

**EPSOM
&
EWELL**
BOROUGH COUNCIL



Recruitment Pack

Head of Legal & Democratic Services

Closing Date:	18 February 2010
First Interviews:	26 February 2010
Assessment Day	8 March 2010
Final Interviews:	w/c 8 March 2010

It is the Council's policy to always inform short-listed candidates within two weeks of the closing date. If you have not heard from us within 3 weeks of the closing date then your application has not been successful. Due to the large volume of applications received and the cost, it is our policy not to write to candidates if they have not been selected for interview.

Contents

	Page
Job Advertisement	4
Organisation Charts	5
Role Profile	7
Person specification	11
Benefits, Terms & Conditions	13
Council Structure	16
Member Structure	17
Introduction to the Council	18
Background Information to the Borough	
Ambitions & Key Priorities	
Location & Map	21

Job Advertisement

We need a great mind to be a great new legal head

HEAD OF LEGAL & DEMOCRATIC SERVICES • c. £65,000 + bonus + excellent relocation package

Epsom and Ewell Borough Council is a progressive authority that lies within easy reach of London in the leafy heart of Surrey. With an 'improving well' rating in our CAA assessment, our area has also been described on a number of occasions as one of the best places to live in the UK*.

Small we may be but our ambitions couldn't be greater. We are deeply committed to continuous improvement and great customer service across all our activities. The role of Head of Legal & Democratic Services will lead our legal, estates, committee and electoral services teams to deliver maximum benefit to all our residents.

You'll be the driving force behind an already highly motivated team, providing vision and direction. There will be focus on implementing arrangements for property management, where you will instil a dynamic, proactive and challenging approach; but above all, we are looking for someone who can bring about real and lasting improvements across the board.

For the right person, this is a superb opportunity to broaden your experience and enhance your skills. You will be a qualified solicitor or barrister at law ideally with experience of local government legal work, especially in planning, property and contract management. A strong, inspirational, hands-on leader, you'll have the resolve, flexibility and political awareness to bring further success to our part of the world.

The rewards are everything you would expect in such an important and high profile role, with a generous salary boosted by a monitoring officer supplement, car allowance, performance-related bonus and relocation package of up to £8,000.

If you're interested in joining a highly committed professional team, please apply online at www.surreyjobs.info

Closing date: 18 February 2010. First Interview: 26 February 2010.

