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To: The Chair and Members
of the Appointments,
Remuneration and Chief
Officer Conduct
Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Date: 6 April 2022

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**APPOINTMENTS, REMUNERATION AND CHIEF OFFICER CONDUCT
COMMITTEE**

Thursday, 14th April, 2022

A meeting of the Appointments, Remuneration and Chief Officer Conduct Committee is to be held on the above date at 9.30 am at DAW Room, County Hall to consider the following matters.

Phil Norrey
Chief Executive

A G E N D A

PART I - OPEN COMMITTEE

1 Apologies for Absence

2 Minutes

Minutes of the meeting held on 19 January 2022.

3 Items Requiring Urgent Attention

Items which in the opinion of the Chair should be considered at the meeting as a matter of urgency.

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED

4 Exclusion of the Press and Public

Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 and 2 of Schedule 12A of the Act namely relating to any individual and information likely to reveal the identity of an individual and in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Electoral Divisions(s): All Divisions

5 Director of Climate Change, Environment and Transport (Pages 1 - 10)

To interview candidates and, if possible, make a recommendation upon an appropriate appointment to the next meeting of the County Council.

Papers attached include:

- Job description for the Director of Climate Change, Environment and Transport.
- Report on the outcome of the consultation process and details of Appointments process and selection for the Director of Climate Change, Environment and Transport.

Electoral Divisions(s): All Divisions

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.

MEETINGS INFORMATION AND NOTES FOR VISITORS

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Membership of a Committee

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Committee Terms of Reference

For the terms of reference for any Committee, please [visit the Committee page](#) on the website and click on the name of the Committee. Under purpose of Committee, the terms of reference will be listed. Terms of reference for all Committees are also detailed within Section 3b of [the Council's Constitution](#).

Access to Information

Any person wishing to inspect any minutes, reports or background papers relating to an item on the agenda should contact the Clerk of the Meeting. To find this, [visit the Committee page](#) on the website and find the Committee. Under contact information (at the bottom of the page) the Clerk's name and contact details will be present. All [agenda, reports and minutes of any Committee are published on the Website](#)

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In relation to Highways and Traffic Orders Committees, any member of the District Council or a Town or Parish Councillor for the area covered by the HATOC who is not a member of the Committee, may attend and speak to any item on the Agenda with the consent of the Committee, having given 24 hours' notice.

Webcasting, Recording or Reporting of Meetings and Proceedings

The proceedings of any meeting may be recorded and / or broadcasted live, apart from any confidential items which may need to be considered in the absence of the press and public. For more information [go to our webcasting pages](#)

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Filming must be done as unobtrusively as possible without additional lighting; focusing only on those actively participating in the meeting and having regard to the wishes of others present who may not wish to be filmed. Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

Members of the public may also use social media to report on proceedings.

Declarations of Interest for Members of the Council

It is to be noted that Members of the Council must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

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Mobile Phones

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Alternative Formats

If anyone needs a copy of an Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Customer Service Centre on 0345 155 1015 or email: committee@devon.gov.uk or write to the Democratic and Scrutiny Secretariat in G31, County Hall, Exeter, EX2 4QD.

Induction Loop available



HAY JOB DESCRIPTION

POSITION TITLE	Director of Climate Change, Environment & Transport		
LOCATION			
REPORTING TO	Chief Executive		
SERVICE/SECTION/SCHOOL	Climate Change, Environment and Transport		
DATE OF EVALUATION	29 th March 2022	EVALUATED GRADE	L2
EFFECTIVE DATE OF JD	1 st April 2022	JOB NUMBER	H.0412

JOB PURPOSE			
<p>As the Director of Climate Change, Environment and Transport you will:</p> <ul style="list-style-type: none"> • Provide strategic leadership and direction to the functions and services associated with Climate Change, Environment and Transport. • Lead, Inspire and nurture our workforce, hear the voices of our citizens and communities, embrace equality and diversity, and be committed to creating and maintaining a workplace and county that is inclusive and safe for all. • Work with your Strategic Leadership Team colleagues to lead and continuously shape the strategic vision and priorities for the organisation to achieve sustained and measurable outcomes for people and communities. • Hold strategic responsibility and accountability for one of the Strategic Plan priorities contributing to collective organisational ownership and commitment. • Hold strategic responsibility and accountability for the Council's Equality, Diversity and Inclusion Strategy. <p>This service area will combine services previously within the Council's climate change, environmental, waste, strategic planning, highways and transport planning.</p>			

CONTEXT			
<p>We want Devon to be the best place to grow up, live well and prosper. We want to listen, learn, and improve, be curious and inclusive.</p> <p>We are ambitious for Devon and committed to transforming the way we lead and work to improve outcomes for the people of Devon.</p> <p>As a leader in our organisation, you will demonstrate the organisation's core principles and behaviours in everything you do and promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.</p> <p>As a member of the Strategic Leadership Team, you will take collective ownership of the Council's vision, direction and priorities.</p>			

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You will lead and act on equality, diversity and inclusion so everyone within our workforce and community can feel safe, well and thrive.

You will lead and collaborate well, make good decisions and use resources effectively to ensure the organisation thrives and is financially resilient.

You will be curious and committed to understanding the opportunities of new and emerging digital technologies, automation, and artificial intelligence in supporting the council to continually evolve, adapt and transform so that we can deliver the most effective services for the people of Devon.

