



## Senior Officer and Appointments Staffing Sub-Committee

<b>Date:</b>	<b>Thursday, 28 July 2022</b>
<b>Time:</b>	<b>5.00 p.m.</b>
<b>Venue:</b>	<b>Committee Room 1 - Wallasey Town Hall</b>

**Contact Officer:** Polly Price  
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**Website:** www.wirral.gov.uk

Please note that public seating is limited, therefore members of the public are encouraged to arrive in good time.

Wirral Council is fully committed to equalities and our obligations under The Equality Act 2010 and Public Sector Equality Duty. If you have any adjustments that would help you attend or participate at this meeting, please let us know as soon as possible and we would be happy to facilitate where possible. Please contact [committeeservices@wirral.gov.uk](mailto:committeeservices@wirral.gov.uk)

This meeting will be webcast at  
<https://wirral.public-i.tv/core/portal/home>

## AGENDA

- 1. WELCOME AND INTRODUCTION**
- 2. APOLOGIES**
- 3. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Members are asked to consider whether they have any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

**4. CHIEF OFFICER STRUCTURE UPDATE REPORT (Pages 1 - 30)**

**5. DIRECTOR OF PUBLIC HEALTH APPOINTMENT (Pages 31 - 34)**

**Senior Officer and Appointments Staffing Sub-Committee Terms of Reference**

- (a) A Sub-Committee of members of the Policy and Resources, with delegated authority to recommend or make appointments and related matters in respect of chief officers and deputy chief officers, as set out at Part 4(7) of the Constitution, together with oversight of employment policies, terms and conditions.
- (b) The Sub-Committee will not be appointed in accordance with the political balance rules (minute N of 2020/21 refers) but will consist of:
  - (i) the Leader (Chair of Policy & Resources Committee), or in their absence the Deputy Leader (Vice-Chair), who shall chair the Sub-Committee;
  - (ii) a member from each of the other Political Groups represented on the Policy & Resources Committee; and
  - (iii) the Chair, or in their absence the Vice-Chair, of the Policy & Services Committee with terms of reference most closely associated with the post concerned (or if that committee concerned is deemed to be the Policy & Resources Committee then the Deputy Leader (Vice-Chair)).



## SENIOR OFFICER AND APPOINTMENTS STAFFING SUB-COMMITTEE

Thursday, 28 July 2022

<b>REPORT TITLE:</b>	<b>CHIEF OFFICER STRUCTURE UPDATE REPORT</b>
<b>REPORT OF:</b>	<b>CHIEF EXECUTIVE</b>

### REPORT SUMMARY

This report sets out a number of proposed changes to the Council's Chief Officer structure and proposals to recruit to a number of posts at Director level.

Appendix Seven to the report contains information that is attributed to individual officers and in particular their financial and/or business affairs, and therefore is exempt by virtue of paragraph(s) 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972. The public interest test has been applied and it favours the exemption being applied.

This matter affects all wards in the borough.

### RECOMMENDATION/S

The Senior Officer and Appointments Staffing Sub-Committee is requested to

1. Approve the establishment of a new post of Director of Finance (and S151 officer) at grade D1 and commence recruitment to that post.
2. Note the intention to commence the recruitment process to the post of Director of Regeneration and Place, at the current grade of D1, following the resignation of the current postholder.
3. Note the intention for the current Assistant Director: Chief Regeneration Officer to act up on a temporary basis.
4. Note the intention to commence the recruitment process to the post of Director of Law and Governance (and Monitoring Officer), at a broader grade range of D1 and D2, following the resignation of the current postholder.
5. Note the intention to recruit to an interim Director of Law and Governance, subject to identification of a suitable candidate, to provide cover during the period of the recruitment process.
6. Note the intention for the Chief Executive to bring a further report in the autumn of 2022 setting out a restructure at Chief Officer level.

7. Consider and approve the recommendation set out in Appendix Seven.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 The Chief Executive is making these recommendations in response to evolving requirements and turnover at senior level in order to ensure that there is senior management capacity and capability in place for the Council to deliver its plans.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 It is necessary to recruit to Director level posts that have become vacant. The Director of Law and Governance includes the statutory monitoring officer duties, and the Director of Regeneration and Place is a key role in leading the Council's regeneration plans.
- 2.2 An external interim could be brought in to cover the Director of Regeneration and Place post, however we are able to do this within existing resources through an acting up arrangement.
- 2.3 In relation to the proposal to create a Director of Finance post, the Council has accepted the recommendations from external assurance reports in relation to reviewing the scope of the Director of Resources role, prioritising financial recovery and taking steps to strengthen the Council's strategic financial capacity. It is not considered an option to continue without a dedicated senior finance role at SLT level with S151 officer responsibilities.

