

ROLE PROFILE

Job Title:	Head of Governance (Deputy Monitoring Officer)	Job Code:	TBA
Directorate:	Law, Governance & Compliance	Version:	Final
Reports to:	Director of Law, Governance & Compliance	Date Created:	9 July 2024
No. of direct reports:	3 (initially)	Grade:	Grade G (19)

JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government.

Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution - and it will put us at the center of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

Combined Authorities (*and Combined County Authorities*) represent a significant change in the local governance landscape, offering new opportunities for regional development, strategic planning, stakeholder engagement and delivery at scale. However, new opportunities also bring new challenges, particularly in establishing and maintaining robust governance structures.

Good governance within EMCCA is crucial for operational effectiveness, identifying and prioritising outcomes, and maintaining public trust. Playing a key role in developing, delivering and evolving the governance framework of the Combined County Authority, the Head of Governance is a key player in the operation of decision-making at EMCCA with responsibility for the delivery of democratic services support to the formal decision-making functions and committees of the Combined County Authority.

The Head of Governance will lead Democratic Services, Information Governance and key governance and accountability functionality, ensuring the provision of efficient and effective governance support to the Combined County Authority.

The postholder will work closely with Chief Officers, EMCCA Board and relevant committees, Director of Law, Governance and Compliance and other statutory officers in relation to their key areas of responsibility. The role is the lead officer for member support/liaison on governance matters as the Deputy Monitoring Officer (Governance).

OUR APPROACH TO GOVERNANCE

We are committed to the delivery of good governance and accountability in everything that we do, striving to ensure that decision-making is effective, proportionate, open to test and challenge and taken to deliver benefits to the region in alignment with its agreed strategic objectives.

We want to do governance differently at EMCCA, we want to do it better!

The Ambition is to develop an 'East midlands way' that will become the best practice exemplar for Combined Authority governance and accountability in terms of its arrangements, their application, impact and transparency.

OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

We Lift Our Region | We Work Together | We Make an Impact | We Are Human

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

ORGANISATIONAL LANDSCAPE

Our Mission

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

Our Vision

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

MAIN DUTIES AND RESPONSIBILITIES

Role Specific

The Head of Governance will

- ensure that the team provides high quality service in supporting meetings of EMCCA, its committees and sub-committees, working groups as well as the making of decisions by officers under its Scheme of Delegation.
- work to ensure that decisions are made in accordance with legislation and the EMCCA Constitution.
- support a range of other meetings including key partnerships, internal working groups and other meetings as directed
- undertake a range of governance duties in support for the Monitoring Officer, including support to any review of Members' Allowances, review of the Council's Constitution, maintenance of the Member and Officer Register of Gifts and Hospitality, developing Members' support etc.
- be responsible for ensuring the effective delivery of Member training and development.
- will support the Statutory Scrutiny Officer in fulfilling their statutory role
- will manage, deploy and co-ordinate all resources in a well-planned and controlled manner, ensuring that service requirements and resource levels are fully identified.
- maintain knowledge and awareness of legislative change, and ensure that processes are in place to identify, plan and implement changes to conform to legal requirements, cooperatively with legal services.

Setting strategy and vision

- The role holder will develop linkages and greater coordinated working both within the service and with other services and key stakeholders to ensure that the service contributes to the development and delivery of key priorities with regard to service development and strategic direction.
- The service holder will proactively work in support of the development the governance framework and arrangements of EMCCA
- Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals.
- Contribute to the development of policy and strategy, partnership initiatives and organisational development across the portfolio of services

Leadership

- Manage and maintain strong and effective working relationships with the Mayor, Members, members of the Business Advisory Board across the EMACA and its constituent authorities, and co-optees to ensure that needs are understood and addressed.
- Provide effective supervision, training, motivation and appraisal of staff, allocation of duties, management within available resources and achievement of any agreed targets.
- Lead and manage the Governance Team and will act as lead officer for member support/liaison on governance matters as the Deputy Monitoring Officer (Governance).
- Deputise for the Director of Law, Governance & Compliance as required.
- Liaise with other local authorities and combined authorities to identify and implement best practice, including opportunities for partnership and cooperation.
- Manage relationships with external bodies, including constituent councils, co-optees Members of Parliament, the community, local partnerships, Government

agencies/departments and improvement agencies to establish and maintain effective communication and positive engagement with stakeholders at all levels.

