



Oversight and Governance

Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Jake Metcalfe
T 01752 668000
E democraticsupport@plymouth.gov.uk
www.plymouth.gov.uk/democracy
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Chief Officer Appointments Panel

Friday 24 May 2024
9.30 am
Council House

Members:

Councillor Evans OBE, Chair
Councillors Aspinall, Mrs Beer, Blight, Laing, Lugger and Stephens.

Members are invited to attend the above meeting to consider the items of business overleaf.

For further information on webcasting, attending Council meetings and how to engage in the democratic process please follow this link - [Get Involved](#)

Tracey Lee
Chief Executive

Chief Officer Appointments Panel

1. Apologies

To receive apologies for non-attendance submitted by Panel Members.

2. Declarations of Interest

Members will be asked to make any declarations of interest in respect of items on the agenda.

3. Minutes (Pages 1 - 4)

The Panel will be asked to confirm the minutes of the meeting held on 22 March 2024.

4. Chair's Urgent Business

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

5. Recruitment to the role of Service Director Children, Young People and Families: (Pages 5 - 10)

6. Recruitment to Service Director Finance: (Pages 11 - 20)

7. Exempt Business

To consider passing a resolution under Section 100(4) of the Local Government Act, 1972 to exclude the press and public from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

Part II (Private Meeting)

Agenda

Members of the Public to Note

That under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

8. Chief Officer and Chief Executive Pay: (Pages 21 - 32)

9. Recruitment to the role of Service Director Children, Young People and Families: (To Follow)

Chief Officer Appointments Panel

Friday 22 March 2024

PRESENT:

Councillor Evans OBE, in the Chair.

Councillors Aspinall, Mrs Beer, Blight, Darcy, Laing and Luggier.

Also in attendance: Tracey Lee (Chief Executive Officer), Chris Squire (Service Director, HROD) and Elliot Wearne-Gould (Democratic Advisor).

The meeting started at 11.04 am and finished at 11.24 am.

Note: At a future meeting, the Panel will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

172. **Apologies**

There were no apologies submitted by Panel members.

173. **Declarations of Interest**

There were no declarations of interest made by Panel members in respect of items on this agenda.

174. **Minutes**

The Panel agreed the minutes from the meeting held on 16 February 2024 as a correct record.

175. **Chair's Urgent Business**

There were no items of Chair's Urgent Business.

176. **Recruitment to Strategic Director of Resources**

Tracey Lee (Chief Executive) and Chris Squire (Service Director, HROD) delivered the 'Recruitment to the Strategic Director of Resources' report to the Panel, and discussed:

- a) The Council had previously attempted to recruit to the position of 'Strategic Director of Resources' however, all candidates had been unsuccessful;
- b) Following this attempt, the Council had engaged with recruitment agencies to examine the market, and identify trends in other similar roles;

- c) Recruiting to this role, with the required set of specialist financial qualifications, demanded a rare set of skills. These roles were significantly higher paid in the private sector;
- d) The proposal before the Panel today was based on the results of market engagement, and proposed that the role title and profile was amended to remove S-151 responsibilities, before being remarketed. These were not exclusive to any particular role, and could be undertaken by anyone with the appropriate professional qualifications;
- e) The title of Chief Operating Officer was now more common role within the market.

In response to questions, the Panel discussed:

- f) The S-151 role would be removed from the re-advertised Chief Operating Officer's role profile and could be incorporated into the Head of Finance role, although authority for this designation was the responsibility of City Council.

The Panel agreed:

1. To note the contents of this report;
2. To approve the proposal to change the title of the role of Strategic Director for Resources, to Chief operating Officer;
3. To approve the undertaking of a recruitment process for the Post of Chief Operating Officer;
4. To note that the S-151 designation would be removed from the role profile and that it was within the gift of City Council to designate S-151 responsibilities. This was with the Service Director for Finance.

