

AGENDA

Meeting: Officer Appointments Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Thursday 13 July 2017
Time: 9.00 am

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email roger.bishton@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Baroness Scott of Bybrook OBE (Chairman)	Cllr Bridget Wayman
Cllr John Thomson (Vice Chairman)	Cllr Jerry Wickham
Cllr Steve Oldrieve	

Substitutes:

Cllr Laura Mayes	Cllr Jon Hubbard
Cllr Chuck Berry	Cllr Ian Thorn
Cllr Richard Clewer	Cllr Philip Whitehead
Cllr Brian Dalton	
Cllr Bob Jones MBE	

Recording and Broadcasting Information

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

1 **Apologies**

2 **Minutes of Previous Meeting** (*Pages 5 - 6*)

To confirm the minutes of the meeting held on 25 June 2014. (copy attached).

3 **Declaration of Interests**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Thursday 6 July 2017** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Monday 10 July 2017**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Appointments following Changes to the Senior Management Structure**
(*Pages 7 - 28*)

A report by the Associate Director, People & Business is attached.

7 **Urgent Items**

Any other items of business, which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

8 **Exclusion of the Public**

To consider passing the following resolution:-

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item No. 9 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

9 **Appointments following Changes to the Senior Management Structure (continued) (Pages 29 - 32)**

The following confidential appendices are attached:-

- (1) Appendix 4 – Appointment to Corporate Director Communities, Transformation & Resources
- (2) Appendix 5 – Appointment to Interim Corporate Director

OFFICER APPOINTMENTS COMMITTEE

**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING
HELD ON 25 JUNE 2014 AT THE PRATCHETT ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

Cllr Nick Fogg MBE, Cllr Jon Hubbard, Cllr Fleur de Rhé-Philipe, Cllr Jane Scott OBE
(Chairman) and Cllr John Thomson (Vice Chairman)

9 Apologies

There were no apologies for absence.

10 Minutes of Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 4 March 2014.

11 Declaration of Interests

There were no declarations of interest.

12 Chairman's Announcements

There were no Chairman's announcements.

13 Public Participation

There were no members of the public present or councillors' questions.

14 Urgent Items

There were no items of urgent business.

15 **Exclusion of the Public**

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No. 16 because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

16 **Appointment of Associate Director Corporate Functions & Procurement**

The Committee conducted a competitive selection process to appoint to the role of Associate Director, Corporate Function & Procurement prior to appointing to that post.

It was noted that the job description for this post had been updated to meet the needs of the service and it was explained that such a change had not fundamentally changed the role. It was agreed to reconsider the title of the post.

After discussion,

Resolved:

To appoint Mr Robin Townsend to the post of Associate Director, Corporate Function & Procurement with effect from Monday 30 June 2014 on Grade HAY M3, £94,076 - £103,711.

(Duration of meeting: 10.30 - 11.50 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

**WILTSHIRE COUNCIL
OFFICER APPOINTMENTS COMMITTEE
13 July 2017**

**APPOINTMENTS FOLLOWING CHANGES TO THE SENIOR MANAGEMENT
STRUCTURE**

Purpose of the Report

1. To present the Officer Appointments Committee with proposed candidates recommended for appointment into the following posts on the grounds of suitable alternative employment:
 - Corporate Director Communities, Transformation & Resources, (statutory Electoral Registration Officer and Returning Officer).
 - Interim Corporate Director pending recruitment to Corporate Director Children & Education (statutory director of children's services) and Corporate Director Adult Care & Health (statutory director of adult social services).

Background

2. There has been an interim structure at the most senior level of the council since September 2016, following the departure of one Corporate Director. However, the substantive and agreed structure which has been in place since 2013 consists of 3 Corporate Directors and 13 Associate Directors.
3. The current structure has been successful, has delivered significant outcomes for the council, and has met all of the financial challenges. The leadership of the council has been effective and great strides have been made in developing the collaborative working that is now key to the delivery of the council's vision.
4. A new 10 year business plan for 2017 – 2027 sets out the priorities that will enable us to meet the continued reduction in funding and the increasing demands that we face for our key frontline services. There are significant challenges ahead, and a key aspect of this is the further development of our collaborative work, which includes the integration of our adult social care services with health, so that we protect those that are the most vulnerable, and to further develop the economy for Wiltshire. Key to this is ensuring that the council has a structure that is aligned with these priorities and our vision, and has the resilience to continue to meet the challenges ahead.

