

AGENDA

Committee

EMPLOYMENT CONDITIONS COMMITTEE

Date and Time
of Meeting

WEDNESDAY, 25 FEBRUARY 2015, 2.00 PM

Venue

COMMITTEE ROOM 2 - COUNTY HALL

Membership

Councillor Hinchey (Chair)
Councillors Bale, Burfoot, Davis, Jones, Joyce, Walker and Walsh

1 Apologies for Absence

To receive apologies for absence.

2 Election of Chairperson

To note that Council at its Annual Meeting on 29 May 2014 elected Councillor Hinchey as Chair of this Committee for the Municipal Year 2014/15.

3 Membership and Terms of Reference

To note that Council at its Annual Meeting on 29 May 2014 agreed the following Membership & Terms of Reference:

(i) Membership

County Councillors Bale, Burfoot, Davis, Hinchey, Margaret Jones, Joyce, Walker and Walsh

(ii) Terms of Reference

- (a) to consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers;
- (b) to decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.

4 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

5 Minutes *(Pages 1 - 4)*

To approve as a correct record the minutes of the previous meeting.

6 Senior Management Review *(Pages 5 - 26)*

Marie Rosenthal

County Clerk & Monitoring Officer

Date: 19 February 2015

Contact: Gill Nurton Tel: 029 2087 2432, ,

EMPLOYMENT CONDITIONS COMMITTEE

19 MARCH 2014

Present: County Councillor Michael (Chairperson);
County Councillors Burfoot, Davis Margaret Jones, Joyce.
Love, and Walsh

Apology: County Councillor Walker

Also: Anna Freeman, Independent Advisor WLGA

1 : ELECTION OF CHAIRPERSON

The Committee noted that the County Council at its Meeting on 30 January 2014 had elected County Councillor Michael as Chair of this Committee for 2013/14.

2 : DECLARATIONS OF INTEREST

The Chair reminded Members that they had a responsibility under Article 16 of the Members' Code of Conduct to declare any interests and complete Personal Interest Forms, at the commencement of the agenda item in question.

4 : WORKFORCE PACKAGE 2014/15

The Committee was advised that in response to the circa £50M budget deficit and the need for the Council to make significant cuts to the size of the workforce from 2014/15 onwards, Cabinet on 16 January 2014 considered how job losses might be minimised through a proposed Workforce Agreement for 2014/15. Although a Collective Agreement to implement this could not be secured, Council on 27 February 2014 agreed to progress implementation of the contractual changes for in-scope staff. As the JNC for Chief Executive and JNC for Chief Officer groups were in scope, there was a requirement for the matter to be considered by this Committee.

In view of the scale of the budgetary challenges, confidential discussions were commenced in early November 2013 with the recognised Trade Unions to try and achieve a package of measures to reduce employment costs and potentially save a number of jobs from being lost. Cabinet on 16 January 2014 confirmed that a Workforce Agreement should be sought to deliver the required savings for 2014/15.

The proposal relating to employees covered by JNC for Chief Executive and JNC for Chief Officers was:

- a 2.7% pay contribution (This in % terms was equivalent to the proposed reduction in working hours for staff outside this group, with consequent loss of pay for them)

- ceasing payment of professional fees and ceasing payment of interview/relocation expenses from 1 April 2014.
- suspension of the honoraria scheme for any new requests or extensions requested, received from 1 April 2014.

The proposals would involve a variation of contractual terms and conditions. An employer cannot unilaterally vary a contract of employment. In law a contract of employment can be varied in one of the following three ways:

- A. Collective Agreement with the recognised Trade Unions. In the present case it had not been possible to secure a Collective Agreement following the outcome of the ballot
- B. By individual agreement with each employee where as an individual they agree to a variation of their contract. If the employee did not agree then Option (c) would have to be considered.
- C. Dismissal of employees accompanied by the offer of a new contract on the revised terms and conditions.

In the present situation, due to the budgetary pressures time did not permit Option (b) followed by Option (c) for those staff who did not agree to the contractual changes and it was therefore proposed to combine Options (b) & (c).

