

Minutes



Listening Learning Leading



OF A MEETING OF THE

Joint Staff Committee

HELD AT 1.00 PM ON MONDAY 21 OCTOBER 2019

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON,
ABINGDON, OXFORDSHIRE, OX14 4SB

Present

Sue Cooper, Debby Hallett, Caroline Newton, Emily Smith, David Turner and Elaine Ware

Officers

Steven Corrigan, Adrianna Partridge and Mark Stone

1 Election of chair

Councillor Debby Hallett was elected Chair of the committee for the 2019/20 municipal year.

2 Appointment of vice-chair

Councillor David Turner was appointed Vice-Chair of the committee for the 2019/20 municipal year.

3 Apologies and notification of substitutes

Councillor Jane Murphy submitted an apology for absence with Councillor Caroline Newton attending as a substitute.

4 Declaration of interest

None.

5 Minutes of previous meeting

RESOLVED: to adopt and agree that the chair sign as a correct record the minutes of the meeting held on 17 January 2019.

6 Exclusion of the public

RESOLVED: to exclude members of the press and public from the meeting for the following items of business under Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- i. they involve the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A of the Act, and
- ii. the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

7 Confidential Minutes of previous meeting

RESOLVED: to adopt and agree that the chair sign as a correct record the confidential minutes of the meeting held on 17 January 2019.

The committee was advised that reference to the implementation of a revised permanent senior structure by October 2019 had been made in the expectation that the councils would have received certainty in respect of the government financial settlement. Any revised staff structure would now be considered once the councils had agreed their corporate priorities and certainty regarding their financial position.

8 Staff structure matters

The committee considered the report of the acting deputy chief executive - transformation and operations, on the appointment of an interim head of finance and section 151 officer.

The report set out that the incumbent head of finance and section 151 officer will retire from the councils on 30 May 2020. To ensure resilience and an effective handover, the chief executive agreed that he could step down from these roles when an interim replacement has been appointed. Once an interim head of finance and section 151 officer has been appointed, he would continue to be employed by the council from then until 30 May 2020 in the capacity of interim head of finance projects focussing on the 5 Councils Partnership and benchmarking best practice across local government together with any other priorities as set and agreed by the chief executive.

The committee agreed the proposal to advertise the post internally initially and externally if required, in accordance with the process followed for the recent management restructure.

The committee agreed the following timetable and process for the internal recruitment process. Should an external process be required, the acting deputy chief executive – transformation and operations, will commence that in accordance with the agreed approach.

Activity / Stage	Date	Responsibility
Agree process, timeline and job description for recruitment of the interim head of finance and section 121 officer.	21 October 2019	Acting Deputy CEO – Transformation and Operations, CEO and Joint Staff Committee

Activity / Stage	Date	Responsibility
Advertise the role internally and invite applications	22 October 2019	Acting Deputy CEO – Transformation and Operations
Prepare interview pack	23 October – 1 November 2019	Acting Deputy CEO – Transformation and Operations and CEO in consultation with the Leaders
Shortlist for interview	5 November 2019	Acting Deputy CEO – Transformation and Operations and CEO
Invite candidates to interview Complete interviews and make recommendation of appointment	6 November 2019 Week commencing 18 November 2019	Acting Deputy CEO – Transformation and Operations Joint Staff Committee (supported by Acting Deputy CEO – Transformation and Operations and CEO)
Consult all cabinet members of both councils on proposed appointment	Week commencing 25 November 2019	Acting Deputy CEO – Transformation and Operations
Vale Council to consider report of acting deputy CEO – transformation and operations and head of legal and democratic services and recommendations of the joint staff committee	11 December 2019	Vale Council
South Council to consider report of acting deputy CEO – transformation and operations and head of legal and democratic services and recommendations of the joint staff committee	12 December 2019	South Council

The committee agreed the job description as attached to these minutes.