Main Considerations

5. A new structure (appendix 1) at tier 1 of the senior management structure was approved by Cabinet on 20 June 2017. Following a period of formal consultation with those affected by the changes, and with all staff at the council and members, a final structure was confirmed on 30 June 2017 after the feedback received during consultation had been considered by The Leader.

6. As a result of the structure being confirmed there is an increase in the number of Corporate Directors at tier 1 from 3 to 4, based on the substantive senior management structure.
7. However, the current interim structure means that there are two Corporate Directors affected by the change in the structure and steps to appoint these Corporate Directors to roles in the new structure are now taking place.
8. The Appointments Policy for Chief and Senior Officers describes the process for appointing to roles following changes to a structure, and outlines the criteria for ownership of a role in the new structure, and for redeployment where a suitable alternative role is identified.
9. The criteria for ownership of posts when there is a re-structure means that ownership can only apply where a role is exactly the same as the current role. As a result of the changes to the structure, the change in duties and responsibilities in relation to the services the roles will line manage, and the emphasis on how the new 4 Corporate Director model will operate as a corporate management team, the current Corporate Directors do not own a role in the new structure and are therefore displaced.
10. Where there is no ownership of a role in a new structure, and an employee is displaced, steps to identify roles that are suitable alternative employment are taken. Suitable alternative employment applies where a post in a new structure requires similar skills and knowledge to the employees' current role and is the same grade, or within one grade of the current role. Where suitable alternative employment is identified and agreed with the employee, a process of redeployment takes place.
11. The grade and pay of current Corporate Directors is HAY L1 (£137,210 - £151,265), and the grade and pay for the new Corporate Directors is the same.
12. Roles that are suitable alternative employment for the two displaced corporate directors in the new structure have now been identified and agreed with the employees concerned. As a result a recommendation to redeploy both Corporate Directors is outlined in the part 2 confidential reports which are available in appendices 4 & 5
13. The role descriptions for the roles identified as suitable alternative employment are in appendices 2 & 3.

Overview and Scrutiny Engagement

14. Overview and scrutiny have had the opportunity to comment about the proposed changes to the tier 1 senior management structure as part of the formal consultation with the Corporate Directors and staff. No further engagement is required as the recommendations in this report are a staffing matter.

Safeguarding Considerations

15. The changes to the senior management structure maintains separate statutory responsibility for adult social services and children's social care, and the expectation that all Corporate and Associate Directors have a role in promoting safeguarding within their specific areas continues.

Public Health Implications

16. There are no public health implications as a result of the new tier 1 senior management structure.

Environmental and Climate Change Considerations

17. There is no environmental or climate change impacts as a result of the new tier 1 senior management structure.

Equalities Impact of the Proposal

18. There is no equalities impact as a result of the new tier 1 senior management structure. The council has in place robust policies and procedures to support change to structures all of which have been subject to an equalities impact assessment.

Risk Assessment

19. If appointment into the changed posts is not confirmed the affected employees will be at risk of redundancy.
20. In both cases suitable alternative employment has been demonstrated so there would be a risk of claims for unfair dismissal if redeployment is not confirmed. In addition there would be a loss of the skills, knowledge and experience required for the posts.

Financial Implications

21. There is no additional cost as a result the proposed appointments as the pay for the new corporate director roles is the same as the pay for the current corporate director roles.
22. There will be significant financial implications if due to the changes to the posts they are not considered to be suitable alternative employment. In these circumstances the displaced employees would be placed at risk of redundancy and if redundant a redundancy payment would be due. The cost per displaced employee is detailed in the appendices to this report.
23. In addition any successful claim for unfair dismissal could cost the council a maximum of £80,541 per employee.

Legal Implications

24. The proposed appointments outlined in this report, and in the appendices, are in line with the Appointment Policy & Procedure for Chief and Senior Officers and the associated risks of not approving these proposals are outlined in paragraphs 17 and 18.

Options Considered

25. The Appointments Policy & Procedure for Chief and Senior Officers outlines the process for appointing staff to posts following a change to a structure. This process has been followed and therefore there were no other options to consider.

Conclusion

26. The Appointments Policy & Procedure for Chief and Senior Officers provides a clear and agreed process for appointing staff to posts following re-structure, and this process has been followed.

Proposals

27. It is proposed that the Officer Appointments Committee approve appointments to the following posts:

- Corporate Director Communities, Transformation & Resources, and statutory Electoral Registration Officer and Returning Officer
- Interim Corporate Director (pending recruitment to Corporate Director Children & Education and statutory director of children's services and Corporate Director Adult Care & Health and statutory director of adult social services

28. These appointments will be subject to consultation with the leader and cabinet members in accordance with paragraph 5(2) of the Officer Employment Procedure Rules.