The Committee was advised that the implementation would ultimately involve all in-scope staff receiving a letter towards the end of April explaining the contractual change required and the reasons for it. This letter would give in scope staff the opportunity to agree to sign to accept the new contractual arrangements. It would also explain the implications of staff not agreeing to accept the changes and state that where they did not agree to the changes outlined, the letter would be treated as their JNC 3 months notice to terminate their contract and that they would be dismissed and offered a new contract on the revised terms and conditions.

The Committee was advised of the financial implications: The Council's budget for 2014/15 as approved by Council on the 27 February 2014 included savings of £3.9 million arising from the implementation of a workforce package together with further savings of £281,100 from professional fees, relocation expenses and honoraria arrangements. This included a saving of £45,000 directly relating to the 17 individuals in post at Assistant Director and above which fell within the remit of this Committee for 2014/15. The approval of the recommendation of this report accords with the Council's agreed budget for 2014/15.

Members of the Committee asked to see copies of the Equality Impact Assessment. In response the Committee was advised that the Equality Impact Assessment was undertaken in respect of the proposed Workforce Agreement which showed that there were no negative implications.

Members of the Committee were concerned with the issues surrounding staff dismissals falling into the wider definition of redundancies for the purposes of the collective consultation requirements of the Trade Union and Labour Relations (Consolidation) Act 1992. In response the Committee was advised this was a technical process following the formal agreement at Budget Council on 27 February 2014.

Members of the Committee acknowledged that Council had agreed to the proposals on 27 February 2014, however, negotiations were still taking place between Trade Unions at this time and asked that the report be referred back until the final decision was made.

The Committee was advised that this was a technical process and due to the timescales involved an immediate decision on the matter was required.

Members of the Committee asked why the report was not considered by Employment Conditions Committee before going to Council for approval, as the final decision was still at the negotiating stage with the Trade Unions.

The Committee were referred to the timescales and were advised that no action would be taken before the final decision was made following Trade Union negotiations and Recommendation 1 covered this.

RESOLVED – That the Committee

1. noted the decision of Council on 27 February 2014 to proceed to implement the provisions of the workforce package to in-scope groups which included those employed under the JNC for Chief Executive and JNC for Chief Officers (subject to the outcome of the statutory consultation)
2. approved the proposed revisions to pay, terms & conditions and other matters for all posts within the remit of this Committee for 2014/15
3. agreed that, should any posts within the remit of this Committee become vacant, the provisions of the workforce package be made clear to prospective candidates.

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**EMPLOYMENT CONDITIONS COMMITTEE:
25 FEBRUARY 2015**

REPORT OF CHIEF EXECUTIVE AGENDA ITEM: 6

SENIOR MANAGEMENT REVIEW

Reason for this Report

1. Cabinet on 19 February 2015 agreed an amended senior management structure at Tier 1 designed to ensure that the Council can meet its budget saving as outlined in line 198 of the budget documents in Appendix 5(b) of the Cabinet Report 'Budget Proposals 2015/16' recommended to Council by Cabinet on 19 February 2015.

The Cabinet referred to this Committee, for determination as appropriate, the matter of statements specifying the duties of the proposed new posts and any qualifications or qualities to be sought in the persons to be appointed; the terms and conditions of the new posts; and, subject to Council, the remuneration for the new posts.

The Cabinet Reports of 26 January 2015 and 19 February 2015 on the structure and consultation should be considered as background papers.

Background

2. The purpose of this report is to determine statements specifying the duties of the proposed new posts and any qualifications or qualities to be sought in the persons to be appointed; the terms and conditions of the new posts; and, subject to Council, the remuneration for the new posts.

3. Current position

The current Tier 1 senior management structure is shown in Appendix 1.

The salaries and terms and conditions of the current structure were approved by this Committee on 5 November 2012. As part of the report at that time a Hay senior officer remuneration report was included as an appendix but exempt from general publication. This report provided recommended salary levels which were agreed by the Committee.