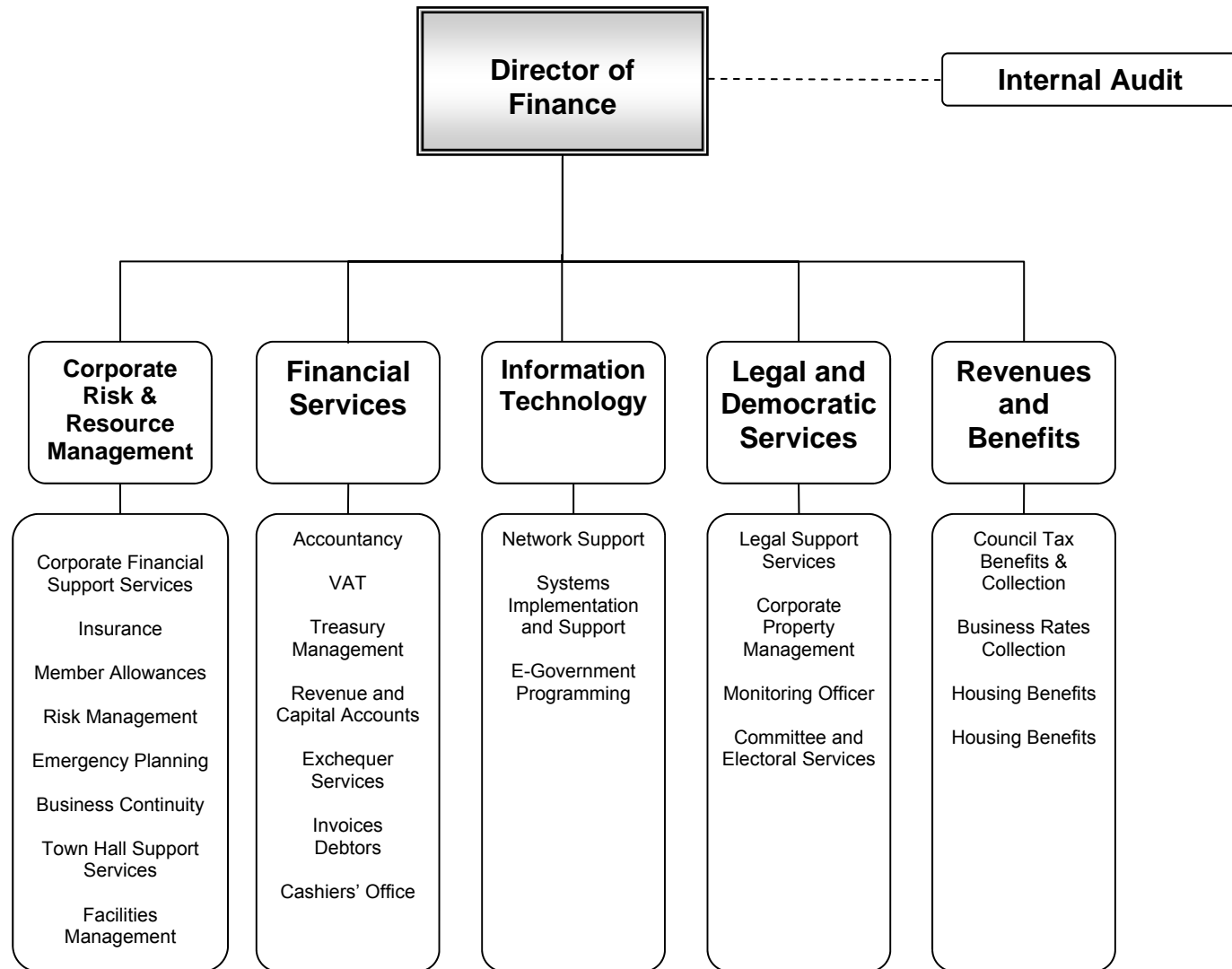
Assessment day: 8 March 2010. Final interview: w/c 8 March 2010. *voted by Channel 4's Location, Location, Location.



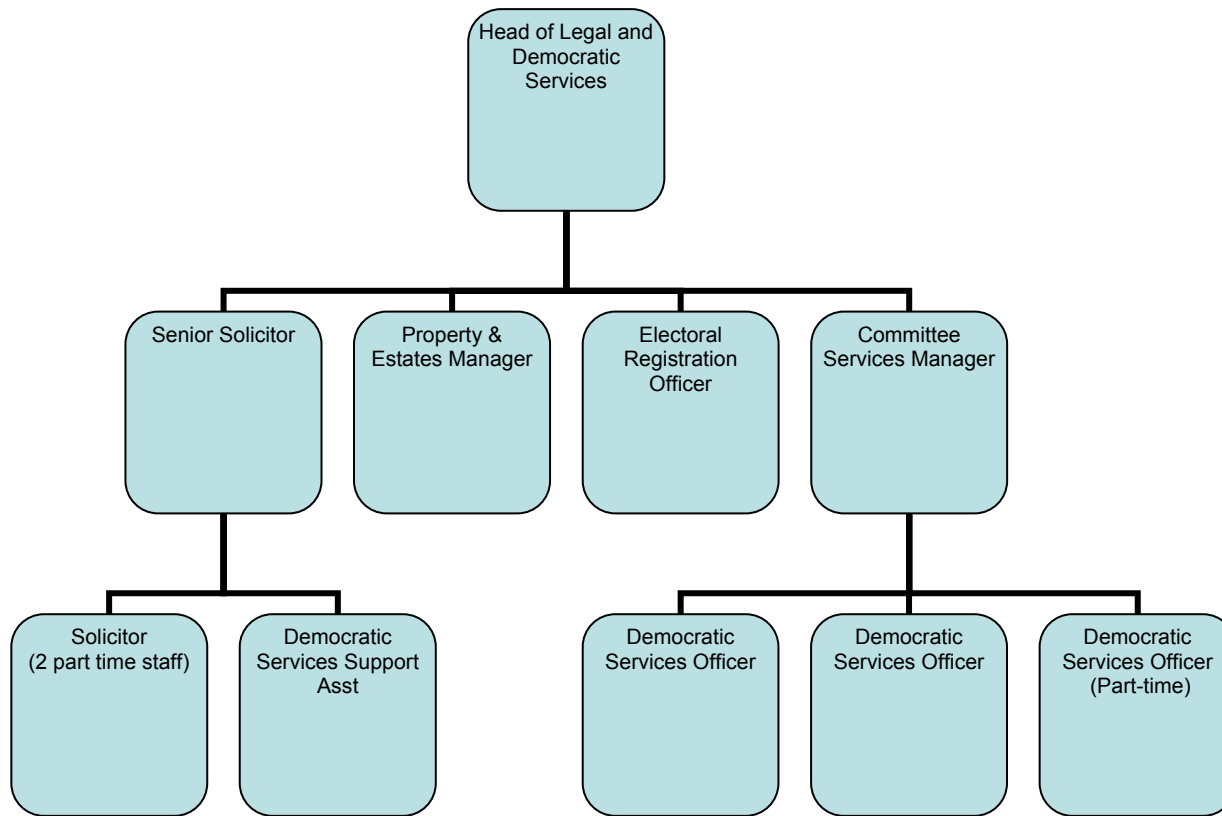
Epsom & Ewell Borough Council is an equal opportunities employer