Reason for the Proposals

29. The reasons for these proposals are outlined in paragraphs 5 – 13.

Barry Pirie
Associate Director, People & Business

Report Author: Joanne Pitt, Head of HR & OD

Appendix 1 - New tier 1 senior management structure chart

Appendix 2 - Part 2 report recommending appointment to Corporate Director Communities, Transformation & Resources

Appendix 3 - Part 2 report recommending appointment to interim Corporate Director

Appendix 4 - Role description for Corporate Director Communities, Transformation & Resources

Appendix 5 - Role description for interim Corporate Director

NEW COUNCIL STRUCTURE



*Carolyn Godfrey will be retained in an interim capacity as a corporate director while recruitment to these roles takes place.



DRAFT ALIGNMENT OF SERVICES



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ROLE DESCRIPTION

Role description:	Corporate director – communities, transformation and resources
Role profile family:	Leadership
Number of posts:	4
Role profile number and grade:	L1
Reports to:	Leader of the council

Job Context
<p>The corporate directors work alongside the leader and cabinet to set the business strategy for the council to achieve its priorities and goals. The corporate directors are responsible for policy advice and delivering the vision of the business plan which is to grow our economy, build strong communities and protect the vulnerable in our society. Alongside this the corporate directors are committed to working with partners as an innovative and effective council which enables our communities to do more for themselves.</p>

Job Purpose
<p>As a corporate director of the management team:</p> <ul style="list-style-type: none"> • Have responsibility for the overall corporate management of the council. • Work jointly with the other corporate directors to advise on policy and to set the business strategy to achieve the council's priorities and goals. • Lead on the development of partnership and collaborative working in order to achieve the council's vision. • Lead on the development of commercialisation across the council as a whole and also within the communities, transformation and resources service area. • Lead the communities, transformation and resources service area and manage its performance through the accountability of its associate directors, allocating resources, managing risks, and providing leadership and inspiration. <p>Key duties include:</p> <ul style="list-style-type: none"> • Work in collaboration with the other members of the corporate leadership team to

make all corporate management decisions.

- Work with partner organisations to integrate services and meet the rising demand for some of our services alongside the continued reduction in grant funding.
- Seek opportunities to work with businesses, communities and our public sector partners to generate income and share and devolve assets and resources.
- Design services with Wiltshire's communities, considering new models of delivery and joint commissioning with partners with a focus on growth in our communities and working locally.
- Promote the use of dynamic, digital technology which will enable a sharing of records with our partners.
- Promote an efficient, commercial and long term approach with a focus on increasing the trading of our services.
- Develop and deliver significant programmes of work, examples of which are the integration of health and social care and One Public (Wiltshire) Estate .
- Advise cabinet and council on the preparation, review and delivery of strategic plans and transformational programmes, and take responsibility for the achievement of these.

Examples of strategic plans include:

- The business plan
- The financial plan (MTFS) and annual budget
- The people strategy
- The digital strategy

Examples of transformational programmes include:

- Integration of adult social care and health
- Children's services integration (CSI)
- Community asset transfers
- One public (Wiltshire) estate
- Campuses, hub and property rationalisation
- Military civilian integration (MCI)
- Provide advice and recommendations to cabinet on significant policy decisions and contribute to the corporate management of the strategic risks facing the council.
- Represent the council and co-ordinate policy and practice in specific areas of the county, and at regional/national levels.

- Promote and exemplify robust decision making which is open, inclusive, flexible and responsive.
- Grow an outstanding workforce with a can-do attitude, supported through clear career paths, talent management and learning and development.
- Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in our communities.

Service specific responsibilities:

- Discharge the statutory role of electoral registration officer and role of returning officer ensuring the provision of high quality, cost effective elections services in accordance with statutory provisions.
- Provide leadership and direction of the service by line managing and holding to account the associate directors of the communities, transformation and resources service.
- Provide advice to the cabinet and the council on the performance of the communities, transformation and resources service.

Communities

(Libraries, heritage, arts, area boards, leisure and community engagement)

The corporate director will ensure delivery of:

- a cost effective and customer focused library, heritage and arts services across the county and maximise the opportunities to develop these services as centres for learning for all ages and to promote health and well-being.
- the campus programme, ensuring there is an improved leisure provision through new campuses and community hubs, promoting the healthier Wiltshire agenda whilst reducing costs.
- innovative local governance processes in our communities via area boards and promote structures which will ensure local, open, honest decision-making and increase people's ability to influence decisions that affect their lives.