(All votes were unanimously 'For')

177. **Recruitment to post of Director of Public Health**

Tracey Lee (Chief Executive) and Chris Squire (Service Director, HROD) delivered the 'Recruitment to the post of Director of Public Health' report to the Panel, and discussed:

- a) The current Director of Public Health had announced their intention to step down from the role, but would be moving to another post within the Council;
- b) The current Director of Public Health had notified that they would be willing to continue in the role until a suitable replacement was recruited. Therefore, no interim post was required;

- c) The post of Director of Public Health was a complicated post to recruit to, and would require working with the Faculty of Public Health to follow set processes;
- d) The Secretary of State jointly appointed to the role, and had held the authority to veto a nomination;
- e) The Plymouth Public Health department had an excellent reputation, and it was anticipated this would benefit recruitment to the position.

In response to questions, the Panel discussed:

- f) The Council had been utilising LinkedIn to target key skills, and would be exploring publication of the role in suitable media;
- g) An update on progress to the recruitment of this position would be brought back to the Panel when relevant.

The Panel agreed:

- i. To approve the commencement of activity, including the procurement of an executive search agency, for the recruitment of a permanent Director of Public Health.

(All votes were unanimously 'For')

178. **Exempt Business**

There were no items of Exempt Business.

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Chief Officer Appointments Panel



Date of meeting:	24 May 2024
Title of Report:	Recruitment to the role of Service Director Children, Young People and Families
Lead Member:	Councillor Jemima Laing (Deputy Leader, and Cabinet Member for Children's Social Care, Culture, Events and Communications)
Lead Strategic Director:	David Haley (Director of Children's Services)
Author:	Chris Squire (Service Director HR-OD)
Contact Email:	David.haley@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report highlights the requirement for Members to undertake formal interviews for the post of Service Director for Children, Young People & Families

Recommendations and Reasons

It is recommended that the Chief Officer Appointments Panel

1. Notes the content of this report.
2. Undertakes formal interviews for the post of the role of Service Director for Children, Young People & Families

Alternative options considered and rejected

The recommendation is in line with the Council's established practices and is offered as the best option in these particular circumstances. It is essential that the role is filled permanently as soon as possible to deliver a range of statutory duties for the Local Authority and to support the delivery of the Medium Term Financial Plan

Relevance to the Corporate Plan and/or the Plymouth Plan

The Corporate Plan outlines the strategic direction of the Council. Recommendations within this report align to the current Plymouth City Council Corporate Plan

Implications for the Medium Term Financial Plan and Resource Implications:

The Service Director for Children, Young People and Families is a permanent role with established budget contained within the Medium Term Financial Plan

Financial Risks

Full costs of any proposal will be available to Members ahead of any commitment of resources. There will be appropriate scrutiny by the Council's section 151 Officer

Carbon Footprint (Environmental) Implications:

It is the responsibility of all senior officers to ensure we develop and deliver our plans for both ensuring the Council is carbon neutral by 2030 and leading the City in carbon reduction. Being digitally enabled will be a significant contributor enabling the Council and City to work, connect and behave differently in the future. In respect of the recruitment process, steps will be taken to ensure that where meetings can be undertaken virtually this is done to reduce travelling time, costs and associated carbon implications. Minimum use of printing and paper will be encouraged.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

** When considering these proposals members have a responsibility to ensure they give due regard to the Council’s duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

All recruitment and selection processes will be undertaken with reference to Plymouth City Council’s established procedures and relevant legislation

Appendices

**Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Briefing report title							
B	Equalities Impact Assessment (if applicable)							
C	Climate Impact Assessment (if applicable)							

Background papers:

**Add rows as required to box below*

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: David Haley (Director of Children's Services)

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 15 May 2024

Cabinet Member approval: *[electronic signature (or typed name and statement of 'approved by email/verbally')]* Cllr Laing has approved by email.

