

To: Members of the County Council

Date: 13 November 2019

Direct Dial: 01824 712589

e-mail: [democratic@denbighshire.gov.uk](mailto:democratic@denbighshire.gov.uk)

Dear Councillor

You are invited to attend a special meeting of the **COUNTY COUNCIL** to be held at **2.00 pm** on **TUESDAY, 19 NOVEMBER 2019** in **THE COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN**.

Yours sincerely

G Williams  
Head of Legal, HR and Democratic Services

## **AGENDA**

### **PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING**

#### **1 APOLOGIES**

#### **2 DECLARATIONS OF INTEREST**

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

### **PART 2 - CONFIDENTIAL ITEMS**

#### **EXCLUSION OF PRESS AND PUBLIC**

It is recommended in accordance with Section 100A (4) of the Local Government Act, 1972, that the Press and Public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A of the Act would be disclosed.

### **3 APPOINTMENT OF THE HEAD OF FINANCE AND PROPERTY (Pages 3 - 22)**

To interview candidates and consider making an appointment for the post of Head of Finance and Property. The number of candidates will be determined by a special appointments panel.

#### **MEMBERSHIP**

##### **Councillors**

Councillor Meirick Lloyd Davies (Chair)

Councillor Alan James (Vice-Chair)

Mabon ap Gwynfor

Brian Blakeley

Joan Butterfield

Jeanette Chamberlain-Jones

Ellie Chard

Ann Davies

Gareth Davies

Hugh Evans

Peter Evans

Bobby Feeley

Rachel Flynn

Tony Flynn

Huw Hilditch-Roberts

Martyn Holland

Hugh Irving

Brian Jones

Huw Jones

Pat Jones

Tina Jones

Gwyneth Kensler

Geraint Lloyd-Williams

Richard Mainon

Christine Marston

Barry Mellor

Melvyn Mile

Bob Murray

Merfyn Parry

Paul Penlington

Pete Prendergast

Arwel Roberts

Anton Sampson

Peter Scott

Glenn Swingler

Andrew Thomas

Rhys Thomas

Tony Thomas

Julian Thompson-Hill

Graham Timms

Joe Welch

Cheryl Williams

David Williams

Eryl Williams

Huw Williams

Emrys Wynne

Mark Young

##### **COPIES TO:**

Press and Libraries

Town and Community Councils

Appointment of

# Head of Service

## Finance and Property

Vacancy Information for Candidates



## Letter from the Leader



Dear Applicant,

Welcome and thank you for your interest in this unique opportunity within Denbighshire County Council.

Denbighshire County Council is well established as a high performing council and has clear direction, clarity of purpose and a strong vision of being an excellent Council closer to the communities, and there is a healthy culture of support, challenge and transparency of decision making.

We are looking for a candidate who will embrace the challenge of delivering an ambitious Corporate Plan whilst managing the continual reduction in central funding and who will actively lead the delivery of priorities that will have a significant impact for our residents and local businesses.

We are very proud of our Member and Officer relationships and both members and staff are fully committed and determined to work hard together to assist and support the appointed candidate through the exciting and demanding times ahead.

**Councillor Hugh H. Evans, OBE**  
**Leader**

## Letter from Chief Executive, Judith Greenhalgh



Dear Applicant,

Thank you for your interest in applying for this key position within Denbighshire County Council.

Denbighshire County Council is one of the highest performing Councils in Wales and we have developed a team of senior professionals who are proud of this status and will work hard to maintain it, even in difficult times.

With the pressures that have faced local government over the last few years, we have naturally undergone some significant challenges. We felt our responsibility to maintain a high standard of service to our community was essential, and were able to deliver the required efficiencies whilst maintaining high performance. Our staff survey results during this period show that over 80% of our staff considered they were satisfied with their job, and satisfied with Denbighshire County Council as an employer despite undergoing some difficult times. I am proud that we not only met these challenges head on, but as an organisation we overcame them successfully.

The overall ambition of the Corporate Plan for 2017 - 2022 'Working together for the future of Denbighshire' is to ensure that Denbighshire is a place where residents and businesses are well connected and resilient; where young people have opportunities for affordable housing and acquire skills and jobs to lead successful and fulfilling lives and where we all enjoy an attractive and protected environment.