Organisation Charts

Directorate Structure



Department Structure



Role Profile

Role Title:	Head of Legal and Democratic Services
Reporting To:	Director of Finance
Role Purpose: Why the role exists and its contribution	To act as the Council's Chief Legal Advisor and Monitoring Officer To manage the Legal and Estates Service To manage the Democratic and Electoral functions of the Council

Role Specification

What the role holder needs to do to achieve the role purpose

Key Responsibilities	Key Elements	% of Time
1. Managing People	<ul style="list-style-type: none"> Responsible for the management of staff in the Legal and Democratic Services Division Responsible for recruitment, training and development of staff in the division Oversee the appraisal and performance management of all staff in the division 	10
2. Monitoring Officer and Governance	<ul style="list-style-type: none"> Advise the Council, councillors, committees and the management team on issues of legality, conduct, the constitution and policy Act as "whistleblower" on probity issues for the Council in accordance with the duties pursuant to Section 5 of Local Government and Housing Act 1989 Act as lead advisor to the Council's Standards Committee, including driving forward its agenda and preparing reports Act as the Council's Anti-Money Laundering Officer Chair the officer Corporate Governance Group, including driving forward its agenda Review the Council's Constitution and Standing Orders Ensure that the Council acts legally, within the terms of its Constitution and Standing Orders 	15
3. Legal Services	<ul style="list-style-type: none"> Legal advice for Councillors, Directors and all Service Managers for decision making and on the implementation of new legislation Supervise and carry out legal work including conveyancing, litigation, advocacy, contracts and agreements and notices Legal responsibilities as delegated under the constitution 	25
4. Estates Services	<ul style="list-style-type: none"> Supervise the Estates function and liaise with the Council's Corporate Property Officer on property matters Oversee the property management function including the development of the Asset Management Plan and the property database. Oversee and assist in reporting on property development, acquisitions and disposals 	15

5. Committee Administration and Electoral Services	<ul style="list-style-type: none"> Supervise the Democratic Services function and provide advice and support to the democratic services team on matters of administrative law and procedure Oversee the administration of meetings of the Council, its committees and working groups, including attending and providing procedural advice at meetings as required Oversee all electoral matters, including the organisation of elections, and the compilation and maintenance of the electoral register and providing support and advice to the Returning Officer 	25
6. Performance Management	<ul style="list-style-type: none"> Sets cost centre performance and financial targets for legal services, estates, committee and electoral services Manages staff, agency, expenses and capital budgets Manages corporate projects where designated as lead officer 	10

The key decision making areas in the role	
<ul style="list-style-type: none"> Legal advice to Council, Councillors and senior managers Advice and action as Monitoring Officer Decisions on staff, agency and expenses and income budgets for the Division Decisions on contracts and property agreements 	

