



LONDON BOROUGH OF
HARROW

Chief Officers' Employment Panel Agenda

Date: Wednesday 20 March 2024

Time: 6.00 pm

Venue: Meeting Room 3, Fourth Floor - Harrow Council Hub

Membership (Quorum 3)

Chair: Councillor Paul Osborn

Conservative Councillors: David Ashton
Marilyn Ashton (VC)
Stephen Greek

Labour Councillors: Simon Brown
David Perry
Natasha Proctor

Contact: Alison Atherton, Senior Professional - Democratic Services
Tel: 07825 726493 E-mail: alison.atherton@harrow.gov.uk

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Useful Information

Joining the Meeting Virtually

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Directions by car:

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You will be admitted on a first-come-first basis and directed to seats.

Please:

- (1) Stay seated.
- (2) Access the meeting agenda online at [Browse meetings - Chief Officers' Employment Panel – Harrow Council](#)
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- (4) Follow instructions of the Security Officers.
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Agenda publication date: Tuesday 12 March 2024

Agenda - Part I

1. **Membership**

To note under the provisions of the formula membership the attendance of any nominees.

2. **Declarations of Interest**

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members present.

3. **Minutes** (Pages 5 - 8)

That the minutes of the meeting held on 4 January 2024 be taken as read and signed as a correct record.

4. **Recruitment of the Director of Finance and Assurance (Section 151 Officer)** (Pages 9 - 18)

Report of the Managing Director (Head of Paid Service)

5. **Approval of Remuneration Package for Assistant Director of Homes** (Pages 19 - 28)

Report of the Corporate Director of Place

6. **Exclusion of the Press and Public**

To resolve that the press and public be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of confidential information in breach of an obligation of confidence, or of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972:

<u>Agenda Item No</u>	<u>Title</u>	<u>Description of Exempt Information</u>
7.	Severance Package of £100,000 or greater	Information under paragraph 1 (contains information relating to any individuals).
8.	Appointment of the Director of Legal and Governance Services	Information under paragraph 1 (contains information relating to any individuals).

7. **Severance Package of £100,000 or greater** (To Follow)

Report of the Managing Director

8. **Appointment of the Director of Legal and Governance Services** (Pages 29 - 48)

Upon the interview of the shortlisted candidates to consider making an appointment.

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Chief Officers' Employment Panel

Minutes

4 January 2024

Present:

Chair: Councillor Paul Osborn

Councillors: Marilyn Ashton
Peymana Assad
Stephen Greek
Pritesh Patel
David Perry
Natasha Proctor

67. Membership

RESOLVED: To note that Councillor Peymana Assad was in attendance as the third Labour Member.

68. Declarations of Interest

RESOLVED: To note that there were no declarations of interests made by Members.

69. Minutes

That the minutes of the meeting of the Chief Officers' Employment Panel held on 16 November 2023 be taken as read and signed as a correct record.

Resolved Items

70. Recruitment of the Director of Legal and Governance (Monitoring Officer)

Members received a report which outlined the recruitment process for the Director of Legal and Governance (Monitoring Officer) position.

The Managing Director outlined the content of the report and confirmed that there would be no change to the current role. In response to a question as to whether the post holder could also be a Monitoring Officer at other Councils and whether additional payments would be received as a result, the Managing Director advised that his understanding was this was part of operating a shared service but the position would be checked. Members indicated that they would welcome this clarification.

RESOLVED: Subject to the clarification in terms of additional payments to the successful postholder if they acted as a Monitoring Officer for other Councils, the appointment process for the Director of Legal and Governance Services (Monitoring Officer) post and the remuneration package of £132,168 - £145,575 (D3) be approved.

71. Approval of Remuneration Package for the Assistant Director of Regeneration

Members received a report which sought the approval of the remuneration package for a new post of Assistant Director of Regeneration within the Place Directorate.

The Director of Regeneration and Sustainable Development introduced the report and explained that the new post was important in what was currently a small team almost exclusively staffed by interim postholders. As there had been a delay in submitting the report to the Panel it was now envisaged that interviews would take place in February, not January as mentioned in the report. It was confirmed that the officer interview Panel would also include the relevant Portfolio Holder and nominated opposition Group member.