Transformation and resources

(Finance, procurement, accounts payable/receivable, pensions, revenues and benefits, IT, legal, elections, democratic services, information governance, HR&OD, policy and performance, programme office and systems thinking, strategic assets and FM, communications and marketing, customer service and the registration service)

The corporate director will ensure delivery of:

- efficient, cost effective and resilient support functions to provide outstanding service, exploring opportunities of partnership working to share resource and develop commercial trading to increase income.
- financial strategies and procedures to ensure that budgets are allocated to support the achievement of the council's priorities and goals in the business plan.
- the People Strategy to ensure that the workforce has the right skills and capabilities to deliver outstanding services in our Wiltshire communities.
- the transformation of services through systems thinking, underpinned by a robust programme management approach.
- a robust strategy and comprehensive plans for corporate policy, performance and risk.
- the information governance agenda, ensuring the security of the council's information
- the council's medium and long-term strategic and tactical approach to operating, maintaining and servicing its property estate.

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Operational budgets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overall responsibility for spend	tbc
Council Revenue budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overall responsibility for spend	£850m
Staffing			Employees directly managed will be associate directors each responsible for significant resources and operational/strategic service delivery	
<p>Please describe any national performance standards or statutory/legal responsibilities applicable to this role:</p> <p>This role has responsibility for the following functions for which a number of statutory responsibilities apply:</p> <ul style="list-style-type: none"> • The statutory role of Electoral Registration Officer (ERO) • The role of Returning Officer (RO) • The role of Senior Information Risk Owner (SIRO). (Responsibility for this role may sit at tier 2.) 				

Person Specification

In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:

Knowledge, skills and personal qualities

- Relevant professional qualification and evidence of continuous professional development.
- Specialist knowledge and implementation experience of elections, to include an understanding of the performance standards for returning officers, and thorough knowledge of the relevant legislation governing the conduct of an election.
- Specialist knowledge of information governance and an understanding of the responsibilities of the senior information risk owner (SIRO).
- Change, business transformation and programme management skills and the ability to lead and deliver the transformation of services.
- Specialist knowledge of culture change and organization development
- Advanced negotiation and communication skills along with the ability to build relationships to deliver services with partners across the public sector.
- Commercial skills and the ability to maximise opportunities to trade services.
- Ability and commitment to support local, open and inclusive decision-making through partnership working with the community.
- A sound understanding of local government and the broader national context.
- Ability to act corporately as a member of the council's corporate leadership team across organisational and professional boundaries.
- A sound understanding of the complexities of the broad range of services within the communities, resources and transformation service.
- A practical knowledge and understanding of commissioning and an ability to develop effective partnerships with external providers.
- An ability to inspire and empower staff, to promote innovation and lead change.
- An ability to build positive relationships with members, partners and stakeholders (including relevant customers and users).
- Ability to manage and resolve conflict.
- An enthusiastic and inspiring leader with an open and empowering style.

Background and Experience

- A range of experience and achievement at a senior level within local authorities and/or or multi-functional organisations of comparable scope, size and complexity.
- Significant experience of managing elections.
- Experience of leading and delivering information governance strategies.
- Experience of working in a commercial arena and maximising income generation.
- Building productive working relationships with external organisations, partners and stakeholders.
- Experience of providing high performing, low cost, services which are focused on the customer.

- Strategic management of people, budgets and other resources within a large organisation.
- Experience of creating high performing teams and driving change.

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to their own car in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as an MEP, as a member of the Scottish or Welsh Parliaments. The job holder is furthermore not permitted to canvas on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>
This role is not politically restricted	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the GCSX network and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires access to Police related systems and is subject to a NPPV check	<input type="checkbox"/>
This role is not subject to a NPPV check	<input type="checkbox"/>

Safeguarding	
<p>For all roles within children’s services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within adult social services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>

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ROLE DESCRIPTION

Role description:	Corporate director – interim
Role profile family:	Leadership
Number of posts:	4
Role profile number and grade:	L1
Reports to:	Leader of the council

Job Context

The corporate directors work alongside the leader and cabinet to set the business strategy for the council to achieve its priorities and goals. The corporate directors are responsible for policy advice and delivering the vision of the business plan which is to grow our economy, build strong communities and protect the vulnerable in our society. Alongside this the corporate directors are committed to working with partners as an innovative and effective council which enables our communities to do more for themselves.