The amended structure deletes the following posts:

- Director of Children's Services
- Director of Health and Social Care
- Director of Environment
- Director of Sport, Leisure and Culture
- Director of Strategic Planning, Highways & Traffic and Transportation
- County Clerk & Monitoring Officer (Democratic Services)
- County Solicitor

4. Approved Senior Management Structure

The structure approved by Cabinet on 19 February 2015, as a response to consultation, is included as Appendix 2. This will address the financial challenge and budget savings required.

The amended structure includes the following new posts:

- Director of Social Services
- Director of City Operations
- Director of Governance & Legal Services

The details of these new posts, including the duties of the post, and the qualifications and qualities required for the post are expressed in the Role profiles which are including in Appendix 3.

Based on the advice provided by Hay Group, it is recommended that as these new posts are equivalent to the current Director posts they are paid at the spot salary for Directors as agreed in the previous restructure (£120,000p.a.). Also that these posts will have the terms and conditions of Directors as previously agreed by ECC on 5 November 2012. These are detailed in Appendix 4. Although these new posts are larger than the posts as set out in the previous restructure in the current financial climate within the Council it is not felt to be appropriate to increase salary levels.

Process for Change

5. The Standing Orders (Wales) Amendment Regulations 2014 require posts over £100k salary to be publicly advertised. Therefore this needs to be a consideration in the process for moving from the current structure to the proposed model. As a result of these rules an Authority cannot ring-fence any vacancies with salaries over £100k or above as 'suitable alternative employment' for redundant employees, but must advertise them externally.
6. Advice has been received which states that it is possible to divide up the duties of one deleted post between other existing post-holders without

the need to advertise the receiving posts as there would be no vacancies to advertise. However, the extent to which this can be applied without turning the receiving posts into new posts is not detailed in the Regulations. This report has been prepared on the basis that, as long as any additions to current roles are only minor, then those roles are counted as not changing.

7. Advice has also been provided from the Welsh Government stating that any interim appointment of less than 12 months does not need to go through the public advertisement process.
8. Following consultation with affected employees and their representatives, the following roles have been identified as having no, or only minor, changes in responsibilities and, therefore, there would be no change for the current incumbent:
 - Corporate Director Resources;
 - Director Education and Lifelong Learning;
 - Director of Communities, Housing & Customer Services; and
 - Director of Economic Development

Reasons for Recommendations

9. To ensure that the senior management structure takes account of the savings required within the budget process as well as meet the objectives as set out in previous Cabinet reports, and that the remuneration and terms and conditions are in line with current Director posts.

Legal Implications

10. It is the responsibility of the Cabinet to decide on employment strategy and policy in so far as this has not been further delegated. The Cabinet may therefore determine the broad Senior Management arrangements of the Council.

However this is subject to a number of specific requirements set out in the Local Authorities (Standing Orders) (Wales) Regulations 2006 as amended in 2014. These requirements are set out in the Employment Procedure Rules contained within the Council's Constitution. Some of them come within the scope of this Committee's terms of reference.

The matters which are within the scope of this Committee's terms of reference are:

- (a) To draw up statements specifying the duties of the proposed new posts and any qualifications or qualities to be sought in the persons to be appointed.

- (b) To determine the terms and conditions of the proposed new posts.
- (c) To recommend the remuneration for the proposed new posts to the full Council when it meets on 26th February 2015.

The full Council on 26th February 2015 will consider whether to fill the proposed new posts. Any subsequent appointments to the posts, and decisions to dismiss redundant Directors, are within the terms of reference of the Appointments Committee.

Financial Implications

- 11. Subject to the approval of the recommended terms and conditions as set out in this report the proposal in relation to the re-modelling of the Tier 1 Senior Management Team will provide budget savings of £647,000 in a full year. It is anticipated that there will be a part year effect of this saving in 2015/16 reflecting the timescales for the appointment process and the implementation of new service structures. There will also be costs associated with the advertising and appointment process and in relation to any severance costs that are incurred. The proposed budget saving of £650,000 in 2015/16 will therefore be achieved through a combination of savings on the Tier 1 Senior Management Team, a realignment of support and secretarial costs and from the re-modelled structure including tier 2 and tier 3 managers.