Having noted that there was an error in the salary figure set out in the recommendation and that the bottom of the scale was £94,902 it was

RESOLVED: That the remuneration package for the Assistant Director of Regeneration role, in line with the evaluated grade of D1 (£94,902 to £111,474) be approved.

72. Exclusion of the Press and public

RESOLVED: That in accordance with Part I of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) for the reasons set out below:

Item	Title	Reason
7.	Severance Package of £100,000 or greater	Information under paragraph 1 (contains information relating to any individual) and under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)).

73. Severance Package of £100k or greater

Members received a confidential report which sought the approval of a severance package of greater than £100,000.

RESOLVED: That the total severance cost outlined in the officer report be approved.

(Note: The meeting, having commenced at 5.20 pm, closed at 5.35 pm).

(Signed) Councillor Paul Osborn
Chair

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**Report for: Chief Officers'
Employment Panel**

Date of Meeting:	20 March 2024
Subject:	Recruitment of the Director of Finance & Assurance (S151 Officer)
Responsible Officer:	Alex Dewsnap – Managing Director (Head of Paid Service)
Exempt:	No
Wards affected:	All
Enclosures:	Appendix 1 – Role Profile for the Director of Finance & Assurance (S151 Officer)

Section 1 – Summary and Recommendations

This report outlines the recruitment process for the Director of Finance and Assurance (S151 Officer). The Panel is requested to approve the recruitment process and remuneration package for advertising.

Recommendations:

The Panel is requested to:

- Approve the appointment process for the Director of Finance and Assurance (S151 Officer) post and the remuneration package of £132,168 - £145,575 (D3).

Section 2 – Report

Director of Finance and Assurance (S151 Officer)

The Director of Finance and Assurance (Section 151 Officer) post is a statutory role for the Council and holds significant responsibilities in how the Council manages and delivers services to residents. The previous permanent post holder resigned and left the Council in August 2023. An interim arrangement was put in place to ensure the Council could fulfil its statutory responsibilities, allowing the Head of Strategic and Technical Finance to act up into the Director of Finance and Assurance post and be designated Section 151 Officer until the permanent recruitment process is completed.

The proposal is to advertise the post on the London Borough of Harrow jobs page and associated job boards for three weeks in line with the Council's recruitment practices. Suitable candidates will be shortlisted by a panel chaired by the Managing Director (Head of Paid Service) and an external Technical Specialist who is a current Director of Finance and Assurance post holder within London. The interview and decision to appoint will then be carried out by the Panel.

Legal Implications

The Chief Officers' Employment Panel has delegated powers to:

- Approve remuneration packages of £100,000 or over for any Council post; and
- To appoint Chief Officers.

The Director of Finance and Assurance (S151 Officer) is a statutory role and full Council will be required to designate to this post before it is offered to the successful candidate following the recommendation from the Panel.

As the Director of Finance and Assurance will be the S151 Officer, an offer of employment can only be made once members of the Executive have been given 5 clear working days to express any material and well-founded objection.

The Panel is also required to report to Council, for information purposes, on all such approved remuneration packages.

Financial Implications

The Director of Finance and Assurance (S151 Officer) role is graded at D3, £132,168 - £145,575. The cost of this post, which is budgeted for, and part of the establishment, is £180,211 - £198,564 (including employers oncosts).

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **n/a**

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? **No**

- One of the responsibilities of this postholder is to promote equality, diversity and inclusion and the reduction of inequalities, ensuring that everyone can contribute through everyday actions to deliver the required health and wellbeing outcomes.

Council Priorities

1. **A council that puts residents first**
2. **A borough that is clean and safe**
3. **A place where those in need are supported**

Section 3 – Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on behalf of the Chief Financial Officer

Date: 05/03/2024

Statutory Officer: Caroline Eccles

Signed on behalf of the Monitoring Officer

Date: 06/03/2204

Chief Officer: Alex Dewsnap

Signed by the Managing Director (Head of Paid Service)

Date: 07/03/2024

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

Section 4 - Contact Details and Background Papers

Contact: Akhil Wilson, Head of Resourcing, Akhil.wilson@harrow.gov.uk

Background Papers: None

If appropriate, does the report include the following considerations?