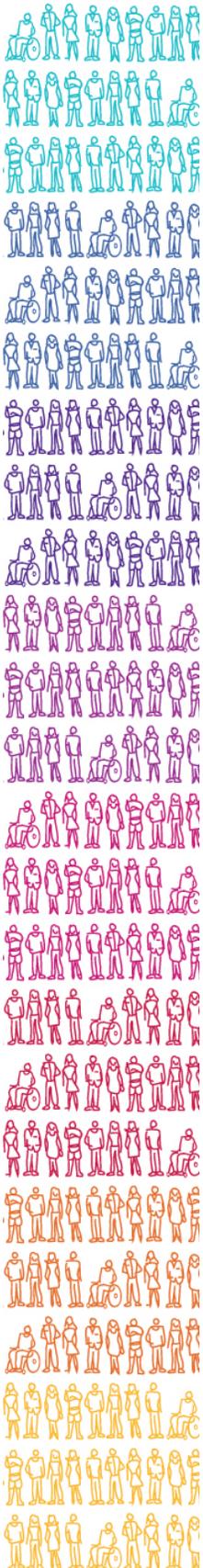
RESOLVED: to

1. approve the process and timeline for the appointment of an interim head of finance and section 151 officer as set out in these minutes;
2. approve the job description attached to these minutes.

The meeting closed at 1.25pm

Chairman

Date



Job description

Interim Head of Finance

Line manager's job title	Chief Executive
Salary	£94,596.80 (SPOT Grade)
Duration of role	1 January – 31 December 2020
Hours per week	37 hours per week or as required
Location	Milton Park, Oxfordshire
Employing council	South Oxfordshire
Probationary period	Six months
Notice period	Three months
DBS check required	No
Date job description updated	October 2019

About the role and what we're looking for

Job purpose:

- to ensure that the strategic objectives of each Council are met and that all residents receive services which provide service improvement and value for money through the delivery of direct and commissioned services
- to provide effective leadership and development for the service areas within your scope, ensuring the necessary changes to culture and practice to take forward the joint working arrangements of the Councils
- as the principal advisor to both Councils on the service areas within your scope, to facilitate informed decision making by ensuring that officers and members are appraised of issues and receive relevant, best practice professional advice
- to assist the chief executive in the strategic management of the service areas within your scope

Main duties and responsibilities:

Corporate management

To assist the chief executive in providing strong and effective corporate management of both Councils through:

- working closely with corporate management to help create and embed the necessary changes in culture and practice to meet the needs of both Councils
- to interact with portfolio members and provide regular reports and briefings to Cabinet/Executive and lead opposition members.



- contribute to the achievement of both Councils' overall objectives by aligning the service to its vision and priorities, working with colleagues across both Councils to effectively and efficiently deliver joined-up programmes, projects, policies and initiatives, optimising the effective and efficient use and deployment of resources
- to establish and maintain effective working relationships with all elected members as appropriate
- to build effective working relationships with internal and external partners, stakeholders and communities of interest in order to develop and improve services
- to promote a positive image of both councils externally and represent the councils in discussions with partner organisations and stakeholders

Service management

To ensure sound and robust management of the service through:

- the development, delivery and monitoring of an annual service and business plan which aligns with both Councils' corporate strategies, objectives and priorities. Plans to be delivered within timeframes agreed by the senior management team and members, sufficient to inform the councils budgetary processes
- leading, motivating and developing the teams within your scope, both individually and collectively, ensuring that the employees of each Council are aware of the aims and objectives of their Council, the standards of behaviour and performance expected of them and the achievements of the separate organisations
- leading and managing the services within your scope, delivering excellence across the service through the development of high performing teams, effective delegation, communication, cross-authority working, prioritising customer service and satisfaction across all areas
- leadership and innovation in the development of new approaches to service delivery to ensure continuous improvement in performance, value for money, and quality of services for customers
- ensuring performance management is embedded into the day to day work of the services within your scope. Performance reviews to be undertaken by the due dates, and recorded as required by the review processes. Also, ensure all service plan and workplan monitoring is undertaken by the due dates and entered onto the performance management system(s)
- identifying training and development needs in discussion with service managers for all staff in the services within your scope; and to encourage participation in any training and development activities. This to include



coaching, mentoring and evaluation of all training undertaken

- to plan, monitor and manage the service’s budget to achieve financial and performance targets and work with corporate management to ensure budgets are aligned to both Councils’ corporate strategies, objectives and priorities
- to build and lead successful joint working arrangements and partnerships with and between Councils, internal and external service providers, other Councils and agencies to deliver high quality and cost effective, customer-focused services
- to maintain an awareness and understanding of new legislation and/or best practice, relevant to the services within your scope, interpreting the resulting implications and developing appropriate policies, procedures and practice to ensure that both Councils comply with their statutory obligations as well as secure performance improvement and increased customer satisfaction
- to ensure both Council’s policies and procedures, particularly health and safety, equal opportunities, customer care, emergencies, security, work standards are embedded throughout the services within your scope
- to represent both Councils equally and without bias to all outside bodies
- to avoid any conflicts in connection with the policies and activities of each Council which may be different as a result of being led by different political parties
- to undertake all such duties and responsibilities determined by the chief executive that is commensurate with the nature of the post

