



Please ask for Charlotte Kearsey
Direct Line: 01246 345236
Email committee.services@chesterfield.gov.uk

The Chair and Members of Joint
Cabinet and Employment & General
Committee

23 September 2019

Dear Councillor,

Please attend a meeting of the JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE to be held on TUESDAY, 1 OCTOBER 2019 at 10.00 am in Committee Room 1, Town Hall, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declaration of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)
4. Delivering Chesterfield's Growth Strategy (Pages 7 - 88)

EXCLUSION OF THE PUBLIC

To move "That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements)(Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972."

Part 2 (Non-Public Information)

4a. Delivering Chesterfield's Growth Strategy – Appendix F (Pages 89 - 91)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Smith', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 10th September, 2019

Present:-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Ludlow
	Davenport		Mannion-Brunt
	K Falconer		T Murphy
	T Gilby		Sarvent
	Holmes		Serjeant
	J Innes		Simmons

*Matters dealt with under the Delegation Scheme

6 **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

7 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Brittain.

8 **MINUTES**

RESOLVED –

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 4 June, 2019 be approved as a correct record and signed by the Chair.

9 **EXCLUSION OF PUBLIC**

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

10 **NORTHGATE HOUSING MANAGEMENT SYSTEM UPGRADE**

The Assistant Director – Housing submitted a report seeking approval for the Northgate Housing Management System upgrade.

The Northgate Housing Management System had been the integrated system providing estates, repairs, rents, arrears and allocations functionality for Housing Services since 2000. The processes and procedures used had become embedded and integral to current ways of working.

The contract to provide support for the Northgate Housing System would be due for renewal at the end of March 2020 but there were risks to business continuity which would result in an unsupported system from January 2020.

The option to bring the Northgate Housing System upgrade forward in the ICT improvement programme would mitigate the risk of systems failure. A requirement for additional staffing resources in the ICT Improvement Programme Team had been recognised to ensure delivery.

The capital costs to deliver the transformational programme would be met from within the current Housing Revenue Account (HRA) capital programme. The additional revenue costs would be met from the HRA working balance.

A comprehensive information assurance risk assessment had been undertaken.

***RESOLVED –**

1. That the Northgate Housing Management System upgrade to Software as a Service be agreed.
2. That the three year transformation programme to drive change and ensure systems and working practices are fit for the future be implemented.
3. That the additional revenue costs identified in section 5 of the officer's report be funded from the HRA working balance.

4. That the proposal to establish the two year fixed term posts of Project Manager, Business Analyst and Project Officer in the ICT Transformation Programme Team be approved.
5. That the proposal to establish the two year fixed term post of Programme Manager using resources from an existing established full-time equivalent Project Manager post plus additional identified budget, as detailed in Appendix 1 of the officer's report, be approved.

REASONS FOR RECOMMENDATIONS

To ensure that the housing management system is fit for purpose and supports the delivery of a customer focussed housing service.

This page is intentionally left blank

For publication

Delivering Chesterfield's Growth Strategy

Meeting:	Council Joint Cabinet and Employment and General Committee
Date:	9 th October 2019 1 st October 2019
Cabinet portfolio:	Economic Growth
Report by:	Chief Executive; Executive Director; Assistant Director – Economic Growth

For publication – main report

Not for publication – Appendix F to this report is exempt from publication by virtue of Part 4 of Schedule 12A of the Local Government Act 1972.

1.0 **Purpose of report**

1.1 This report makes a series of recommendations to help Chesterfield achieve its growth strategy objectives; to improve and accelerate the delivery of key growth projects and programmes; and to drive outcomes for our communities, whilst avoiding placing additional pressure on council budgets.

2.0 **Recommendations**

2.1 That an informal Joint Growth Board is established with Derbyshire County Council in order to provide improved focus

on the delivery of key growth projects within Chesterfield borough.

- 2.2 That the proposal to establish a new Joint Growth Unit, with officer roles designed to focus on the delivery of key growth projects, is approved with additional provision for the commissioning of further specialist advice and support as required.
- 2.3 That a new Skills Delivery Officer post is established in the Economic Development service.
- 2.4 That the Executive Director, in consultation with the Cabinet Member for Economic Growth, be given delegated authority to approve the final job descriptions for new posts and the final budget for the new Joint Growth Unit, following the job evaluation of new posts within the proposed structure.
- 2.5 That the costs of these recommendations are met through the retained business rates income received from the Markham Vale Enterprise Zone, in order to protect core budgets.

3.0 **Report details**

Background

- 3.1 As set out in the growth strategy approved by Council in December 2018, there are a number of key growth and regeneration projects underway in the borough. Collectively, these projects provide an opportunity to put Chesterfield on a higher growth trajectory and redress the deficit in local job creation that arose from economic restructuring during the 1980s and 1990s.
- 3.2 As well as being critical to the future wellbeing of the borough, these growth opportunities will be increasingly important for the financial sustainability of the council, given the shift away

from grant funding towards council tax, business rates and income from services and facilities. Each of these sources of income for the council will be better served by a growing, thriving economy.

- 3.3 Whilst most of the key projects that make up the ‘billion pound town’ are being led by the private sector, there are important roles for the local authorities, both the borough council and Derbyshire county council, in ensuring they remain on track. As well as fostering the right environment for growth, the growth strategy also noted that delivery of the borough’s key projects ‘requires a joined-up approach between key partners that works to remove any potential blockages and speeds up the process of scheme delivery’. Against a backdrop of national and global economic uncertainty and future risks, the role of local authorities in demonstrating place leadership becomes ever more important in maintaining confidence and momentum among private sector developers and investors.

Current position

- 3.4 At present, both councils are working on a number of key growth projects, the most notable of which are set out in the table below. A fuller list of projects is included in Appendix E.

Scheme	Size (£)	Headline outcomes
Chesterfield Waterside	£340m	1,500 residential units (RUs), 30,000sqm office, 22,000sqm commercial/leisure/community uses, 2,500 jobs
Peak Resort	£400m	90,000sqm commercial floorspace, 1,200 jobs
HS2 (station and town centre)	Amion Study (2017) - £420m construction cost	(Aecom masterplan - medium density development) - 1,450 RUs, 40,000sqm office, 38,000 sqm ancillary development, 3,200 jobs

Staveley corridor	Amion Study - £290m construction cost (including £90m for Chesterfield Staveley Regeneration Route [Local Large Majors Bid])	1,500 RUs, 120,000sqm B1/B2/B8 floorspace plus IMD, 2,900 jobs
A61 growth corridor	£7m	Hollis Lane extension Lordsmill roundabout improvements 21 st century corridor Smart Signalisation and Wayfinding project
Town Centre	£20m £15m £27m	Northern Gateway Phase 1 – 16,200sqm development (Co-op, enterprise centre, MSCP), 320 jobs Northern Gateway Phase 2 – no development schedules available Market Place Reconfiguration and potential Town Deal for Staveley
Housing Delivery	Tbc	1500 RUs Walton Works, Dunston, Mastin Moor, Spire Neighbourhoods

3.5 Good progress has been made on all these projects in recent years and in several cases there has been a notable shift from planning and securing funding, to delivery, with 'spades in the

ground' on a number of the sites across the borough. The size of the collective opportunity has increased investor interest in the borough, with the 'billion pound town' now being increasingly familiar and regularly used at Destination Chesterfield investor events.

- 3.6 However, moving to delivery does not reduce the requirement for continuing local authority involvement; if anything the resources needed increase at this point. Across the projects noted above, there are a number of areas where there is a gap between the growth potential and ambition set out and the reality of the limited capacity within the two local authorities to enable and sustain delivery. Issues have arisen in a number of areas during the last 2-3 years, including planning, highways, transport, project management, design, legal, ecology, finance and economic development disciplines. A number of challenges to delivery have occurred, often due to limited capacity and the fact that officers in both authorities are working across a number of different projects, resulting in less focus on resolving barriers at the pace expected by our private sector partners. Where dedicated resources have been put in place (e.g. Northern Gateway project manager), this has brought greater focus and enabled many, though not all, of the inevitable issues that arise to be dealt with in a timely way.
- 3.7 All of the above projects have benefitted or are due to benefit from external capital funding as a result of the strengths that do exist in the local authorities with regards to bid writing, business case development and key account management. A reputation for delivery against previous funding has also played a key role here. However, bids have often omitted allowance for meaningful ongoing project management costs. Whilst this is now being addressed in current bids, it means that there is limited ability to call on capital funding in order to provide the officer capacity required to keep projects on track. The increasingly complex nature of many of these projects means that with current levels of project management and

technical resources it would be very challenging to deliver all the projects to time and budget.

Proposals

- 3.8 Given the picture set out above, there is a significant risk that the ambition and potential set out in the growth strategy is not delivered. The opportunity to redress the consequences of many years of relative employment growth lagging behind the UK could be lost. In order to mitigate that risk, the borough and county councils have been working together to consider how to sustain and accelerate growth. The first step, a clear strategy, is now in place. As approved at Council, the growth strategy provides the overall direction and commitment, and also sets out clear outcomes with a strong focus on ensuring the growth delivered by the key projects is inclusive and to the maximum benefit of local communities.
- 3.9 With the strategy set, three further elements have been considered: governance, delivery mechanisms and funding. Proposals covering each of these are set out in the following sections.

Governance

- 3.10 When considering the issues that have arisen to date in maintaining progress on development and delivery of key projects, a common theme is delay resulting from a lack of sufficient prioritisation at key points along the delivery path. Whilst overall resource levels have been a significant constraint, the two local authorities are still able to make choices with respect to the ways in which their existing resources are used.
- 3.11 Linked to this has been an inconsistent approach to reporting, monitoring and, in turn, accountability for key projects. Whilst good governance has been observed with regards to formal

decision making and funding requirements, there has been less rigour and consistency applied to tracking project progress and ensuring the expectations of each council and key partners are being met. In some cases this has allowed issues causing project delay to remain less visible and increased the time taken to resolve them, causing frustration with private sector partners and risks for the strong relationships the authorities enjoy with funders.

