

To: Members of the County Council

Date: 14 July 2021

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 **10.00 am** on **THURSDAY, 22 JULY 2021** by **VIDEO CONFERENCE**.

Yours sincerely

G Williams  
Head of Legal, HR and Democratic Services

## **AGENDA**

### **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 ITEM**

### **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 CHIEF EXECUTIVE (Pages 3 - 20)**

To interview candidates and consider making an appointment for the post of Chief Executive. The number of candidates to be interviewed will be determined by a special appointments panel.

## **MEMBERSHIP**

### **Councillors**

Councillor Alan James (Chair)

Councillor Christine Marston (Vice-Chair)

Mabon ap Gwynfor  
Brian Blakeley  
Joan Butterfield  
Jeanette Chamberlain-Jones  
Ellie Chard  
Ann Davies  
Gareth Davies  
Meirick Davies  
Hugh Evans  
Peter Evans  
Bobby Feeley  
Rachel Flynn  
Tony Flynn  
Huw Hilditch-Roberts  
Martyn Holland  
Alan Hughes  
Hugh Irving  
Brian Jones  
Pat Jones  
Tina Jones  
Gwyneth Kensler  
Geraint Lloyd-Williams  
Richard Mainon

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

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# Chief Executive

## 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 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. We are now looking for an ambitious, forward thinking individual to join the Senior Leadership Team and lead the organisation into a successful future.

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.

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.

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.

2022/23 will present the Council with an exciting opportunity to shape the future of Denbighshire with the development of a new Corporate Plan and the local elections which will see the appointment of new Elected Members. This will therefore be a time for new beginnings and we are looking for a candidate who fully understands the incredible opportunity this presents, the chance to influence and shape the future of the Council, and to lead the delivery of priorities that will have a significant impact for our residents and local businesses.

**Councillor Hugh H Evans, OBE**  
Leader of the Council.

## 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 Chief Executive, 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:

- Councillor Hugh H Evans (Leader of the Council) - [leader@denbighshire.gov.uk](mailto:leader@denbighshire.gov.uk), 01824 706097

If you have any questions regarding the recruitment and selection process, please contact:

- Gary Williams (Head of Legal, HR and Democratic Services) - [gary.williams@denbighshire.gov.uk](mailto:gary.williams@denbighshire.gov.uk), 01824 712562

Applications for the post should be submitted by noon on Wednesday, **30th June 2021**.

Candidates will be informed of shortlisting by Tuesday, **6th July 2021**.

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

- **Tuesday 20th July and Wednesday 21st July - assessment centre, mixture of virtual and face-to-face**
- **Thursday 22nd July - Full Council**

How to apply:

Please see the 'How to Apply' section of this brochure. Applications should be emailed or posted to Andrea Malam, Lead HR Business Partner, at:

- [andrea.malam@denbighshire.gov.uk](mailto:andrea.malam@denbighshire.gov.uk)
- Andrea Malam, Human Resources, Denbighshire County Council, PO Box 62, Ruthin, Denbighshire, LL15 9AZ.

## Denbighshire County

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 Holyhead 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.



# 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 4,200 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 that:**

**“Denbighshire in 2025 will be the ideal place to live, work, visit, conduct business and pursue a wide range of activities”.**

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:**

- To provide the leadership and vision to ensure that the Council is structured, managed and resourced effectively to ensure that our priorities and objectives are delivered.
- To deliver quality services which are effective, efficient, economic and responsive to local circumstances.
- To be the Head of Paid Service and Principal Advisor.

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

- Lead and manage the Senior Leadership Team so they effectively support Cabinet Lead members and Scrutiny Chairs.
- Provide advice, assistance and support to the Leader and the Chair of the Council in their respective roles, and in particular their relations with external partners.
- To develop, adopt and deliver a new Corporate Plan.
- Act as Returning Officer and Electoral Registration Officer.

## **Place of work**

The post is based at the Council's headquarters at County Hall, Ruthin. This is an attractive, predominantly open-plan working environment (the post is allocated one of a small number of private offices). As well as extensive office accommodation, the building also houses the Council Chamber, committee rooms and meeting rooms.

## 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 SLT 4 Chief Executive Officer within the Senior Leadership Pay Scale - a three point salary range, with current values as follows:

SCP1 = £132,254

SCP2 = £134,268

SCP3 = £136,312

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

### 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, a defined benefit / final salary pension scheme.

### Other employee benefits

- Reimbursement of one subscription to a professional body or association
- Cycle to Work Scheme
- Car Salary Sacrifice Scheme
- Discounts via DCC Rewards Direct website and Vectis card, and Denbighshire Leisure Ltd facilities
- Give as you earn scheme
- Work-life balance policies and practices e.g. homeworking, family friendly policies etc.