- | | |
|-----------------|----|
| 1. Consultation | NO |
| 2. Priorities | NO |

Job Title	Director of Finance & Assurance (S151)
Pay Grade	D3
Directorate	Resources
Division	Finance & Assurance
Reports to	Managing Director
Location	Dependant on the Line Manager
Role Purpose	
<ul style="list-style-type: none"> • The post is the Council's Chief Finance Officer under S151 of the Local Government Act 1972 and fulfils the statutory role of Chief Finance Officer by ensuring that the associated statutory duties are discharged as laid out in CIPFA's guidance for a S151 officer. The post holder is responsible for all financial and other governance systems. • In addition, the Council's Chief Finance Officer is also subject to professional standards, as Section 113 of the Local Government Finance Act 1988 requires the responsible officer under Section 151 of the 1972 Act to be a member of a specified accountancy body. • The postholder is a key member of the Corporate Leadership Team, helping it to develop and implement strategy and to resource and deliver the Council's strategic objectives sustainably and in the public interest. • The postholder must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the organisation's financial strategy. • The postholder must lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. • The postholder is responsible for the strategic and general management of the Finance division in line with priorities laid out in the Medium-Term Financial Strategy, Corporate Plan and departmental service plans. • The post-holder also has the right of access to the Managing Director and the Leader of the Council, as deemed necessary or appropriate by the post-holder. • The post is responsible for leading and managing the following teams: <ul style="list-style-type: none"> • Finance (Corporate, Directorate and Schools Finance) • Treasury and Pension Fund Administration • SAP Support • Procurement • Internal Audit and Corporate Anti-Fraud • Insurance • The post holder holds the responsibility for being the interface to the Council's trading arrangements. • The post works as part of the Managing Director & Resources Management Team alongside Legal & Governance Services, Human Resources & Development, Strategic Commissioning and Customer Services & IT. • Budget - Responsible for the effective management of the Council's budgets. Provides guidance to other Corporate Directors and Divisional Directors on the control of their capital and revenue budgets: 	

- A total gross revenue budget for the Council of £639m in 2024/25.
- A total gross capital budget in the order of £49m in 2024/25, and £200m over 3 years in the MTFs (2024/25 to 2026/27).
- Directly responsible for the revenue budget of the Finance Team of £2.5m, in 2024/25.
- Directly responsible for the administration of the Local Government Pension Fund with prime responsibility for the net assets of the scheme of £955m (as at 31/03/2023) and the operation of the pension fund strategy.
- Staff - Responsible for:
 - Direct Reports – 10FTE
 - Overall Staff Numbers – 72.03fte

Job Context (Key outputs of team/role)

- The post is the strategic and operational lead for Finance functions across the Council and must build effective working relationships with all Council services to be able to provide good support and effective challenge. The post promotes effective management of their duties across the whole Council in support and commitment to the delivery of Council services.
- Lead and direct the effective development and implementation of the following key strategies on behalf of the Council:
 - Medium Term Financial Strategy
 - Financial Management Strategy
 - Capital Programme
 - Treasury Management Strategy Statement
- The post holder is the Council's financial representative at national and regional events, meetings and working parties, and will represent Harrow Council at the Society of London Treasurers and West London Treasurers meetings.

Generic Duties

- Implement and champion, through service and staff development, the Council's Health and Safety, Equal Opportunity and Information Security Policies.
- To ensure that the post holder complies with their responsibilities as laid out in the council's health and safety policy and takes an active role in promoting a positive health and safety culture.
- Promote and ensure participation in the Council's individual performance appraisal and development initiatives and information management best practice.
- To support the operation and general elections when requested by the returning officer.
- To motivate, train, develop and performance manage staff to maintain an effective workforce capable of meeting its objectives.
- To manage the function **or team** so that the services provided are responsive to customer requirements, accessible to all areas of the community and provide value for money
- To develop the structures, systems, and policies necessary to support effective service delivery.
- To formulate annual operational plans and budgets for the function **or team** so that there are clear priorities and appropriate resources are allocated to their achievement.