- 3.12 In response to the issues described above, it is proposed that changes are made with regards to the governance arrangements that currently exist for the key growth projects summarised at 3.4. Consideration has been given to establishing a formal arrangement, enabled through constitutional changes at both councils. However, it is considered at this stage that significant progress can be made without requiring formal changes, given the nature of the challenges outlined above (prioritisation of officer time; visibility of project progress). Therefore, the proposal is to create a Joint Growth Board that will work within the existing constitutions and delegated powers of both partner councils.
- 3.13 A Joint Growth Board would include the leaders of both councils together with the appropriate lead Cabinet members. It would be responsible for monitoring delivery of a defined list of key projects (potentially those listed at 3.4) and making decisions to ensure those projects remain on track, where those decisions are already vested in the members of the Board by the respective council constitutions. Any decision that would require, for example, the approval of the Cabinet of one or both councils would still need to be taken to those committees and could not be made by the new Joint Board. Rather, the new Board would focus on setting priorities for officers within the two councils and considering policy choices and trade-offs that may need to be made in order to respond to delivery challenges that arise.

3.14 Draft Terms of Reference for the new Board are set out at Appendix A for consideration. It is intended to bring the new Board together as soon as possible at least on a shadow basis pending the approval of Terms of Reference. It is proposed that the Board would meet every two months. Where existing project Boards are in place, these would either continue as officer working groups where required or be folded into the new Joint Growth Board.

Delivery

3.15 Turning to the second element of delivery, a key constraint leading to delays on current projects is lack of sufficient capacity at both authorities. As noted above, where a council has been able to make dedicated resources available, this has led to the speedier resolution of emerging issues. However, there remains a significant gap between the capacity currently in place and that required in order to ensure the borough's key projects remain on track and ideally accelerate.

3.16 The proposal is therefore to set up a Joint Growth Unit that would achieve the following objectives:

- Increase the overall level of resources available for delivery of key growth projects
- Ensure a direct link to the political leadership of both councils through the Joint Growth Board
- Create a multi-disciplinary resource able to work flexibly across the identified priority projects to even out peaks and troughs of workload
- Provide a single point of contact for the private sector partners engaged on the identified priority projects (investors, developers, contractors etc.)
- Work closely with colleagues in both local authorities (and partner organisations) without being distracted by activity beyond the focus on delivery of the identified priority projects.

- 3.17 More detail on the proposed joint unit is set out in Appendix B, including the proposed numbers of posts, descriptions for scope of the posts and operating principles. The gradings of the posts, in relation to the new draft job descriptions, have been considered through the HR gauge process, but need to be finalised through the job evaluation panel. It is recommended that the Executive Director, in consultation with the Cabinet Member for Economic Growth, be given delegated authority to approve the final job descriptions for new posts and the final budget for the new Joint Growth Unit, following the job evaluation of new posts within the proposed structure.
- 3.18 The unit is designed in order to work closely with and alongside existing teams in both councils. It will be important to maintain the resources available in those wider teams in order to ensure net resources have increased, rather than simply re-distributing resources. The assessment of the required need has been made based on the current status of each of the key projects and the knowledge of officers working in both authorities regarding the type and scale of resource likely to be needed over the next 3-4 years as those projects are delivered. It will need to be kept under regular review, which will be the responsibility of the manager for the new unit in conjunction with Chesterfield borough's Assistant Director – Economic Growth and Derbyshire county's Director of Economy and Regeneration; with final accountability resting with the Joint Growth Board.
- 3.19 In addition to the roles to be included permanently within the new unit, there is a further need for specialist skills at key stages during project delivery. However, these are often for a short period and/or for a key piece of technical work, neither of which would warrant a permanent staff appointment. Therefore, it is proposed that the new unit is set up with an annual operating budget that can be called upon to

commission additional specialist work as required and in line with specific approvals given for the budgets for each project.

3.20 The existing Economic Development service has been very successful over the years in sourcing funding for the key projects. However, as covered in this report there is a need to place further focus on resources to support and manage the delivery of those projects key to the economy of Chesterfield and north Derbyshire. When the new Joint Growth Unit is formed, the team will need to work closely with the existing Economic Development service, whose focus will be on:

- strategic economic development and delivery of the growth strategy
- skills and supply chain development and delivery of the skills action plan
- key account management, inward investment and working with developers
- visitor economy strategy
- delivery of the town centres' masterplans
- establishing and managing the Innovation Centre Network and innovation/business support service
- marketing of commercial premises
- building and maintaining relationships with the Local Enterprise Partnerships, Midlands Engine and other sub-national organisations
- supporting Destination Chesterfield
- New project development and bid submissions that will be informed by and feed into the workload of the joint growth unit.

Funding

3.21 The third element considered has been the need for the council(s) to directly invest in the key projects in order to maximise the chances of success for external funding and to de-risk and improve the investment conditions for private

sector finance. It is clear from extensive experience of bidding for external funding that a direct contribution (beyond 'in kind' support) from the council is a significant strength and sometimes an absolute pre-requisite in order to draw down funding in a competitive environment. There are also a number of instances where private sector investment has come into projects at the point where some critical risks have been reduced through public sector investment of some kind (e.g. direct funding, loans, underwriting etc.). Such arrangements, made within the state aid guidelines, can provide a 'tipping point' in terms of investor confidence, which itself is likely to be more fragile in the coming years given wider economic uncertainties.

- 3.22 Neither council is in a position to fund such investment from within existing resources. However, both are able to borrow at attractive rates provided that (a) there is a clear asset being created and (b) there is a revenue stream to support the costs of borrowing and repayment. The borough council is currently formalising its proposals and wider policy to determine the use of the business rate growth arising from the Markham Vale Enterprise Zone, MVEZ, and a Council report is due to be considered in December 2019. However, as part of this report it is proposed that an element of the revenue from the MVEZ is used to support the costs of the new joint growth unit. The further report to Council will consider the potential for further uses including, borrowing for capital investment. This approach would be entirely in keeping with the government policy for business rates from Enterprise Zones. Borrowing terms would need to be set in order to match the remaining period during which business rates would be retained (currently due to end around 2037).
- 3.23 Taking this approach would place the councils in a much stronger position to attract external funding and be able to invest to de-risk schemes where there is a case to do so in order to unlock private sector finance. It is proposed that

provision is made for this within the new arrangements, subject to the further report to be considered by Council in December. The terms of reference for the new Joint Growth Board include the ability to consider proposals brought by Chesterfield borough's existing economic development service and Derbyshire county's economy and regeneration service, and the joint growth unit for the use of available revenue streams to support borrowing to invest for such purposes. The Board would then make a recommendation to the council to borrow against that revenue stream. Any decision to do so would remain subject to the normal decision making process of the Council, including a sound business case and robust analysis of risks.

Skills and Supply Chain

- 3.24 Cabinet signed off Chesterfield's first Skills Action Plan on 27 June 2017. The Plan was developed in response to the significant number of new developments that have taken place in Chesterfield in recent years. These developments bring a mixture of short and long term career opportunities, which the Skills Action Plan aims to optimise through improving the skills of local people and providing the employment support they need to benefit from the jobs created.
- 3.25 The Skills Action Plan, 2017 - 2020 focuses the Council's attention on the following key objectives:
- Working with partners to ensure that local people have the right skills to access current and future employment opportunities.
 - Working with our Local Enterprise Partnerships (LEPs) and Education Partners to ensure that local skills provision is aligned to future jobs growth and economic opportunities from emerging priority sectors.

- Maximising the number of training, employment and supply chain opportunities for local people arising from new developments or secured through Local Labour Agreements.
- Providing clear advice and support to local people and businesses about the range of skills programmes available.

3.26 HS2 also offers great potential for our communities and businesses; and whilst Chesterfield narrowly missed out on Talgo's UK manufacturing plant, the Council remains in discussions with the company about developing a new Rail Industry Innovation and Skills Centre at Barrow Hill round house.

3.27 The council's HS2 Scrutiny Project Group has also identified that our school students need to be appropriately skilled and prepared so that they are in a position to secure the new jobs that will come on to the market on the back of future HS2 related developments.

3.28 There is not currently a dedicated role within the economic development service with regards skills and supply chain development. These activities are in the main being delivered by the Senior Economic Development Officer. The focus on skills has meant that the post holder has not been able to support the service in the delivery of key growth projects and programmes and, in particular, development of a new Visitor Economy Strategy.

3.29 It is also clear that today's skills agenda is wide ranging and increasingly specialised. And that a focussed effort is required to ensure that Chesterfield borough, its communities and businesses benefit from the skills funding opportunities on offer; working in harness with schools, Chesterfield College, University of Derby and other education partners..

3.30 In addition, despite the significant regeneration taking place in Chesterfield borough and the positive activity achieved to date through implementation of the Skills Action Plan, there remains work to do to ensure that the most disadvantaged in our communities benefit from the job opportunities presented. It is therefore proposed that a dedicated Skills Delivery resource is created to ensure that greater focus and effort is placed on supporting the hardest to reach, again funded through the business rates uplift.

4.0 **Communications and consultation**

4.1 Subject to approval of the report and once capacity is in place, there will need to be clear communication with private sector partners in order that the relevant points of contact for particular projects and programmes are understood.

4.2 Whilst there has not been a formal consultation regarding the proposals, a number of delivery partners have been sounded out and are broadly supportive of the approach, provided it can provide genuine additional capacity and a 'single point of contact' that supports developers to navigate the structures and processes of the two local authorities.

5.0 **Human Resources**

5.1 Appendix B includes details of the proposed staffing for the Joint Growth Unit. Appendix D includes the draft job descriptions for the new posts. The gradings for new posts, based on the draft job descriptions, have been considered through the HR gauge process, but need to be finalised through the job evaluation panel. It is recommended that the Executive Director, in consultation with the Cabinet Member for Economic Growth, be given delegated authority to approve the final job descriptions for new posts and final budget for the new Joint Growth Unit following the job evaluation of new posts within the proposed structure.

