

Meeting of:	<b>Senior Management Appointment Committee</b>
Date of Meeting:	<b>Tuesday, 27 February 2024</b>
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	<b>Recruitment and Selection Arrangements for the Head of Legal and Democratic Services</b>
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Head of Legal and Democratic Services
Report Owner:	Tom Bowring, Director of Corporate Resources
Responsible Officer:	Tom Bowring, Director of Corporate Resources
Elected Member and Officer Consultation:	Laithe Bonni, Operational Manager HR Employee Services Gemma Williams, Operational Manager OD and Learning
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Members of Full Council
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The report sets out the recruitment and selection arrangements proposed for the position of Head of Legal and Democratic Services.</li> <li>• The report recommends that delegated authority be granted to the Chief Executive, in consultation with the Director of Corporate Resources, Head of HR &amp; OD and the Leader to progress: <ul style="list-style-type: none"> <li>• advertising this position,</li> <li>• progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting,</li> <li>• drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and to,</li> <li>• agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process.</li> </ul> </li> </ul>	

## **Recommendations**

1. It is recommended that Senior Management Appointments Committee approve the recruitment and selection arrangements at this meeting of the Committee as described in the body of this report.
2. It is recommended that delegated authority be granted to the Chief Executive, in consultation with the Director of Corporate Resources, Head of HR & OD and Leader to progress:
  - a. advertising this position,
  - b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting,
  - c. drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and to,
  - d. agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process

## **Reasons for Recommendations**

1. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution.
2. To allow matters to be progressed in advance of the final stage of recruitment.

### **1. Background**

- 1.1 The position is an existing role on the Council's structure, which will be advertised following the resignation of the current post holder.
- 1.2 The Council has a statutory duty to designate one of its officers as the Monitoring Officer (pursuant to section 5 of the Local Government and Housing Act 1989) and must provide its Monitoring Officer with sufficient staff, accommodation and other resources to allow the duties of this role to be performed. The Monitoring Officer has a number of prescribed statutory roles, primarily, to ensure the lawfulness and fairness of the Council's decision making.
- 1.3 The position of Head of Legal and Democratic Services will be designated as the Council's Monitoring Officer and fulfil all statutory duties as well as other managerial responsibilities as part of the Senior Management structure.
- 1.4 It is now, therefore, necessary to commence the recruitment process and progress arrangements for the permanent appointment to this post in accordance with the Council's normal recruitment and selection procedures.

## 2. Key Issues for Consideration

- 2.1 On the basis of the above it is proposed to advertise the post (both internally and externally) as soon as practically possible. It is likely that this process will commence in late February/March 2024.
- 2.2 The current version of the Job Description and Person Specification is attached at Appendix A, which has been updated to reflect current practices.
- 2.3 In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing the following to the Chief Executive in consultation with the Director of Corporate Resources, Head of HR & OD and Leader for;
- Advertising
  - long-listing for any assessment process
  - subsequent shortlisting, in advance of the final interview with Senior Management Appointments Committee.
- 2.4 Human Resources will undertake an exercise to identify an appropriate assessment process and where, and if necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.
- 2.5 If these delegations are agreed, the Senior Management Appointments Committee will be requested to conduct final interviews once a shortlist is arranged.
- 2.6 Given the seniority of the post, the following timeline is being worked towards. Consideration is being given to the assessment arrangements, including involving external advisory participants and a series of internal stakeholder panels alongside a formal long-listing interview.

Late February – March 2024	Advertising of position to maximise exposure – potential for 3 week advert opening
Late March/early April	Shortlisting of candidates for initial Interview and any required Candidate Assessment Centre
April	Initial Interview and any required Candidate Assessment Centre
Mid/late April	Senior Management Appointments Committee final interviews

The above timescales maybe subject to change, depending on availability of candidates.

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

- 3.1 This recruitment and selection exercise will be for one permanent appointment.

- 3.2** The Well-being of Future Generations (Wales) Act will be considered fully during this exercise and the overall proposals for changes to the ways of working and structure of the directorate have been developed to ensure the Council is in a strong position to realise the ambitions of the Corporate Plan and Annual Delivery Plan. The Directorate is a key enabler for the delivery of the Council's wellbeing objectives and the Head of Legal and Democratic Services position is inextricably linked with the capacity and capability to devise, develop and deliver the Council's strategic agenda.