### **3.0 BACKGROUND INFORMATION**

- 3.1 The current Chief Officer structure was agreed in March 2020. Recruitment took place during the summer of 2020 when a number of new and vacant posts were recruited to.
- 3.2 In recent months there has been turnover at Director level with two resignations and a retirement.
- 3.3 Over the past six months, work has been undertaken to review the current structure. This work has also considered the content and recommendations of the external assurance reports received in November 2021 and the recommendations contained in the Peer review in March 2022. Additionally, the Local Government Association has been supporting the Council with a piece of work in relation to the Council's Finance, Assets and Legal functions which will inform the next phase of the structure review. This work remains ongoing and it is proposed that a further report will be submitted to the Sub Committee in the Autumn.

## Resources

### Director of Finance

- 3.4 The Council, having applied for exceptional financial support, received a capitalisation directive for 2020/21 and received an offer for 2021/22 subject to an external assurance review focusing on its financial position and on its ability, including the strength of its governance arrangements, to deliver its plans for medium-term sustainability. The Minister wrote to the Council in November 2021 publishing the two independent reports that make up the External Assurance Review.
- 3.5 The Council accepted the recommendations set out within those reports and has subsequently taken steps to implement a plan of improvement.
- 3.6 In November 2021, the Chief Executive authorised the Director of Resources to appoint additional resource to provide capacity and support in carrying out the duties of the s.151 Officer. An interim Director of Finance was appointed who has brought significant experience of local government finance and supported the Council's financial recovery. The financial recovery plan is embedded as part of the Improvement plan which was agreed at Full Council on 11 July 2022.
- 3.7 One of the observations in the External Assurance Review – Governance report undertaken by Ada Burns, was that 'The Director of Resources has a wide span of responsibility and some gaps in her department. A relentless focus on the numbers, on the plans short and medium term, an absolute grip on delivery, and the development of the costed, timed plan to achieve financial stability is needed from the Director and she may not have the capacity to lead this'.
- 3.8 The report recommended that the Chief Executive 'review the portfolio of the Director of Resources to ensure that she has the capacity and support to develop and manage delivery of the financial recovery plan'
- 3.9 The financial review undertaken by CIPFA observed in its final report that 'the scale of the financial challenge faced by the Council means that the Section 151 Officer needs to have sufficient capacity to focus on delivering a balanced budget and ensuring that action is taken to address it'.
- 3.10 It recommended the Council should 'Re-assign the non-financial responsibilities of the Section 151 Officer to enable the individual to focus on financial resilience. If the role is re-assigned, the Section 151 Officer should continue to be part of the executive leadership team'
- 3.11 In view of this and the priority for the Council to continue to take steps to strengthen its financial resilience and improvement plans, it is therefore proposed that a Director of Finance role is established as a new permanent role, reporting directly to the Chief Executive and undertaking the statutory Section 151 Officer duties.
- 3.12 This post will have functional responsibility for Finance and Accountancy, Revenues and Benefits, Procurement and Internal Audit. It will also fulfil the Council's s151

responsibilities and obligations as the administering authority for Merseyside Pension Fund.

- 3.13 Given the responsibilities associated with this post it is proposed as Grade D1 in the Council's grading structure. This has been benchmarked with other roles internally and externally and it is important that the salary is competitive in the external recruitment market to attract a strong field.
- 3.14 It is proposed to commence recruitment to this post immediately. Subject to a successful recruitment process and taking into account notice periods at this level, it may be reasonable to anticipate that an appointment can be made and a candidate in post by December 2022 or January 2023.
- 3.15 In view of this, there is no immediate change to the Director of Resources role and therefore the postholder will continue to manage the current functions with the interim Director of Finance remaining in place until approximately December 2022. This arrangement will provide capacity, capability and continuity through the forthcoming 2023/24 budget process.
- 3.16 The duties and functional responsibilities of the Director of Resources role will be reviewed over the coming months, alongside a number of other functions that currently sit within other directorates, with a view to identifying the most effective and efficient structure and management arrangements for the Council to strengthen its corporate enabling services and to provide support to the Chief Executive.
- 3.17 The proposed job description for the Director of Finance role is set out in Appendix One.

### **Regeneration and Place**

- 3.18 The Director of Regeneration and Place has resigned and will be leaving the Council in September 2022.
- 3.19 The delivery of the Council's regeneration agenda is one of the Council's biggest priorities. The Regeneration and Place Directorate is responsible for multiple programmes and projects that are in progress or planned to deliver the regeneration of the borough and the objectives in the draft Local Plan. The borough is now leading one of the largest regeneration programmes in the country focusing on the Left Bank of the River Mersey. Major developments currently in development include Wirral Waters including Tower Road, Urban Splash, and the Maritime Knowledge Hub, with nearby children's museum Eureka, plus Woodside market and the Birkenhead Commercial District. The Council has been successful in securing unprecedented levels of national, regional, private and public investment to deliver its ambitious plans. It is imperative that the Council has the capability and capacity now to maximise the opportunities that we have created and ensure that we are a capable, professional and enabling partner in the commercial and other relationships we have established.
- 3.20 Given the significance of the Council's plans in this area, the role of Director of Regeneration and Place will be widely advertised to ensure that there is leadership capability and capacity to deliver the Council's plans.