The numerical measures in the role (if applicable)	
Financial <ul style="list-style-type: none"> Salary budget £ ½ million Democratic representation, register of electors, property budgets £ ¾ million (non staff costs) Property rent income over £1 million 	Non-financial <ul style="list-style-type: none"> Management of 9 staff Supervise property management (37 investment properties, 41 operational properties)

Competencies

The competency levels that need to be consistently displayed by the role holder to achieve the role responsibilities

Core Competencies	Level
Communicating Effectively	2
Continuous Improvement (Challenging to do Better)	2
Internal and External Customer Focus	2
Planning and Organising	2
Working with Others	2

Management Competencies	Band
Leads and Develops Others	2
Thinks and Acts Strategically	2
Innovation	2
Celebrating Success	2

Progression in Role

How the role develops from Entry level to Advanced level

Starting - the required role related knowledge, skills, qualifications and experience at selection

<ul style="list-style-type: none"> Professional qualification – Solicitor of the Supreme Court or Barrister at Law sufficient post qualification legal experience including a broad range of legal work with particular emphasis in Local Government extensive staff management experience Experience of wider management, e.g. estates, committee administration and electoral registration Computer literacy Budgetary and financial management skills 		
<p>What is the initial induction/training required to become Proficient in the role?</p> <ul style="list-style-type: none"> Understanding the political nature and structure of the Council and the issues affecting the Council Understanding the Council's Constitution, Standing Orders and organisational procedures Understanding the Council's property portfolio Proficiency in Council office computer systems (Outlook, Word, Excel, Powerpoint) Attend Council's induction training course Appraisal training Budget awareness 		
<p>Proficient - how would this be displayed in the role?</p> <ul style="list-style-type: none"> Complete tasks on time and within budget achieving personal targets and objectives Division achieving key targets across all areas; legal, estates, committee and electoral Give clear and consistent advice to Members and Officers Gain trust and respect of staff in division, peers, directors and councillors Obtain client/customer satisfaction with performance as confirmed at regular liaison progress meetings Demonstrate value for money and delivers services within budget 		
<p>Advancing - what characteristics will the Advancing role holder display?</p> <ul style="list-style-type: none"> Shows willingness to explore innovative approach to service delivery and management e.g. partnerships with other public and private sector organisations Be able to assemble teams to successfully undertake projects of a complex nature Undertake and achieve professional and self development showing examples of tackling matters in a proactive way Exceed targets, objectives and customer expectations (self and team) <p><i>Where would you expect to see 'outstanding' regularly displayed at this level, or has a competency level increased or another competency been introduced?</i></p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> Continuous Improvement <input type="text" value="2 o/s"/> Communicating Effectively <input type="text" value="2 o/s"/> Internal & External Customer Focus <input type="text" value="2 o/s"/> Planning and Organising <input type="text" value="2 o/s"/> Working with Others <input type="text" value="2 o/s"/> </td> <td> <ul style="list-style-type: none"> Leads and Develops Others <input type="text" value="2 o/s"/> Celebrating Success <input type="text" value="2 o/s"/> </td> </tr> </table>	<ul style="list-style-type: none"> Continuous Improvement <input type="text" value="2 o/s"/> Communicating Effectively <input type="text" value="2 o/s"/> Internal & External Customer Focus <input type="text" value="2 o/s"/> Planning and Organising <input type="text" value="2 o/s"/> Working with Others <input type="text" value="2 o/s"/> 	<ul style="list-style-type: none"> Leads and Develops Others <input type="text" value="2 o/s"/> Celebrating Success <input type="text" value="2 o/s"/>
<ul style="list-style-type: none"> Continuous Improvement <input type="text" value="2 o/s"/> Communicating Effectively <input type="text" value="2 o/s"/> Internal & External Customer Focus <input type="text" value="2 o/s"/> Planning and Organising <input type="text" value="2 o/s"/> Working with Others <input type="text" value="2 o/s"/> 	<ul style="list-style-type: none"> Leads and Develops Others <input type="text" value="2 o/s"/> Celebrating Success <input type="text" value="2 o/s"/> 	
<p>Advanced - what characteristics will the Advanced role holder display?</p>		

- Regularly using innovative approaches to service delivery and management
- Aspire to and achieve professional and self development
- Be recognised as an expert in his/her field by his/her peers
- Regularly and consistently acts in a pro-active way, regularly exceeds targets, objectives and customer expectations