- 5.2 Whilst working to a programme set by the Joint Growth Board (comprising both local authorities), it is proposed that the staff would be employed on permanent contracts, with all but one post, being directly employed by Chesterfield Borough Council and on its terms and conditions. Staff would therefore be expected to act within Chesterfield Borough Council's policies and processes.
- 5.3 The exception to this arrangement is in relation to the transport and highways infrastructure project officer which, given the post holder will be discharging activity on behalf of Derbyshire County Council as the highway and transport authority, it is proposed that they would be employed by Derbyshire County Council. This will ensure the appropriate lines of professional leadership and accountability are maintained. Notwithstanding this professional alignment, the post holder will largely be based in the Joint Growth Unit at Chesterfield and day to day, will be deployed by the Joint Growth Unit manager.
- 5.4 The transport and infrastructure project officer post will be created within Derbyshire County Council's Economy and Regeneration Service but will be funded directly and, in full, by Chesterfield Borough Council through the retained business rates. All pension and other employee-related costs will be fully covered as part of this arrangement.
- 5.5 Recruitment to the staffing structure would be carried out using the appropriate HR policies of the Council, with input from a mix of senior officers from both authorities. Appendix F contains exempt information regarding other relevant HR implications, for consideration as part of this report.
- 5.6 Staff within the new unit would work to a programme set on an annual basis by the new Joint Growth Board. Officers would also be accountable for delivery of designated key projects to

the Board every two months. On a day to day basis, line management of the unit would be through the borough council's Assistant Director for Economic Growth in liaison with the county council's Director for Economy and Regeneration. However professional management for posts linked with the functions of Derbyshire County Council, for example Highways and Transportation, and Chesterfield Borough Council would be undertaken by officers of the appropriate local authority.

6.0 **Financial considerations**

- 6.1 The annual cost of the proposed Joint Growth Unit has been worked through on the basis of the posts and grades set out in Appendix B. This is demonstrated in Appendix C, which gives an analysis of the first five years of operation. The costs include all on-costs and recharges. This gives an overall cost of around £312k for the first year of operation. The costs for years 2 to 5 start at £538k p.a. and are subject to annual pay awards. A final budget will be confirmed following the finalisation of the job descriptions and final job evaluation process.
- 6.2 In order to fund these additional costs, it is proposed that the costs are met through a combination of income from retained business rates and an allowance from the capital costs of projects and programmes being delivered.
- 6.3 Sheffield City Region Local Enterprise Partnership has already agreed a rebate of business rate proceeds arising from MVEZ back to Chesterfield Borough Council for all proceeds in excess of £1m for 2019/20. This would mean the potential income to be retained from MVEZ to support growth stands at around £890k for 2019/20. There is therefore sufficient provision within this sum to cover the first two years of operation of the Joint Growth Unit.

- 6.4 The cost calculations in Appendix C also include a proportion of funding for the new unit (10%) to be met from eligible staff expenditures linked to capital projects and programmes. This figure has been produced on a risk-adjusted basis based on known capital projects and the likely pipeline of future bids. In practice it is likely to ebb and flow from year to year and has therefore been set at a prudent level.
- 6.5 As demonstrated in Appendix C, the costs of the proposals can be met with a healthy contingency to allow for any changes in Business Rates retrieval, so there is no requirement for a net growth in revenue costs from the Council's General Fund.
- 6.6 The latest estimates for business rates income retention at MVEZ under the 25 year arrangements, which commenced in 2011/ 2012, suggest the availability of approximately £1.93m p.a. from 2020-2021 through 2036-2037.
- 6.7 HM Government's Cities and Local Growth Unit have now issued advice to the Council on the matter of EZ business rates. This advice confirms that as billing authority, it is for the borough council to determine how the retained business rates from MVEZ are allocated post April 2020 through 2037.
- 6.8 The Council, however, must have regard to HM Government policy, which states that ... *"all Enterprise Zone business rates growth should be retained by the local area, to support local economic priorities and ensure that Enterprise Zone growth is reinvested locally"*. The Council is currently formalising its proposals and wider policy to determine the future use of the business rate growth arising from MVEZ; a Council report is due to be considered in December 2019.
- 6.9 Discussions have taken place between both local authorities, relevant Government departments and the Local Enterprise Partnerships about the best way to utilise the retained business rates to promote economic growth within northern

Derbyshire. Whilst the policy is still being developed, given the estimated costs of the Unit are approx. £540,000, and there are major long term projects to be delivered, it is proposed that the posts within the Joint Growth Unit be funded on a permanent basis.

7.0 **Legal, governance and information assurance considerations**

7.1 In order for decisions to be made in accordance with the law, at Chesterfield they must be made by the Executive, a sole executive member or by an officer. It is not possible, therefore, for the Joint Growth Board to have decision making powers unless Council resolves to confer such powers upon it. Accordingly the decision making process that is recommended sits within the existing delegations of Chesterfield Borough Council's constitution and, where relevant, within those of Derbyshire County Council's constitution.

7.2 As the new Unit is to be based within this Council, it would be subject to the Council's policies and procedures, e.g. it would have to comply with the Council's procurement rules and information assurance requirements.

7.3 Under the Access to Information Regulations we are required to report why part of this report should not be made public. Appendix F is the only part of the report that is exempt from publication as it contains confidential information relating to consultations or negotiations, or contemplated consultations or negotiations, in connection with a labour relations matter arising between the authority and employees of the authority.

8.0 **Equality and diversity considerations**

8.1 A preliminary equality impact assessment has been undertaken. No disproportionately negative impacts are anticipated as a result of the proposed changes to the

Council's Economic Development service. It is anticipated that there would be a number of positive impacts for the wider community through an improved focus on and improvements in capacity relating to the delivery of key growth projects and programmes within Chesterfield borough. Accelerating the delivery of the borough's key growth projects would start to redress the deficit in local job creation, deliver positive benefits in terms of community impact and contribute towards the financial sustainability of the council, given the shift away from grant funding towards council tax, business rates and income from services and facilities.

8.2 It is similarly anticipated that there would be benefits for the employees in the service areas of the two local authorities through improved capacity and a structure that co-ordinates and improves focus. Recruitment would also take place in line with the Council's Recruitment and Selection Policy which has already been subject to the Council's EIA process.

8.3 Any decisions on individual projects and programmes undertaken by the Joint Growth Unit would still be subject to the Council's EIA process.

9.0 Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Risk of businesses leaving Markham Vale and the income from business rates decreasing	High	Medium	Key Account Management is in place with businesses at Markham Vale and demand is good for any space that becomes available. There is significant headroom between the income from the EZ business rates	High	Low

			and capital projects fees and the costs of operating the Joint Growth Unit to mitigate decreases in business rate income.		
If the capacity of the two local authority Economic Development services remains as they are, there would be insufficient capacity to accelerate inward investment, and economic development and growth activities	High	High	Implement Joint Growth Unit as described in this report to ensure that we are adequately resourced to accelerate inward investment, and economic development and growth activities	Low	Low
Risk of not being able to attract new recruits into the new unit.	High	Medium	Promote the career development opportunities from being part of the new growth unit as part of the recruitment campaign. Ensure that posts are advertised at competitive salary levels.	High	Low

10.0 **Alternative options and reasons for rejection**

10.1 Alternative options include (a) continuing with no additional resources; (b) making a case for a larger Joint Growth Unit and associated costs; (c) seeking additional resources on a case-by-case basis through opportunities to bid into local and/or national funding streams; and (d) establishing the resources set out here within the core Council establishment rather than

in a new joint unit. Any of these options could also be combined with an alternative of maintaining existing governance arrangements rather than setting up a Joint Growth Board as proposed.

- 10.2 A do nothing option has been rejected since it would not provide the necessary resources required in order to maintain and accelerate delivery of key projects in line with the vision set out in Chesterfield borough's growth strategy. However, this option may be required if final agreement regarding funding sources cannot be secured. A larger unit has been considered and would be affordable within the funding proposals set out above. However, it is proposed that capacity is kept under review, through the new Joint Growth Board, rather than expanding further at this stage. The resources proposed here represent a scaling up from current levels and it is suggested that the effectiveness of this is reviewed prior to any further growth.
- 10.3 The option of trying to secure resources on a project by project or bid by bid basis has been rejected at this point as it is very unlikely to provide a solid basis for a Unit and would entail significantly more work to bid within increasingly competitive environments. However, this option has been included within the overall funding approach in terms of aiming to secure contributions from future capital bids to the ongoing revenue costs of the unit.
- 10.4 Finally, consideration has been given to providing resources within existing teams (at CBC and DCC) and to providing resources without a new Joint Growth Board to oversee activity. Both of these options would bring significant risk that the intended focus that will be provided by a new Unit and Board would not be achieved. Instead, resources are likely to be spread once again across a range of work and potentially diverted from the list of key growth projects set out above. There would be far less visibility of, and therefore

accountability for, progress of projects to the respective political leaderships and partnership working would not be strengthened to the same extent.

11.0 **Recommendations**

- 11.1 That an informal Joint Growth Board is established with Derbyshire County Council in order to provide improved focus on the delivery of key growth projects within Chesterfield borough.
- 11.2 That the proposal to establish a new Joint Growth Unit, with officer roles designed to focus on the delivery of key growth projects, is approved with additional provision for the commissioning of further specialist advice and support as required.
- 11.3 That a new Skills Delivery Officer post is established in the Economic Development service.
- 11.4 That the Executive Director, in consultation with the Cabinet Member for Economic Growth, be given delegated authority to approve the final job descriptions for new posts and the final budget for the new Joint Growth Unit, following the job evaluation of new posts within the proposed structure.
- 11.5 That the costs of these recommendations are met through the retained business rates income received from the Markham Vale Enterprise Zone in order to protect core budgets.

12.0 **Reasons for recommendations**

To ensure that the delivery of key growth projects and programmes is effectively structured and resourced in support of sustainable economic and housing growth to drive outcomes and benefits for our communities, and to ensure Chesterfield achieves its growth strategy objectives.

Decision information

Key decision number	835
Wards affected	ALL
Links to Council Plan priorities	1) Making Chesterfield a thriving borough 2) Improving the quality of life for local people 3) Delivering value for money services

Document information

Report author	Contact number/email
Huw Bowen	01246 345308
Christine Durrant	01246 345292
Neil Johnson	01246 345789
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	Governance Proposals
Appendix B	Delivery Team Proposals
Appendix C	Cost of Proposals
Appendix D	New Draft Job Descriptions
Appendix E	Projects Programme
Appendix F	Exempt HR implications

This page is intentionally left blank

Appendix A – governance proposals

Joint Growth Board – draft terms of reference

Purpose

The Board's role is to support and challenge delivery of significant growth projects within Chesterfield borough.