Date approved: 15 May 2024

I. INTRODUCTION

The Local Authorities (Standing Orders) Regulations 1993 prescribe a number of actions when recruitment to a Chief Officer post is required. The definition of 'Chief Officer' for the purposes of these regulations refers to:

- the Head of Paid Service,
- the Monitoring Officer,
- the Section 151 Officer,
- a statutory Chief Officer (as defined by section 2(6) of the 1989 Act) and
- Non-statutory Chief Officers as defined by section 2(7) of the 1989 Act (which essentially include officers who report directly to the head of paid service): regulation 1(2) of the 1993 Regulations.
- A Deputy Chief Officer (those reporting to a Chief Officer)

There are a number of defined activities that must be undertaken, including:

- The creation of a document clearly stating the duties of the officer, what qualifications, experience and skills they will need to undertake the role (the role profile).
- Making arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.
- Providing a copy of the role profile to any person requesting this.

Once advertised as above, authorities will either interview all those who are qualified to undertake the role or select a short list of qualified applicants. If there are no qualified applicants, the local authority will then make further arrangements.

2. CHIEF OFFICER APPOINTMENTS PANEL DELEGATED FUNCTIONS

Council has delegated the function of interviewing candidates to the Chief Officer Appointments Panel, (COAP). COAP acts with the delegated authority of the Council to appoint to Chief Officer roles where the law prohibits the Head of Paid Service from making the appointment but allows full Council to delegate the responsibility.

3. BACKGROUND

As highlighted in the report of 2 June 2023, the previous permanent Service Director for Children, Young People and Families resigned from their post and subsequently left the Council in July 2023. At that time, COAP were advised that rather than immediately move to permanent recruitment to the role, it was felt more appropriate to engage an interim for up to 12 months pending the implementation and embedding of the new Target Operating Model. An interim Service Director of Children, Young People and Families was appointed by the COAP in June 2023.

This is a key role within Plymouth City Council and a member of the Council's senior leadership team. Reporting to the Strategic Director of Children's Services, the role is accountable for a range of statutory and non-statutory services impacting on the life chances and outcomes of some of our most vulnerable citizens and their families. The post leads the delivery of the children's social care improvement plan in response to the Ofsted Inspecting Local Authority Children's Services (ILACS) in January 2024 and has a leading role in delivering the wider vision and direction for children's social care and corporate parenting, including the continued improvement of opportunities for care experienced young people, including care

leavers. There is statutory guidance which instructs a large part of the activity undertaken in this area. A professional social work qualification and registration with Social Work England are required.

4. PERMANENT RECRUITMENT UPDATE.

An executive search partner was engaged via the Council's preferred supplier Matrix. While the role was advertised during September/October 2023, and again in January 2024 with a number of candidates being considered on both occasions, regrettably none were regarded as being appointable.

The search has therefore been extended through a different executive search partner and the Strategic Director Children's Services will now undertake an appropriate assessment process with a view to inviting the successful candidates to the Chief Officer Appointments Panel scheduled for 24 May 2024.

A supplementary pack, containing CVs and supporting statements will be forwarded to the Panel prior to that Chief Officers Appointment Panel.

5. FINANCIAL INFORMATION

The permanent role is established on the Plymouth City Council Senior Management Structure.

The role is currently a Band 4 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £82,949 to £115,330 per annum. Chief Officer pay is linked to national pay bargaining.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Undertake formal interviews for the role of Service Director for Children, Young People & Families

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Chief Officer Appointments Panel



Date of meeting:	24 May 2024
Title of Report:	Recruitment to Service Director Finance
Lead Members:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Chris Squire (Service Director HR & Organisational Development)
Contact Email:	Chris.Squire@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report presents a proposal to Members for the recruitment of a Service Director for Finance (s151).

Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Note the content of this report.
2. Agree to undertake a recruitment process for the post of Service Director for Finance.

Alternative options considered and rejected.

This recommendation put forward is in line with the Council's established practices and is offered as the best option in these circumstances. There has been a campaign to recruit to a Head of Finance post, with potential progression to the Service Director position, in anticipation of the retirement of the current Service Director in March 2025, however this has not been successful.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Corporate Plan outlines the strategic direction of the Council. Recommendations within this report align to the current Plymouth City Council Corporate Plan, specifically the provision of quality public services, trusting & engaging our communities, spending money wisely, empowering and engaging our staff and being a strong voice for Plymouth.