Where would you expect to see 'outstanding' regularly displayed at this level, or has a competency level increased or another competency been introduced?
In addition to the O/S Advancing Role holder characteristics the following should apply

- - **Thinks & Acts Strategically**
 - **Innovation**

Person Specification for Head of Legal & Democratic Services

	Essential (E) or Desirable (D)			
		AP	AS	INT
<u>Qualifications and Training</u>				
Educated to post graduate degree level or equivalent relevant qualification or experience	E	X		X
Qualified Solicitor of the Supreme Court	E	X		X
Active CPD Programme	E	X		X
Post Graduate Qualification in management training or equivalent	E	X		X
<u>Experience</u>				
Substantial and proven experience of recruiting, coaching and managing staff in a multi-skilled environment	E	X		X
Experience in overseeing appraisal and performance management of staff.	E	X		X
Substantial and proven experience of public sector and administration	E	X		X
Substantial legal experience including property contracts	E	X		X
Experience of managing and undertaking interdepartmental initiatives and complex projects	E	X		X
Experience of managing financial budgets	E	X		X
Proven ability to negotiate and influence in demanding environments	E	X		X
Proven ability to gain trust and respect of all stakeholders	E	X		X
Good understanding and practical experience of committee and electoral administration work	E	X		X
<u>Knowledge/ Skills / Attributes</u>				
Excellent team player	E	X		X
Excellent people management & motivational skills	E	X		X
Good inter-personal skills	E	X	X	X
Ability to work under pressure and to tight deadlines	E	X	X	X

Ability to work with minimum supervision	E	X	X	X
Flexibility	E	X		X
Innovation	E	X		X
IT literate – Microsoft Office (Word, Excel, PowerPoint)	E	X		X
Attention to detail	E	X	X	X
<u>Special Requirements</u>				
No contra-indications in personal background or criminal record indicating unsuitability to work (CRB check required)	E			
Must be legally entitled to work in the UK.	E	X		X
Flexibility to work variable hours including evenings	E	X		

Terms, Benefits and Conditions

The Council is committed to valuing employees as people and we recognise it is our employees who are vital to the success of the organisation. We strive to recruit talented people who not only display the skills and qualifications needed for the role, but also show potential and want to develop in their career. We encourage team working and you will find people here both professional and friendly.

In return, the Council commits to provide as much training and development as it can for our employees, with a personal development plan for every individual. We provide an excellent pension scheme and various other benefits. We are an equal opportunities employer and are always willing to consider flexible working arrangements.

Conditions of Service

The Council operates a market-led pay scheme. Pay is reviewed regularly against the market.

All incremental progression within the grade is related to the performance of the post holder in accordance with the Council's Performance Management Scheme. All performance related changes are effective from 01 April each year.

Salary scales are reviewed every two years and changes are implemented from 1 April each year. The current salary scale for this post is as follows:

	SCP1	SCP2	SCP3	SCP4	SCP5	SCP6
Basic Salary:	£51,992	53,833	55,660	58,106	59,947	61,191
Car Allow.:	2,742	2,742	2,742	2,742	2,742	2,742
10% Mon Off:	5,199.2	5,383.3	5,566	5,810.6	5,994.7	6,119.1
5% R&R Allow.:	2,599.6	2,691.6	2,783	2,905.3	2,997.4	3,059.6
TOTAL	62,532.8	64,649.9	66,751	69,563.9	71,681.1	73,111.7

There is a competency based appraisal scheme offering an annual opportunity to earn a bonus for performance against objectives and competencies.

Salary payment is by credit transfer on or around the 20th of each month.

Hours of Work

The post holder will work exclusively for the Council. Office hours are flexible and are based on a 36 hour week. However, in your role as Monitoring Officer, you may be required to work additional hours to attend committee and other meetings on the exigencies of the service.

Annual Leave

The post carries an annual leave entitlement of 30 days in addition to 8 Bank Holidays per annum on set days..

Pension

In accordance with current legislation, the post holder will automatically be admitted into the Local Government Pension Scheme unless an individual expressly opts out.

