

| | |
|--|---|
| Meeting of: | Shared Regulatory Services Joint Committee |
| Date of Meeting: | Thursday, 02 December 2021 |
| Relevant Scrutiny Committee: | Homes and Safe Communities |
| Report Title: | Appointment of Head of Shared Regulatory Services |
| Purpose of Report: | To provide an update on the appointment process for the post of Head of Shared Regulatory Services |
| Report Owner: | Miles Punter - Director of Environment and Housing Services |
| Responsible Officer: | Miles Punter, Director of Environment and Housing Services |
| Elected Member and Officer Consultation: | No Elected Members have been consulted. The following officers have been consulted; Assistant Director, Cardiff Council, Head of Legal and Regulatory services, Bridgend County Borough Council |
| Policy Framework: | This is a matter delegated to the Joint Committee |
| Executive Summary: | <ul style="list-style-type: none"> • The current Head of Shared Regulatory Services is due to retire on 31st March 2022. • The Joint Working Agreement for Shared Regulatory Services delegates any appointment to the role of Head of Shared Regulatory Services to this Committee. • At its meeting in September 2021, the Joint Committee authorised the Shared Regulatory Services Management Board to begin a recruitment process to appoint a new Head of Shared Regulatory Services with appointment to the position to be determined by Committee later on this agenda. • 11 applications were received for the position with four candidates meeting the criteria specified by the person specification for the post. • These four candidates were progressed to technical interview stage on 1st December 2021. • This report details the Management Board's recruitment process to date. • Due to the date of the technical interviews, Committee will be advised of the candidates selected by the Management Board for final interview at this meeting. |

Recommendation

1. That Committee notes the recruitment process to date and agrees the final interview shortlist.

Reason for the Recommendations

1. To allow progression the final interview stage of the recruitment process later on this agenda at Part II.

1. Background

1.1 The Shared Regulatory Service (SRS) operates across Bridgend, Cardiff, and the Vale of Glamorgan. The SRS delivers a range of statutory services through a collaborative model that are critical to maintaining the health, safety, and economic wellbeing of local communities. The operating model delivers an integrated service for the Trading Standards, Environmental Health and Licensing functions.

1.2 The Joint Working Agreement, executed in April 2015, and updated in July 2017, underpins the entire service provision. The JWA contains several "milestones and requirements". The pertinent clause for this report is set out in Clause 9.1 which states

The Participants agree that the Joint Committee shall appoint an individual as the Head of Regulatory Services; to carry out the role and functions set out in schedule 1 Part 3 subject to the limitations and conditions set out in this Agreement.

This is supplemented by the terms of reference for the Joint Committee set out in Schedule 2 of the Joint Working Agreement.

2. Key Issues for Consideration

- 2.1** The Joint Committee is responsible for the appointment of the Head of Shared Regulatory Services. The Joint Committee is supported by a Management Board made up of senior officers from the three Councils and the Head of Service. As well as providing advice to elected members, they oversee and guide the implementation, development, and the ongoing operation of the Shared Regulatory Service.
- 2.2** In September 2022, the Joint Committee agreed to begin a recruitment process with the post being advertised in professional journals and a range of social media platforms. The deadline for applications was 15th November and 11 applications were received with 4 candidates being taken forward to the technical interview stage. The 4 candidates attended technical interviews and were assessed for their suitability for this post by senior officers from the Management Board Board via a number of 'challenge' sessions.
- 2.3** It is proposed that the candidates who successfully completed the interviews and challenges will be taken forward to the final interviews later on this agenda. Due to the interview timeframe, this information will be provided, suitably redacted, at Committee for its consideration and agreement.
- 2.4** The following documentation is attached to support the Joint Committee in finalising the appointment process:
- Job Description (Appendix 1).
 - Person Specification (Appendix 2).

Copies of the application for the candidates are attached to the report as set out in Part 2 of this Joint Committee Agenda.

- 2.5** Applicants have been asked to prepare a short presentation at the beginning of their interview. Thereafter members ask a series of questions to determine the suitability of the candidate for the role. A list of suggested interview questions will be tabled at the Joint Committee meeting for consideration and allocation.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

This appointment will be a permanent appointment and will enable the Councils to fulfil the requirements of the Joint Working Agreement in place between the three Councils. This appointment is important for any future collaboration projects that occur within the Regulatory sphere and the right appointment is required to lead the future transformation of the Shared Regulatory Service.

4. Resources and Legal Considerations

Financial

- 4.1** Appointment to the role will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities. The salary for the role will be in accordance with the Vale of Glamorgan's Head of Service salary grade.

Employment

- 4.2** The appointment process will hopefully result in the appointment of a new officer to the post of Head of Shared Regulatory Services.