Denbighshire, like all local authorities, will continue to face challenges, most notably reducing budgets. But that will not stifle our vision of being an excellent Council, working with our partners and communities to make a lasting difference for generations to come. This Corporate Plan aims to help achieve that ambition.

We are looking for candidates who share our desire for a high achieving, high performing Council and have a passion for providing modern and efficient services. We want someone who has the commitment and leadership abilities to influence the transformation of the landscape through leading –edge regeneration in order for our communities to thrive.

Denbighshire is a wonderful county to work in and while we have many challenges, the working and living environment must be amongst the best in Wales. From the coastal resorts of Rhyl and Prestatyn through the historic towns of St. Asaph, Denbigh and Ruthin, the scenic rolling hills of the Clwydian Range to the picturesque Dee Valley and the towns of Llangollen and Corwen, Denbighshire has something to offer everyone.

Again, thank you for your interest in the post and we look forward to receiving your application.

Yours sincerely

**Judith Greenhalgh**  
**Chief Executive**

## Further Information

This brochure has been designed to introduce prospective applicants to Denbighshire County Council. It also contains important information with regards to the structure of the organisation, the role of Head of Service, the profile of the person we are seeking to appoint and the terms and conditions.

We hope you find the information contained within this brochure informative and the vacancy an attractive career prospect.

If you would like an informal discussion about the position then please contact our retained consultant Ian Jeffcott on 07882 672653 or 01824 719112 or Judith Greenhalgh, Chief Executive on 01824 706128.

Applications for the post should be submitted by **noon on Monday, 28<sup>th</sup> October 2019**

Candidates will be informed of shortlisting on **Wednesday, 6<sup>th</sup> November 2019**

Interviews and assessment centres are expected to be held on the following dates:

<b>Sunday, 17<sup>th</sup> November - p.m. only</b>	<b>- Assessment with Consultant</b>
<b>Monday, 18<sup>th</sup> November 2019 – all day</b>	<b>- Assessment Centre &amp; Interview</b>

***(Candidates will be informed at the end of the Assessment Centre if they are required to attend on the 19<sup>th</sup> November 2019)***

<b>Tuesday, 19<sup>th</sup> November 2019 p.m. only</b>	<b>- Full Council Meeting, commencing at 2pm</b>
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How to apply:

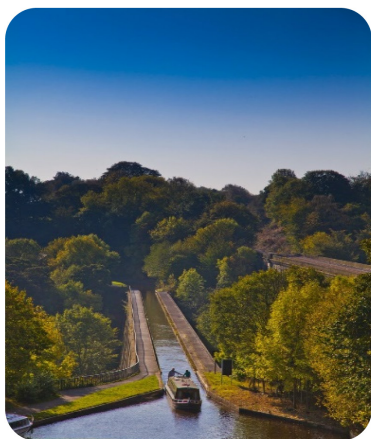
To apply for the Head of Finance and Property position at Denbighshire County Council please visit our website via the link below:

[www.denbighshire.gov.uk/workingtogether](http://www.denbighshire.gov.uk/workingtogether)

Completed applications should be sent to Andrea Malam, Lead Business Partner, by email to [andrea.malam@denbighshire.gov.uk](mailto:andrea.malam@denbighshire.gov.uk)

## Denbighshire

The county of Denbighshire in North Wales stretches from the coastal resorts of Rhyl and Prestatyn in the north, through the Vale of Clwyd, over the panoramic Horseshoe Pass into the picturesque Dee Valley. The bustling town of Llangollen is home to the annual International Music Eisteddfod and on the edge of the recently designated World Heritage Site of Pontcysyllte Aqueduct and Llangollen canal.



Not only are we fortunate to be located in a truly stunning area of the UK, we also have excellent transport links. Along the A55, Liverpool and Chester are within an hour's drive, and Manchester just an extra 20 minutes.

Clwydian Range and Dee Valley Area of Outstanding Natural Beauty is the scenic frontier of North Wales, embracing some of the UK's most wonderful countryside. The Clwydian Range is an unmistakable chain of purple heather-clad summits, topped by Britain's most dramatically situated hillforts. Beyond windswept Horseshoe Pass over Llantysilio mountain, lies the glorious Dee Valley with historic Llangollen, a famous transport route rich in cultural and industrial heritage. Offa's Dyke Path National Trail traverses this specially protected area, one of the least discovered yet most welcoming and easiest to explore of Britain's finest landscapes.

