int</p> <p>AC/Int</p> <p>AC/Int</p> <p>Int</p> <p>Int</p> <p>AC/Int</p>	<ul style="list-style-type: none"> • Maintain influence and respect of peers and staff even when making difficult decisions 	App/Int

	<p>presentational.</p> <ul style="list-style-type: none"> • Evidence of working with strategic and local partners to deliver outcomes and improvement for the wider community. • Awareness of the issues and challenges facing local government. 	Int		
	<ul style="list-style-type: none"> • Minimum of 5 years senior management experience • Evidence of acting as Deputy S151 Officer • Evidence of using performance data (PIs, Budget, Project, risk etc) to shape and manage services to deliver corporate outcomes. • Evidence of ensuring the Council's Financial Regulations are reviewed, kept up to date and fit for purpose • Evidence of delivery of Closure of Accounts, Budget Cycle and production of compliant Financial Statements efficiently and effectively • Evidence of responsibility for ensuring the Medium Term Financial Strategy & associated strategies; the Corporate Plan and associated strategies have been prepared and reviewed • Demonstrable delivery of efficiency savings, service improvement and commercial approach to service delivery. • Delivery of services in an equitable and accessible way for service users. • Dealing with customer and citizen complaints in an appropriate and effective way to seek resolution. 	App	<ul style="list-style-type: none"> • Evidence of undertaking S151 Officer role • Experience of delivering the safeguarding children agenda. • Experience of delivering improvement in environmental quality across the Borough. • Experience of developing / delivering an approach to the design and delivery of a visible neighbourhood management service. 	App
<u>Previous Experience</u>		Int		Int
		App/Int		Int
		App/Int		Int
		App/Int		Int
		App/Int		Int
		App/Int		Int
		App/Int		Int
		Int		Int
		Int		Int

	<ul style="list-style-type: none"> • Understanding of necessary legal and statutory requirements to meet the valuation of Council Assets and requirements of IFRS. • Experience of delivering services across a range of teams including off-site teams / satellite offices such as Cupid Green Depot. • Evidence of successful project management; delivering projects & outcomes within statutory or agreed timescales 	<p style="text-align: center;">Int</p> <p style="text-align: center;">Int</p> <p style="text-align: center;">App/Int</p>		
<p><u>Personal Circumstances</u></p>	<ul style="list-style-type: none"> • Demonstrating <i>insight</i> and <i>understanding</i> in driving performance across the Council. • Committing to <i>pace</i> of change whilst retaining a corporate <i>focus</i> by removing barriers and responding to customer need. • Demonstrating a <i>passion</i> and <i>vision</i> to exceed individual and organisational expectations. • Taking <i>pride</i> and being <i>professional</i> in all that you do. • Evidence of working with <i>empathy</i> and <i>selflessness</i> to identify solutions for the good of the customer and Council ahead of individual or service interests. • Presenting <i>innovative</i> and <i>ambitious</i> ideas based on an understanding of 	<p style="text-align: center;">AC</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">AC</p>		

	customers' current and future need and incorporating new ideas and concepts from outside.			
<u>Genuine Occupational Qualifications (applies only to specific race or gender requirements)</u>	Not applicable			

A – application
AC – assessment centre
I – interview

CORPORATE DIRECTOR OF FINANCE & OPERATIONS
Up to £100k + benefits
Location: Hemel Hempstead
Ref: CO006

Are you ready to take your leadership skills to the next level?

If so, there could be an exciting and challenging new role for you, here at Dacorum Borough Council. Our current Corporate Director has just been promoted to Chief Executive, which means we now need a new Corporate Director of Finance & Operations. The Council is leading a capital programme aimed at providing a catalyst for the Regeneration, Economic and Housing Growth of the Borough. It's a chance to join a forward-looking, team, hone your leadership skills and make a major contribution to the Borough's growth agenda and the overall effectiveness of the Council.

As the Corporate Director, you will lead the development and implementation of policies and strategies across Finance & Operations. You will also be responsible for leading an enthusiastic and talented team to deliver a number of key services. With strong finances and significant regeneration and housing programmes, Dacorum offers every opportunity to build on your skills by tackling a variety of challenges and managing large and complex budgets and initiatives. Whatever the task, you will see that legislative and regulatory requirements are met, and that services are delivered according to our framework of quality standards, performance targets and budgetary control. This role will also be the Section 151 Officer.

A CCAB-qualified (or equivalent) accountant, you'll be working in senior management, delivering services ideally in the public sector. You've built up an in-depth understanding of local government finance and acted as a Deputy S151 Officer. You're also used to working with partners, meeting targets and bringing service improvements. Now you're ready to step into a more challenging role, where you'll be free to think innovatively to resolve issues and bring about progress. A degree (or equivalent) is essential, but it's your leadership qualities that are key. It's crucial that you can inspire your people to perform at their best and influence high-level staff. You'll need to be articulate and credible – able to win respect by giving clear, expert advice, thinking strategically and handling complex budgets with ease.

If you're the self-motivated and commercially sharp professional we're looking for, you can expect an absorbing role and rewards which reflect your hard work.

Closing date 8 July 2013