- To resolve the most complex and high-level operational issues so that they are resolved effectively, and precedents are set for the resolution of similar issues.
- To develop **or contribute to** longer term (2-3 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements.
- To ensure services link effectively with related service provision, within or external to the Council, so that coherent and value for money services are provided. Where appropriate, and in conjunction with other service providers, to undertake joint planning of service delivery and/or for the closer integration of service provision.
- Prepare monitor and control the service budget to ensure that expenditure is in line with the agreed business plan.
- To manage the teams and service provided in a way that promotes the Council's approach to diversity.

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:

Be Courageous, Do It Together and Make It Happen

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

Main Duties / Accountabilities

1. Lead the development of the Council's financial vision and strategy with long term oversight of the Council's financial position working alongside the Council's business transformation programme.
2. Build and promote a culture of excellent financial management and value for money across the Authority.
3. Provide useful, accurate and understandable financial advice to senior officers, partners, elected members and external agencies and government departments.
4. Lead the annual budget setting and MTFS process, and ensure it is appropriately integrated with the wider integrated planning process.
5. Provide a strategic overview of financial performance of the Council through benchmark comparison and information to provide a sound basis for policy development across service areas.
6. Take responsibility for the production of the Council's balanced medium term budgets working alongside and with all Council Services.
7. Maintain effective in year financial and management accounting and reporting using effective financial management information and ensuring actions are taken to balance the budget including the production of monthly management accounts. Ensure there is integrity to the information contained in the Council's general ledger.
8. Oversee the investment of the Council's cash balances to ensure the best return consistent with the agreed risk profile.
9. Ensure adequate attention is focused on the cash flow of the Council with oversight of income management.

10. Manage the annual closure of the accounts to ensure that statutory deadlines are met and that accounts are accurate and of good quality.
11. Ensure there are adequate arrangements in place for managing the Council's capital programme and ensure there is an attractive return on capital investment. Conduct capital investment appraisal as required.
12. Take responsibility for the timely and accurate monitoring and submission of all grant, funding and statutory financial returns.
13. Create an effective financial control environment and ensure that the Financial Regulations are up to date and well understood across the Council.
14. Ensure that Financial Management Systems (SAP) is well developed, fit for purpose, and used appropriately.
15. Ensure that there is an adequately resourced and skilled Finance function in place for the Council.
16. Developing and implementing a pension fund strategy and full responsibility for the financial administration of the Council's Pension Fund in compliance with LGPS regulations.
17. Facilitate the ability of the Council to become a trading authority and act as the interface/shareholder report to the Council's trading arrangements
18. Ensure that adequate insurance cover is in place to protect the Council's assets and to ensure there is no unnecessary exposure.
19. Ensure that there is an adequately resourced Internal Audit and Corporate Anti-Fraud function, in line with their responsibilities as the Council's S151 Officer.
20. Act as the interface to the Council Trading Arrangements
21. Coordination of Portfolio Holder Arrangements with Portfolio Holder for Finance and HR.
22. Charing of Procurement Board and sign-off of Procurement Gateways.

Selection Criteria - Knowledge, Skills and Experience		
Role requirements	Essential	Desirable
Significant post-qualification experience as a senior Finance professional in a large and complex public sector organisation	✓	
Working knowledge of the structures and processes of Local Government.	✓	
The post holder must be able to work under pressure and ensure that the organisation is responsive to changing demands and priorities.	✓	
Must have experience of delivering services for a diverse community.	✓	
Experience of delivering a high performing, high quality, value for money Finance function.	✓	
Proven track record of setting balanced budgets in a challenging financial environment	✓	
Significant management experience with demonstrable experience at a senior level within a similar organisation.	✓	