- 3.21 The job description for this role is attached at Appendix Two.
- 3.22 The Chief Executive has agreed that the Council's Chief Regeneration Officer acts up to the post of Director of Regeneration and Place whilst the recruitment process is undertaken.

## **Law and Governance**

- 3.23 The Director of Law and Governance has resigned and will be leaving the Council in September 2022. This role includes the statutory Monitoring Officer role.
- 3.24 It is proposed that this role is recruited to on an interim basis whilst the recruitment process is undertaken. We are currently assessing options for this.
- 3.25 There will be a review of the functions within Law and Governance Directorate as part of the wider review of corporate capacity.
- 3.26 The role of Director of Law and Governance is currently graded at D1 in the Council's structure. It is proposed that the post is advertised with the broader range of D1 and D2 to enable greater flexibility when considering the future structure for this work area and also taking into account the relevant experience of potential candidates.
- 3.27 The job description for this role is attached at Appendix Three. It is proposed that the recruitment for this role commences in August 2022.

## **Adult Care & Public Health**

### Director of Public Health

- 3.28 Earlier this year, the Director of Public Health notified the council of her intention to retire in September 2022. The role was advertised in June, closing on 3 July 2022. Seven applications for this role were received.
- 3.29 Two candidates were shortlisted for the final stages of the process which includes an Advisory Appointments Committee (AAC panel) The AAC Panel is a formal requirement for the appointment of a Director of Public Health and includes representatives from the Office of Health Improvement and Disparities (OHID) and also the Faculty of Public Health.
- 3.30 Members of the Senior Staffing and Officer Appointments Committee were invited to participate in the interviews and the outcome will be formally reported to the committee meeting on 28 July 2022.

## **Recruitment**

- 3.31 All of the above Director roles will be Elected Member appointments through the Senior Officer and Appointments Staffing Sub-Committee with the relevant Policy Committee Chair also invited to participate.

- 3.32 The Council's Human Resources/Organisational Development (HR/OD) Team will manage the process in-house and develop an attraction campaign for each role. As Members would expect, this will include advertising as widely as possible through sector specific publications, professional bodies, national media and websites and social media.
- 3.33 The recruitment process will include longlist, shortlist, stakeholder and peer panels as appropriate for each post, followed by final panel interview.
- 3.34 Whilst the Council's HR/OD Team can manage these recruitment process within existing resources, it is proposed to procure external support for the recruitment 'search' element of the process. This is standard for posts at this level and goes over and above the steps taken to advertise roles set out in 3.32 through headhunting and speaking directly with potential candidates working elsewhere who are in the job market.
- 3.35 In accordance with Council's Pay Policy, Full Council will approve the appointment to the Section 151 Officer (also known as Chief Finance Officer) and Monitoring Officer once the recruitment processes have been completed.
- 3.36 The proposed timetable for all three director posts is set out at Appendix Four.

### **Deputy Chief Officer roles**

- 3.37 There are currently several vacancies, interim and temporary arrangements in place across the Council at Assistant Director level.
- 3.38 As set out above reviews are ongoing in a variety of work areas. A number of Assistant Director roles will be recruited to in the coming months.
- 3.39 The appointment of all Chief Officers has previously been made by Elected Members as part of the constitutional arrangements via the Employment and Appointments Committee and more recently the Senior Officer and Appointments Staffing Sub-Committee.
- 3.40 In May 2022, Council agreed changes to the Constitution which delegated the responsibility for appointment of Deputy Chief Officers (Assistant Director level roles) to the Head of Paid Service.
- 3.41 It is recognised that the Assistant Director level role remain a key one for Elected Members in relation to their leadership of council services and functions, attendance at committees and the advice provided to Members. It is important that, whilst no longer directly involved in the recruitment process, relationships with new Assistant Directors and Elected Members need to be established and maintained.
- 3.42 In view of this, Directors will make specific arrangements to engage with Members in relation to recruitment plans and appointments that have been made and will take specific steps to integrate new Assistant Directors with Members and committees as part of the onboarding and induction processes.



3.43 The Chief Executive will continue to provide details of the Chief Officer structure, roles and responsibilities including Assistant Director posts, to this committee as required.