Legal (Including Equalities)

- 4.3** This recruitment process will be compliant with Local Government, Employment and Equalities legislation. The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

5. Background Papers

- The Joint Working Agreement for the Shared Regulatory Service
- The Shared Regulatory Services Business Plan 2021/22

THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION – CHIEF OFFICER

| | | |
|-------------------------------|---|--|
| DESIGNATION/POST TITLE | | Head of Shared Regulatory Services |
| POST NUMBER | : | D – JRS - CO001 |
| DEPARTMENT/DIRECTORATE | : | Environment and Housing |
| DIVISION/SECTION | | Shared Regulatory Service |
| LOCATION | | Various offices throughout Bridgend, Cardiff and the Vale of Glamorgan |
| POST GRADE | : | HOS (991 - 995) |
| HOURS PER WEEK | : | 37 |

There will be a requirement to work in excess of these hours at times subject to the needs of the service.

RESPONSIBLE TO: -

- The Shared Regulatory Services Joint Committee Joint Committee for Bridgend, Cardiff and the Vale of Glamorgan.
- Director of Environment and Housing.

RESPONSIBLE FOR: -

The Shared Regulatory Service functions set out in the Joint Working Agreement and those functions set out in any of the constitutions of the partner Councils.

LIAISON

Elected Members, Senior Management teams, Directors, partner organisations, including public, voluntary, and private sectors, all customers of the council.

PURPOSE OF POST: -

Under the direction of the Shared Regulatory Services Joint Committee;

- To be responsible and accountable for planning, developing, leading and managing the Shared Service, delivering improved organisational efficiencies and improved outcomes for customers.
- To ensure overall compliance with the Councils' statutory and non - statutory obligations and requirements that are devolved to the Joint Committee.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To be responsible for establishing a 'cutting edge' and innovative approach to Regulatory Services for all of the participating authorities.
- To be strategically and operationally responsible and accountable to the Shared Regulatory Service Joint Committee; for ensuring that the Service complies with statutory and non-statutory requirements/obligations, in accordance with the Joint Committee's directions and the partner organisations' requirements. This includes the exercise of functions where the post holder is deemed to be the Proper Officer.
- To be strategically and operationally responsible for leading, motivating and directing all of the Shared Service's employees to achieve efficient and effective, high performance services for all of the participating authorities.
- To provide advice, information and reports to the Joint Committee members and partner organisations and stakeholders on all relevant matters, including financial data and performance.
- To be alert to the potential for, and to scan the environment for new business partners to the Regulatory Service.
- To promote a positive image of all participating councils externally, and to represent the Joint Committee at public meetings and in discussions with partner organisations, stakeholders and outside bodies.
- To ensure that the Licensing Committee for each participating council is effectively supported and administered, in order to ensure that the specific required functions are carried out in accordance with statutory requirements (currently the Licensing Act 2003).
- To ensure that the principle of delivering equality in service provisions runs throughout the whole of the service, and across the boundaries of all participating councils.
- To ensure the continuing development and effective use of ICT systems across the Shared Service to maintain and enhance the agile working ethos.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.

- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Councils from time to time.

PERFORMANCE MANAGEMENT

- To promote a strong culture of performance management across the service to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
- Ensure all functions are supported by robust and effective information which support evidence based decision-making.
- Ensure that all line-managed staff have clear individual objectives, which are regularly monitored, to deliver corporate and operational objectives.
- Ensure that performance indicator targets are achieved in areas of responsibility, within available resources.
- Ensure compliance with Data Protection and Freedom of Information.

RESPONSIBILITY FOR HUMAN RESOURCES

- Hold responsibility for the Shared Regulatory Service.
- Support and develop staff, ensuring that all Council objectives are progressed and achieved.
- Ensure the 'people management' dimension of all service and corporate issues is recognised and acted upon in association with colleagues, managers and specialist advisers as appropriate.

RESPONSIBILITY FOR FINANCIAL RESOURCES

- Take lead responsibility for managing the effective use of delegated budgets (in consultation with relevant colleagues) as defined by the delegated decision making framework of the Council.
- Act as the budget holder for the Shared Regulatory Service.
- Ensure effective deployment of resources to meet agreed national and local targets.