Nature, history and people have made Denbighshire distinctive. Three characteristic landscapes created by nature; the coast, the uplands, and the contrasting river valleys await exploration here, along with the changes made to them by countless generations of inhabitants and invaders. Here, nearly 250,000 years ago, lived the first known people of Wales. Now, the peace of the rural landscape and blue flag coastline blends harmoniously with thriving towns and villages, supporting a diverse range of residents and visitors alike and creating a county rich in culture.

The later hillforts and mysterious sacred landscapes of prehistoric Denbighshire are still spectacularly visible. People as well as nature created the distinctiveness of Denbighshire, and maintains it still. Romans and Britons, Welsh and English and Normans, Cavaliers and Roundheads all in turn disputed what became known as the 'Perfeddwlad' - 'the Middle Country' or 'Lands Between' - the borderlands between the Welsh principalities of Gwynedd and Powys, and more crucially between England and the Snowdonian heartlands of North Wales. A wealth of castles - English and Welsh, famous and lesser-known, chart the ebb and flow of these long wars.

The story of historic Denbighshire is likewise chronicled in its heritage of legend-haunted holy wells and characteristic churches, many of them rebuilt in the Tudor period, when Denbighshire became

the prosperous and cultured Power-house of Renaissance Wales. Historic towns, picturesque villages and varied historic houses all help to tell Denbighshire's story: and though the Industrial Revolution sits lightly on the modern county, its industrial heritage can still be traced, often amid the now peaceful setting of its country parks and outstanding landscapes.

Legends, curiosities, and links with famous people all add to Denbighshire's character. So too does the fact that both Welsh and English are spoken in its towns and villages, for both nature and history have ensured that Denbighshire remains the most distinctively Welsh of the eastern 'border' counties.

To sum this up in a phrase, Denbighshire is a beautiful County. Please click on the link to Discover Denbighshire <https://www.northeastwales.wales/>

## Denbighshire County Council

Denbighshire County Council is a unitary local authority established under the re-organisation of local government in Wales, and came into operation in April 1996.

The Council comprises of 47 elected members, and has adopted the Leader and Cabinet model of governance.

Employing over 4,300 people, the Council delivers a wide range of services and functions. A diagram illustrating our organisation structure is contained within this document.

Denbighshire County Council's vision is to be an excellent Council, working with our partners and communities to make a lasting difference for generations to come.

As an employer, we focus on communication, equality and people-friendly policies and we are looking for people who share our vision and values. If you want to make a real difference to the lives of people and are seeking a rewarding employer who values you, this is the place for you.

### **The values of the Council are:**

**Pride:** We aim to create a sense of pride in working for our organisation. We should take pride in the work we do and what we achieve as an organisation.

**Unity:** We all work for the same organisation. We as Councillors and staff should aim to reflect this in the way we behave and serve our communities. As our motto says "Unwn i wneud da" (We unite to do good), we work closely, co-operate willingly and support colleagues from across the organisation, regardless of the service or team in which they work. Our customers and communities expect the organisation to act as a single body making no distinction between services.

**Respect:** We aim to treat all people equally and with fairness, understanding that there are views and beliefs that differ from our own. We aim to involve and listen to our communities, showing consideration to their views and responding appropriately.

**Integrity:** As Councillors and staff we aim to manage ourselves to maximise performance, act with high standard of conduct and present a positive image of Denbighshire. We aim to be realistic with our colleagues and citizens about our achievements and the challenges we face and to be open and honest in the information we provide.



## Profile

### The Key Responsibilities of the Post are as follows;

- Statutory Section 151 Officer
- Financial Functions
- Ensuring safeguards are in place to control all service budgets and responsibility for final sign off with Council
- Housing and council tax budget
- Tax collection responsibility
- Corporate Budgets
- Debt Portfolio
- Audit property revenues and benefits accountancy and exchequer and accountancy
- Ensuring safeguards are in place to control all service budgets
- Corporate Landlord
- Property Portfolio Responsibility

### In addition to the above, the post holder is responsible for the following;

- Accountancy – Accountancy and Exchequer
- Business and Risk
- Management Accounting and Assurance
- Payments and Payroll
- Systems Support
- Corporate Asset Management
- Property Services

## Pay and Benefits

The terms and conditions of employment for this post will be those contained in the collective agreement laid down by the Joint Negotiating Committee for Chief Officers of Local Authorities. The main conditions are as follows:

### Salary

This role is paid in accordance with the SLT2 – Head of Service Pay Grade within the Senior Leadership Pay Scale - a three point salary range, with current values as follows:

SCP1 = £85,689

SCP2 = £86,995

SCP3 = £88,321

The starting salary of the successful applicant will be one of the points shown, with progression through any remaining points subject to satisfactory service by annual increments up to the maximum of the grade applicable to your job as follows:-

Incremental progression will take place in either April or October, with the first incremental increase being effective after a minimum of 12 months and a maximum of 18 months after

commencement in role, dependant on the commencement date. Increments thereafter will be paid annually in either April or October.

**Date of commencement**

**Increment due**

2nd April to 1st October

1st October the following year

2nd October to 1st April

1st April the following year

**Relocation Package**

In addition to the salary, we also offer a relocation package of up to £8,000.

**Annual leave**

The basic entitlement is 30 days plus 2 extra statutory days. In addition to annual leave, the post holder is entitled to the public holidays that the Government designate.

**Pension scheme**

The employment will be pensionable in accordance with the provisions and regulations of the Local Government Pension Scheme.

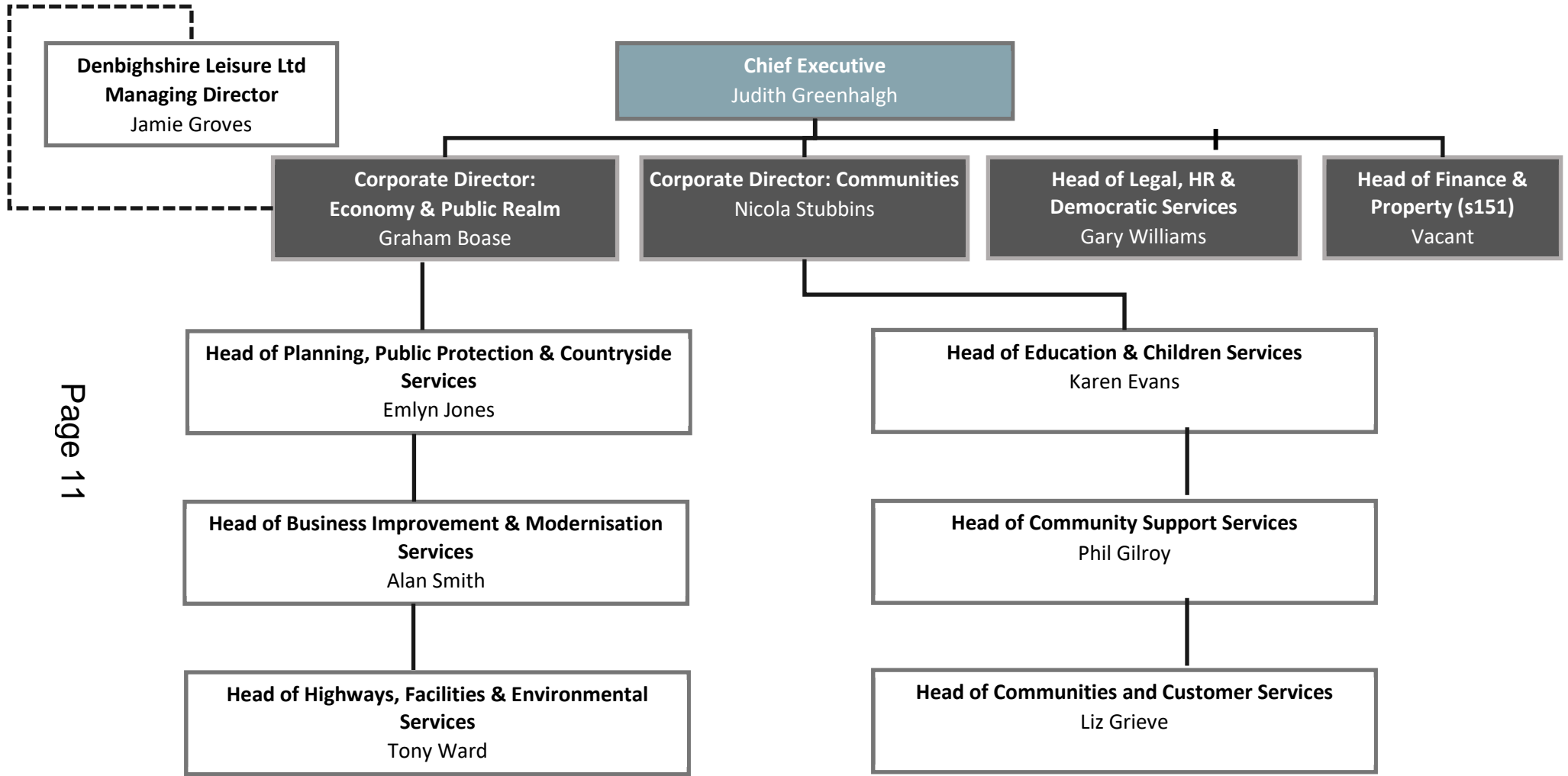
**Other employee benefits**

- Reimbursement of one subscription to a professional body or association
- Opportunity to purchase annual leave
- Competitive Pension Scheme
- Cycle to Work Scheme
- Car Salary Sacrifice Scheme and Car leasing scheme
- Discounts via Vectis card and Leisure facilities
- Give as you earn scheme
- Work-life balance policies and practices e.g. homeworking, family friendly policies etc.

**Place of work**

The post is based at the Council's headquarters at County Hall, Ruthin, LL15 1YN.

# Senior Management Structure



## DENBIGHSHIRE COUNTY COUNCIL

### JOB DESCRIPTION

<b>Job Title: Head of Service</b>
<b>Grade: SLT-2 plus relocation package of up to £8,000</b>
<b>Service: Finance and Property</b>
<b>Job Purpose</b>
<p>To be responsible for the overall professional, strategic and operational leadership and management of the Service/s including leading on the development and implementation of service priorities.</p> <p>To support the Chief Executive in the overall management of the Council through the designated services ensuring the effective delivery of Council priorities, strategies and major projects.</p> <p>To provide leadership to the specific Council services through membership of the Senior Leadership Team ensuring integrated policy development and service delivery.</p> <p>To play a crucial role in increasing performance and efficiency across the Council and its partners for the benefit of the community.</p>
<b>Principal Accountabilities and Responsibilities</b>