Job Purpose

As a corporate director of the senior management team:

- Have responsibility for the overall corporate management of the council.
- Work jointly with the other corporate directors to advise on policy and to set the business strategy to achieve the council's priorities and goals.
- Lead on the development of partnership and collaborative working in order to achieve the council's vision.
- Lead on the development of commercialisation across the council as a whole.

Key duties include:

- Work in collaboration with the other members of the corporate leadership team to make all corporate management decisions.
- Work with partner organisations to integrate services and meet the rising demand for some of our services alongside the continued reduction in grant funding.
- Seek opportunities to work with businesses, communities and our public sector partners to generate income and share and devolve assets and resources.
- Design services with Wiltshire's communities, considering new models of delivery and

joint commissioning with partners with a focus on growth in our communities and working locally.

- Promote the use of dynamic, digital technology which will enable a sharing of records with our partners.
- Promote an efficient, commercial and long term approach with a focus on increasing the trading of our services.
- Develop and deliver significant programmes of work, examples of which are the integration of adult health and social care, military civilian integration partnership, childrens services integration and One Public (Wiltshire) Estate.
- Advise cabinet and council on the preparation, review and delivery of strategic plans and transformational programmes and take responsibility for the achievement of these. This includes:
 - The business plan
 - The financial plan (MTFS) and annual budget
 - The people strategy
 - The digital strategy
 - Adult social care transformation
 - Children's Services Integration (CSI)
 - Community asset transfers
 - Campuses, hub and property rationalisation
- Provide advice and recommendations to cabinet on significant policy decisions and contribute to the corporate management of the strategic risks facing the council.~
- Represent the council and co-ordinate policy and practice in specific areas of the county, and at regional/national levels.
- Promote and exemplify robust decision making which is open, inclusive, flexible and responsive.
- Grow an outstanding workforce with a can-do attitude, supported through clear career paths, talent management and learning and development.
- Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in our communities.

As the interim corporate director:

- During the interim arrangements, discharge the statutory roles of director of children's services and director of adult social services ensuring the provision of high quality, cost effective children's and adults services in accordance with statutory provisions.
- Provide leadership and direction of the service by line managing and holding to account the associate directors within the children and education and adult care & health services.

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Operational budgets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overall responsibility for spend	tbc
Council Revenue budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overall responsibility for spend	£850m
Staffing			Employees directly managed will be associate directors each responsible for significant resources and operational/strategic service delivery	
<p>Please describe any national performance standards or statutory/legal responsibilities applicable to this role:</p> <p>This role has responsibility for the following statutory function for which a number of statutory functions and responsibilities apply:</p> <ul style="list-style-type: none"> the statutory role of director of childrens services and director of adult social services during the interim arrangements. 				

Person Specification
<p>In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:</p> <p>Knowledge, skills and personal qualities</p> <ul style="list-style-type: none"> Evidence of post qualification personal and professional continued development in a relevant field. Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, adults, children and young people. Programme management skills and the ability to lead and deliver the transformation of services. Advanced negotiation and communication skills along with the ability to build relationships to deliver services with partners across the public sector. Commercial skills and the ability to maximise opportunities to trade services. Ability and commitment to support local, open and inclusive decision-making through partnership working with the community. A sound understanding of local government and the broader national context. Ability to act corporately as a member of the council's corporate leadership team across organisational and professional boundaries.

- A sound understanding of the complexities of the broad range of services within the communities, resources and transformation service.
- A practical knowledge and understanding of commissioning and an ability to develop effective partnerships with external providers.
- An ability to inspire and empower staff, to promote innovation and lead change.
- An ability to build positive relationships with members, partners and stakeholders (including relevant customers and users).
- Ability to manage and resolve conflict.
- An enthusiastic and inspiring leader with an open and empowering style.

Background and Experience

- A range of experience and achievement at a senior level within local authorities and/or or multi-functional organisations of comparable scope, size and complexity.
- Understanding of working in a commercial arena and maximising income generation.
- Building productive working relationships with external organisations, partners and stakeholders.
- Experience of providing high performing, low cost, services which are focused on the customer.
- Strategic management of people, budgets and other resources within a large organisation.
- Experience of creating high performing teams and driving change.

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to their own car in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

Political restriction	
<p>This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as an MEP, as a member of the Scottish or Welsh Parliaments. The job holder is furthermore not permitted to canvas on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish</p>	<input type="checkbox"/>

any written or artistic work that could give the impression they are advocating support for a political party	
This role is not politically restricted	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the GCSX network and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires access to Police related systems and is subject to a NPPV check	<input type="checkbox"/>
This role is not subject to a NPPV check	<input type="checkbox"/>

Safeguarding

<p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>

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

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