Experience of delivering business transformation in a complex organisation.	✓		
Experience of delivering effective change management in a complex organisation.	✓		
Experience of partnership working and making multi agency decisions.	✓		
Experience of providing sound strategic and long-term financial advice and challenging long-term decision making.	✓		
Experience of service planning and performance management.	✓		
Experience of employing continuous improvement techniques with successful results.	✓		
Experience of building and managing a highly motivated and successful team.	✓		
Experience of working with external Auditors.	✓		
Ability to build effective working relationships so as to be able to provide effective challenge and support across a broad range of Council services.	✓		
Strong interpersonal skills and ability to be a strong advocate of financial management across a broad range of Council services.	✓		
Political acumen and sensitivity to local political issues.	✓		
Experience of working within a political environment and communicating effectively with elected Members.	✓		
Ability to communicate with a wide audience of managers and staff and to enthuse them about financial management.	✓		
Excellent project management skills.	✓		
Ability to work as a team player as part of an effective management team.	✓		
Ability to communicate with outside bodies include commercial and public sector partners.	✓		
Strong and confident presentation style that will build on confidence from senior officers and Members.	✓		
Attendance at evening meetings is required.	✓		
Qualifications			
Role Requirements.	Job specific examples (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent or has the equivalent relevant work experience.		✓	
CCAB Qualification		✓	

Other Requirements The job involves travel for business purposes: n/a

Manager Signature	Employee Signature
Job Title	Job Title
Date	Date



**Report for: Chief Officers'
Employment Panel**

Date of Meeting:	20 March 2024
Subject:	Approval of remuneration package for Assistant Director of Homes
Responsible Officer:	Dipti Patel – Corporate Director of Place
Exempt:	Public
Wards affected:	All
Enclosures:	Appendix 1 – Role Profile for the Assistant Director of Homes Appendix 2 – Structure Chart

Section 1 – Summary and Recommendations

This report seeks approval of the remuneration package for the new Assistant Director of Homes role post within the Place Directorate.

Recommendations:

The Panel is requested to:

1. Approve the remuneration package for the Assistant Director of Homes role in line with the evaluated grade of D1 (£94,902 to £111,474).

Section 2 – Report

There are new regulatory requirements which the Council must meet in the delivery of its housing services. The Social Housing Act (July 2023) has established new regulatory requirements which the council must ensure that it meets. There is an increased emphasis on health and safety compliance and maintaining homes for which the Council is responsible landlord. There is also increasing complexity of capital works and investment being undertaken across the Council homes for which the AD will have responsibility. The proposed new structure shown at Appendix 2 provides a structure through which the Council can effectively deliver these services.

The post is entirely funded through the Housing Revenue Account which is a ring-fenced account to ensure the delivery of safe, compliant homes and associated services to Council tenants and leaseholders.

The **Assistant Director Homes** is a business-critical role and will enhance capacity within the Council to deal with issues set out in the Regulator of Social Housing's regulatory notice of Harrow's breach of Housing Consumer Standards. The role will also have responsibility for a significant budget both revenue and capital.

As well as addressing these matters, the post holder will lead on property-related matters, ensuring homes are safe and that the Council confidently meets the new home standards. Three roles are proposed to report to the position:

- Mechanical and Electrical Manager (MG2)
- Planned Investment, Repairs and Adaptations Lead (MG3)
- Housing Investment Lead (MG3)

Legal Implications

The Chief Officers' Employment Panel has delegated powers to approve remuneration packages of £100,000 or over for any Council post.

Although the bottom of the salary range is below £100,000, as the top of the range is above this level it is appropriate to request approval from the Panel.

The Panel is required to report back to Council for information purposes on all such approved remuneration packages.

Financial Implications

The Assistant Director of Homes role is graded at D1, £94,902- £111,474.

The costs of the proposed role will be offset by savings proposed elsewhere in the restructure of housing which was agreed by the Organisational Design Authority. The overall saving to the HRA is forecast to be c £100k.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **n/a**

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? **No**

- The role quoted in this report has a responsibility to deliver the Council's vision and values by addressing inequalities faced by the residents of Harrow.
- The responsibility of this postholder is to promote equality, diversity and inclusion and the reduction of inequalities ensuring that everyone can contribute through everyday actions to deliver the required health and wellbeing outcomes.