<p><b>Leadership</b></p> <p>Provide strategic and effective leadership in conjunction with other heads of services on the delivery of specific plans as defined both within the service area and across the Council to deliver corporate initiatives.</p> <p>Provide a learning environment and a positive, proactive, flexible approach to decision making.</p> <p>Provide professional support and advice to Members and Directors to support the delivery of Council objectives and to meet the Council’s statutory responsibility</p> <p>Role model the organisation’s purpose and vision and keep managers focused on delivering that vision.</p> <p><b>Service Delivery</b></p> <p>To ensure that an appropriate range of modern services are planned, commissioned and provided which demonstrably meets the needs of the service users, including the development of business plans.</p> <p>To ensure these services are effectively organised, and cost efficient, are systematically reviewed and redesigned where necessary to ensure needs continue to be met.</p> <p>To ensure high quality services which meet statutory and good practice guidance and standards.</p>

To be committed to delivering excellent customer service to meet expectations and satisfy customer needs.

### **Corporate and Service Strategy and Policy Development**

Develop and implement policies and strategies which deliver high standards and continuous improvement in outcomes and standards for the service.

Create and develop effective partnerships with internal departments and external agencies and organisations in the public, private and third sectors in order to maximise the resources available to the Council in meeting its strategic aims and objectives.

### **Change and Continuous Improvement**

To champion change and improvement both their specific services and the Council as a whole.

To communicate and provide vision for employees regarding changes and improvement.

To position the Council for future success by identifying new opportunities.

### **Management of Resources**

To be ultimately accountable for the management of resources within the specified service area/s.

To ensure budgets and other resources are planned, monitored and managed and expenditure is controlled to ensure all service managers understand and take responsibility for balancing budgets.

To ensure clear lines of accountability and control.

To maximise the resources available for the service to meet its strategic aims and objectives.

### **Safety, Quality and Performance Management**

To establish and manage systems and procedures that deliver a safe working environment, in accordance with; HSE Guidance Notes, HSG65, relevant legislation, and the Council's policies. Ensure that staff are provided with the necessary training, support and resources to undertake their role safely. Actively promote a positive health and safety culture, and lead by example.

