**Success profile**

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| **Role Title** | Service Director – Legal and Assurance (Monitoring Officer) | | |
| **Directorate** | Customer & Support Services | **Service** | Customer and Business Operations |
| **Grade** | 8 | **Reports to** | Chief Operating Officer with dotted line to Chief Executive |
| **JE Code** | 9266 | **Pension Scheme** | Local Government Pension Scheme |
| **DBS Required** | BASIC | **Politically Restricted** | Specified |
| **Approving Manager** | Chief Operating Officer | **Date** | August 2024 |

**Information about the role**

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| **Role Purpose** | * To act as the Councils statutory Monitoring Officer (as set out under section 5 of the Local Government and Housing Act (1989) working with Councillors to promote high standards in public life and ensure effective governance. * To work alongside the CEO and the s151 officer to set high standards of governance and financial prudence and ensure the council operates fairly, and squarely, within the rule of law and the Council’s constitution. * To lead the governance and assurance arrangements for the Council to ensure that the Council’s democratic and assurance processes secure well informed and legally sound decisions. * To support the Council’s outcome to improve local community engagement in civic life and our local democracy. * To ensure that the Council has in place a robust assurance and risk management framework which informs the Council’s business plan and decision making. * To develop emerging models of governance to deal with and facilitate devolution of powers and responsibilities from Government to Cornwall Council and from Cornwall Council to arms -length bodies (Council entities) and local bodies such as Parish and Town Councils and community groups. * To develop and implement the design of governance and assurance processes which are aligned to the Council’s new target operating model and outcomes ensuring that processes meet the value for money and reducing red tape tests. * To support or lead the development and delivery of corporate objectives as part of the Corporate Leadership Team. |
| **Financial accountability** | Accountable for service budget of c. £9m. |
| **Leadership capabilities** | **Service Director** |
| Systems leader and navigator | * Responsible for the development of outcome delivery plans for service areas that consider new ways of working with communities and partners. * Responsible for embedding an agnostic commissioning mindset across service areas to focus on delivering outcomes to communities. |
| Political leadership and financial control | * Responsible for ensuring the service delivers the political ambitions and desired outcomes set by cabinet and relevant portfolio holders. * Responsible for ensuring appropriate financial controls and value for money delivery within the Service area. * Responsible for providing service contributions to the business plan for Cornwall and embedding a commercial mindset in service practices. |
| Co-production and community experience | * Responsible for ensuring that Service outcomes and how they’re delivered are truly co-produced and owned by the people of Cornwall. * Responsible for ensuring that the service drives to continually improve satisfaction and outstanding experience for the people and communities of Cornwall and places a focus on outstanding delivery. |
| Developing the future workforce | * Responsible for the skills development of staff across the Service, identifying key areas where increased training and development is required. * Responsible for identifying and supporting the development of talent across Heads of Service and Service Managers. * Responsible for building leadership capabilities in Service Managers and Heads of Service. |
| Leading change, learning and innovation | * Responsible for providing the service application and delivery of the strategic vision for change. * Responsible for working across the service to embed cultural change and the transition towards the ‘team Cornwall’ approach. * Responsible for supporting the service to reflect honestly on practice and innovate methods and approaches in safe forums. |
| Place-based leadership | * Responsible for empowering service leadership to build strong networks and ways of working within localities. * Responsible for delivering the service model that sets out how services work in new ways in localities and communities. |
| Inclusion and diversity | * Responsible for ensuring that unlawful discrimination, harassment and victimisation is challenged within the service and that inappropriate behaviour is challenged. * Responsible for setting the vision for an inclusive working environment within the service where everyone is able to be themselves. |
| Performance, quality and standards | * Responsible for service performance and working with Heads of Service to address areas of underperformance. * Responsible for ensuring service compliance to regulatory guidance. * Responsible for ensuring that service teams follow Council policies and standards in relation to safeguarding and those at risk. * Responsible for ensuring service compliance to health and safety standards. * Responsible for considering service opportunities to reduce the carbon footprint of staff and suppliers. |
| **Role-specific accountabilities** | * To line manage the Head of Legal and Governance, Head of Audit and Electoral Services and the Democratic Lead * To ensure that Cornwall Councillors are supported to undertake their functions effectively, through the right member support offer and that schemes of allowances are regularly reviewed. * To ensure that there are effective working arrangements in place across Legal, Property and Procurement to provide clear commercial assurance and ensure that the governance of our Council owned entities is sound. * To contribute strategically at an organisational wide level, through being a member of the Directorate Leadership Team, the Council Leadership Team and Council Directors Team (Assurance). * To ensure the delivery of Cornwall Council’s Monitoring Officer role and functions pursuant to section 5 of the Local Government and Housing Act 1989 and as such to be responsible and accountable for ensuring the legality of proposals and decisions and that overall governance arrangements are in place which encourage high levels of probity and ethical standards. * To lead a proactive Internal Audit Service, Fraud and Insurance function that adds value to the Council and supports effective risk management and delivery of the priorities from the Annual Governance Statement. * To develop and maintain an effective relationship with the Council’s External Auditors to ensure that they continue to rely on the work of Internal Audit as part of their assessment of the Council’s internal control environment. * To act as the Senior Responsible Officer for the Council’s Audit Committee, Constitution and Governance Committee and Standards Committee. * To oversee the exercising of the Council’s democratic functions ensuring they are fit for purpose in a modern unitary Council and the changing environment of devolution and the wider United Kingdom context. * To lead a responsive legal and governance service that provides value for money and sound legal advice to the services of the Council. * To ensure that the elections function delivers safe, and timely elections in accordance with Election Law and promotes the full participation of Cornwall’s residents in the functioning of the local democracy. * To ensure that the authority accords with the legislation in respect of information governance and responds to recommendations and findings from the Information Commissioner. * To ensure that the organisation responds to the recommendations from both the Housing and Local Government and Social care Ombudsmen |