

Report to the Directorate Restructuring Panel



Report reference: *DRP-001-2013/14*
Date of meeting: *29 August 2013*

**Epping Forest
District Council**

Report of: Head of Paid Service
Subject: Consultation – Job Descriptions and Person Specification
Responsible Officer: Paula Maginnis (01992 564536).
Democratic Services Officer: Ian Willett (01992 564243).

Recommendation:

To consider and comment on the draft job descriptions and person specifications for the:

- (a) Director roles,**
- (b) statutory designations,**
- (c) Deputy Chief Executive, and**
- (d) deputy statutory designations**

Introduction

1. At the Council meeting on 21 May 2013, members agreed the terms of reference for the Directorate Restructuring Panel which included;
 - ‘agree Chief Officer job descriptions, person specifications and other relevant documents’

This report provides the Panel an opportunity to consider the draft documents for the roles listed in the recommendation above, and enable the Head of Paid Service to take account of the Panel’s comments before finalising the documents.

Job Descriptions and Person Specifications

2. Draft job descriptions and the person specification for the Director roles, which have been based on the current documents, are attached for discussion and consideration by the Panel.
3. In addition copies of the draft job descriptions for statutory designations, the deputy statutory roles along with the Deputy Chief Executive role have been attached for discussion and consideration by the Panel.
4. The duties and responsibilities of the Monitoring Officer and Chief Financial Officer reflect legislation and the Statutory Officer Protocols set out in the Council’s Constitution. The current Monitoring Officer and Chief Financial Officer are being consulted on the content of these documents.

Values and Behaviours

5. The Council has adopted five key corporate values with associated behaviours to focus staff on delivering our promises, customer service, dealing openly and honestly and actively seeking new ways of doing things. The values are:

- Trust
- One Council
- Performance
- Innovation
- Customer

The intention is that the job descriptions and person specification roles reflect these values, especially that of the Directors.

Other Options for Action

5. The Panel could substitute the job descriptions and person specifications for ones of their own.