GENERAL DUTIES

COMPETENCE

Raise any issues with your line manager if you do not feel you can carry out your role competently

RISK MANAGEMENT

Ensure all staff fulfil a proactive role towards the management of risk in all of their actions, risk assessment are carried out and appropriate action and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT

As an employee of the Council, you are legally responsible for all records that you gather, create or use as part of your work within the organisation, whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left). You have covered this with data protection above

HEALTH AND SAFETY REQUIREMENTS

All employees of the Council have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with the Council to meet legal duties and should report any hazardous situations or defective equipment. All employees of the Council will be required to comply with Council policy and legislation, remaining up-to-date with changes including Occupational Health; Safety and Welfare; Equal Opportunities; Environment Policy; Standing Orders and Financial Regulations. Covered above

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is intended to be flexible and is subject to review and amendment following consultation with the post holder.

CONFIDENTIALITY

All employees are required to maintain the confidentiality of members of the public and members of staff in accord with all relevant policies.

EQUALITY

The Council takes all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for their own professional and personal behaviour and there is a requirement for all staff to conduct themselves in a manner which should not cause offence to another person.

SIGNED: _____ **DATED:** _____

(Director)

SIGNED: _____ **DATED:** _____

(Post holder)

Person Specification

| | | | | | |
|----------|-----------------|---------------|------------------------------------|-------------|----------------------------|
| Post No | D – SRS – CO001 | Designation: | Head of Shared Regulatory Services | Department: | Shared Regulatory Services |
| Section: | | Completed By: | | Date: | August 2021 |

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

| | | Essential | Desirable | Ascertained by |
|----|------------|---|---|--------------------------------|
| 1. | Experience | <ul style="list-style-type: none"> • Considerable, recent, and demonstrable experience of operating at a senior management level and with elected members • A successful track record of positive communication with partners and service users • A strong track record of achievement in developing, managing, and implementing efficiency in service delivery including: <ul style="list-style-type: none"> ○ Planning, monitoring, and managing services within budget ○ Developing Service Plans and achieving key actions in a high profile changing environment. • Experience of preparing and developing policy documents, including consulting with relevant stakeholders • A proven ability to manage change and experience of organisational development to achieve service improvements. • Managing multi-functional teams (including external partners) directly and indirectly including establishing strong, value adding networks across a range of organisations • Overseeing complex legal actions including prosecutions, injunctions and licensing matters | <ul style="list-style-type: none"> • Experience of managing multi-function services • Experience of leading change programmes | Application form and interview |

| | | Essential | Desirable | Ascertained by |
|-----------|-----------------------------|---|--|--------------------------------|
| 2. | Knowledge | <ul style="list-style-type: none"> • A good understanding of a wide range of relevant regulatory policy and operational issues • A clear and demonstrable understanding of the strategic issues impacting upon local government and regulatory services in particular • A clear and demonstrable understanding of the legal process issues that affect regulatory service delivery • A clear and demonstrable understanding of the functions of the Cabinet and Committees within local government | <p>An understanding of the culture of the partner Councils</p> <p>Knowledge of wider criminal legislation, e.g. PACE, RIPA, POCA, etc.</p> | Application form and interview |
| 3. | Skills and aptitudes | <ul style="list-style-type: none"> • Demonstrate the ability to: <ul style="list-style-type: none"> ○ Lead transformational change and staff engagement ○ Provide relevant professional advice confidentially and tactfully, expressing viewpoint and policy direction ○ Handle competing priorities and a challenging workload ○ Communicate and network with colleagues, partners and other stakeholders ○ Foster partnerships, working collaboratively across boundaries to achieve performance and results through others. | | Application and interview |

| | | Essential | Desirable | Ascertained by |
|-----------|------------------------------------|--|--|---------------------------------|
| 4. | Qualifications and training | <ul style="list-style-type: none"> • Relevant professional qualification (a degree or diploma in one of the key service disciplines) • Demonstrable vocational experience and evidence of continuing professional development | <ul style="list-style-type: none"> • Relevant management qualification, • Relevant Post Graduate qualification | Application form and documents. |
| 5. | Attitude and motivation | <ul style="list-style-type: none"> • An excellent leader who is enthusiastic energetic, determined and positive in approach to delivering the joint working arrangements of the participating authorities • A proven ability to develop and motivate staff within a large service area. • Evidence of having a practical awareness of diversity in its broadest sense and equality of service delivery. • A demonstrable commitment to self and staff development • Commercial awareness. • Strong personal commitment to the delivery of first class services. • A positive, forward thinking and customer focused attitude which practices and promotes these and other values to the staff and our customers | <ul style="list-style-type: none"> • A willingness and determination to complete tasks within set deadlines | Interview |
| 6. | Other (please specify) | <ul style="list-style-type: none"> • Ability to drive / travel throughout, Bridgend / Cardiff / Vale or between locations if appropriate. • Able to work outside normal office hours, including evenings and weekends, both planned and in an emergency | <p>Membership of a relevant professional body</p> <p>Conversational Welsh language</p> | Application form and documents. |