Implications for the Medium-Term Financial Plan and Resource Implications:

The Service Director for Finance is a permanent role with established budget contained within the Medium-Term Financial Plan. Subject to approval by Full Council, the role will also cover the statutory section 151 function.

Carbon Footprint (Environmental) Implications:

It is the responsibility of all senior officers to ensure we develop and deliver our plans to enable the Council to be carbon neutral by 2030 and leading the City in carbon reduction.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

The post would be the Council's section 151 officer, subject to approval by Full Council. Any recruitment and selection processes will be undertaken with reference to Plymouth City Council's established procedures and relevant legislation.

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Role Profile Service Director for Finance							

Background papers:

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
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Sign off:

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Originating Senior Leadership Team member: Tracey Lee, Chief Executive

Date agreed: 15 May 2024

Cabinet Member approval: Cllr Mark Lowry

Date approved: 14/05/2024

I. INTRODUCTION

The Local Authorities (Standing Orders) Regulations 1993 prescribe a number of actions when recruitment to a Chief Officer post is required. The definition of 'Chief Officer' for the purposes of these regulations refers to:

- the Head of Paid Service,
- the Monitoring Officer,
- the Section 151 Officer,
- a statutory Chief Officer (as defined by section 2(6) of the 1989 Act
- Non-statutory Chief Officers as defined by section 2(7) of the 1989 Act (which essentially include officers who report directly to the head of paid service): regulation 1(2) of the 1993 Regulations.
- A Deputy Chief Officer (those reporting to a Chief Officer)

There are a number of defined activities that must be undertaken, including:

- The creation of a document clearly stating the duties of the officer, what qualifications, experience and skills they will need to undertake the role (the role profile).
- Making arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.
- Providing a copy of the role profile to any person requesting this.

Once advertised as above, authorities will either interview all those who are qualified to undertake the role or select a short list of qualified applicants. If there are no qualified applicants, the local authority will then make further arrangements.

2. CHIEF OFFICER APPOINTMENTS PANEL DELEGATED FUNCTIONS

Council has delegated the function of interviewing candidates to the Chief Officer Appointments panel, (COAP). COAP acts with the delegated authority of the Council to appoint to Chief Officer roles where the law prohibits the Head of Paid Service from making the appointment but allows full Council to delegate the responsibility.

3. BACKGROUND

3.1. Service Director for Finance

The Service Director for Finance is a key role within the Corporate Management Team of the Council and includes the statutory section 151 function, subject to approval by a meeting of the Full Council.

The Service Director for Finance will report to the Chief Operating Officer (currently advertised), with a strategic financial reporting line to the Chief Executive. The council has been recruiting to a Head of Finance post, to increase senior capacity and capability within the Finance Service, with the aim of providing succession for the existing Service Director of Finance when he retires. However, this has not been successful and given how critical the service director function is, the preferred option is to advertise the post and search for suitable candidates now. There has been some interest in the director role, whilst attempting to recruit to the Head of Finance post.

3.2. Portfolio

The Service Director for Finance will have 3 direct reports (Head of Revenue, Benefits and Transactional Services, Head of Finance (Deputy s151 Officer) and Insurance Manager) and will be responsible for Finance, Revenue and Benefits. The role will also act as the commissioner for internal audit services, which are provided through Devon Audit Partnership.

The role profile for the post can be seen in Appendix One.

4. RECRUITMENT TO POSTS

This paper proposes that Plymouth City Council commences the process to seek a permanent appointment to the Service Director for Finance post. If agreed by COAP, an executive search agency will be appointed as quickly as possible.

The permanent selection processes are likely to last a minimum of three months and will need to be closely managed to ensure a good candidate experience. Based on the likelihood that successful candidates will be required to give three months' notice (subject to negotiation with their employer), they may not be available to start employment with Plymouth City Council until December 2024. There is the potential for some overlap with the current director.