The Board will carry this out by:

- Defining a clear set of projects that will fall within the remit of the Board's discussions;
- Receiving regular and succinct progress reports regarding the delivery of each of the projects that fall within its remit;
- Considering ways in which risks to project delivery can be addressed, both by taking action within the two local authorities and through external partners;
- Considering ways in which project delivery can be accelerated and enhanced, both by taking action within the two local authorities and through external partners;
- Agreeing actions that can support project delivery, where these fall within the existing delegations of Board members;
- Making recommendations for actions to support project delivery where these lie outside the existing delegations of Board members, either within the two respective local authorities or with partner organisations;
- Making recommendations for investment through borrowing that can be supported by the revenue stream retained for growth projects and where this will increase the prospects of unlocking additional public and/or private funding;
- Agreeing the work programme for the joint growth unit on an annual basis;
- Acting as champions for delivery of the projects and the benefits that they will bring for communities across the area

Membership

The membership of the Board will include:

- Leader of Derbyshire County Council
- Cabinet member for Economic Development and Regeneration, Derbyshire County Council
- Strategic Director of Economy, Transport and Environment, Derbyshire County Council

- Leader of Chesterfield Borough Council
- Cabinet member for economic growth, Chesterfield Borough Council
- Chief Executive, Chesterfield Borough Council

Further members may be co-opted by the Board.

The Board will be deemed quorate provided at least 4 Board members are in attendance, including at least one from each local authority.

The Board will operate with the chair alternating between the Leaders of the two local authorities.

Decision making

The Board will not be constituted as a formal body within the constitution of either local authority. It will therefore take no decisions in its own right as a Board. Rather, following consideration by the Board, individual Board members may take decisions only where these already fall within their existing delegated authority. Any formal decisions required outside of this scope would need to be made by the appropriate body, informed by a recommendation from the Board.

Meetings

Meetings will take place every two months. Meeting venues will alternate between Chesterfield and Matlock in line with the alternating chair arrangements.

The secretariat for the meetings will be provided by Chesterfield Borough Council.

Papers will normally be issued to the Board no later than 4 working days prior to the meeting.

Members of the public or observers will not normally be permitted to attend the meetings given the commercial sensitivities that are likely to be discussed.

Officers from both authorities, in particular those within the joint growth unit, will attend the Board in order to provide updates on projects.

Delivery partners may be invited to attend meetings for specific project updates in agreement with the Chair(s).

Review

The Board will conduct a review of its activities and terms of reference at least once a year.

This page is intentionally left blank

Appendix B – delivery proposals

In order to develop proposals for a new Joint Growth Unit, the key projects listed at section 3.4 and in Appendix E in the main report have each been analysed in detail.

This analysis has considered the planned progress of each project across the next 5 years, recognising that beyond this the delivery milestones become increasingly difficult to forecast with confidence.

The key tasks likely to be required by the respective local authorities have been considered through the different phases of each project and the profile for this set out on a quarterly basis across the five year period. Those tasks have then been assigned to the different types of capacity required and a risk adjustment applied to the results. Finally, existing resources have been taken into account in order to end up with a net risk-adjusted requirement.

Following this analysis, the following blend of posts has been recommended as providing the most appropriate level of capacity in order to ensure the two local authorities can maintain and accelerate delivery of the borough's key projects in future years. Although the forecast capacity has been based on the planned phases for each specific project, it is highly likely that actual demand to support delivery will vary from that forecast. The Unit will therefore be set up with officers given lead roles for specific projects, but able to work flexibly as the demands from each project fluctuate and in order to mitigate peaks and troughs of activity within any given project.

The table below sets out posts proposed for the new Joint Growth Unit. Draft job descriptions for new posts are included in Appendix D. Gradings are subject to finalisation of job descriptions and job evaluation panel appraisal.

Post	Number	Grade	Key activities
Joint Growth Unit Manager	1	13	Overall leadership of team and coordination of project resources. Key point of contact for escalating issues from individual projects. Responsible for managing relationship with the Joint Growth Board.
Project officer (transport and highways infrastructure)	1	to be employed by DCC, assessed as grade 12 for budget purposes	Dedicated resource with highways and transportation experience able to transact on behalf of the key projects to deal with issues arising pre and post-planning application, offer advice and liaise as single point of contact with DCC and other key stakeholders (HE, utilities, bus operators...) as required
Project officer (planning and development)	1	12	Dedicated and specialist planning capacity with experience of large site delivery, able to liaise with developers, landowners etc. and in turn with internal and external stakeholders at both pre and post-planning application stages.
Project officer (project	3	12	These would be assigned lead roles for

management)			one or more the specific projects, providing project management capacity and skills together with a single point of contact for external delivery partners and internal colleagues.
Contract and Commercial officer	1	12	Dedicated and specialist contracts and commercial development capacity; this post would provide advice internally to inform negotiations with delivery partners and funders, liaising closely with legal, procurement and finance, as well as supporting delivery partners in their commercial considerations.
Administrative and technical support officer	1	4-7	This post would provide dedicated support to the team, managing the extensive flows of information, correspondence, technical documents etc. between the two councils, stakeholders and delivery partners. It would also lead on the preparation of reporting to the Joint Growth Board and provide the secretariat.

Senior Economic Development Officer (Skills Delivery)	1	12	This post would be based in Chesterfield Borough Council's Economic Development service and would lead on delivery and implementation of initiatives and programmes contained within the Chesterfield Skills Action Plan, 2017 - 2020.
---	---	----	--

Appendix C - Proposed Employee Costs - Joint Delivery Team

Page 39

Post	No	Grade	Scale	Scale	Salary 2019/20	Apprentice Levy 2019/20	National Insurance 2019/20	Superannuation 2019/20	Total 2019/20
Project Delivery Manager	1	13	45-55	49	22,796	114	2,576	3,237	28,722
Project Officer - Transportation	1	12	45-48	45	20,838	104	2,355	2,959	26,255
Project Officer Planning	1	12	45-48	45	20,838	104	2,355	2,959	26,255
Project Managers	1	12	45-48	48	44,632	223	5,043	6,338	56,236
Project Managers	1	12	45-48	48	44,632	223	5,043	6,338	56,236
Project Managers	1	12	45-48	45	20,838	104	2,355	2,959	26,255
Commercial/Legal Support	1	12	45-48	45	20,838	104	2,355	2,959	26,255
Admin/Technical Support	1	4-8	14-29	25	11,918	60	1,347	1,692	15,017
Skills Delivery	1	12	45-48	45	20,838	104	2,355	2,959	26,255
					228,165	1,141	25,783	32,399	287,488

Number of posts 9

Post	No	Grade	Scale	Scale	Salary 2020/21	Apprentice Levy 2020/21	National Insurance 2020/21	Superannuation 2020/21	Total 2020/21
Project Delivery Manager	1	13	45-55	50	47,671	238	5,387	6,769	60,065
Project Officer - Transportation	1	12	45-48	46	43,750	219	4,944	6,213	55,125
Project Officer Planning	1	12	45-48	46	43,750	219	4,944	6,213	55,125
Project Managers	1	12	45-48	48	45,748	229	5,170	6,496	57,642
Project Managers	1	12	45-48	48	45,748	229	5,170	6,496	57,642
Project Managers	1	12	45-48	46	43,750	219	4,944	6,213	55,125
Commercial/Legal Support	1	12	45-48	46	43,750	219	4,944	6,213	55,125
Admin/Technical Support	1	4-8	14-29	26	25,419	127	2,872	3,610	32,028
Skills Delivery	1	12	45-48	46	43,750	219	4,944	6,213	55,125
					383,336	1,917	43,317	54,434	483,003

Number of posts 9

Post	No	Grade	Scale	Scale	Salary 2021/22	Apprentice Levy 2021/22	National Insurance 2021/22	Superannuation 2021/22	Total 2021/22
------	----	-------	-------	-------	-------------------	----------------------------	-------------------------------	---------------------------	------------------

Project Delivery Manager	1	13	45-55	51	49,867	249	5,635	7,081	62,832
Project Officer - Transportation	1	12	45-48	47	45,873	229	5,184	6,514	57,800
Project Officer Planning	1	12	45-48	47	45,873	229	5,184	6,514	57,800
Project Managers	1	12	45-48	48	46,892	234	5,299	6,659	59,084
Project Managers	1	12	45-48	48	46,892	234	5,299	6,659	59,084
Project Managers	1	12	45-48	47	45,873	229	5,184	6,514	57,800
Commercial/Legal Support	1	12	45-48	47	45,873	229	5,184	6,514	57,800
Admin/Technical Support	1	4-7	14-29	27	26,575	133	3,003	3,774	33,485
Skills Delivery	1	12	45-48	47	45,873	229	5,184	6,514	57,800
					399,591	1,998	45,154	56,742	503,485

Number of posts 9

Post	No	Grade	Scale	Scale	Salary	Apprentice Levy	National Insurance	Superannuation	Total
					2022/23	2022/23	2022/23	2022/23	2022/23
Project Delivery Manager	1	13	45-55	51	49,867	249	5,635	7,081	62,832
Project Officer - Transportation	1	12	45-48	48	48,064	240	5,431	6,825	60,561
Project Officer Planning	1	12	45-48	48	48,064	240	5,431	6,825	60,561
Project Managers	1	12	45-48	48	48,064	240	5,431	6,825	60,561
Project Managers	1	12	45-48	48	48,064	240	5,431	6,825	60,561
Project Managers	1	12	45-48	48	48,064	240	5,431	6,825	60,561
Commercial/Legal Support	1	12	45-48	48	48,064	240	5,431	6,825	60,561
Admin/Technical Support	1	4-7	14-29	28	28,340	142	3,202	4,024	35,708
Skills Delivery	1	12	45-48	48	48,064	240	5,431	6,825	60,561
					414,655	2,073	46,856	58,881	522,465

Number of posts 9

Post	No	Grade	Scale	Scale	Salary	Apprentice Levy	National Insurance	Superannuation	Total
					2023/24	2023/24	2023/24	2023/24	2023/24
Project Delivery Manager	1	13	45-55	51	49,867	249	5,635	7,081	62,832
Project Officer - Transportation	1	12	45-48	48	49,266	246	5,567	6,996	62,075
Project Officer Planning	1	12	45-48	48	49,266	246	5,567	6,996	62,075
Project Managers	1	12	45-48	48	49,266	246	5,567	6,996	62,075
Project Managers	1	12	45-48	48	49,266	246	5,567	6,996	62,075
Project Managers	1	12	45-48	48	49,266	246	5,567	6,996	62,075