As one of seven high-level strategic reports to the Chief Executive, you will make a key contribution to the strategic leadership of the County Council and advise key Cabinet Members on policy and strategy.

RESOURCES

	<i>Annual budgetary amounts for which the job is either directly or indirectly concerned or has shared responsibility. Please specify whether direct/indirect/shared.</i>	
Finance	Highways, Infrastructure Development & Waste Planning, Transport & Environment	£65.445 M £25.256 M
	TOTAL	£90.701 Million
	Number, job titles and gradings of subordinate staff. Indicate which of these if any, the role will line manage	
Staff	Highways, Infrastructure Development & Waste Planning, Transport & Environment	411 182
	TOTAL	593
Other	<i>Any other statistics directly relevant relating to the job. Explain how and why these statistics impact on the job</i>	

KEY ACCOUNTABILITIES:

		%
	<i>List the principal accountabilities and indicate the approximate % time spent on each. NOTE: There should typically be no more than 6-8 principal accountabilities for any job and each accountability, no more than 2 or 3 sentences long.</i>	
1	Provide strategic leadership and direction to develop a coherent and integrated approach to Climate Change, Environment and Transport.	15%
2	Work collaboratively with Strategic Leadership Team colleagues to provide collective organisation wide leadership and direction to deliver against the strategic vision and priorities; and hold individual responsibility and accountability for one of the strategic plan priorities.	15%
3	Build relationships based on mutual respect, trust and understanding and provide strong system leadership with partner organisations to meet the needs of Devon's communities and improve services in the County.	10%

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4	Continually shape and be committed to creating an inclusive, compassionate, welcoming, and high performing culture that values, respects and invites different perspectives and focusses on outcomes for people.	10%
5	Create an environment where learning and innovation thrives; actively seek out and test new ideas and technologies; embedding continuous learning and improvement.	10%
6	Understand the needs of Devon's citizens and communities to design and shape effective and responsive services, and commission outcomes for the people of Devon.	10%
7	Hold shared responsibility and accountability with Strategic Leadership Team colleagues to create and champion public and social value for better outcomes and lower cost, seeking creative funding and investment opportunities to ensure financial accountability and resilience. Hold individual responsibility and accountability for service based budgeting and medium to long term financial planning.	10%
8	Contribute to the safe working of the authority through clear, robust and effective decision making. Understand and meet all relevant legislation, regulatory and governance requirements.	8%
9	Develop strong working relationships with Elected Members and provide advice and guidance on areas of policy and strategy, ensuring that Elected Members are appraised about issues, risks and opportunities to enable informed decision making in line with the strategic vision and priorities.	10%
10	Deputise for the Chief Executive as required.	2%

It should be noted that the duties or tasks associated with of the post may change from time to time without altering their general character or the level of responsibility entailed and without affecting the grading of the post.

For all roles the job holder is expected to:

- Understand and lead to achieve the Council's vision, direction and priorities
- Lead by example in line with the organisation's core principles and behaviours
- Embrace the positive benefits of a diverse workforce and be committed to creating and maintaining an environment that is inclusive and safe
- Promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.

The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out such other appropriate duties as may be required within the grading level of the job and the competence of the job holder.

KNOWLEDGE AND EXPERIENCE

Identify education, qualifications, training and experience necessary to enable the job to be carried out fully and effectively. Note this information should relate to the qualifications etc, required for the job and not be specific to an individual. Be careful not to include any requirement which maybe regarded as discriminatory, e.g. X number of years' experience

Core knowledge and experience

Extensive experience at a senior level with the ability to lead, integrate and deliver multiple and complex services and functions.

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Highly developed strategic leadership experience and skills, relating to others in a way that brings out the best in people, teams/groups and organisations.

Strong and evidenced commitment to professional and personal development and learning.

Experience of taking tough stands, bringing up "undiscussables" and openly dealing with difficult relationships and issues in productive ways.

The ability to think and act strategically and systemically, and to demonstrate and apply innovative solutions and ideas to improve working practices and service delivery.

Experience and ability to drive through efficiency savings and behaviour change and respond positively to changing circumstances.

Ability to lead and manage change in complex environments.

Experience in exploiting new opportunities and developing a positive performance management and improvement culture and extensive leadership and management skills including direct line appraisal meetings and Designated Officer responsibilities.

A strong collaborator who can develop productive relationships with politicians and senior stakeholders with a successful track record of working in partnership.

An in-depth knowledge and understanding of the current public sector reform and change agenda.

Excellent understanding of, and commitment to the role, vision and priorities of the County Council.

Curiosity and commitment to understanding the opportunities of new and emerging digital technologies, automation and artificial intelligence in the design and delivery of public services

Ability to absorb complexity and convey simplicity

Experience and knowledge of financial planning, management and accountability (Local Government)

Role Specific Knowledge and Experience

This post requires education to degree level or equivalent, membership of an appropriate professional body, a sustained track record and substantial experience at a senior level.

ORGANISATIONAL STRUCTURE



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CORE PRINCIPLES AND BEHAVIOURS
Devon County Council's Core Principles and Behaviours Framework can be found here: Core Behaviours Framework (Core Principles and Behaviours Overview) - tasks and guides (devon.gov.uk)

APPROVAL: I confirm this Job Description conveys a full and accurate description of the job and has been agreed with the post holder (where applicable).

SIGNED:

Line Manager (Name and Job Title)

DATE

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