Internal candidates would be able to apply for the permanent roles if suitably qualified and experienced. It is suggested that the interview process is supported by appropriate assessments and panels, including employees, service users, partner organisations as part of an assessment centre, prior to interviews by the Chief Officer Appointments Panel.

5. FINANCIAL INFORMATION

Recruitment to this senior role will require assistance from an external executive search company, with potential costs in the region of £22,000 to £25,000 per role. These costs cover items including search and attraction of candidates, advertising, initial candidate sifting, services of a technical adviser and psychometric testing.

The role is a Band 4 Chief Officer within the chief officer pay and grading structure and the salary is currently within the range of £82,949 - £115,330. Chief Officer pay is linked to national pay bargaining and no increase has yet been announced for the financial year 2024/25.

Benchmarking has commenced to ensure advice is available about current market rates for this role ahead of any appointment to the permanent role.

SERVICE DIRECTOR FINANCE

Grade and Tier	Chief Officer – Band 4	Reference:	COF0020
Reports to:	Chief Executive and Chief Operating Officer	Job Type:	Strategic Leader
Role Purpose			
<ul style="list-style-type: none"> ▪ This role ensures that the relevant statutory financial duties, responsibilities and accountabilities for the Council and Executive are discharged. ▪ The role also provides strategic advice and guidance to the Chief Executive, elected Members and Senior Leadership Team on the financial management and policy of the Council ensuring that a clear focus on all financial matters, including tax, treasury management activities, appropriate strategies and vehicles, are in place to deliver the best financial benefits. ▪ To lead, shape, develop and champion the Council’s financial agenda as required by the Chief Executive and Executive. ▪ Communicate the vision of the Council and motivate and influence others to acquire this. <p>Member of the Federation for: Customer and Corporate Services Directorate, and Executive Office; to encourage the best use of resources, avoid duplication and silo working, facilitating knowledge transfer between the senior team.</p> <p>Statutory and Key Responsibilities/Accountabilities</p> <ul style="list-style-type: none"> ▪ The Council’s Section 151 Officer ▪ Land searches 			
Key Responsibilities			
<p>Corporate and Organisational</p> <ul style="list-style-type: none"> ▪ To act as a key financial advisor to the Council so that financial policies are agreed and implemented. ▪ To attend as a member of the Corporate Management Team. ▪ Act as the lead policy and professional advisor on financial strategies and specific revenue collection, including Council Tax, Business rates and Housing Benefit overpayments within own department and provide specific subject matter expertise and advice to Directors, Chief Executive and Members as required. ▪ Ensure own department delivers the policies set by elected members, ensuring all employees understand and act on the aims of the organisation, in order to meet the needs of the people of Plymouth. ▪ Ensure that Members and SLT understand and act on advice in order to meet their responsibilities for management of budgets including control frameworks, income generation, revenue collection and the delivery of services. ▪ Provide strong, visible leadership, challenge and direction through compelling communication of the financial vision and values of the Council both internally and externally ▪ Embed climate change actions across the functions of the Finance department contributing to core reductions in support of the Council’s pledge to become carbon neutral by 2030. ▪ Lead services including the Financial Accounting, Financial Planning, Management Accounting, Capital Accounting, Insurance, Treasury Management, Company Support, Revenues, Housing Benefit, Deputyships and the Service Centre teams, circa 175 FTE. <p>Performance and Finance</p>			

- Take lead responsibility for the overall leadership and management of the department ensuring the Council’s financial, human resources and other assets are planned, deployed and managed effectively to deliver the priorities.
- Ensure the department provides cost effective and efficient services for customers.
- Embed a positive, innovative culture, which responds effectively and efficiently to deliver an outstanding customer focused service with best in class policies and practices which respond continually to the changing internal and external environments.