## **4. Resources and Legal Considerations**

### **Financial**

- 4.1** It is requested that approval for costs associated with the recruitment exercise is delegated to the Chief Executive in consultation with the Head of Human Resources and OD and the Leader.
- 4.2** Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Head of Service salary range of between £77,747 and £86,164, together with an additional annual allowance of £10,885 p.a. to reflect Monitoring Officer duties.
- 4.3** The cost of recruitment will be met from existing budgets.

### **Employment**

- 4.4** The employment issues are described in the body of this report.

### **Legal (Including Equalities)**

- 4.5** The recruitment process will be compliant with Local Government, Employment and Equalities legislation.
- 4.6** 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**

Appendix A – Head of Legal and Democratic Services Role Profile

## Head of Legal and Democratic Services – Role Profile

<b>Job Title</b>	Head of Legal and Democratic Services
<b>Post Reference</b>	X-LGLG100
<b>Grade</b>	Head of Service
<b>Directorate</b>	Corporate Resources
<b>Location</b>	Civic Offices & Remote Working
<b>Responsible to:</b>	Director of Corporate Resources
<b>Responsible for:</b>	Legal Services Democratic Services

### Role Overview:

At the Vale of Glamorgan Council, we are dedicated to creating a culture that embodies our fundamental principles of Openness, Togetherness, Pride, and Ambition. We are on a mission to evolve and enhance the way we serve our diverse community, ensuring an equitable and prosperous environment for all our residents.

We are currently searching for an accomplished and proactive leader for the role of Head of Legal and Democratic Services, who will also fulfil the essential function of the statutory Monitoring Officer. This role is pivotal in providing strategic oversight and upholding statutory compliance. The ideal candidate will be a seasoned legal expert committed to public service and driving transformation in line with our values.

### Our Values:

	<b>Behaviour</b>	<b>What it means to us:</b>
Ambitious	Forward thinking, embracing new ways of working and investing in our future	<ul style="list-style-type: none"> <li>○ As the Head of Legal and Democratic Services, you will demonstrate a forward-thinking mindset by exploring innovative approaches.</li> <li>○ Set high standards for the Legal and Democratic Services teams, fostering a culture of excellence in service delivery.</li> <li>○ Seek opportunities for growth and development within the legal and democratic framework, ensuring alignment with our strategic goals.</li> </ul>

Open	Open to different ideas and being accountable for the decisions we take	<ul style="list-style-type: none"> <li>○ Foster clear communication internally and externally as the Head of Legal and Democratic Services.</li> <li>○ Actively listen, value diverse perspectives, and create an environment where ideas flow freely.</li> </ul>
Together	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	<ul style="list-style-type: none"> <li>○ Encourage collaboration and teamwork within the Legal and Democratic Services teams.</li> <li>○ Build strong relationships with colleagues, elected members, stakeholders, and partners.</li> <li>○ Foster partnerships and alliances to enhance the effectiveness of legal and democratic processes.</li> </ul>
Proud	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	<ul style="list-style-type: none"> <li>○ Uphold the highest standards of governance, ethics, and professionalism.</li> <li>○ Take pride in delivering high-quality legal and democratic services that meet the needs of the community and uphold the reputation of the Local Authority.</li> <li>○ Celebrate achievements and contributions, fostering a culture of pride and recognition within the Legal and Democratic Services Teams.</li> </ul>

## Job Description:

As the Head of Legal and Democratic Services, you will:

### Statutory and Legal Obligations:

- Fulfil the statutory duties of the Monitoring Officer, including monitoring compliance with statutory requirements, advising on matters of governance, and promoting ethical conduct and transparency within the Council. **(pursuant to section 5 of the Local Government and Housing Act 1989)**
- Provide expert legal advice and guidance to the Council, ensuring compliance with relevant legislation, and managing legal risks effectively.
- Establish and maintain solid governance foundations, ensuring compliance with legal and regulatory obligations, and fostering good governance practices throughout the Council.

### Stakeholder Engagement:

- Build and maintain effective relationships with elected members, senior executives, external legal advisors, regulatory bodies, and other stakeholders, promoting transparency, accountability, and trust.

- Act as a key point of contact for external agencies, representing the Local Authority's interests and advocating for positive change within the community.
- Collaborate with internal and external stakeholders to drive positive change and enhance service delivery, including working closely with members, peers, and partner organisations.