To ensure financial information, service quality and outcomes data is collected accurately and to use performance data on an ongoing basis.

To demonstrate through business and project plans, performance indicators and outcome measures, a culture of high performance.

To establish a framework for assuring quality professional practice in the services, including undertaking regular practice audits and observations by managers at all levels in the Service and reporting mechanisms to the management processes.

### **Risk Management**

To review regularly all service activities and projects to ensure that risks are being managed properly. Ensure risk management through risk assessment, risk monitoring procedures, and risk mitigation measures including risks to employees, members of the public, the Council's customers,

the Council's assets, safeguarding risks and risks to the Council's reputation. Risk areas to be managed include; data management, business continuity, fire safety, and health and safety.

**Human Resource Responsibilities**

To ensure high quality and consistent management of staff performance.

To ensure development of a workforce plan in conjunction with business planning processes, working collaboratively across the Council and with external bodies to meet the needs of the plan.

To actively manage absence to meet key performance targets.

To ensure effective and constructive staff relations and communications.

To ensure effective and sustainable recruitment to meet the organisations objectives.

**Equalities and Sustainability**

To ensure the service meets its equality and sustainability responsibilities under the specific legislative requirements.

**Delegated Responsibilities**

To undertake such duties and responsibilities as may be reasonably specified by the Chief Executive.

**Key Objectives and Corporate Programmes**

Key Objectives and Corporate Programme Leadership will be proposed and discussed with the post holder and monitored by the Chief Executive.

**Resources/Equipment/Material**

N/A

**Supervision/Management of People**

Direct Reports 6  
Overall responsibility for a service of 156 employees

**Knowledge, Skills, Training and Experience**

The Head of Service is totally accountable for their service and they are performance managed by the nominated Chief Executive.

The postholder is required to balance managing services and delivery of corporate priorities.

The post requires the ability to structure complex issues and to arrive at balanced and informed decisions. The post holder will have the capacity and vision to anticipate and influence change in response to identified needs and have skills and abilities needed to manage complex issues and competing demands in a dynamic environment.

<p>The post holder will be responsible for corporate programmes of work.</p> <p>Demonstrates political awareness in building positive relationships with members.</p> <p>Delivering services for a population of 95,200 and accountable to 47 Councillors. The post holder would be expected to have had significant leadership and management experience.</p>
<p><b>Special Working Conditions</b></p>
<p>N/A</p>
<p><b>Employment Checks/ Specific Requirements</b></p>
<p>Politically restricted post Statutory Office if applicable</p>
<p><b>Vision/Context</b></p>
<p>Our strategy for leadership encompasses leadership attitudes &amp; behaviours, management skills and a responsibility to create a collective leadership culture and capability. Our vision is to have individual leaders, who are role models, displaying leadership attitudes and behaviours. We want people who can create a culture of trust, who work together to achieve results and who learn from each other to delivery our shared management responsibilities.</p>

Head of Finance & Property Profile				
Job Title	Net Budget	Gross Budget	Capital Budget	Employee No.
<b>Head of Finance and Property</b>	£41.6m	£66.9m	£4.4m per year plus specific construction projects	156
Context	Service Responsibilities		Essential Professional Qualifications and Experience	
<ul style="list-style-type: none"> <li>▪ Strategic financial management of the County Council fully utilising the value of its financial resources and assets Advisor to members and senior leadership team and CET Advisor to regional partnerships in capacity as section 151 officer</li> <li>▪ CET Member</li> <li>▪ Member of the Strategic Emergency Management Team – on call 1 week in 5</li> <li>▪ Manage and control the Corporate Finance department for the Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statutory Section 151 Officer</li> <li>▪ Financial Functions</li> <li>▪ Ensuring safeguards are in place to control all service budgets and responsibility for final sign off with Council</li> <li>▪ Housing and council tax budget</li> <li>▪ Tax collection responsibility</li> <li>▪ Corporate Budgets</li> <li>▪ Debt Portfolio</li> <li>▪ Audit property revenues and benefits accountancy and exchequer and accountancy</li> <li>▪ Ensuring safeguards are in place to control all service budgets</li> <li>▪ Responsible for the day to day management of the finance department -</li> <li>▪ Accountancy – Technical and Systems, Business and Risk, Management Accounting and Assurance, Payments and Payroll and Systems Support</li> <li>▪ Responsible for the management and development of the Council’s policies to manage the property portfolio, ensuring statutory compliance.</li> </ul>		<p>Professional accountancy qualification <b>and</b> Member of Chartered Institute (e.g. CCAB) <b>and</b> able to demonstrate broad and deep experience in the relevant areas</p> <p>Experience of managing a complex budgeting in a large organisation in challenging times</p> <p>Significant range of experience in people, financial management and strategic service planning.</p>	