## Advert Details

### Chief Executive

**Salary Package: £132,254 - £136,312**

The Chief Executive is a key position within the Council. We are therefore looking to appoint a purposeful leader who will share our ambitions for the Council to continue to be one of the best performing Councils in Wales.

For an informal discussion please contact :-

- Councillor Hugh H Evans (Leader of the Council) - [leader@denbighshire.gov.uk](mailto:leader@denbighshire.gov.uk), 01824 706097 (discussion regarding the post)
- Gary Williams (Head of Legal, HR and Democratic Services) - [gary.williams@denbighshire.gov.uk](mailto:gary.williams@denbighshire.gov.uk), 01824 712562 (discussion regarding the process)

Please note that as part of this recruitment process, we will be reviewing any information that is held in the public domain.

## How to Apply

You can download an application form from our website at [www.denbighshire.gov.uk/chief-executive](http://www.denbighshire.gov.uk/chief-executive)

Please submit your application to Andrea Malam, Lead HR Business Partner, at:

- [andrea.malam@denbighshire.gov.uk](mailto:andrea.malam@denbighshire.gov.uk)
- Andrea Malam, Human Resources, Denbighshire County Council, PO Box 62, Ruthin, Denbighshire, LL15 9AZ.

Recruitment timeline	
Closing date:	12 noon on Wednesday, 30th June 2021
Shortlisting date:	Monday, 5th July 2021
Assessment dates:	Tuesday 20th to Thursday 22nd July 2021

## Equalities

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and 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. For alternative methods of applying, please call HR on 01824 706200.

# Candidate information

## About you

We are looking for candidates who will support and advise elected members and have the ability to operate in a political climate with an understanding of the Welsh political context. An appreciation of the Welsh language and culture is essential.

Candidates must be able to demonstrate an ability to inspire and empower a diverse workforce and have the skills to develop and coach a dynamic, high performing Senior Leadership Team in order to drive the delivery of an ambitious Corporate Plan.

As a role model for the Council, the successful candidate will be able to demonstrate strong influencing and negotiation skills with the ability to communicate with people ranging from Government Ministers to local communities.

If you have the commitment and leadership abilities to help steer the modernisation of the Council and drive change and improvements across all of its services and functions then this is the role for you.