Commercial/Legal Support	1	12	45-48	48	49,266	246	5,567	6,996	62,075
Admin/Technical Support	1	4-7	14-29	29	29,802	149	3,368	4,232	37,550
Skills Delivery	1	12	45-48	48	49,266	246	5,567	6,996	62,075
					424,528	2,123	47,972	60,283	534,905
<i>Number of posts</i>	<i>9</i>								
Total					1,850,275	9,251	209,081	262,739	2,331,347

Assumptions

- 2019/20 only 6 months of staffing costs, with exception of 2 project managers i.e. Northern Gateway and HS2
- New employees start at the bottom of grade per HR policy with the exception of the 2 project managers detailed above
- Posts which cross more than 1 grade start on the bottom of a midpoint grade
- The estimated EZ funding for 2019/20 is inflated by 2% per annum from 2020/21 onwards based on the CPI rate for May 2019
- The Joint Delivery Unit Summary spans the next 5 financial years but the starting year is only a part year

Appendix C - Proposed Budget - Joint Delivery Team

		2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	2023/24 (£)	Total (£)
Employee Costs (Top of Grade)		287,488	483,003	503,485	522,465	534,905	2,331,347
Recharges (Payroll, HR, ICT etc.)		13,750	23,063	23,640	24,231	24,837	109,521
IT equipment (x7)		10,500	0	0	0	0	10,500
Mobile Phones (x4)		400	800	800	800	800	3,600
		312,138	506,866	527,925	547,496	560,542	2,454,968
Capital Recharges	10%	-31,214	-50,687	-52,792	-54,750	-56,054	-245,497
Enterprise Zone Funding		-890,253	-1,928,058	-1,966,619	-2,005,951	-2,046,070	-8,836,951
Remaining Funding in Year		-609,329	-1,471,879	-1,491,486	-1,513,205	-1,541,582	-6,627,480
Remaining Funding Cumulative		-609,329	-2,081,208	-3,572,694	-5,085,899	-6,627,480	-6,627,480

GRADE	SCP 18/19	2018/19	SCP 19/20	2019/20	2020/21	2021/22	2022/23
	6	16,881	1	17,364	17,798	18,243	18,699
2	7	16,881	1	17,364	17,798	18,243	18,699
	8	16,881	2	17,711	18,154	18,608	19,073
	9	16,881	2	17,711	18,154	18,608	19,073
3	10	16,881	3	18,065	18,517	18,980	19,455
	11	17,007	3	18,065	18,517	18,980	19,455
	12	17,173	4	18,426	18,887	19,359	19,843
	13	17,391	4	18,426	18,887	19,359	19,843
4	14	17,681	5	18,795	19,265	19,747	20,241
	15	17,972	5	18,795	19,265	19,747	20,241
	16	18,319	6	19,171	19,650	20,141	20,645
	17	18,672	6	19,171	19,650	20,141	20,645
5	18	18,870	7	19,554	20,043	20,544	21,058
	19	19,446	8	19,945	20,444	20,955	21,479
	20	19,819	9	20,344	20,853	21,374	21,908
			10	20,751	21,270	21,802	22,347
	21	20,541	11	21,166	21,695	22,237	22,793
6	22	21,074	12	21,589	22,129	22,682	23,249
			13	22,021	22,572	23,136	23,714
	23	21,693	14	22,462	23,024	23,600	24,190
	24	22,401	15	22,911	23,484	24,071	24,673
			16	23,369	23,953	24,552	25,166
	25	23,111	17	23,836	24,432	25,043	25,669
7			18	24,313	24,921	25,544	26,183
	26	23,866	19	24,799	25,419	26,054	26,705
	27	24,657	20	25,295	25,927	26,575	27,239
			21	25,801	26,446	27,107	27,785
	28	25,463	22	26,317	26,975	27,649	28,340
	29	26,470	23	26,999	27,674	28,366	29,075
8	30	27,358	24	27,905	28,603	29,318	30,051
	31	28,221	25	28,785	29,505	30,243	30,999
	32	29,055	26	29,636	30,377	31,136	31,914
	33	29,909	27	30,507	31,270	32,052	32,853
9	34	30,756	28	31,371	32,155	32,959	33,783
	35	31,401	29	32,029	32,830	33,651	34,492
	36	32,233	30	32,878	33,700	34,543	35,407
10	37	33,136	31	33,799	34,644	35,510	36,398
	38	34,106	32	34,788	35,658	36,549	37,463
	39	35,229	33	35,934	36,832	37,753	38,697
	40	36,153	34	36,876	37,798	38,743	39,712
11	41	37,107	35	37,849	38,795	39,765	40,759
	42	38,052	36	38,813	39,783	40,778	41,797
	43	39,002	37	39,782	40,777	41,796	42,841
	44	39,961	38	40,760	41,779	42,823	43,894
12	45	40,858	39	41,675	42,717	43,785	44,880
	46	41,846	40	42,683	43,750	44,844	45,965
	47	42,806	41	43,662	44,754	45,873	47,020
	48	43,757	42	44,632	45,748	46,892	48,064
13	49	44,697	43	45,591	46,731	47,899	49,096
	50	45,596	44	46,508	47,671	48,863	50,085
	51	46,533	45	47,464	48,651	49,867	51,114
14	52	47,446	46	48,395	49,605	50,845	52,116
	53	48,380	47	49,348	50,582	51,847	53,143
	54	49,296	48	50,282	51,539	52,827	54,148
	55	50,217	49	51,221	52,502	53,815	55,160

This page is intentionally left blank

**Appendix D – New Draft Job Descriptions
(Subject to Job Evaluation)**

JOB DESCRIPTION

JOB TITLE: Joint Growth Unit Manager (Project Delivery)

POST NO:

DEPT/SECTION: Economic Growth

GRADE/SCALE: 13

RESPONSIBLE TO: Assistant Director Economic Growth

RESPONSIBLE FOR:

Overall leadership of the multi-disciplinary economic growth project delivery team and coordination of project resources to deliver significant growth projects and programmes in support of sustainable economic and housing growth to drive outcomes and benefits for our communities, and to ensure Chesterfield achieves its growth strategy objectives.

MAIN PURPOSE OF THE POST:

- Works in partnership with both the public and private sector to identify and develop innovative ways to deliver robust growth projects and to secure commercial and public finance and investment funding to deliver tangible benefits that promote growth and transformation of Chesterfield's economy.
- Leads delivery of complex multi-agency regeneration projects
- Plans, monitors and manages projects and programmes identifying and mitigating any commercial, financial or legal risks.

- Manages and delivers complex, multi stakeholder projects or programmes to time and budget, ensuring highest level of communication and relationship management across all levels.
- Leads procurement exercises, ensuring best value for money and adherence to appropriate financial arrangements.
- Manages and monitors budgets and financial risks associated with programmes and projects to ensure effective management and financial propriety.
- Leads change management activities including change impact assessment, stakeholder management, managing resistance, building change capacity, designing and defining roles and responsibilities.
- Leading on the delivery and implementation of initiatives and programmes contain within the Chesterfield Economic Growth Strategy.
- Work with external delivery partners (including LEP's) to monitor the impact of funding programmes and initiatives, to ensure that finance is accessed for project delivery.
- Ensure Senior Council officers and elected Members are fully briefed on all issues relating to the delivery of significant projects in the local economy
- Support the wider Economic Growth Team in responding to inward investment enquiries and supporting the promotion of local supply chain initiatives to developers investing in the Borough.
- To ensure high standards of professional expertise and a high quality of project and programme managements.

DUTIES AND RESPONSIBILITIES:

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures

1. Support the Assistant Director Economic Growth to develop, co-ordinate and deliver significant growth projects and investment opportunities across the Borough, providing a commercial and market awareness approach to regeneration working closely with private sector developers and the construction industry.
2. Manage the day to day workload of the Project Delivery Team reporting to the Assistant Director Economic Growth, providing strategic programme and project support to major cross-cutting capital investment projects and programmes across the borough.
3. Lead and embed project management practice across the Project Delivery Team to ensure the successful delivery of major projects.
4. To ensure that all projects and initiatives are based on sound business plans incorporating robust financial models and deliverable project plans. To ensure, in conjunction with the Assistant Directors Economic Growth and Housing Head of Service, that all projects are properly resourced.
5. To identify, and direct other team members in, land acquisitions necessary for site assembly and business relocation, including unlocking land opportunities and facilitating public and private sector development partnerships.

6. To work alongside the Economic Development Manager in bidding for external funding to support the delivery of projects and programmes.
7. Co-ordinate and direct others in the preparation of tenders, design competitions for identified sites, and manage the competition process within set guidelines.
8. Appoint, and direct others in appointing, the appropriate consultants and contractors to deliver any infrastructure, public realm or construction projects that are to be delivered directly by the Council, or in partnership with other public or private bodies.
9. Monitor the progress of schemes against agreed business plan and/or masterplan targets and take remedial action as necessary.
10. Identify, assess, manage and mitigate risks relating to the priority projects for this team, including the preparation and maintenance of risk logs which will contain all information about the risks, their analysis, countermeasures and status.
11. Provide strong performance management of the Project Delivery Team by owning and developing service planning, robust financial and performance management ensuring continuous improvement, value for money and best value are delivered.
12. Promote the continued growth of the Borough working with a range of public and private sector development partners, funding agencies, LEP partners and inward investors.

13. Provide strategic input to regeneration policy and programmes and to research, prepare and present strategic and high-level reports to the members of the Council, Joint Growth Board, Chief Executive, Corporate Management Team and Economic Growth Management Team.
14. Maintain effective links and joint working with public, private and voluntary agencies at Borough, regional and national level and to advise the Assistant Director Economic Growth and CMT of problems and opportunities affecting strategic policy and resource procurement.
15. Represent the interests of Chesterfield Borough Council in matters on inter authority organisations/meetings and other external bodies as directed by the Council.
16. Alongside the Economic Development Manager be responsible for managing the relationship with the Joint Growth Board and Derbyshire County Council.
17. To be responsible for the supervision and co-ordination of all employees within Chesterfield Borough Council that may be assigned to deliver regeneration projects.
18. Ensures that projects remain compliant with any legislative or governance changes at a Chesterfield, Derbyshire, East Midlands and national level.
19. To keep abreast of best practice, innovation and developments in respect of the wider economic development agenda and to recommend policy and improvements to the Corporate Management Team.