HR Implications

- 12. This report contains significant HR implications which will need to be managed in accordance with the recommended legal principles, the employment legislative framework and the requirements set out by Welsh Government. There will need to be ongoing discussions with impacted employees and Trade Union colleagues, with work done to minimise any disruption to the organisation, should Council agree the amended structure as part of the budget process.

RECOMMENDATIONS

It is recommended that the Employment Conditions Committee:

- 1. Note the new Senior Management Structure as set out in Appendix 2.
- 2. Approve the statements as outlined in Appendix 3 specifying the duties of the proposed new posts and the qualifications and qualities to be sought in the persons to be appointed.
- 3. Approve the use of the existing terms and conditions for Directors for the proposed new posts in order to align with current Director posts as set out in Appendix 4.

4. Recommend to Council spot salaries for the proposed new posts of £120,000 per annum.

PAUL ORDERS

Chief Executive

19 February 2015

The following appendices are attached;

Appendix 1 - Current Tier 1 Senior Management Chart

Appendix 2 - Final Proposed Structure

Appendix 3 – Proposed Role Profiles

Appendix 4 – Proposed Principal Terms and Conditions

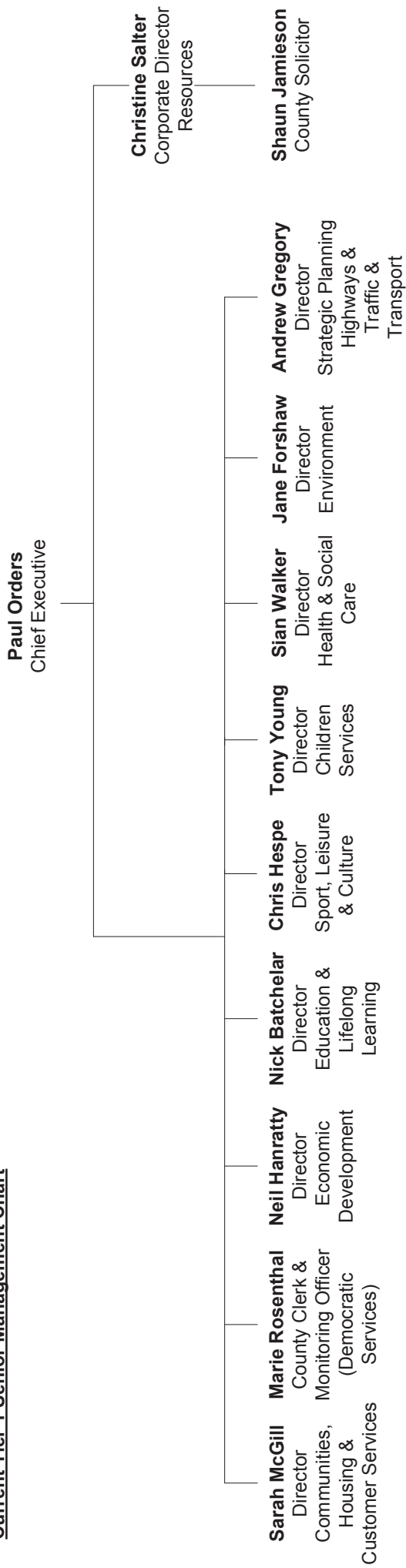
Background Papers

Cabinet Report of 26th January 2015 and 19th February 2015.