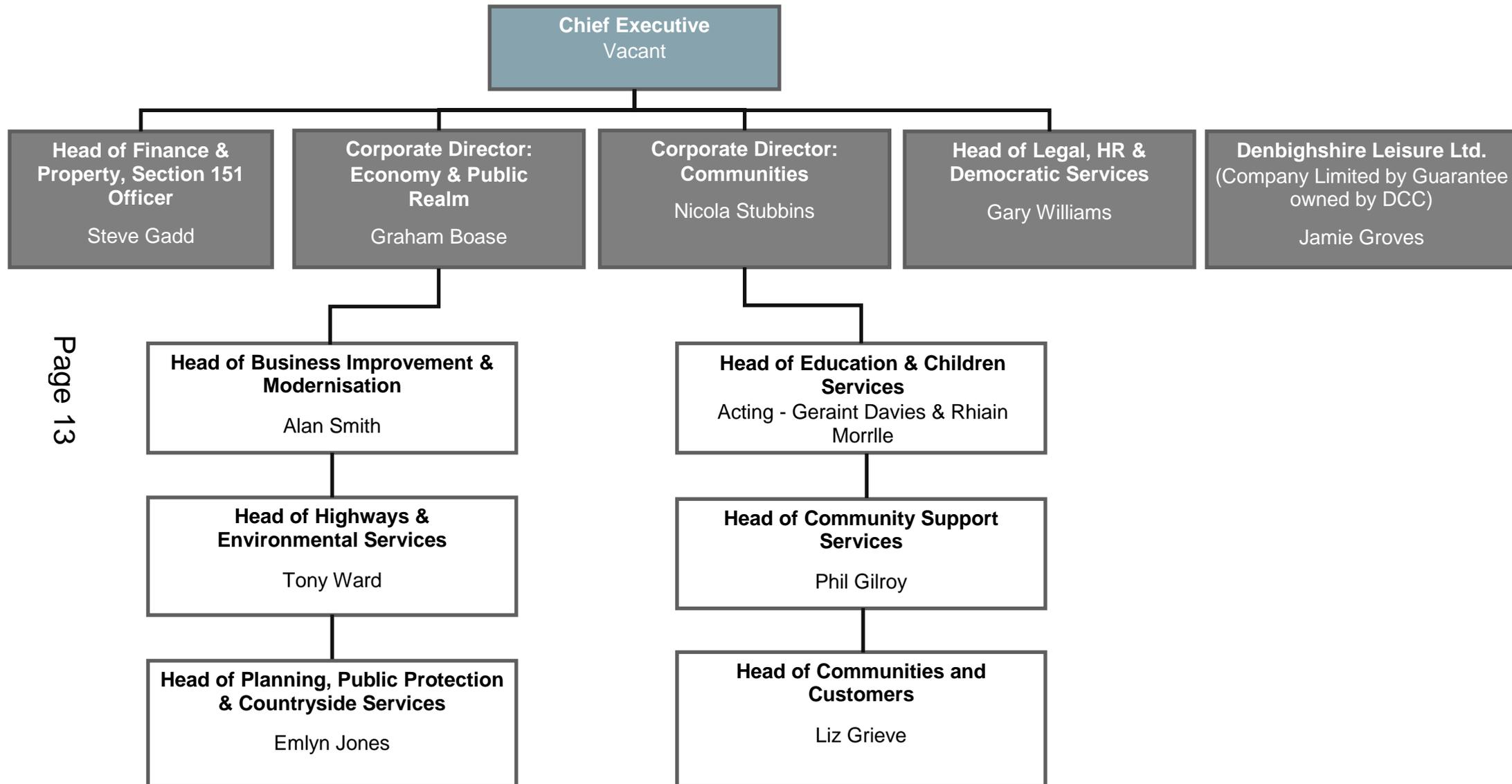


## Staff benefits

Our workforce is of utmost importance to us and Denbighshire County Council is committed to supporting staff to achieve a positive work-life balance. We therefore have numerous work-life balance policies in place, including flexible working, home working options, enhanced parental policies, a fantastic occupational career average pension scheme, and our Employee Assistance Programme. We also operate cycle to work, and car salary sacrifice schemes, and a Give as you Earn scheme.

Our staff are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, discounts at hundreds of national retailers, and much more.

# Senior Management Structure



# Job Description

**Job Title: Chief Executive Officer**  
**Grade: SLT4, £132,254 - £136,312**  
**Job ID Number / Date Issued: July 2016**

## Job Purpose

The Council's Head of Paid Service and Principal Adviser, will work closely with all Elected Members, especially Cabinet, in preparing, developing and delivering strategic direction, implementing, monitoring and reviewing Council policies.

To lead decisively and inspire the Senior Leadership Team in delivering the Council's objectives and quality service delivery; services which are effective, efficient, economic and responsive to local circumstances.

## Principal Accountabilities and Responsibilities

- As Principal Policy Adviser to the Council, provide strategic direction and interpretation to Council and Cabinet policies, ensuring these are supported by realistic action plans.
- As Chief Executive, lead, manage and direct the Senior Leadership Team so they effectively support Cabinet Lead Members and Scrutiny Chairs.
- As Chief Executive, develop a customer focused culture throughout the organisation that will enable the delivery of high quality services and to maintain the position of one of the highest performing councils in Wales.
- Ensure that Council performance is measured against statutory indicators and targets that stated objectives are achieved and delivered.
- Ensure that the council deliver their overall budget within the cash limit through monthly monitoring at Senior Leadership Team and Cabinet.
- In conjunction with Corporate Directors, develop leadership and management skills to ensure that the Council is and will continue to be capable of achieving its strategic objectives.
- Communicate and act as advocate internally within the organisation and externally concerning the Council and Cabinet's plan, policies and objectives to ensure clarity, commitment and understanding.
- Ensure that the Cabinet and the Council's strategy and business planning and performance management process identifies resource needs, including a Human Resource Strategy which must reflect principles of Equal Opportunities and employee and Member development.
- Communicate and gain commitment of employees to the aims and objectives of the Council and the standards, behaviour and performance expected of them.
- Provide advice, assistance and support to the Leader and the Chairman of the Council in their respective role, and in particular their relations with external partners.

- Support and advise all Elected Members on matters of community leadership and governance, improving the community's confidence in the Council.