Customer and Communities

- Contribute to the development of programmes of local engagement and communication within the city with stakeholders and local communities designed to promote the work of the Council and own department and deepen the Council’s understanding of those it exists to serve.
- Create an environment and culture that empowers and requires employees to work collaboratively and effectively across the department, with the Directorate/Federation, organisation and with partners.
- Lead and challenge own direct reports to create continuous improvement and service delivery that is innovative, customer focussed and effective in delivering the Council’s agreed outcomes.

Partnerships and external relationships

- Develop long term, mutually beneficial relationships with partners including Government departments, public institutions, other local authorities, Government agencies, charities and, where appropriate, commercial organisations. To bring about suitable integration of service delivery, to successfully deliver expected outcomes and benefits for the city.
- Be proactive at regional and national level in promoting and advocating for financial resources for the city and its communities to deliver improvements and opportunities for residents and businesses.

Governance

- Ensure the statutory duties of the department are met in accordance with legislation, guidance and regulatory requirements.
- Ensure effective measures are in place to manage and mitigate risk to protect the financial probity of the Council and the city.

Role Accountabilities	Role Outcomes
<p>Corporate and Organisational</p> <ul style="list-style-type: none"> ▪ Development and delivery of Medium-Term Financial Plan and performance across the Council, including contract management. ▪ Responsible for all statutory financial reporting and grant claims. ▪ Lead a department with particular responsibility for provision of corporate financial services to all service areas and where appropriate others, ensuring efficient financial performance and delivery of outcomes. ▪ Build a consistent approach to leadership styles across the organisation to derive an empowered leadership culture. ▪ Support the Chief Executive in determining the financial implications of Organisational Design of the Council and applies principles in own department. 	<ul style="list-style-type: none"> ▪ Plymouth is recognised as a great place to live and work because of the development of the city and the services the Council delivers. ▪ Plymouth has high fiscal performance with financial resources deployed to best and most efficient advantage. ▪ The performance management framework is clearly communicated, implemented and monitored to ensure good performance is recognised. Performance is managed by outcomes and poor performance is addressed quickly. ▪ There is a collaborative approach to managing Trade Union/professional association and other relationships relating to employment matters. ▪ The Finance workforce understand the Council’s values, priorities and desired