#### **4.0 FINANCIAL IMPLICATIONS**

4.1 The creation of a new Director of Finance post will represent growth of £165,000 budgeted at the top of grade and including employer on-costs.

4.2 This can be met within existing resources for the current financial year given that costs will only be incurred for the final quarter and the cost of the engagement of the interim Director of Finance will cease once the post is filled.

4.3 It is proposed that the post will be funded by savings from across the wider senior management and chief officer structure when the full restructure work is completed. However, if savings cannot be identified to meet the full cost of the post then there will be a requirement for growth in the Council 23/24 budget.

#### **5.0 LEGAL IMPLICATIONS**

5.1 The Council will ensure that all recruitment complies with relevant employment law and policy and procedures.

5.2 Section 7 of the Local Govt and Housing Act 1989 requires that all local authority staff are to be appointed on merit. Part 4 section 7 of the Council's Constitution, the Officer Employment Procedure Rules, sets out the process of appointment for chief and deputy chief officers.

5.2.1 Section 151 of the Local Government Act 1972 requires every relevant authority to designate one of its officers as the Chief Finance Officer and Section 5 of the Local Government and Housing Act 1989 requires every relevant authority to designate one of its officers as the Monitoring Officer. Article 12 of the Council's Constitution defines the functions and duties of the Monitoring Officer and the Chief Finance (s151) Officer.

#### **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

6.1 The recruitment activity detailed within this report will be met within existing budgets and be delivered within existing resources.

6.2 The Council will engage with Executive Search consultants to undertake search activity for the Director roles. This will be done via a competitive process and will be paid for by the relevant directorate from salary budgets.

#### **7.0 RELEVANT RISKS**

- 7.1 There are risks to the Council if it does not have the appropriate capacity and capability within the Senior Leadership Team to deliver our plans. The proposals set out in the report are intended to retain stability at the top of the organisation.
- 7.2 There are always risks arising from the recruitment process and the job market is very competitive as this time. The Council HR Team will ensure that the jobs are advertised to as wide an audience as possible and will engage with search consultants to promote the opportunities to potential candidates.

## **8.0 ENGAGEMENT/CONSULTATION**

- 8.1 There has been informal consultation with the Director of Resources in relation to the creation of the Director of Finance post. Further consultation will be required in relation to the Director of Resources following the further work referenced in paragraph 3.13 above.
- 8.2 Trade Unions have been informed of the content of the report.

## **9.0 EQUALITY IMPLICATIONS**

- 9.1 The Council will ensure that the recruitment process is fair and undertaken in accordance with policies and procedures in relation to equality.

## **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

- 10.1 The content and recommendations contained within this report are expected to have no impact on emissions of greenhouse gases.
- 10.2 As with all senior leadership roles, postholders will be expected to sign up to and actively promote the Council's approach in relation to climate change.

## **11.0 COMMUNITY WEALTH BUILDING IMPLICATIONS**

- 11.1 There are no community wealth building implications arising from this report.

**REPORT AUTHOR:** **Tony Williams,**  
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## **APPENDICES**

Appendix 1	Director of Finance Job Description
Appendix 2	Director of Regeneration and Place Job Description
Appendix 3	Director of Law and Governance Job Description
Appendix 4	Recruitment Timetable
Appendix 5	Chief Officer Pay Scales
Appendix 6	Current Chief Officer structure
Appendix 7	Exempt appendix

## BACKGROUND PAPERS

Governance Report – External Assurance Review  
Finance Report– External Assurance Review  
Response to Recommendations in External Assurance Review

## SUBJECT HISTORY (last 3 years)

<b>Council Meeting</b>	<b>Date</b>
Employment and Appointments Committee	26 November 2020
Employment and Appointments Committee	3 March 2020
Employment and Appointments Committee	5 March 2019

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## JOB DESCRIPTION

<b>JOB TITLE</b>	DIRECTOR OF FINANCE
<b>GRADE</b>	D1
<b>REPORTING TO</b>	CHIEF EXECUTIVE
<b>JD REF</b>	

**PURPOSE**

- Act as the Statutory S151 Officer.
- Lead and deliver the financial requirements of the Council's to ensure the long term financial sustainability of the Council, ensuring resources are allocated to the delivery of the pledges in the Wirral plan.
- Lead, co-ordinate and manage the Finances of the Council and those budgets jointly managed with other organisations.
- To work collaboratively with the senior leadership team of the Council to deliver the objectives of the Wirral Plan.