20. To be responsible for procuring and managing capital and service contracts, ensuring that all contractual, legal and health and safety matters are addressed.
21. Advise members of the council, service areas and where appropriate other individuals and organisations on matters relating to the area of activity.
22. Represent the council on inter-authority and regional working groups as appropriate.
23. Prepare and present reports to meetings of portfolio holders, the council's Cabinet, committees, scrutiny panels, community forums and tenant groups as appropriate.
24. To keep up to date with any changes in legislation impacting on the area of activity and to recommend to the Assistant Directors for Economic Growth and Housing any changes to policy and/or procedure in order to ensure compliance with legislation.
25. To assist in planning and delivering services in line with the Economic Growth Service Plan.
26. To assist in the setting of key performance indicators for the area of activity and to monitor, manage and report, as appropriate, performance against indicators.
27. To assist in setting and managing budgets for the area of activity and to be responsible for the effective and efficient control of all budgets relating to the area of activity.
28. To be responsible for working in accordance with all Council Policies – including but not limited to: financial,

procurement, customer care, performance management, health & safety and equality policies.

29. To be responsible for complying with all Health & Safety obligations.
30. To comply with all statutory requirements.
31. The following requirements are expected of every employee:
 - To participate in the council's quality initiatives
 - To use the council's computer systems in respect of the duties of the post and to have particular regard to the General Data Protection Regulations / Data Protection Act
 - To be aware of and implement the procedures relating to health and safety
 - To attend in service training as required
 - To be aware of and implement the Council's Equal Opportunities Policy
 - Must be prepared to work flexibly within the team
 - In addition, as a Council employee, you are considered to be an 'ambassador' of the Council to fulfil your responsibilities mindful of the Council's reputational interests.
32. Any other duties which are similar in level of responsibility
33. Deputise as required for the Assistant Director, Economic Growth.

SPECIAL FEATURES OF THE POST

You may be required to carry out your duties at your present workplace or some other council site.

PERSON SPECIFICATION

JOB TITLE: Joint Growth Unit Manager

SERVICE: Economic Growth

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>Extensive experience of working on delivery of major and complex regeneration projects and initiatives.</p> <p>Managing staff, consultants and contractors</p> <p>Experience of relationship management with partners and private sector developers up to Director level.</p> <p>Experience of working in a multidisciplinary team within a project delivery focused /Economic Development environment.</p> <p>Experience in using programme and project management techniques and software.</p>	<p>Working with private sector and public sector partners to secure successful outcomes</p> <p>A proven track record of identifying and securing external funding and private sector investment.</p> <p>Experienced at presenting reports to committees/ project boards/ senior management teams.</p>	<p>Application form.</p> <p>Interview.</p>

	<p>Extensive experience of preparing project briefs and procuring and managing consultants.</p> <p>Managing budgets on major projects involving a range of partners and funding sources</p>	<p>Experience of writing and developing business cases and reports for a wide range of people</p> <p>Experience of local government working practices</p>	
<p>Specialist Knowledge/ Skills</p>	<p>Good Knowledge of current project management approaches, legislation and best practice.</p> <p>Ability to analyse complex issues and produce reports, provide briefings.</p> <p>Able to demonstrate a robust knowledge and understanding of project delivery issues.</p> <p>High level of budgeting and resource managing skills</p>	<p>Appreciation of legal contracts and public and private sector financial instruments to employment growth and regeneration.</p> <p>Experience of local government working practices.</p> <p>Ability to use relevant ICT systems, e.g. Microsoft Word, Auto Cad, Project</p>	<p>Application form.</p> <p>Interview.</p> <p>Practical exercise.</p>

		<p>Management software and tools, Powerpoint and Excel</p> <p>Knowledge of various funding sources</p>	
Qualifications	Degree in Economic Development related or equivalent discipline.	<p>Qualification in management</p> <p>Prince2 Project Management or equivalent</p> <p>Membership of a relevant professional body</p>	<p>Application form.</p> <p>Certificates</p>
Interpersonal Skills	<p>Effective verbal and written communication skills.</p> <p>Tact and diplomacy in dealing with all stakeholders</p> <p>A strong communicator who is able to influence, negotiate, build and develop/manage strong working relationships</p>	<p>Technical presentation skills e.g. Power Point.</p>	<p>Interview.</p> <p>Practical exercise</p>

	<p>with external partners and customers.</p> <p>High level of personal effectiveness (e.g. organisational skills, time management)</p> <p>Clear leadership, influencing and negotiation skills and an ability to motivate staff and partner agencies alike.</p> <p>Ability to work with a range of partners and stakeholders at a national, regional and local level in the successful delivery of housing growth.</p> <p>Be a team player that can support others in the team to deliver real outcomes for the benefit of the local economy</p>		
<p>Personal Circumstances</p>	<p>Able to be mobile around Chesterfield borough</p> <p>Willingness to work outside normal office hours as the job requires</p>		<p>Application form.</p>

JOB DESCRIPTION

JOB TITLE: Project Officer (Project Manager)

POST NO:

DIRECTORATE: Economic Growth Directorate

SERVICE AREA: Economic Development/Growth Unit

GRADE: 12

RESPONSIBLE TO: Joint Growth Unit Manager

RESPONSIBLE FOR:

MAIN PURPOSE OF POST:

- To lead on and co-ordinate the delivery of major regeneration projects and programmes that contribute to the growth of Chesterfield's economy.
- To project manage the delivery of key regeneration projects/programmes as outlined in the Chesterfield Growth Plan, maximising opportunities from partnership working, external funding and facilitating positive economic outcomes for the local economy.
- To be responsible for project financial management and planning to include the management of substantial project budgets and procurement associated with projects.
- To work with the wider Economic Development Team and Head of Economic Growth to identify, develop and pursue new regeneration opportunities.

DUTIES AND RESPONSIBILITIES:

The post holder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures.

1. To programme manage the implementation of major and complex regeneration projects.
2. Ensure that effective project management, planning, budget and risk management controls systems are in place to ensure sound project delivery.
3. Provide leadership to multi-disciplinary teams from a project delivery perspective in order to achieve successful regeneration outcomes from project delivery.
4. Ensure that all professional work related to project delivery is undertaken (e.g. site acquisitions, licenses, disposals, consents).
5. To maintain a thorough knowledge of the latest policies, regeneration opportunities, strategies and initiatives locally, regionally and nationally in order to facilitate the delivery of projects and the development of new initiatives.
6. Work in partnership with external partners and key stakeholders from the public and private sector to ensure the effective delivery of projects and to ensure strong and effective relationships are maintained.
7. Identify, as appropriate, new opportunities for projects/schemes and activities that will support the delivery of ambitions as outlined in the Chesterfield Growth Plan and the Council's Corporate Plan.

8. Use up to date knowledge of funding to identify and secure funding from the public and private sector to enhance project delivery or to support the development of new projects.
9. Oversee and implement procurements to support project delivery in line with Council's (and or funders) procurement policy.
10. Identify gaps in knowledge and skills requirements internally to ensure effective delivery of projects in a timely manner, overseeing the procurement of consultants/research and studies as appropriate.
11. Prepare detailed project plans, reports and analysis for Project Boards, external stakeholders and internal Council meetings (including Cabinet and Full Council reports).
12. Ensure compliance with all project funding requirements through achieving the effective monitoring of activity undertaken and the establishment of clear audit trails.
13. Using a range of communication methods, including presentations, report on project progress to a range of internal and external stakeholders as required.
14. Ensure opportunities for positive communications as a result of project/schemes are maximised.
15. Ensure that the wider economic, social and health benefits from project/scheme delivery are realised by working with colleagues and partners.
16. Ensure that good practice is embedded into the delivery of projects and that lessons learned and evaluation is included in all aspects of project delivery.

17. Any other duties which are equal/similar to the responsibility level and grade of the post.
18. To be aware of, and implement, the Council's Equal Opportunities Policy

SPECIAL FEATURES OF THIS POST

Chesterfield Borough Council operates an agile working policy that enables employees to work from a variety of locations to best serve the customer and the service. It is envisaged that this post will involve an element of agile working, requiring you to carry out your duties at your usual workplace or at another Council site but which may also require you to work from home or at any other site delivering services for the council as directed.

PERSON SPECIFICATION

JOB TITLE: Project Officer

POST NO:

DIRECTORATE/SERVICE AREA: Economic Growth/Growth Unit

SKILLS/KNOWLEDGE/ABILITIES

Essential

- Highly developed project management skills with clear evidence of successful delivery of complex regeneration projects.
- Thorough understanding of national policy framework for regeneration.
- Strong financial reasoning and analytical skills with the ability to manage substantial budgets.
- Working knowledge of external funding with a track record of securing funding for use on regeneration activities.
- Ability to manage and monitor external funding.
- Good understanding of planning process as part of project development, management and delivery.
- Well-rounded understanding of property development in both housing and commercial sector.
- Experienced communicator both verbally and in writing (experienced in preparing reports internally and externally,

producing project monitoring updates as well as having effective inter personal skills that allow you to persuade and influence others).

- Ability to lead, motivate and develop project teams and forge effective relationships often at a senior level.
- Ability to plan and co-ordinate activities of self and project team in context of conflicting priorities.
- Ability to work to tight deadlines whilst managing a variable workload and changing priorities.
- Ability to think creatively and develop new solutions to resolve problems.
- Demonstrate an innovative approach with the ability to identify and deliver improvements.

Desirable

- Knowledge of Combined Authority/Local Enterprise Partnership (LEP) priorities and ability to link with successful project delivery on the ground.