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- Ensuring properties are maintained as appropriate. Ensuring any legal, statutory or other relevant provision governing or affecting the Council's portfolio is discharged in order to safeguard the authority.
- **Corporate landlord.** – Design and Construction function, Corporate property, estates and valuations, strategic Asset management, CDM, Building maintenance, civic office corporate teams, North wales construction framework, Construction health and safety
- Corporate asset management group, commercial and light industrial portfolio, agricultural estates, capital programme, commercial strategic employment sites.
- Office rationalisation, energy carbon reduction programme.

## DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>Post Title:</b> Head of Service – Finance and Property			
<b>Grade:</b> SLT 2 plus relocation package of up to £8,000			
<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESSMENT</u></b>
<b>EDUCATION &amp; QUALIFICATIONS</b>	Professional accountancy qualification <b>and</b> Member of Chartered Institute (e.g. CCAB) <b>and</b> able to demonstrate broad and deep experience in the relevant areas	Management Qualification e.g. MBA/DMS or equivalent	Application form
	Educated to degree level or equivalent		Application Form
	Evidence of relevant continuing professional development		Application Form
<b>RELEVANT EXPERIENCE</b>	Significant range of experience in people, financial management and strategic service planning.	Experience of working at a Senior management level in a diverse and complex organisation within the public sector	Application Form , Interview
	Experience of developing and delivering performance management, and budget management processes at a senior level within, Local Authority or other relevant organisation	Experience of working on the effective development of joint and integrated services	Application Form , Interview
	Demonstrable experience of successful leadership and management of multi-disciplinary teams, leading to improved outcomes for service users and inspiring teams	Experience and appreciation of the impact and relevance of ICT to business solutions, planning, management and service delivery	Application Form , Interview
	Extensive experience of planning and managing large budgets and other resources within either the public or private sector	Experience of working with elected members/governors in a constructive and politically sensitive manner	Application Form , Interview
<b>JOB RELATED KNOWLEDGE &amp; SKILLS</b>	Ability to think and plan strategically, analytically and financially about complex issues and to find creative and innovative solutions	Knowledge and good understanding of the major issues facing local government and their potential implications	Application Form , Interview

	Ability to work collectively and collaboratively and experience of effectively working in partnership with a wide range of internal and external bodies		Application Form , Interview
	Ability to influence others and provide the highest levels of customer service		Application Form , Interview
	Excellent interpersonal and communication/presentation skills, both written and oral.		Application Form , Interview Presentation
<b>PERSONAL QUALITIES</b>	Ability to demonstrate high caliber skills in tact, diplomacy, persuasion, negotiation, advocacy and assertiveness	Business awareness relating to local and national market conditions and broader business issues	Application Form , Interview
	Excellent relationship management skills, with the ability to work together with members, with a high level of political awareness		Application Form , Interview
	Demonstrates a strong commitment to public and customer service and equality of opportunity		Application Form , Interview
	Strong sense of accountability of self and others and is accountable for mistakes and uses them as learning opportunities for their service		Application Form , Interview
	Has a high degree of integrity and probity and is open and honest and resilient.		Interview
	Responds as required to deal with complex situations, changing demands and priorities.		Interview
	Shows a high drive for achievement and performance.		Application Form , Interview
	Demonstrates the capacity and the vision to anticipate and influence changes in response to service needs.		Application Form , Interview
	<b>OTHER REQUIREMENTS</b>	Ability to communicate in the medium of Welsh or a commitment to learn the language.	

## Advert

### Head of Service – Finance and Property and Statutory Section 151 Officer

**Salary Package: Up to £88,321** plus relocation package of up to £8,000

This is a fantastic opportunity for a forward thinking effective leader to play a pivotal role in shaping the service to meet the needs of the Corporate Plan and Denbighshire's future vision.

As Head of Service and Section 151 Officer, you will have a relevant professional qualification with the necessary experience to confidently manage and lead an innovative and effective service. As a leader you will be adept in thinking strategically, providing a clear financial direction for the Council with the ability to act as S151 Officer.