**MAIN DUTIES AND RESPONSIBILITIES**

- Ensure that the financial affairs of the Council, including Merseyside Pension Fund, are managed in an efficient, economic and cost-effective manner in accordance with the obligations placed upon the Council under Section 151 of the 1972 Local Government Act.
- Ensure that Members receive the appropriate level of financial information to ensure effective governance and to inform decision making.
- Be responsible for the Council's strategic financial framework, linking the Wirral Plan, the medium-term financial plan and service plans.
- Strategically assess progress in other organisations/companies to ensure that Wirral Council maintains a modern and best practice approach, supporting a culture of continuous and ambitious improvement.
- Lead on identifying opportunities for maximising income generation, including support to the Council's commercial strategy.
- Develop a pro-active financial strategy that reflects the changing landscape and secures a financially viable model of service delivery for the Council.
- Develop and deliver adequate frameworks for effective financial performance and management in all relevant change programmes.
- Provide strategic and professional financial advice to Elected Members and senior officers on all key decisions, to ensure the Council meets its objectives through effective and efficient financial management.

- Ensure effective and efficient management of financial resources to meet statutory requirements and support delivery of the Wirral Plan, in accordance with best practice and the Constitution.
- Lead the corporate financial services function of the Council that encompasses accounting, treasury management, risk and insurance management, procurement, internal auditing and VAT and taxation compliance.
- Lead the Revenues and Benefits service to ensure delivery of a high-performing, well-managed, strategic Revenues and Benefits services and to ensure that the Council's policy objectives in relation to Revenues and Benefits are met.
- Work closely with the Director of Merseyside Pension Fund to deliver safe and efficient arrangements across all areas and services of Merseyside Pension Fund, including the delivery of Pension strategy, planning and commissioning.
- Oversee regulatory and financial reporting ensuring compliance with good governance and financial control.
- Establish, co-ordinate and evaluate financial strategies and ensure the preparation of budgets, forecasts and accounting policies.
- Ensure compliance with the provisions of the Accounts and Audit regulations, Local Government Act 1972 and standards set by the Chartered Institute of Public Finance and Accountancy.
- Ensure that the Council has effective financial systems in place to ensure prompt billing, efficient collection and proper accounting in respect of all income.
- Manage the budget associated with this post.
- Manage the team who report to this post and provide wider leadership as a corporate director of the council
- As part of the SLT, drive significant cultural change through the Council working with partners in a modern and proactive way.
- As a director of the Council meet all legal responsibilities in relation to the health and safety obligations set out in the Council's health and safety policy.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Full membership of the Chartered Institute of Public Finance and Accountancy – CIPFA level or equivalent.
- A detailed understanding of the legal, regulatory frameworks relating to finances.
- Knowledge of 'current thinking' and approaches relating to strategic finances.
- Experience in successfully leading the delivery of financial strategies in a large complex environment.
- Experience of establishing robust systems for the delivery of effective financial and treasury management.
- Experience of establishing and building effective partnership arrangements.
- Experience of working at a senior level, influencing and advising on strategic finance.
- Experience of working at a senior level that requires a high level of strategic awareness.
- Experience of working within a statutory legal and/or regulatory framework.
- Experience of supporting significant change programmes, including the realisation of financial benefits.

- Experience of identifying appropriate



financial trends and developments to maximise opportunities and realise improvements and efficiencies.

- Strong interpersonal skills with the ability to negotiate, influence and generate confidence, trust and respect.
- Ability to demonstrate resilience and flexibility of approach and manage uncertainty and ambiguity for themselves and others.

## **DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS**

- Experience of delivering large scale organisational change.

## **ADDITIONAL INFORMATION**

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

**DATE OF APPROVAL:**

**APPROVED BY: PAUL SATOOR, CHIEF EXECUTIVE**



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## JOB DESCRIPTION

<b>JOB TITLE</b>	DIRECTOR OF REGENERATION & PLACE
<b>GRADE</b>	D1
<b>REPORTING TO</b>	CHIEF EXECUTIVE
<b>JD REF</b>	

## PURPOSE

- Lead, drive and set a pace to the strategic performance of Wirral Council's key ambitions for regeneration and place.
- Lead and shape the Council's Strategic Regeneration Plan and Local Plan, including housing growth and renewal strategies.
- Maximise and systematically build on the opportunities offered by the creation of the Wirral Growth Company.
- Champion Wirral as a highly desirable location for national and international investment.
- To work collaboratively with the senior leadership team of the Council to deliver the objectives of the Wirral Plan.

## MAIN DUTIES AND RESPONSIBILITIES

- Act as an ambassador for the Council and the Place, working with and alongside a range of stakeholders and partners to ensure the effective delivery of high-quality investment and regeneration strategies.
- Develop and maintain relationships with Elected Members to ensure that they are informed and involved in relation to regeneration, investment, housing, planning and other activities and plans across the wider directorate.
- Act as Council client for the Wirral Growth Company, ensuring that the Council's commercial and reputational interests are risk assured, that value for money is evidenced and maximised; and that those responsible for delivery are performance managed.
- Drive a commercial approach to the delivery of regeneration for Wirral.
- Own the strategic relationships for ensuring effective local, regional, national and international partnerships are in place – ensuring relevant lobbying and persuading for funds and opportunities for Wirral.