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Appendix 1

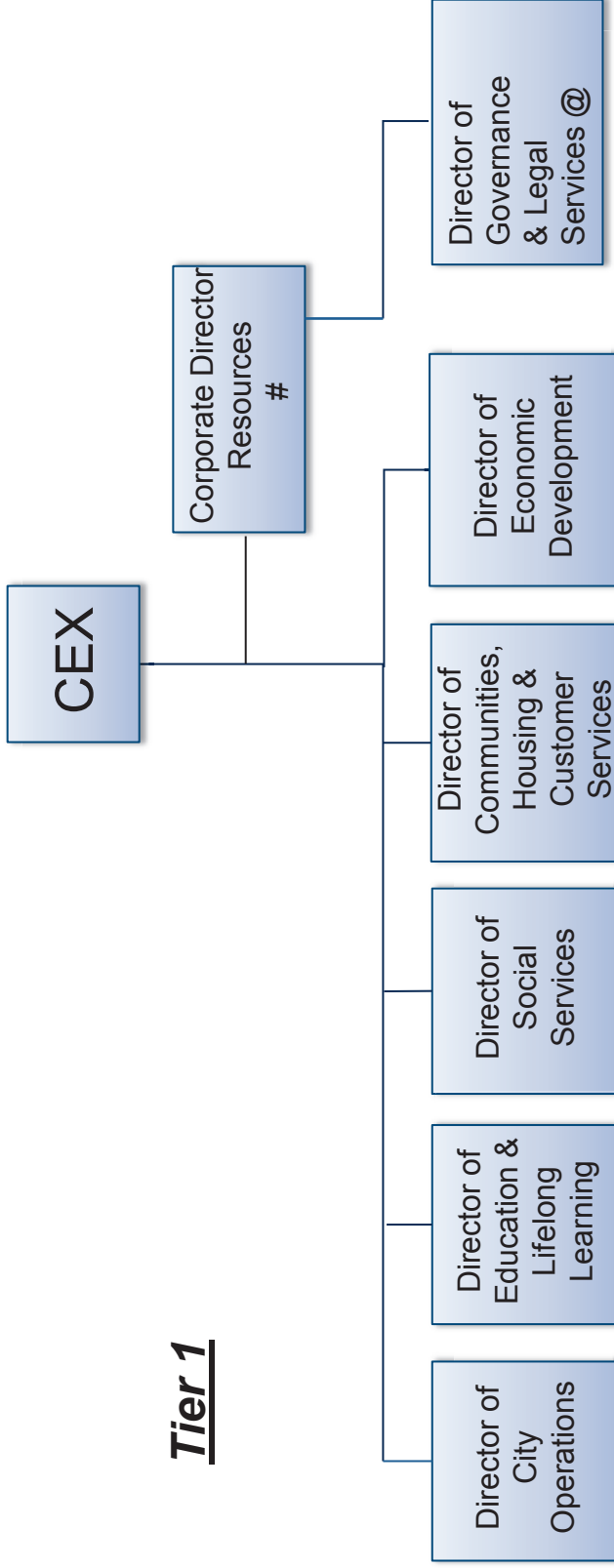
City of Cardiff Council
Current Tier 1 Senior Management Chart



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Final Proposed Structure

Appendix 2



Tier 1

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CARDIFF COUNCIL

Role Profile

Role Title	Director, Governance and Legal Services – Role requires an admitted Solicitor or Barrister with full CPD
Ref	GLD1
Grade	Director Spot Salary
Primary Purpose of Role	<p>To take lead responsibility for the provision of accurate and timely information and support for the Council’s Committees and all elected members, providing a robust platform for open, transparent and challenging governance and decision-making; to provide strategic analysis and robust advice to Cabinet Members with regard to best options and methods to deliver relevant aspects of the Council’s Corporate Plan; also to ensure the effective and efficient implementation of the Cabinet’s strategic choices with a firm focus on achieving continually improving outcomes in services provided to internal customers and partner organisations.</p> <p>To embrace the Corporate priorities across the Council and be part of a cohesive Corporate team.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council’s stated vision and priorities into a set of aligned and effective strategies for the Directorate • To provide high-quality advice and insight for the Cabinet Members regarding the most effective models for achieving corporate priorities and responding to emerging needs • As a key member of the senior management team, to undertake cross-cutting responsibilities throughout the Council • To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will position services within the Directorate as an exemplar for the City Region • To identify and make the most of existing and potential synergies across the work of the Directorate and other services, plus those of partner organisations • To take a lead role in optimising and growing the use of the Council’s resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by customers • To accurately advise the Corporate Director Resources and Cabinet Members how and where to generate income and make efficiencies, cuts or investments in services within the Directorate that will best serve the people of Cardiff and the City Region • To assess the strategic impact of shifting service demands in a diverse City Region, prominent financial pressures and a commitment to the provision of improving standards, and to advise the Cabinet Members of all of the options (including innovative responses) and associated implications • To lead a management team; creating, implementing, monitoring and reviewing the performance of the Directorate Services and ensuring that significantly improved outcomes for customers are secured • To promote and lead a culture that realises Cardiff’s aspirations to becoming Europe’s most liveable capital city • To scan the external context and to advise the Cabinet Members how to position the Council for emerging changes, challenges and opportunities