If you are in the Local Government Scheme, you will be required to pay the relevant contributions to the Surrey County Council Pension Fund; payment is currently 7.2% of salary.

Recruitment & Retention Allowance

This post carries a Recruitment and Retention Allowance based on 5% of an individual's spinal column point and will be taxable and pensionable. Details of the amount applicable to this post is detailed above.

Car Provision

This post carries an entitlement to a car allowance, supplied in accordance with the Council's Scheme. The amount is detailed above.

Additionally, you will be entitled to subsidised parking at a cost of £10 per month.

Relocation

Relocation allowance is available in accordance with the HM Revenues & Custom scheme. This covers the cost of removals and related expenses up to a maximum of £8,000. Any such applications must be discussed and approved in principle at interview.

Health Care

An Occupational Health scheme is available for all staff via referral. The Council also sponsors an independent Employee Assistance Helpline. Both services are currently supplied by AXA ICAS.

Medical Clearance

The appointment is subject to receipt of a satisfactory medical clearance from the Council's Medical Advisor. Any related costs will be borne by the Council.

Political Activity and Criminal Records Bureau Check

This post is politically restricted. It is a requirement that the post holder does not participate in any party political activity.

This post is subject to an Enhanced Criminal Records Bureau check

No Smoking Policy

Applicants should be aware that a No Smoking Policy is in place and smoking is not permitted in or around any Council buildings where staff are employed or in Council owned commercial vehicles. In addition to this smoking is not permitted in Council provided cars when on Council business and carrying other passengers.

Life Assurance

The Council has a scheme of life assurance cover for staff which guarantees a payment on an employee's death equivalent to a year's gross salary*. The payment will be paid to the employee's nominated beneficiary.

*if an employee has less than one year's service, this will be pro-rata accordingly.

Rainbow Leisure Club Membership

The Council provides subsidised membership to the Rainbow Leisure Centre at a cost of £15 per month.