- Drive forward a range of initiatives and projects that stimulate local business sectors, trade and technology transfer working with a range of organisations at local, regional, national and international level.
- Maximise the use of the Council's assets and estate to achieve growth and regeneration ambitions and plans. Exploit the opportunities of Wirral's natural and fixed assets.
- Challenge conventional local government approaches to enable the organisation to drive greater efficiency and effectiveness through innovation and the development of best practice. Constantly seeking and creating new opportunities for regeneration and growth.
- Lead the employment, skills, cultural and digital agenda for the Council working closely with partners, agencies and volunteers.
- Build, develop and engage with residents, partners and local businesses to achieve buy in and collaboration in the Wirral Growth agenda to maximise outcomes.
- Work collaboratively with external partners and stakeholders to develop the Borough's economy across a range of activities including employment, tourism, town centre revitalisation, new business opportunity and associated infrastructure, to support sustainable communities.
- Manage the budget associated with this post.
- Manage the team who report to this post and provide wider leadership as a corporate director of the Council.
- As part of the SLT, drive significant cultural change through the Council working with partners in a modern and proactive way.
- As a director of the Council meet all legal responsibilities in relation to the health and safety obligations set out in the Council's health and safety policy.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- A management qualification at degree level and / or significant experience in organisational leadership.
- Knowledge and understanding of innovative and future based commercial and commissioning solutions.
- Experience of working at a senior level in a complex environment, either public or private with a commercial focus and a high level of strategic awareness
- Experience of delivering large scale organisational change.
- A detailed understanding of the legal, regulatory frameworks relating to regeneration.
- Build and develop commercial relationships and liaise with the business community, with relevant business experience to deliver results.
- Evidence of delivering large scale growth plans working collegiately with business and government and recognising the socio-economic needs of communities.
- Experience of establishing and building effective partnership arrangements.
- Experience of influencing key government and international players to invest in large scale regeneration plans.
- Experience of supporting significant change programmes, including the realisation of financial benefits.
- Strong interpersonal skills with the ability to negotiate, influence and generate confidence, trust and respect.



- Ability to demonstrate resilience and flexibility of approach and manage uncertainty and ambiguity for themselves and others.
- Ability to respond quickly and innovatively to manage and enhance reputation.

## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Able to drive change through others using project management methodology on behalf of the wider organisation.

## ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

**DATE OF APPROVAL:**

**APPROVED BY:**



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## JOB DESCRIPTION

<b>JOB TITLE</b>	DIRECTOR OF LAW & GOVERNANCE
<b>GRADE</b>	D2-D1
<b>REPORTING TO</b>	CHIEF EXECUTIVE
<b>JD REF</b>	

## PURPOSE

- To act as the Council's statutory Monitoring Officer to ensure that the Council, its Officers, and its Elected Members, maintain the highest standards of conduct in all they do, and report any matters that are likely to be illegal or amount to maladministration.
- To support the election and committee processes and to promote and maintain high standards for conduct by Council Members, officers, partners and contractors.
- To ensure that, in the delivery of its services, the Council is compliant with relevant law, frameworks, guidance, policies and procedures – identifying issues of non-compliance and, where this is the case, ensuring that the appropriate remediation is undertaken.

## MAIN DUTIES AND RESPONSIBILITIES

- To inform, support and advise Members of the Council so that they can perform their executive, scrutiny and representational responsibilities and ensure that decisions are appropriately informed and services delivered according to Council priorities
- To be responsible for the operation of the Council's Constitution
- To provide strategic and professional advice on legal, constitutional and corporate governance issues.
- To promote and ensure compliance with corporate governance.
- To ensure effective management of Council resources in accordance with best practice and the Constitution to meet needs of stakeholders and delivery of the Wirral Plan.
- To lead and manage legal and governance strategies to ensure that the Council delivers its plans for reform.
- To act as the Council's key liaison with the Electoral Commission and Boundary Commission.
- Manage and provide advice and assistance to Members on the Members' Standards Code of Conduct (statutory obligations).