EXPERIENCE

Essential

- Experience of managing complex regeneration projects.
- Experience of working in regeneration/economic development
- Experience of managing and monitoring multiple funding streams and substantial budgets > £5m

- Experience and track record in leading multi-disciplinary project teams and partnerships to secure positive outcomes.
- Experience of managing internal and external contractors to deliver positive outcome to agreed project specification and timeframes.
- Experience of managing procurement processes
- Experience of chairing regular progress meetings and or steering groups with relevant internal and external stakeholders

Desirable

- Experience of managing the implementation and delivery of high value construction projects

QUALIFICATION/TRAINING

Essential

- Educated to degree level or equivalent

Desirable

- Project Management training qualification or equivalent
- A professional qualification at level 4 or above in a related field (surveying, planning, construction)

JOB DESCRIPTION

JOB TITLE: Senior Economic Development Officer (Skills Delivery)

POST NO:

DEPT/SECTION: Economic Growth/Economic Development

GRADE/SCALE: 11

RESPONSIBLE TO: Economic Development Manager

RESPONSIBLE FOR:

- Delivery of the Skills Action Plan and Apprentice Town initiative

MAIN PURPOSE OF THE POST:

- Leading the on delivery and implementation of initiatives and programmes contain within the Chesterfield Skills Action Plan. Working with internal and external partners to achieve the objectives contained within the Skills Action Plan.
- Taking the lead on Apprentice Town initiative to ensure that apprenticeships are promoted effectively with young people, employers and parents and that participation is increased.
- Working with the Planning Team, developers and external partners to ensure community gain is maximised from developments taking place in Chesterfield, exploiting the pro-active use if local labour clauses and local supply chain initiatives. This should include the monitoring of the impact of activities undertaken to highlight the value of intervention and to develop quality case studies.

- Support the promotion of local supply chain initiatives to developers investing in the Borough, through direct public sector procurement activity and through promoting the benefits of trading locally to businesses.
- Work with external delivery partners (including LEP's) to monitor the impact of skills programmes and initiatives, to ensure that finance is accessed for project delivery.
- Ensure Senior Council officers and elected Members are fully briefed on all issues relating to skills in the local economy
- Manage CBC budgets in relation to skills.
- Work with businesses to provide advice in relation to skills support/recruitment support including responding to redundancies as they emerge.
- Support the wider Economic Development Team in responding to inward investment enquiries where skills support is an integral part of the response required.
- Ensure that through effective skills delivery that the opportunity impact on social exclusion is harnessed for the benefit of resider of the Borough.

DUTIES AND RESPONSIBILITIES:

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures

1. To be responsible for the supervision and co-ordination of all employees within Chesterfield Borough Council that may be assigned to projects to support skills delivery.

2. Deputise as required for the Economic Development Manager and Strategic Director, Economic Growth.
3. To keep abreast of best practice, innovation and developments in respect of the wider skills agenda and to recommend policy and improvements to the Corporate Management Team.
4. To lead the delivery of all activity related to the Chesterfield Skills Action Plan including the delivery of the Apprentice Town Initiative, Local Labour initiatives, local supply chain, redundancy responses, business support in relation to skills and recruitment and the effective monitoring of delivery of external partners projects in relation to skills.
5. To ensure the timely review of the Skills Action Plan in conjunction with the wider Development and Growth Service and other internal and external partners including LEP's, local Colleges and academic institutions.
6. To take a strategic lead in developing and building commercial relationships with key stakeholders, developers, land owners and potential investors to deliver skills support activity.
7. To work closely with Cabinet and local elected members on the skills issues and policies for the borough that align with the Skills Action Plan, Corporate Plan and Growth Strategy.
8. Work with the Economic Development Manager to deliver a key account management approach to advising businesses on skills, apprenticeships, local supply chain activities.

9. To ensure that the council adopts a consistent, pro-active approach to delivering positive outcomes from local labour clauses agreed as part of the planning process on new developments and that the impacts of these clauses are effectively monitored.
10. To strategically commission skills activity via a range of delivery models to maximise public, private and institutional financial resources for the borough.
11. To ensure that the range of innovative skills delivery models are responsive to national skills policy and funding environments to increase delivery and funding from Government, public, private and institutional finances.
12. To bid for and assemble funding and manage the budgets that will support the delivery of the new build programme.
13. To be responsible for procuring and managing capital and service contracts, ensuring that all contractual, legal and health and safety matters are addressed.
14. Advise members of the council, service areas and where appropriate other individuals and organisations on matters relating to the area of activity.
15. Represent the council on inter-authority and regional working groups as appropriate.
16. Prepare and present reports to meetings of portfolio holders, the council's Cabinet, committees, scrutiny panels, community forums and tenant groups as appropriate.

17. To keep up to date with any changes in legislation impacting on the area of activity and to recommend to the Assistant Directors for Economic Growth and Housing any changes to policy and/or procedure in order to ensure compliance with legislation.
18. To assist in planning and delivering services in line with the Economic Growth Service Plan.
19. To assist in the setting of key performance indicators for the area of activity and to monitor, manage and report, as appropriate, performance against indicators.
20. To assist in setting and managing budgets for the area of activity and to be responsible for the effective and efficient control of all budgets relating to the area of activity.
21. To ensure that all services are provided in accordance with the council's Equalities Policies and Procedures.
22. The following requirements are expected of every employee:
 - To participate in the council's quality initiatives
 - To use the council's computer systems in respect of the duties of the post and to have particular regard to the General Data Protection Regulations / Data Protection Act
 - To be aware of and implement the procedures relating to health and safety
 - To attend in service training as required
 - To be aware of and implement the Council's Equal Opportunities Policy
 - Must be prepared to work flexibly within the team

- Any other duties which are similar in level of responsibility

SPECIAL FEATURES OF THE POST

You may be required to carry out your duties at your present workplace or some other council site.

BEHAVIOURAL COMPETENCIES

One Council, One Team

- **Seeing the Bigger Picture**

Be alert to emerging issues and trends which might impact or benefit own work

Develop an understanding of own work priorities and how this contributes to council strategy and objectives

Ensure own work activities are aligned to council priorities

Actively seek out and share experience to develop understanding and knowledge of own work business area

Seek to understand how the services, activities and strategies in the area work together to create value for the customer/end user

Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies

- **Collaboration and Partnering**

Establish relationships with a range of stakeholders to support delivery of business outcomes

Act as a team player, investing time to generate a common focus and genuine team spirit

Actively seek input from a diverse range of people

Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation

Deal with conflict in a prompt, calm and constructive manner

Encourage collaborative team working within own team and across the council

Customer Focussed

- **Delivering value for money services**

Recommend actions to achieve value for money and efficiency, maximising revenue through every opportunity

Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes

Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans

Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved

Monitor the use of resources in line with organisational procedures and plans and hold team to account

- **Managing a quality service**

Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions

Develop, implement, maintain and review systems and service standards to ensure professional excellence and expertise and value for money

Work with team to set priorities, goals, objectives and timescales

Establish mechanisms to seek out and respond to feedback from customers about service provided

Promote a culture that tackles fraud and deception and ensures security of information

Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners

Can Do

- **Changing and Improving**

Find ways to improve systems and structures to deliver with more streamlined resources

Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making

Be prepared to take managed risks, ensuring these are planned and their impact assessed

Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking

Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same

Prepare for and respond appropriately to the range of possible effects that change may have on own role/team

Champion change within your team and encourage others to do the same

- **Delivering at Pace**

Successfully manage, support and stretch self and team to deliver agreed goals and objectives

Show a positive approach in keeping their own and the team's efforts focused on the goals that really matter

Take responsibility for delivering expected outcomes on time and to standard, yet allowing others space and authority to deliver objectives

Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands

Regularly monitor own work against milestones or targets and act promptly to keep work on track and maintain performance

Coach and support others to set and achieve challenging goals for themselves

- **Developing Self and Others**

Identify and address team or individual capability requirements and gaps to deliver current and future work

Identify and develop all talented team members to support succession planning, devoting time to coach, mentor and develop others

Value and respond to different personal needs in the team using these to develop others and promote inclusiveness

Proactively manage own career and identify own learning needs with line manager, plan and carry out work-place learning opportunities

Continually seek and act on feedback to evaluate and improve their own and team's performance

Honesty and Respect

- **Leading and Communicating**

Continually communicate with staff, helping to clarify goals and activities and the links between these and council strategy

Recognise, respect and reward the contribution and achievements of others, valuing difference

Communicate in a straightforward, honest and engaging manner with all stakeholders and stand ground when needed

Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact

Promote the work of the council and play an active part in supporting the council values and culture, challenging unacceptable behaviour; lead by example

Role model enthusiasm and energy about their work and motivate others to do the same

- **Making Effective Decisions**

Make decisions (based on policies/constitution) when they are needed, even if they prove difficult or unpopular, explaining rationale as appropriate

Identify a broad range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources

Recognise patterns and trends in a wide range of evidence/ data and draw key conclusions, outlining costs, benefits, and risks

Ensure all council and public data is treated with care in accordance with security procedures and protocols

Recognise scope of own authority for decision making within the constitution and empower others to make decisions

Invite challenge and where appropriate involve others in decision making to help build engagement and present recommendations

NOTE

Project Officer (Planning and Development) – detailed Job Description and Person Specification to be completed but will be based upon that for Project Officer (Project Management).