Council Priorities

1. **A council that puts residents first**

2. A borough that is clean and safe
3. A place where those in need are supported.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Chief Financial Officer

Date: 07/03/2024

Statutory Officer: Caroline Eccles

Signed on behalf of the Monitoring Officer

Date: 08/03/2024

Chief Officer: Dipti Patel

Signed by the Corporate Director of Place

Date: 06/03/2024

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

Section 4 - Contact Details and Background Papers

Contact: Akhil Wilson, Head of Resourcing, Akhil.wilson@harrow.gov.uk

Background Papers: None

If appropriate, does the report include the following considerations?

- | | |
|-----------------|----|
| 1. Consultation | NO |
| 2. Priorities | NO |

Job Title	Assistant Director Homes		
Pay Grade	D1		
Directorate	Place	Division	Housing
Reports to	Director of Housing		
Budget (£)	Capital Budget c£45 per annum (upto). Revenue Budget c£10m per annum.		
Role Purpose			
Responsible for the leadership, direction and management of the Council housing Asset Management, investment planning, major works and responsive repairs programmes, ensuring a robust approach is taken to the management of assets that lead to increased efficiency in the strategic use of the Council's assets and increased resident satisfaction with the quality of the Council's housing stock.			
Measures of Success			
<ul style="list-style-type: none"> • Increase levels of resident satisfaction in repairs and major works • Increase the number of homes designated decent. • Ensure that the Council holds accurate performance information of its assets to inform data-driven investment decisions, maximising the quality and increasing the number of Harrow Homes. • Reduce the number of disrepair claims made. • Maintain the highest levels of H&S compliance across all homes the Council manages. • To meet all regulatory requirements in relation to technical areas of responsibility. 			
Climate Vision			
Harrow is committed to helping staff and residents understand the impact of individual/organisational choices on climate. Contributing to our Interim Climate Strategy is an objective for every employee in terms of measuring success.			
Tasks/responsibilities:			
<ul style="list-style-type: none"> ▪ Lead the Council's residential housing asset management function, providing strategic leadership for responsive, cyclical and planned maintenance and major stock investment programmes; ensuring delivery of value for money, quality and resident-focused service. ▪ Ensure the Council achieves high service delivery and customer satisfaction standards in all areas of asset management services and demonstrates excellence, continuous improvement, value for money, effective programme management and best environmental outcomes. ▪ Ensure the Council meets its corporate and statutory responsibility regarding all aspects of Housing, H&S regulations, and construction codes in the management of its homes and assets (including blocks, garages, and commercial). ▪ To act as the Council's strategic advisor on all aspects of housing asset management, including procurement of works and opportunities for rationalisation, disposal, reconfiguration, and associated investment to maximise the number of homes available to the Council. ▪ To lead and develop the Council's programme to decarbonise its homes and develop grant applications to support the delivery. ▪ To support and contribute to Place and Corporate change programmes. ▪ To put in place a framework for managing the maintenance of all Council homes held either in the housing revenue account or the General fund. ▪ To establish a long-term investment strategy and plan for the Housing Revenue Account, which maximises the number of affordable units available to the Council. 			

- Ensure the Council confidently meets all regulatory requirements in relation to the maintenance of homes – including Regulator of Social Housing, Housing Ombudsman and Building Safety Regulator.
- Lead external engagement with regulatory bodies to ensure that the Council demonstrates its compliance across the regulatory environment for the management of safe and decent homes.

Include the agreed corporate responsibilities shown below.

- To demonstrate a commitment to the Council's Equal Opportunities Policy and implement the policy in relation to the job responsibilities.
- To promote a positive health and safety culture.
- To ensure compliance with the council's information security policies.
- To motivate, train, develop, and performance manage staff to meet objectives effectively.