#### Additional Matters

- Act as Returning Officer for Parliamentary Elections and Referenda
- Act as Returning Officer for Town and Community Council Elections
- Act as Electoral Registration Officer

### **Knowledge, Skills, Training and Experience**

- The ability to provide inspirational leadership to support and motivate a diverse group of people at all levels, coupled with a willingness to address issues and make difficult decisions. This will result in the provision of effective customer focused services, promote collective working, innovation, flexibility and engender team spirit in a changing environment.
- An understanding of the statutory role of local authorities and of national and regional policy issues which relate to local government and experience of developing strategies and solutions to address these effectively.
- An appreciation of local community needs and the importance of successful community involvement and empowerment.
- First class oral and written communication skills including the ability to formulate and deliver complex strategic plans and implement long term goals.
- Capable of seeing beyond the short term and to identify broader opportunities and the potential for operating in innovative ways to achieve end results.
- Political sensitivity, with the ability to advise all political groups and the Council as a whole in an objective and bias-free way.

### **Employment Checks/Specific Requirements**

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 3 satisfactory references, evidence of essential qualifications, evidence of Right to Work in the UK. This is a Politically Restricted Post.

### **Safeguarding Statement**

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

## **Vision/Context**

The post of Chief Executive is the Head of Paid Service and Principal Adviser to the County Council. The post leads on the Senior Leadership Team in advising and assisting Members on the development of strategic direction of the County Council and on the development of policies and service delivery plans. The Chief Executive has the primary task of managing the interface between the political and executive roles, and of ensuring that the Council is able to respond to developing Government and Assembly policies.

## 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).

Criteria	Essential	Desirable	Method of assessment
<b>1. Education &amp; qualifications</b>	<p>Educated to degree level or equivalent</p> <p>Evidence of relevant continuing professional development</p> <p>Relevant professional qualification</p>	Management Qualification e.g. MBA/DMS or equivalent	AF
<b>2. Relevant experience</b>	<p>Experience of working at a Senior management level in a diverse and complex organisation.</p> <p>Experience of working successfully in a political environment</p> <p>Experience of successfully leading change in a large and complex organisation</p> <p>Demonstrable experience of successful leadership and management of multi-disciplinary teams, leading to improved outcomes for service users.</p> <p>Extensive of strategic planning, attracting resources and managing large budgets and other resources within either the public or private sector.</p> <p>Experience of effectively working in partnership with a wide range of internal and external bodies.</p>		<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>

<p><b>3. Job related knowledge &amp; skills</b></p>	<p>Able to provide strong and effective leadership</p> <p>Ability to think and plan strategically, analytically and financially about complex issues and to find creative and innovative solutions.</p> <p>Ability to influence others to provide the highest levels of customer service</p> <p>Inspires teams and groups to enable transformation.</p> <p>Excellent communication / presentation skills, both written and oral. High-level interpersonal skills.</p> <p>Knowledge and good understanding of the key issues involved in policy planning and performance management.</p> <p>Knowledge and a good understanding of the major issues facing local government and their potential implications.</p> <p>Good understanding of the political context at national, regional and local level.</p>	<p>Understands the Welsh Assembly's vision for public services within national policy context.</p>	<p>AF, I</p> <p>AF, I</p> <p>I</p> <p>I</p> <p>I</p> <p>AF, I</p> <p>AF</p> <p>AF, I</p>
<p><b>4. Personal qualities</b></p>	<p>Ability to demonstrate high caliber skills in-tact, diplomacy, persuasion, negotiation, advocacy and assertiveness.</p> <p>Excellent relationship management skills, with the ability to work together with members, with a high level of political awareness</p> <p>Demonstrates a strong commitment to public service and equality of opportunity.</p>	<p>Business awareness relating to local and national market conditions and broader business issues.</p>	<p>I</p> <p>AF, I, R</p> <p>AF, I, R</p>

	<p>Demonstrates a strong commitment to customer service.</p> <p>Strong sense of political judgement and sensitivity.</p> <p>Strong sense of accountability of self and others.</p> <p>Accepts responsibility for mistakes and uses them as learning opportunities for their service</p> <p>Has a high degree of integrity and probity and is open and honest</p> <p>Shows toughness and resilience under pressure.</p> <p>Is responsive and flexible to the changing demands and priorities.</p> <p>Adapts personal style to meet demands of complex situations.</p> <p>Shows a high drive for achievement and performance.</p> <p>Enthusiastic, committed, self-motivated and strong sense of purpose.</p>		<p>AF, I, R</p>
<b>5. Other requirements</b>	Strong empathy with Welsh culture and language	Ability to communicate through the medium of Welsh	AF



**Thank you for  
your interest**

**Denbighshire County Council**

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

**Instagram :** @CyngorSDd\_DenbighshireCC

**Facebook :** Denbighshire County Council

**Twitter :** @DenbighshireCC

**Head Office :** County Hall, Wynnstay Road, Ruthin, LL15 1YN