PERSON SPECIFICATION

JOB TITLE: Senior Economic Development Officer (Skills)

SERVICE: Economic Growth/ Economic Development

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>Extensive experience of working on delivery of complex and skills projects and initiatives.</p> <p>Experience of relationship management with partners and private sector developers up to Director level.</p> <p>Experience of working in a multidisciplinary team within a project delivery focused /Economic Development environment.</p> <p>A proven track record of identifying and securing external funding and private sector investment.</p>	<p>Working with private sector and public sector partners to secure successful outcomes</p> <p>Experience of implementing local labour agreements on developments with developers.</p> <p>Experienced at presenting reports to committees/ project boards/ senior management teams.</p>	<p>Application form.</p> <p>Interview.</p>

	<p>Experience in using programme and project management techniques and software.</p> <p>Extensive experience of preparing project briefs and procuring and managing consultants.</p>	<p>Experience of writing and developing strategies and reports for a wide range of people</p> <p>Experience of local government working practices</p> <p>Experience of the management and direction of staff.</p>	
<p>Specialist Knowledge/ Skills</p>	<p>Knowledge of current skills issues, legislation and best practice.</p> <p>Ability to analyse complex issues and produce reports, provide briefings.</p> <p>Able to demonstrate a robust knowledge and understanding of skills issues from the public sector perspective.</p>	<p>Appreciation of legal contracts and public and private sector financial instruments to skills activity, employment growth and regeneration.</p> <p>Experience of local government</p>	<p>Application form.</p> <p>Interview.</p> <p>Practical exercise.</p>

		<p>working practices.</p> <p>Ability to use relevant ICT systems, e.g. Microsoft Word, Auto Cad, Project Management applications, Powerpoint and Excel</p>	
Qualifications	Degree in Economic Development related or equivalent discipline.	<p>Qualification in management</p> <p>Prince2 Project Management or equivalent</p>	<p>Application form.</p> <p>Certificates</p>
Interpersonal Skills	<p>Effective verbal and written communication skills.</p> <p>Tact and diplomacy in dealing with all stakeholders</p> <p>A strong communicator who is able to influence, negotiate, build and develop/manage strong working relationships</p>	<p>Technical presentation skills e.g. Power Point.</p>	<p>Interview.</p> <p>Practical exercise</p>

	<p>with external partners and customers.</p> <p>Clear leadership, influencing and negotiation skills and an ability to motivate staff and partner agencies alike.</p> <p>Ability to work with a range of partners and stakeholders at a national, regional and local level in the successful delivery of housing growth.</p> <p>Be a team player that can support others in the team to deliver real outcomes for the benefit of the local economy</p>		
<p>Personal Circumstances</p>	<p>Able to be mobile around Chesterfield borough</p> <p>Willingness to work outside normal office hours as the job requires</p>		<p>Application form.</p>

JOB DESCRIPTION

JOB TITLE: Contract and Commercial officer

POST NO:

SERVICE AREA: Economic Growth/Growth Team

GRADE: 12

RESPONSIBLE TO: Joint Growth Unit Manager/Property
Procurement and Contracts Law
Manager

RESPONSIBLE FOR: None

MAIN PURPOSE OF POST:

- To provide expert legal advice and assistance on high risk, complex and significant transactions in relation to Contract and Procurement matters.
- To support and advise Council Officers and Members on commercial matters including Economic Regeneration and Commercial Contracts and Procurement Projects.
- To support the Economic Growth Teams and Governance Service generally and the Property, Procurement and Contracts and the Local Government & Regulatory Law teams in particular in providing a comprehensive legal service to the Council at all times
- To provide all of the above to the Council.

DUTIES AND RESPONSIBILITIES:

1. To provide expert legal advice to Council Officers and Members on procurement, contracts, TUPE, EU Procurement/EU tendering processes and Public Contract Regulation and Local government powers for alternative business structures
2. To prepare draft and complete commercial contracts, including services contracts, joint arrangements and funding agreements ensuring that they comply with the Council's Contract Procedure Rules, the Public Contracts Regulations and any relevant policies and strategies.
3. To ensure that in relation to the Council's contractual portfolio contributing to the Council's business transformation, regeneration and asset management strategies, that contract documentation is drawn up to protect the Council through an understanding of the current market risks involved.
4. To negotiate with third parties and often involving opposing solicitors in resolving breaches of Contract and other Contractual disputes on range of advanced and/or complicated matters to achieve agreement and settlement for the council on the best commercial terms available.
5. To ensure the delivery of value for money in respect of the drafting appropriate Contract documents and through the corporate monitoring of Contract compliance.
6. To deliver complex specialist commercial Contract and Procurement advice and legal support as required with the minimum of supervision

7. To provide commercial legal advice on partnership, collaboration and related business structures for the delivery of Council services and the maximisation of income.
8. To advise on and deal with breaches of Contract and other Contractual disputes.
9. To organise, direct and review the work of Property, Procurement & Contracts Legal Executive where required by the Project Delivery Manager and the Property, Planning & Contracts Law Manager.
10. To mentor and train less experienced colleagues in Governance and to work with commissioning and procurement officers across the Council training and mentoring as directed by the Head of Governance
11. To advise and assist the Property, Procurement and Contracts Manager as necessary, including deputising for the Project Delivery Manager and the Property, Procurement and Contracts Manager in his/her absence.
12. To attend committees and other meetings as required.
13. To advise on reports and the decision-making process.
14. To carry out commercial Conveyancing and development work to include work on sales, purchases, leases and licences including the Right to Buy transactions.
15. To assist the Local Government & Regulatory Law Team in respect of civil, criminal and regulatory matters as required.

16. To be aware of and keep up-to-date with changes in UK and EU legislation and case law affecting the range of matters carried out by the postholder and to keep Members and Officers informed. To monitor the progress of work against relevant standards and timetables and ensure that performance standards are met.
17. To perform any other duties as may be commensurate with the grade.
18. To deliver the Health and Safety responsibilities relevant to the role as defined in the Council's Health & Safety policy.
19. To comply with the professional rules, guidance and regulations applicable to a Solicitor or Barrister in England.
20. To comply with and carry out all duties with due regard to the Council's equal opportunities policy
21. To comply with requirements of Data Protection Act and Freedom of Information Act.

SPECIAL FEATURES OF THE POST:

1. The post is politically restricted.
2. The post may involve attendance at meetings and events outside of normal office hours.
3. You may be required to carry out the duties at the Town Hall, Chesterfield or at any other Council site

PERSON SPECIFICATION

JOB TITLE: Contract and Commercial Officer

POST NO:

DIRECTORATE/SERVICE AREA: Economic Growth/Growth Unit

KNOWLEDGE, SKILLS & ABILITIES

Essential

- Demonstrate an in-depth knowledge of contract and procurement law including the Public Contract Regulations relating to contracts including contracts for the supply of goods, materials or services and contracts for the carrying out of works.
- Track record of dealing with complex, contentious and sensitive matters of Public Procurement law.
- Strong contract drafting and negotiating skills with experience of drafting complex legal documentation with minimal or no supervision.
- Knowledge of the day to day problems which occur in a regulated procurement environment
- Ability to work autonomously and as part of a team
- Knowledge of the law relating to Conveyancing and Property
- Good research and analysis skills
- Ability to effectively prioritise work within a small, busy team.

- Ability to provide solution focussed advice.
- Highly developed communication skills over all media to deliver clear and effective advice to officer, members, outside bodies and other stakeholders
- Ability to use Microsoft and online research tools.

Desirable

- Knowledge of Data Protection and Freedom of Information law.
- Knowledge of Local Government law.

EXPERIENCE

Essential

- At least 5 years' experience of providing significant commercial contract and procurement legal advice, including negotiating and drafting of the contract documentation.

Desirable

- At least 5 years' experience of working in a local authority or other similar public sector organisation or regulatory authority.
- Experience of electronic case management time recording systems and/or other data bases
- Experience of advising on local government regulatory law matters.

QUALIFICATIONS & TRAINING

Essential

- Practising Lawyer and qualified to work in the UK with a minimum, of 5 years post qualification experience.

Desirable

- Membership of the Procurement Lawyers Association

SPECIAL FEATURES OF THIS POST

Chesterfield Borough Council operates an agile working policy that enables employees to work from a variety of locations to best serve the customer and the service. It is envisaged that this post will involve an element of agile working, requiring you to carry out your duties at your usual workplace or at another Council site but which may also require you to work from home or at any other site delivering services for the council as directed.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
NG Phase 1							
Project Management	1.25	1	0.25	0	0	0	0
Legal	0.1	0.1	0	0	0	0	0
Planning	0.1	0.1	0	0	0	0	0
Admin / Tech Support	0.15	0.15	0.1	0	0	0	0
NG Phase 2							
Project Management	0.5	0.5	0.75	1	1	0.5	0.5
Legal	0.1	0.1	0.15	0.15	0.1	0	0
Planning	0.225	0.15	0.15	0.1	0	0	0
Admin / Tech Support	0.15	0.1	0.1	0.15	0.15	0.15	0.15
Transport and Movement	Inhouse Strategic Planning lead						
Project Management	0	0	0	0	0	0	0
Legal	0.05	0.075	0.1	0.1	0.05	0.05	0
Planning	0	0	0	0	0	0	0
Admin / Tech Support	0.15	0.1	0.15	0.1	0.1	0.1	0
Market/Spire/ Lots/Wifi/Public Realm							
Project Management	0.5	0.75	1	1	1	0.5	0.5
Legal	0.2	0.2	0.2	0.2	0.1	0.1	0.05
Planning	0	0.15	0.15	0.15	0.15	0.1	0.1
Admin / Tech Support	0.15	0.15	0.15	0.15	0.15	0.15	0.15
Rail Station Masterplan							
Project Management	1	1	1	1	1	1	1
Legal	0.2	0.175	0.175	0.175	0.1	0.1	0.1
Planning	0.175	0.1	0.175	0.15	0.1	0	0
Admin / Tech Support	0.25	0.15	0.15	0.15	0.15	0.15	0.15
Highway / Transport Infrastructure							
Project Management	1	1	1	1	0	0	0
Legal	0.15	0.15	0.175	0.1	0	0	0
Planning	0.15	0.15	0.175	0.15	0	0	0
Admin / Tech Support	0.1	0.1	0.1	0.1	0	0	0
Housing Delivery							
Project Management	0	0	0	0	0	0	0
Legal	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0
Admin / Tech Support	0	0	0	0	0	0	0
Staveley Corridor Project							
Project Management	0.5	0.5	0.75	0.5	0.5	0.5	0.5
Legal	0.1	0.1	0.1	0.1	0	0	0
Planning	0.15	0.15	0.2	0.1	0	0	0
Admin / Tech Support	0	0.1	0.1	0.1	0.1	0.1	0.1
Private Sector Scheme Acceleration							
Project Management	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Legal	0.1	0.1	0.1	0.05	0	0	0
Planning	0.2	0.2	0.15	0.15	0.1	0.1	0.1
Admin / Tech Support	0.05	0.15	0.15	0.15	0.15	0.15	0.15
Public Art / Visitor Economy & Peak Gateway Building							
Project Management		0	0	0	0	0	0
Legal		0	0	0	0	0	0
Planning		0	0	0	0	0	0
Admin / Tech Support		0	0	0	0	0	0
Total							
Project Management	5	5	5	4.75	3.75	2.75	2.75
Legal	1	1	1	0.875	0.35	0.25	0.15
Planning	1	1	1	0.8	0.35	0.2	0.2

Admin / Tech Support	1	1	1	0.9	0.8	0.8	0.7
Team Management	0	0	0	0	0	0	0
	8	8	8	7.325	5.25	4	3.8

By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

Document is Restricted

This page is intentionally left blank