Selection Criteria

Qualifications, Knowledge and Experience, Skills and Behaviours

Role requirements	Essential	Desirable
Experience in managing and delivering major works, cyclical and responsive repair and housing improvement programmes in residential housing.	✓	
Substantial and successful experience of strategic management and demonstrable personal achievement of delivering on an organisation's strategic goals, at a senior level in a similar complex organisation.	✓	
A track record of establishing and maintaining a strong performance culture including effective performance measures, the evaluation service quality and improving service delivery which meets the needs and expectations of customers.	✓	
Strong track record of strategic management of contractors to deliver maintenance and capital works investment driving quality, value for money and resident satisfaction.	✓	
A strong and highly motivated leader with energy and credibility who commands the confidence of Members, senior managers, colleagues, partners and stakeholders.	✓	
Strategic thinker, able to develop strategy and initiate and evaluate changes in policy and procedures.	✓	
Ability to understand the view of service users and to reflect this in IT service design and provision.	✓	
Able to act both corporately and collaboratively.	✓	
Strong personal commitment to resident engagement and satisfaction.	✓	
A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect.	✓	
Inclusive and supportive team player.	✓	
Highly developed analytical and interpretation skills enabling judgements on a range of frequently highly complex and often conflicting facts and circumstances.	✓	
Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively.	✓	
To work flexibly and adaptively and act with discretion and tact at all levels of contact.	✓	

To be solutions focused.	✓	
Chartered Institute for Housing Level 5.		✓
Technical qualification (for example, RICs, CIOB)		✓

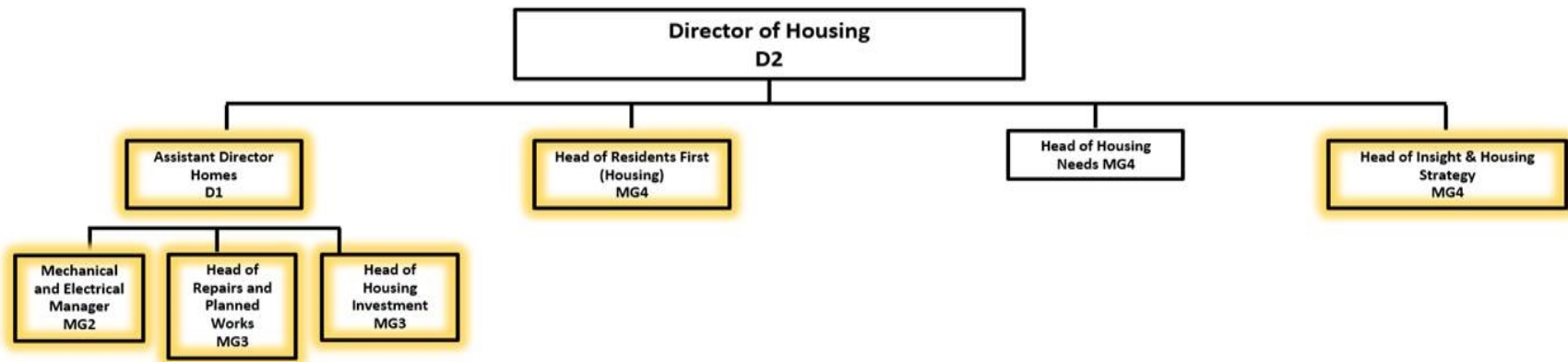
Other Requirements		
The job involves travel for business purposes: Yes/No.		
Management Competencies <i>These competencies are relevant to all roles with responsibility for managing staff.</i>		
<ul style="list-style-type: none"> • Resident Focus • Works in partnership • Political understanding • Managing Performance and Delivering Results 	<ul style="list-style-type: none"> • Communicating with Impact • Financial Grip and Business Focus • Data-Driven Decision Making • Nurturing Talent and Building Careers • Corporate Awareness 	

Manager Signature	David McNulty
Job Title	Director of Housing
Date	Dec 2023

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Appendix 2 – Proposed Structure for Housing

HOUSING RESTRUCTURE PROPOSAL Phase 1 – March 2024 (following consultation)



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