### **Operational Excellence:**

- Deliver high-quality legal advice and support across a broad spectrum of areas, including but not limited to contracts, procurement, employment law, and litigation, to elected members, senior management, and operational teams across the organisation.
- Act as a representative for the Local Authority in legal proceedings, negotiations, and forums, safeguarding its interests and reputation.
- Proactively identify legal and governance risks to the Local Authority and develop strategies to mitigate these risks effectively.
- Implement and maintain robust systems for monitoring compliance with legal obligations, conducting audits, and promptly addressing any non-compliance issues.

### **Leadership:**

- Work with colleagues to establish and embed an organisation culture that supports and promotes the right behaviours and performance to ensure the delivery of outcomes that meet the Corporate Plan and strategic objectives of the Council.
- Contribute to the Council's strategic leadership as a key member of the Strategic Leadership Team.
- Lead, direct, and inspire people within the Service Area and across the Council to deliver great results. Ensure processes are in place for identifying and developing talent at all levels.
- Through own behaviours, be a role model for the leadership behavioural competencies; promoting and supporting the embedding of the Council's values and behavioural competencies throughout all levels of the organisation to build the organisation's culture.
- Demonstrate innovative thinking, challenge the status quo, and embrace new ideas and approaches to problem-solving, fostering a culture of creativity and innovation within the team.

### **General Duties:**

- Work with the Directorate Management Team to provide strong leadership for Corporate Resources, making connections between the work of Legal and Democratic Services and the other teams within the Directorate to maximise the impact of our work.
- Explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
- Facilitate and participate in the introduction of policies, procedures, and practice to support the achievement of the objectives of the Council.
- Ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.

- Ensure continuing compliance with Council policy, procedure and legislation including those related to the management of employees, health and safety, customer relations, safeguarding, information, equalities, the environment, and those specifically set out in Financial and Contract Procedure Rules.

In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.



## Person Specification

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> <li>Substantial experience in a senior legal role, preferably within a local government context.</li> <li>Proven experience as a Monitoring Officer or in a similar statutory role ensuring compliance and promoting ethical conduct.</li> <li>Experience working in a political environment or with elected officials.</li> <li>Experience in driving forward a people focused, values-driven culture across an organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of building high performing teams and providing inspirational leadership to the wider organisation that drives a high-performance culture.</li> </ul>	Application Form Interview
2.	Knowledge	<ul style="list-style-type: none"> <li>Detailed knowledge of relevant legislation and legal practice.</li> <li>Understanding of the statutory duties of the Monitoring Officer.</li> <li>Understanding of the local government framework and its governance.</li> </ul>		Application Form Interview

		Essential	Desirable	Ascertained by
3.	Skills and aptitudes	<ul style="list-style-type: none"> <li>• Ability to be a role model for the leadership behavioural competencies and promote the Council's values and behavioural competencies.</li> <li>• A strategic thinker, with the ability to develop and implement strategies that support the achievement of organisational objectives.</li> <li>• Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work.</li> <li>• Strong track record of building and nurturing productive working relationships, able to advocate for excellence, equity, and inclusivity.</li> <li>• Highly effective communication skills, able to influence others with impact and professional credibility, with the ability to communicate to a diverse community.</li> <li>• Dedicated to professional development and keeping abreast of relevant regulation and education trends.</li> <li>• Ability to manage resources effectively, including budgets, staffing, and facilities.</li> </ul>		Application Form  Interview
4.	Qualifications and training	<ul style="list-style-type: none"> <li>• Qualified Solicitor</li> </ul>		Application Form

		Essential	Desirable	Ascertained by
5.	Attitude and motivation	<ul style="list-style-type: none"> <li>• Highly motivated senior leader, able to act as a role model to team members and peers.</li> <li>• Adaptable and flexible to meet a variety of challenges.</li> <li>• An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment.</li> <li>• Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives and solve problems.</li> <li>• A passionate role model of the values of the Council.</li> </ul>		Interview
6.	Other (please specify)	<ul style="list-style-type: none"> <li>• Personal and professional credibility</li> <li>• Drive, energy, and enthusiasm to sustain an extensive agenda.</li> <li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak or learn Welsh</li> </ul>	Application Form Interview