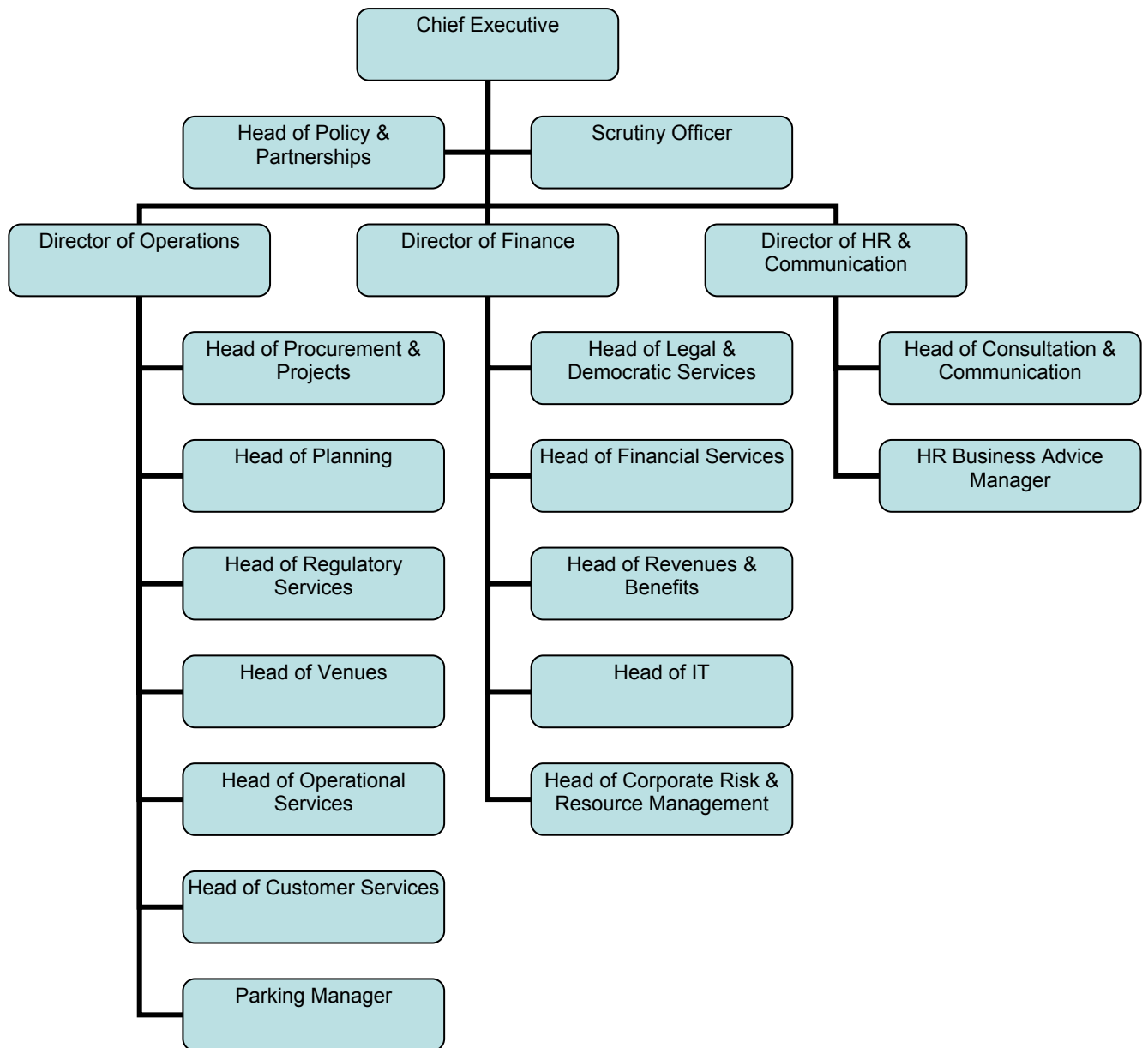
Leisure Discount Membership

There is also a discounted membership to The Playhouse (theatre and cinema).

Other benefits include:

- Training and development.
- Modern working environment.
- Friendly and welcoming staff.
- Flexible self-service benefits

Council Structure



Member Structure

Political Structure

There are 38 elected Members, representing thirteen wards within the Borough. Residents Association members have historically (and uniquely) had political control since the Council was established in 1933. The current political make-up is:

- 23 Residents' Association
- 10 Liberal Democrats
- 4 Conservative
- 1 Labour

The Council operates 'alternative arrangements' in the form of a streamlined committee system. There are four policy committees (Strategy & Resources, Environment, Leisure and Social), a Scrutiny Committee with call-in powers, a Standards Committee, a Planning Committee and a Licensing Committee. Advisory panels with no decision making powers have also been established.

Introduction to the Council

Background Information to the Borough

Epsom and Ewell Borough Council serves a compact area with a population of c 69,400 in the north of Surrey adjoining Greater London.

The area is generally prosperous and is, of course, world famous as the home of the Derby.

As a district council we provide a range of important services for people who live and work in the borough including: refuse collection; street cleansing; planning and parks.

The Council prides itself on providing a comprehensive set of services to the community. Around a quarter of the borough is public open space and along with other Surrey districts the Council provides a range of services for older people including a demand led transport service ("Routecall"); meals on wheels and three social centres.

The Council employs around 300 staff and also uses contractors to deliver some services. The authority prides itself on being innovative (it was for example one of the first authorities to open a customer contact centre) and on the high quality of what it does. In 2004 it was rated "good" by the Audit Commission on a scale excellent, good, fair, weak and poor.

The Council has an annual revenue budget turnover of approximately £27 million and a net budget requirement of £7.7 million.

There is a long history of Residents' Association control. Engagement with the population is unusually high.

The paid staff are led by the Chief Executive and a Director of Operations, a Director of Finance and a Director of Human Resources & Communication.

Ambitions and Key Priorities

The Corporate Plan sets out the Council's ambition for the four years from 2007 to 2011. It sets out our Key Priorities and, together with its family of supporting documents, shows how we will resource them and how we will manage the organisation to secure their achievement whilst maintaining continuous improvements in service levels and ensuring value for money.

It also shows how we will support the Borough's Community Strategy and respond appropriately to national and regional priorities.

The Council's ambition and Key Priorities are based on the needs and aspirations of local residents, as well as taking into consideration both the interest of our local partners, through the Community Strategy, and national government priorities.