You will provide strategic leadership for the following areas:

- Accountancy – Accountancy and Exchequer
- Business and Risk
- Management Accounting and Assurance
- Payments and Payroll
- Systems Support
- Corporate Asset Management
- Property Services

The successful candidate will be familiar with working in a political environment and be able to build and develop effective relationships and partnerships with elected members and a range of key stake holders. Ambition, resilience and a desire to make things happen will all be key attributes, alongside excellent leadership abilities and a commitment to providing modern and efficient services.

For an informal discussion please contact our retained consultant Ian Jeffcott on 07882 672653 or 01824 719112 or Judith Greenhalgh, Chief Executive on 01824 706128.

To apply for the Head of Finance and Property position at Denbighshire County Council please visit our website via the link below:

[www.denbighshire.gov.uk/workingtogether](http://www.denbighshire.gov.uk/workingtogether)

Completed applications should be sent to Andrea Malam, Lead Business Partner, by email to [andrea.malam@denbighshire.gov.uk](mailto:andrea.malam@denbighshire.gov.uk)

Closing date is noon on **Monday, 28<sup>th</sup> October 2019**.

Denbighshire County Council guarantees to interview people with disabilities who meet the essential criteria for the post. Applicants with disabilities do not have to provide any information unless they want to and any information regarding disability will only be used to ensure that applications are given full consideration under the Disability Confident Scheme. If you wish to be considered as part of this scheme, please indicate this on the application form.

Denbighshire County Council is committed to Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English.

## Terms and Conditions

### Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities

During employment with the County Council, terms and conditions will be in accordance with collective agreements negotiated from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities, as amended by the County Council or supplemented by local collective agreements reached with trade unions recognised by the County Council, and by the rules of the County Council.

#### 1. Salary

In accordance with the Authority's Pay Structure and Job Evaluation Scheme, the salary package for Head of Service – Finance and Property is £85,689 - £88,321.

The starting salary of the successful applicant will be one of the points shown, with progression through any remaining points subject to satisfactory service by annual increments up to the maximum of the grade applicable to your job as follows:-

Incremental progression will take place in either April or October, with the first incremental increase being effective after a minimum of 12 months and a maximum of 18 months after commencement in role, dependent on the commencement date. Increments thereafter will be paid annually in either April or October.

<b><u>Date of commencement</u></b>	<b><u>Increment due</u></b>
2nd April to 1st October	1st October the following year
2nd October to 1st April	1st April the following year

#### 2. Place of work

County Hall, Ruthin.

#### 3. Hours of Work

The basic contractual working week is one of 37 hours.

However, for a post of this seniority level you will be required to work such reasonable working hours as are dictated by the needs of the service, and the salary for the post reflects this requirement.

The Council's Flexi-time scheme does not apply to Heads of Service.

#### 4. Performance Management

Your performance will be subject to regular appraisal and monitoring by the Chief Executive Your performance will be measured against agreed criteria every six months which will include meeting the

performance targets of members in relation to the principal accountabilities of the post, County Council policies and changing demands.

#### **5. Annual Leave**

In accordance with Denbighshire Annual Leave entitlement, your current holiday entitlement is 30 days plus 2 extra statutory days. Your annual leave year will commence on the 1<sup>st</sup> of your birth month.

In addition to annual leave, the postholder is entitled to the public holidays that the Government designate.

#### **6. Expenses**

Traveling subsistence expenses, together with such payments that can be properly made, as determined by the Council, will be made in accordance with the Council's policy.

#### **7. Period of Notice to Terminate Employment**

The postholder is required to give the Council a period of 3 months' notice.

#### **8. Sickness**

Your entitlements during any absence due to sickness or injury are as set out in the JNC agreements on Pay and Conditions of Service.

#### **9. Professional Fees**

The Council will approve reimbursement of the annual subscription of one professional body.

#### **10. Political Restriction**

The Head of Service post is a Politically Restricted post. The County Council is obliged to prepare and maintain a list of posts which it deems to be politically restricted.

#### **11. References**

The appointment is subject to satisfactory reference(s) being received to cover your previous 3 years employment and from your last 2 employers. One reference is required if internal.

#### **12. Qualifications**

Evidence of the qualifications stated on your application must be made available to Denbighshire County Council.