- Manage the budget associated with this post.
- Manage the team who report to this post and provide wider leadership as a corporate director of the Council.
- As part of the SLT, drive significant cultural change through the Council working with partners in a modern and proactive way.
- As a director of the Council meet all legal responsibilities in relation to the health and safety obligations set out in the Council’s health and safety policy.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Full membership of the Chartered Institute of Legal Executives (CILEx) or equivalent.
- Knowledge of ‘current thinking’ and approaches relating to strategic law and governance.
- Experience in successfully leading the delivery of legal and governance strategies in a large complex environment.
- Experience of establishing robust systems for the delivery of effective legal, constitutional and governance management.
- Experience of establishing and building effective partnership arrangements.
- Experience of working at a senior level, influencing and advising on strategic law and governance matters that enable reform.
- Experience of working at a senior level that requires a high level of strategic awareness.
- Strong interpersonal skills with the ability to negotiate, influence and generate confidence, trust and respect.
- Ability to demonstrate resilience and flexibility of approach and manage uncertainty and ambiguity for themselves and others.
- Ability to identify and implement effective governance systems and constitutional arrangements.
- Ability to identify appropriate legal trends and developments to maximise opportunities and realise improvements and efficiencies.
- Ability to respond quickly and innovatively to manage and enhance reputation.

## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Experience of delivering large scale organisational change.
- Able to drive change through others using project management methodology on behalf of the wider organisation.

## ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.



DATE OF APPROVAL:

APPROVED BY:



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## Appendix Four

### Director of Finance, Director of Regeneration & Place, Director of Law & Governance

#### Timetable overview

Activity	Date	Notes
Adverts live through coordinated attraction campaign	w/c 1 August	Executive search conducted
Adverts close	4 September	
Shortlists	w/c 5 September	
Assessment process	w/c 12 September & w/c 19 September	To include: <ul style="list-style-type: none"><li>• Facet5 personality assessment</li><li>• Peer panel</li><li>• Stakeholder panel</li><li>• Officer panel</li></ul>
Final Interviews with Senior Officer & Appointment Staffing Sub Committee	w/c 26 September	<ul style="list-style-type: none"><li>• Presentation &amp; interview</li><li>• Decision made on the day</li></ul>
In post	December 2022/January 2023	

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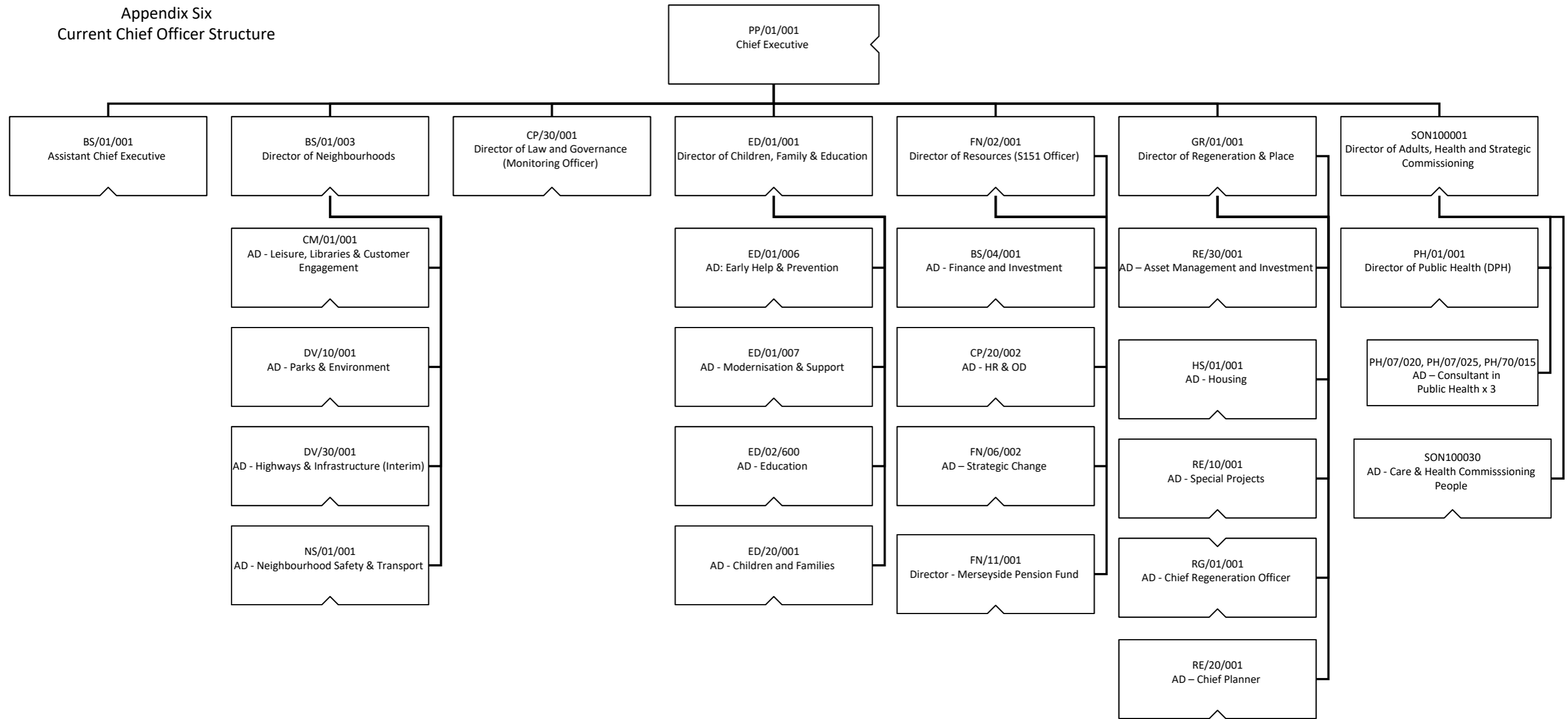
Appendix Five