The Council's ambition is:

“to maintain and develop those distinctive characteristics that make living and working in Epsom and Ewell something our residents do as a matter of conscious choice and, in conjunction with others, provide quality and innovative services that are based on the identified priorities of our residents”

'People and Performance' are at the heart of this Corporate Plan and everything that the Council does. They are represented throughout our Core Values. These values underpin everything we do. We actively incorporate them into every aspect of our work.

P E O P L E	Focusing on our Customers We will understand and exceed the expectations of our residents and other customers	P E R F O R M A N C E	Improving continuously We will manage performance effectively to increase public satisfaction
	Investing in employees We will work to ensure that our employees are motivated, empowered and innovative people		Providing value for money We will ensure our services are relevant, cost effective and efficient
	Valuing diversity and equality We will reflect the needs of all sections of our community in our services and policies		Performing with integrity, openness and honesty We will demonstrate this through our service delivery and contact with residents and partners

The chart below shows the Council's ambitions, core values and key priorities.

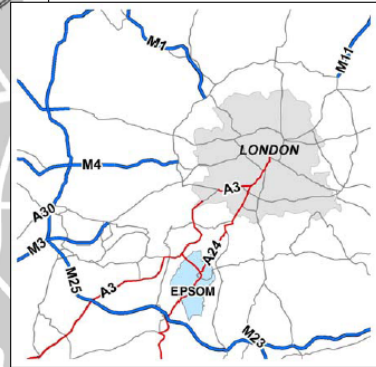
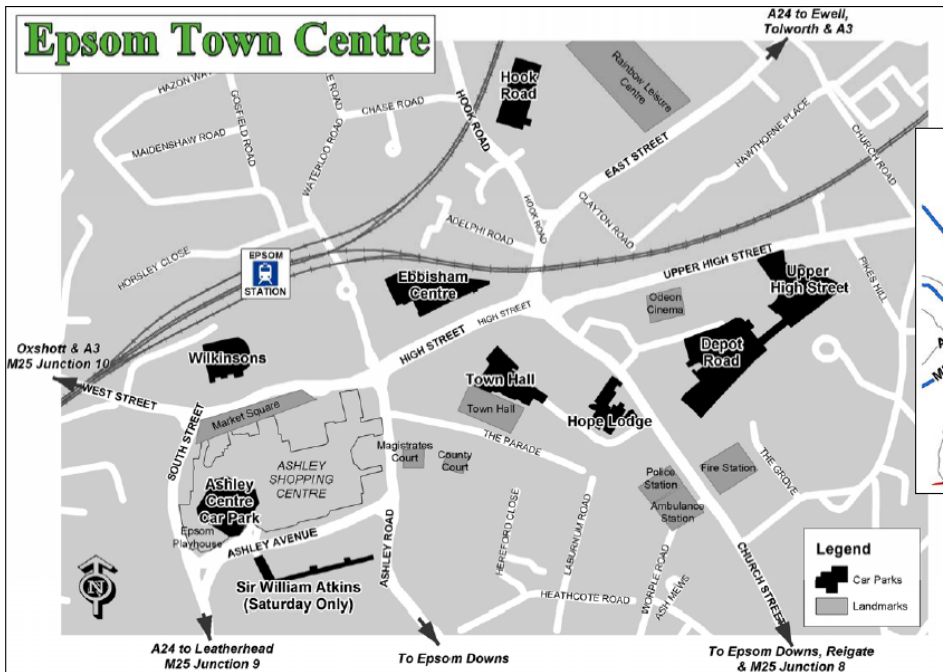


Our ambition is "to maintain and develop those **distinctive characteristics** that make living and working in Epsom and Ewell a matter of conscious choice and, **in conjunction with others**, provide **quality and innovative services** that are based on the identified **priorities of our residents**"

Key Priorities



Location Map



- **How to get here**
- **By car:** M25 exit Junction 9, take the A24 towards Epsom. (For car park charges & opening hours, see information overleaf.)
- **By train:** Direct links to Epsom from either London Waterloo or London Victoria. For train times and information, call **National Rail Enquiries** on 08457 48 49 50, or visit www.nationalrail.co.uk.
- **By bus:** Regular bus services link Epsom with local centres, including Sutton & Kingston. For travel enquiries, call **Traveline** on 0870 608 2 608, or visit www.traveline.org.uk.