	<ul style="list-style-type: none"> • To be the Council’s lead legal adviser in a key area (Community, Litigation, Property or Procurement) • To ensure that services are delivered in accordance with the highest standards expected by external regulators • To ensure that Cabinet Members and service areas receive commercial and pragmatic legal advice which is solutions driven • To co-ordinate and supervise key research activities that keep elected members fully informed about the effectiveness of service provision, partnering arrangements and policy implementation; enabling elected members to robustly scrutinise performance and progress • To manage the provision of a range of support to the Council’s Committees; taking appropriate actions to ensure committees are able to fulfil their duties and responsibilities • To fulfil all of the statutory duties and responsibilities of the Authority’s Monitoring Officer
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Areas of Responsibility	<ul style="list-style-type: none"> • Legal Services (Community, Litigation, Property & Procurement) • Scrutiny • Democratic Services • Electoral Services • Member Services • Monitoring Officer
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Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the City Region • Achievement of Corporate Priorities for the portfolio • Effective management of resources – improvement of performance, whilst achieving required financial savings or external exploitation of resources. • Satisfaction of the Cabinet Members with quality of advice offered in relation to key portfolio choices • Satisfaction of elected members with the quality and timeliness of information and support provided by the team
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When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5

Appendix 3

Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5

CARDIFF COUNCIL



Role Profile

Role Title	Director, Social Services
Ref	SSD1
Grade	Director Spot Salary
Primary Purpose of Role	<p>To provide strategic analysis and robust advice to the Cabinet Members for Social Services regarding best options and methods to deliver relevant aspects of the Council's Corporate Plan ; also to ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in the field of Social Services with particular emphasis on the safeguarding role.</p> <p>To embrace the Corporate priorities across the Council and be part of a cohesive Corporate team.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council's stated vision and priorities into a set of aligned and effective strategies for Social Services • To provide high-quality advice and insight for the Cabinet Members for Social Services regarding the most effective models for delivering the relevant corporate priorities and responding to emerging needs • As a key member of the senior management team, to undertake cross-cutting responsibilities throughout the Council • To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff's Social Services at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council's Social Services and other services, plus those of partner organisations • To take a lead role in optimising the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by the people of Cardiff and the City Region • To accurately advise the Chief Executive and Cabinet Members how and where to make efficiencies, cuts or investments in Social Services that will best serve the people of Cardiff and the City Region. • To assess the strategic impact of shifting service demands in a diverse City Region, prominent financial pressures and a commitment to the provision of improving standards, and to advise the Cabinet Members of all of the options (including innovative responses) and associated implications • To lead a management team; creating, implementing, monitoring and reviewing the performance of Social Services and ensuring that significantly improved outcomes in the lives of service users are secured. • To promote and lead a culture that realises Cardiff's aspirations to becoming Europe's most liveable capital city in all aspects of its Social Services • To scan the external context and to advise the Cabinet Member for Social Services and how to position the portfolio for emerging changes, challenges and opportunities • To be accountable for all of the statutory duties and responsibilities of the

	authority's Director of Social Services.
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Areas of Responsibility	<ul style="list-style-type: none"> • All Social Services for children and adults • Youth Service and Justice • Children and young carers • Strategies to secure Community Care Services • Health and Well-Being including Health partnerships • Integrating Health and Social Care

Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the City Region • Achievement of Corporate Priorities for the Social Services portfolio • Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings • Satisfaction of the Cabinet Member with quality of advice offered in relation to key portfolio choices
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When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5