Chief Officer Grade/Salaries 01 April 2021

	Chief Executive (CE)	Director 1 (D1)	Director 2 (D2)	Assistant Director 1 (AD1)	Assistant Director 2 (AD2)
<b>SCP</b>	<b>Salary Range</b>				
<b>01</b>	170,220	113,541	91,582	86,860	75,277
<b>02</b>		116,695	94,126	89,272	77,368
<b>03</b>		119,849	96,670	91,684	79,459
<b>04</b>		123,003	99,214	94,097	81,550
<b>05</b>		126,156	101,759	96,510	83,642

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Appendix Six  
Current Chief Officer Structure



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

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## SENIOR OFFICER AND APPOINTMENTS STAFFING SUB-COMMITTEE

Thursday, 28 July 2022

<b>REPORT TITLE:</b>	<b>DIRECTOR OF PUBLIC HEALTH APPOINTMENT</b>
<b>REPORT OF:</b>	<b>CHIEF EXECUTIVE</b>

### REPORT SUMMARY

This report provides an update on the appointment process to the Director of Public Health role and recommends that the Sub-Committee approves the outcome of that process.

This matter affects all wards in the borough.

### RECOMMENDATION/S

The Senior Officer and Appointments Staffing Sub-Committee is recommended to approve the outcome of the recruitment process for the Director of Public Health.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 The Director of Public Health is a key Chief Officer role. A recruitment process has taken place in accordance with the requirements of the Office for Health Improvement and Disparities (OHID), Public Health England (PHE), and the Council's Constitution in relation to the appointment of Chief Officers.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 It is necessary to recruit to this post and therefore no other options were considered.

### **3.0 BACKGROUND INFORMATION**

- 3.1 Earlier this year, the Director of Public Health notified the council of her intention to retire in September 2022. The role was advertised in June, closing on 3 July 2022. Seven applications for this role were received.
- 3.2 Two candidates were shortlisted for the final stages of the process which includes an Advisory Appointments Committee (AAC panel) The AAC Panel is a formal requirement for the appointment of a Director of Public Health and includes representatives from the Office of Health Improvement and Disparities (OHID) and the Faculty of Public Health.
- 3.3 The AAC Panel took place on Friday 22 July with members of the Senior Officer and Appointments Staffing Committee invited.
- 3.4 The outcome of the interviews will be formally reported to the Sub-Committee at the meeting on 28 July.

### **4.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 4.1 The Director of Public Health post is already established and therefore the costs are met within existing budgets.

### **5.0 LEGAL IMPLICATIONS**

- 5.1 Under s73A of the Health & Social Care Act 2012 each local authority acting jointly with the Secretary of State must appoint an officer of the Local Authority as it's Director of Public Health.
- 5.2 Section 7 of the Local Govt and Housing Act 1989 requires that all local authority staff are to be appointed on merit. Part 4 section 7 of the Council's Constitution, the Officer Employment Procedure Rules, sets out the process of appointment for chief and deputy chief officers.

## **6.0 RELEVANT RISKS**

6.1 There are risks to the Council if it does not have the appropriate capacity and capability within the Senior Leadership Team to deliver our plans. This post is required as part of this.

## **7.0 ENGAGEMENT/CONSULTATION**

7.1 There is no requirement for consultation or engagement in relation to this report.

## **8.0 EQUALITY IMPLICATIONS**

8.1 The Council will ensure that the recruitment process is fair and undertaken in accordance with policies and procedures in relation to equality.

## **9.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

9.1 The content and recommendations contained within this report are expected to have no impact on emissions of greenhouse gases.

9.2 As with all senior leadership roles, postholders will be expected to sign up to and actively promote the Council's approach in relation to climate change.

## **10.0 COMMUNITY WEALTH BUILDING IMPLICATIONS**

10.1 There are no community wealth building implications arising from this report.

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## **APPENDICES**

### **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Employment and Appointments Committee	26 November 2020
Employment and Appointments Committee	3 March 2020
Employment and Appointments Committee	5 March 2019