Operational Management

- Maintain a modern and effective democratic process that is efficient, effective, transparent and accountable and operates to the highest standards of conduct, ensuring consistency with EMCCA's constitution, and seeking opportunities that encourage and support new ways of working.
- deliver a high quality administrative and secretariat support is provided by the team to the Members and Co-opted Members of EMCCA, the Mayor and Deputy Mayor including the arrangement of key civic events and other Members as appropriate, where required.
- Plan, organise and manage the work of the team to ensure that targets are achieved, and a high standard of service is maintained.
- Manage the provision of comprehensive servicing arrangements for allocated Mayor, Member, officer and other external meetings, including the preparation and distribution of agendas, minutes and reports and implementation of decisions.
- Ensure that EMCCA's decision making procedures operate smoothly, efficiently, legally and inclusively.
- Ensure that the Mayor and elected members receive the necessary training, development, advice, support and equipment to enable them to carry out their roles.
- Jointly with the Legal Services team, maintain and update the Council's constitution to ensure that it meets statutory requirements and reflects and underpins the Mayor's and EMCCA's values and priorities, and advise members and officers on constitutional matters.
- Arrange Democratic Services Officer support for specific projects as required.
- Manage, maintain, monitor and review of the Members' Allowances scheme, including co-ordination of the work of the Independent Remuneration Panel.
- To oversee the arrangements pre and post-election for setting up and bedding in the new EMCCA and Mayor, including training, onboarding etc.
- To manage the Data Protection Officer who will be the CCA's Ombudsman Link Officer to oversee and manage responses to Local Government Ombudsman complaints.
- To assist the Monitoring Officer in the exercise of his/her duties, particularly in respect of the maintenance of the Register of Members' Interests and where appropriate, the provision of advice regarding the declaration of interests.
- Ensure that all services are delivered within agreed cash limit budgets.
- Establish and monitor financial and other key performance indicators, take action when necessary to intervene, and utilise performance information to drive continuous improvement.

Building culture

- Champions a positive workplace culture
- Ensures that the core values and behaviours of the EMCCA are maintained and promoted in all activities, at all times.
- Fosters a corporate culture that promotes high quality performance, integrity and customer care in a positive work climate, enabling the EMCCA to attract and retain a diverse and high-quality workforce.
- Leads employee engagement and motivate employees to reach their potential.
- Sets the 'tone from the top' and creates an environment in which all employees are able to be the best they can be.

- Facilitates the identification and compliance with EDI improvements/changes across all services and service delivery, giving due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by the Chief Executive that are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.

THE PERSON

Experience and Skills:	<p>Experience and Knowledge</p> <ul style="list-style-type: none"> ▪ Extensive experience and knowledge (min 5 years) of all aspects of local authority entity/combined authority/Council's democratic and decision-making processes ▪ Considerable in-depth knowledge of legislation governing a local authority's decision-making process and the ability to advertise on the Council's associated Policies, Practices and Procedures (Constitution) ▪ Extensive experience of supporting and managing meetings of local authority/Council committees in a difficult political environment ▪ Ability to interpret legislation and disseminate at all levels and identify the impact to a local authority entity/combined authority/Council's democratic and decision-making processes ▪ Experience of supporting the decision-making process of a range of local authority entity/combined authority/Council's governance systems ▪ Experience of using modern PC and web-based systems including word processing, database and internet/intranet techniques, online member information/publication systems (for example Mod.Gov, or CMIS). <p>Leadership</p> <ul style="list-style-type: none"> ▪ Makes effective use of political processes to influence and persuade others ▪ Gains clear agreement and commitment from others by persuading, convincing and negotiating ▪ Provides others with clear direction ▪ Sets appropriate standards of behaviour ▪ Delegates work appropriately and fairly ▪ Motivates and empowers others ▪ Provides staff with development opportunities and coaching ▪ Recruits staff of a high calibre <p>Expertise</p> <ul style="list-style-type: none"> ▪ Applies specialist and detailed technical expertise ▪ Develops job knowledge and expertise through continual professional development ▪ Shares expertise and knowledge with others ▪ Uses technology to achieve work objectives ▪ Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity ▪ Demonstrates an understanding of different organisational departments and functions ▪ Writes clearly, succinctly and correctly ▪ Writes convincingly in an engaging and expressive manner ▪ Avoids the unnecessary use of jargon or complicated language ▪ Writes in a well-structured and logical way ▪ Structures information to meet the needs and understanding of the intended audience
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	<p>Change and transformation</p> <ul style="list-style-type: none"> ▪ Ability to control numerous projects simultaneously to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners. ▪ Accurately sets the appropriate pace of change and tackles the things that are slowing progress in their service or the organisation
<p>Qualifications, Training, CPD:</p>	<ul style="list-style-type: none"> ▪ Relevant degree or equivalent relevant experience. ▪ Member of a relevant professional body or demonstration of up-to-date knowledge and continual professional development. ▪ Evidence of career progression taking on roles of increasing complexity and importance within an organisation of comparable scope, size, and complexity
<p>Building Culture and Motivation</p>	<ul style="list-style-type: none"> • Experience of working in a political environment. • Experience of promoting the health and safety and wellbeing of a workforce. • Must possess personal and professional credibility that promotes and enhances the organisation’s reputation locally, nationally, and international. • Must have a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision, culture, and values of the EMCCA.
<p>Political Restriction</p>	<p>This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.</p>