Appendix 3

Optimising Resources	*	5
Demonstrating Political Acumen		5

CARDIFF COUNCIL



Role Profile

Role Title	Director, City Operations
Ref	COD1
Grade	Director Spot Salary
Primary Purpose of Role	<p>To provide strategic analysis and robust advice to the Cabinet Members for services within the City Operations portfolio regarding best options and methods to deliver relevant aspects of the Council's Corporate Plan ; also to ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in the field of City Operations.</p> <p>To embrace the Corporate priorities across the Council and be part of a cohesive Corporate team.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council's stated vision and priorities into a set of aligned and effective strategies for services across City Operations directorate • To provide high-quality advice and insight for the Cabinet Members for City Operations regarding the most effective models for delivering the relevant corporate priorities and responding to emerging needs • As a key member of the senior management team, to undertake cross-cutting responsibilities throughout the Council • To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff's City Operations services at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council's City Operations directorate and other services, plus those of partner organisations • To take a lead role in optimising the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by the people of Cardiff and the City Region • To accurately advise the Chief Executive and Cabinet Members how and where to make efficiencies, cuts or investments in the City Operations directorate that will best serve the people of Cardiff and the City Region. • To assess the strategic impact of shifting service demands in a diverse City Region, prominent financial pressures and a commitment to the provision of improving standards, and to advise the Cabinet Members of all of the options (including innovative responses) and associated implications • To lead a management team; creating, implementing, monitoring and reviewing the performance of the City Operations directorate and ensuring that significantly improved outcomes in the lives of service users are secured. • To promote and lead a culture that realises Cardiff's aspirations to becoming Europe's most liveable capital city in all aspects of its City Operations directorate • To scan the external context and to advise the Cabinet Members for City Operations and how to position the portfolio for emerging changes,

	challenges and opportunities.
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Areas of Responsibility	<ul style="list-style-type: none"> • Energy and Sustainability • Licensing Policy • Strategic and operational Waste Management and Street Cleansing (including Recycling) • Carbon Management • Flood risk management • Cardiff Harbour Authority • Parks and Green Spaces • Leisure Services • Bereavement and Registrar • Strategic Planning Policy (including LDP and SPGs) • Area Strategies • Transport Strategy and Policies • Network Management (including Parking Management) • Highways Assets and Operations • Public Transport • Cycling and Walking • Streetscape • City Transport Services • Building Control • Emergency Planning
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Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the City Region • Achievement of Corporate Priorities for the City Operations portfolio • Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings • Satisfaction of the Cabinet Members with quality of advice offered in relation to key portfolio choices
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Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5

Appendix 3

Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5

**PROPOSED PRINCIPAL TERMS AND CONDITIONS OF SERVICE
APPOINTMENT OF DIRECTOR**

- | | | |
|-----|---------------------------------|---|
| 1. | CONTRACT | This is a permanent appointment. |
| 2. | CONDITIONS | Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions. |
| 3. | SALARY | The inclusive spot salary for this post is £120 000.
National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied. |
| 4. | PERFORMANCE APPRAISAL | There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance. The process is separate from any scheme relating to either pay or performance related pay. |
| 5. | ANNUAL LEAVE | Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays. |
| 6. | HOURS OF WORK | The job of Director cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours. |
| 7. | SICK PAY | Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service. |
| 8. | PENSION | Local Government Pension Scheme. An opting out notice is available from the Pension Section. |
| 9. | POLITICAL RESTRICTION | This post is politically restricted in accordance with the Local Government and Housing Act 1989. (as amended by Local Democracy, Economic Development and Construction Act 2009) |
| 10. | CAR LEASING | The Council operates a employee Car Leasing Scheme. |
| 11. | CAR LOAN SCHEME | You are eligible for a loan (which is not a taxable benefit) under the Council's scheme. |
| 12. | CAR MILEAGE ALLOWANCE | HMRC rate of 45 pence per mile will apply. |
| 13. | SMOKING | The Council has a no smoking policy. |
| 14. | FLEXIBILITY AND MOBILITY CLAUSE | As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments. |
| 15. | SATISFACTORY MEDICAL REPORT | A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council. |
| 16. | NOTICE PERIODS | This will normally be three months in writing on either side but this can be changed by mutual agreement. |
| 17. | RESTRICTIONS ON RE-EMPLOYMENT | Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer. |

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