<ul style="list-style-type: none"> ▪ Lead and manage a service area ensuring efficient and effective delivery of functions and that organisational values and behaviours are promoted and followed. <p>Performance and Finance</p> <ul style="list-style-type: none"> ▪ Advise the Chief Executive and Executive in the preparation and delivery of the Council's revenue and capital budget, treasury management and capital strategy so that it is aligned to the corporate plan and city priorities. ▪ Accountable for delivery of own service budget within agreed tolerances. ▪ Ensures there is an appropriate performance framework in place to manage service performance and delivery objectives within department. ▪ Ensuring the appropriate control environment exists: leading on all Audit matters including external audit and Devon Audit Partnership. ▪ Responsible for a range of services including those relating to housing benefit, council tax, some of which have substantial required income targets (comprising Council Tax, business rates, Housing Benefits overpayments and sundry income) and delivering benefits to residents. ▪ Responsible for Client Financial Services – and Deputyship. <p>Customer and Communities</p> <ul style="list-style-type: none"> ▪ Ensure services are efficient and focused on continuous improvement within agreed levels of customer satisfaction to best meet the needs of customers and citizens. ▪ Ensure efficient processes and ease of use business focused support to customers. ▪ Lead the Council's Commercial Services. <p>Partnerships and External Relationships</p> <ul style="list-style-type: none"> ▪ Create and manage effective relationships and partnerships with a broad range of stakeholders, building support amongst them in order to deliver better public services. ▪ Promote the city by supporting and participating in key corporate events. <p>Governance</p> <ul style="list-style-type: none"> ▪ Member of Strategic/Tactical Command team for civil emergencies and business continuity in liaison with the police/other agencies as appropriate. Member of the out of hour's rota. ▪ Support and advise the Audit Committee 	<p>outcomes. There is demonstrable evidence of engagement and progress.</p> <ul style="list-style-type: none"> ▪ The Council has a long-term financial strategy and plan (MTFS) which is clear and supported by Members and Chief Officers. The revenue and capital budget is delivered within agreed tolerances. ▪ Reduced resources are required in chasing up income payments. ▪ Financial risks are managed and steps taken to mitigate and ensuring decisions are taken to manage and mitigate them. Measures are in place in respect of Anti-Fraud and Audit matters. ▪ Customer experience and satisfaction is improved department and there are measures in place to demonstrate that. ▪ Statutory functions are delivered, risks are mitigated and feedback is used to engender a culture of continuous improvement. ▪ Strong networks have been established in the region and the city has received demonstrable investment from a range of funding agencies. ▪ A range of partnerships have been developed which have delivered better outcomes for Plymouth's citizens. ▪ Plans and training are in place and resourced to deal with a range of emergencies. Business continuity is in place. ▪ All Council information is held securely, safely and in line with legal and statutory requirements. ▪ Effective measures are in place to manage and mitigate risk to protect the reputation and liability of the Council.
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<ul style="list-style-type: none"> ▪ Deliver statutory functions within the Finance department. Ensure that the department is compliant with all statutory, regulatory, safeguarding and audit requirements, including those of HMRC, external auditors, Health and Safety Executive and Information Security. 	
<p>Essential Qualifications and Experience</p>	<p>Essential Skills and Behaviours</p>
<ul style="list-style-type: none"> ▪ A qualified accountant with substantial experience and understanding of: <ul style="list-style-type: none"> ○ CIPFA codes of Practice as applicable to local authority accounting ○ IFRS and accounting standards, ○ Companies Act 2006 and its application to local authority owned and controlled companies. ○ Corporation tax and its application to local authority owned and controlled companies. ○ VAT across all council activities ○ Evidence of continuous professional development. ▪ Substantial experience gained in a large, complex, multi-disciplinary organisation of senior strategic leadership achievement and experience consistently developing financial strategies and translating them into effective operational delivery plans. ▪ Experience of successful management and implementation of complex policy issues leading to organisational / cultural change. ▪ Experience of deploying commercial and transformational acumen within large organisations. Business acumen - cost and customer experience ▪ Experience in the financial aspects of statutory and legal, income and recovery. ▪ Extensive experience in working effectively and impartially with elected members and in supporting the democratic decision-making process. ▪ A broad knowledge of public sector service delivery including direct delivery and commissioning. ▪ Experience of working as a visible System Leader. ▪ Experience of engaging and involving communities to whom statutory or other services are provided. ▪ Experience of using a range of change management and transformation 	<ul style="list-style-type: none"> ▪ Able to be a collaborative system leader across council and wider with focus on community and citizens. ▪ Able to translate complex strategies into what is required to deliver cultural, organisational and technological improvements. ▪ Able to translate vision, complex concepts, financial information, principles and practices into clear compelling organisational strategies and plans. ▪ Financial acumen to be able to interpret and interrogate complex financial information. Ability to identify income generation opportunities/income streams in line with Council vision. ▪ Accounting skills and strong financial awareness to include revenue and capital, treasury management strategies, pension investment and asset management. ▪ Advanced analytical and numeracy skills, ability to use a wide range of data and information for formulating plans and projects, writing reports and presentations. ▪ Able to understand performance management systems and methods to drive continuous improvement. ▪ Ability to coach and mentor others to improve and build a high-performance culture. ▪ Ability to develop and maintain effective dialogue with SLT, Members and Partners to protect and promote the best financial interests of the city. ▪ Ability to challenge in a constructive manner to tackle potential financial risks, including fraud, to the organisation.

<p>methodologies to deliver impactful organisational change at pace.</p> <ul style="list-style-type: none">▪ Experience of working and succeeding in complex partnership arrangements.▪ Experience of leading a large workforce to drive performance and a successful culture.▪ Experience of working within and promoting a health and safety and safeguarding culture.▪ Demonstrable commitment and experience of celebrating and valuing diversity.	
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The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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