Specific job responsibilities

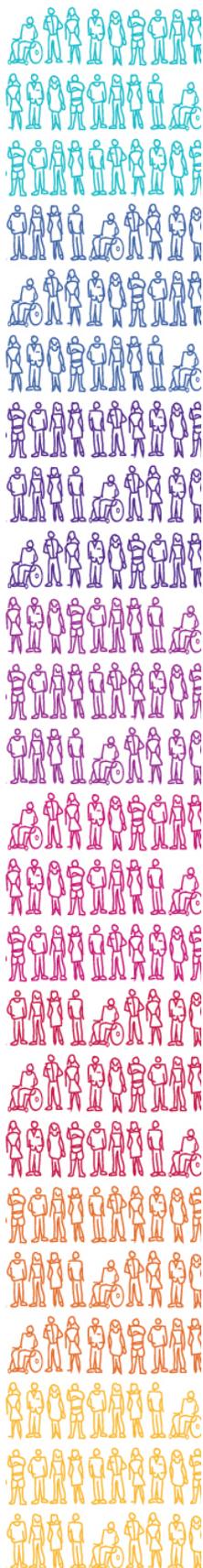
- to be the section 151 officer for South Oxfordshire and Vale of White Horse District Councils
- to be personally responsible for the day-to-day operation of all services undertaken by the service areas with your scope and their contractors
- to be both councils most senior corporate and strategic advisor on the services within your scope, providing advice to councillors, management team and service teams
- to ensure all necessary professional and technical skills required across the diverse range of the services within your scope are satisfactorily sourced e.g. business process improving, cashiering, customer care, human resources, information & communication technology.



About you

Experience

- either a fully qualified CCAB accountant or can demonstrate equivalent business management skills
- proven experience of managing a complex financial operation or department
- personal experience of budget-setting, budget-monitoring and account preparation in an English local authority
- an in-depth knowledge and management experience of at least one of the significant services specified in the job description in a demanding, complex and politically sensitive environment
- a good understanding of a wide range of policy and operational issues, as well as experience of achieving significant service outcomes, in at least one of the significant services specified in the job description
- proven success in leading a large multi-disciplined team through major change, managing the integration of functions into a customer-focused service that significantly contributes to the achievement of corporate priorities
- a successful track record of operating in a complex political context and winning the respect, trust and confidence of all Councillors, staff, residents and partners
- a strong track record of achievement in developing, managing and implementing service strategies that underpin the delivery of progressively higher standards of service and cost reductions within challenging organisational circumstances
- experience of planning, monitoring and managing service budgets
- evidence of having used diversity (in its broadest sense), in a very practical way, to increase levels of organisational performance
- demonstrates a commitment to self and staff development



Key competences and behaviours

- a corporate leader and excellent manager who is energetic, determined and positive to develop the joint working arrangements of the Councils
- the ability to provide professional advice confidently and tactfully, expressing a viewpoint and providing policy direction
- the ability to handle competing priorities and a challenging workload in a complex political environment
- highly developed communication, networking and ambassadorial skills
- strong personal commitment to the delivery of first-class services
- an inclusive team player who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others
- the ability to motivate staff at all levels to perform at the highest level possible

About us

Our vision and values are important to the councils and we expect you to support them and embed them in the way we work.



Our vision

We are seen as being customer-focused, approachable and business-like. We are honest and open and are renowned for providing high quality cost effective services.

Our values

- We act with integrity and show respect
- We are all accountable
- We are passionate about our business
- We strive for simplicity
- We love success

The benefits we offer

- 33 days **annual leave** per annum, plus bank holidays and time off between Christmas and New Year
- **salary pay awards** – we review salaries each April
- a generous career average **pension** scheme which includes life insurance of three times your salary



- no car park costs as there's ample **free parking** available
- a **childcare voucher** scheme
- the opportunity to **purchase a bike** through the tax efficient Cyclescheme
- a salary sacrifice **car lease scheme** – a fully inclusive driving package for a fixed monthly cost
- various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more)
- we give you two days per year to **volunteer** within the local community.