

Cambridge City Council

Chief Executive

Opportunities. Challenge. Leadership.



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Welcome Message from the Leader of Cambridge City Council

Dear Candidate

Here in Cambridge we have plenty of challenges, plenty to change and plenty to build on. There are so many opportunities as a city and Council that excite us about what is possible through the 2020s.

We want an inspirational leader, a tactician, someone who is ready to transform and reshape how the Council works, our finances and culture, making us fit for the next decade. You will have the highest ambitions and expectations for us as a council, the city and the diverse and vocal community we are proud to work for. In doing all of this, you'll build and inspire our great team.

You'll develop our community partnerships and innovate in tackling our twin priorities of dealing with the climate emergency and inequality. You will be building external bonds and ensuring every resident feels part of our plans for the future.

We're a city with a great heritage and strengths in education, tech and research and you will need to understand the challenges and benefits of development and growth pressures.

As Chief Executive you'll test boundaries, including your own, and will be joining at a time to help us beat Coronavirus and ensure our successful economic, financial, social and environmental recovery.

If all of that is not enough to make you want to apply, we expect you to channel all the energy, ideas and resourcefulness of our demanding community, partners and economy, enabling all to share in the city's opportunities, and build "One Cambridge Fair For All".

And you'll need to love and enjoy Cambridge, just as much as we do.

Councillor Lewis Herbert, Leader of the Council



About the City

The local authority boundary means that Cambridge City Council covers most, but not all, of the urban area, and at 4,070 hectares is a physically very small local authority. Cambridge City is completely surrounded by the more rural district of South Cambridgeshire, and in a two-tier setting, a number of key services are also provided by Cambridgeshire County Council. Despite its small size Cambridge has a major influence on the surrounding area and is the centre of a much wider travel to work and housing market area.

Cambridge lies approximately 50 miles north of London, is at the heart of a number of key growth corridors and is well connected to London by road and rail – this has a significant influence on the economy and demography of the city.

Cambridge is home to the world-class University of Cambridge, which is also a major employer and, alongside its colleges, land owner and developer in the area. Internationally renowned Addenbrooke's hospital is also located in the city and is now the epicentre of a rapidly developing bio-medical campus. The city also hosts the Cambridge campus of Anglia Ruskin University, with its own expertise in areas such as applied science.

Cambridge is a key growth engine for the UK economy. The combination of a well-connected location, a world-leading research university, an attractive setting and an entrepreneurial ecosystem have created a science-based innovation cluster in and around the city over the last 50 years.

This now includes a number of world-leading companies in ICT and life sciences. As a result, the area has in recent years been characterised by low unemployment, high GVA per worker and high skills. The Covid-19 lockdown has had a significant impact on some sectors of the local economy, particularly the city centre tourist-and-visitor-related economy, and the hospitality and retail sectors.

Prior to Covid-19 lockdown, the city received 7 million visitors each year, drawn by its architecture, museums, open spaces and cultural offer. The city provides culture and leisure



facilities for the surrounding sub-region, and in recent years has seen a thriving night-time economy. These have all brought great benefits to the city, but also put pressure on council services, to maintain a well-managed, clean and pleasant setting for residents and others.

Housing affordability is a real issue for the city and this pressure forces those who cannot find suitable, affordable housing in the city to live further out, and then travel back in to the city to work. Prior to Covid-19 lockdown, around 50,000 people commuted into the city each day, contributing to over 200,000 vehicle movements in and out of the city each day. This level of commuting can exacerbate issues around congestion, which in turn create poor air quality in parts of the city.

Our communities experience both great wealth and real poverty – Cambridge has been identified as “the most unequal city in the UK” by the Centre for Cities with a Gini coefficient of 0.46. In response, the Council invests heavily in housing, community services and an Anti-Poverty Strategy that seeks to understand and address these issues head-on and in partnership.

[Centre for Cities - Cambridge](#)

[Cambridgeshire and Peterborough Economic Review](#)

[Local Authority Health Profile](#)

The Council's response to Coronavirus

Like all Councils, much of our focus in 2020 has been on managing the impacts of coronavirus and lockdown on our services and our communities. We have had to close some services and assets (including our cultural and leisure facilities, and our events programme) for much of the year, and have redesigned how others are delivered in order to be Covid-safe.

We have also put a major effort into working with our partners and our communities to support the most vulnerable residents, facilitating mutual aid groups in all our neighbourhoods to play a hugely impressive role in this response. We have also worked more closely than ever with the business community to pay over £23m of business support grants and to rebuild the vibrancy of the city centre safely.

We will continue to work through the Cambridgeshire and Peterborough Local Resilience Forum structures with Public Health and other partners to manage response to the virus and recovery from its impacts. Our aim is to keep Cambridge safe for those who live, work, study and visit here and to ensure that we learn from these experiences to build a stronger, more resilient, greener, healthier, fairer and more inclusive Cambridge for the future.

[Outline Coronavirus Recovery Plan](#)

About the Council

A beautiful place to live and work, Cambridge is an historic University city and market town with high quality architecture and attractive open spaces. It is also a city of national and international importance, being home to a world-class university and a globally renowned hub of research, innovation and knowledge-based industries including information technology, telecommunications and life sciences. Cambridge is at the heart of a buoyant sub-region which is an area designated for major growth in employment and housing, and is intrinsically linked into the Oxford-Cambridge Arc, a major area of focus for Government.

The population of Cambridge is estimated to be over 131,000. This is forecast to increase to 151,800 by 2031 as a result of new developments. The council is working in partnership with other local councils and partner organisations to manage the planning for 47,500 new homes in the county. This has major implications for the way that the city council delivers its services in the future.

The council is committed to supporting sustainable growth of the city in housing, jobs and community infrastructure.

We have a clear vision to lead a united city, 'One Cambridge, Fair for All', in which economic dynamism and prosperity are combined with social justice and equality. It is a vision we will share and develop, working with our citizens and partner organisations, and which will guide our role in supporting the recovery of the city from the impacts of Coronavirus.

The City Council employs around 830 staff directly as well as delivering services through others who are based in our shared services and arm's length partnership arrangements. As an Investors in People employer, we are committed to developing and supporting our staff through effective leadership and continuous improvement that supports the Council's vision. We are an accredited Real Living Wage employer and an award-winning Living Wage champion organisation. In addition to the Real Living Wage we pay a Cambridge Weighting to bring the minimum pay rate to £10 per hour.

In addition to the traditional district council services, the City Council provides or commissions a comprehensive range of leisure and arts and community development activities, including through a £1m annual community grants programme. These services include: swimming pools and sports facilities, an internationally renowned Folk Festival, a number of free open air events in our parks and open spaces and a range of community centres. We have our own housing stock and are landlord to 7,000 council homes. We are able to fund and deliver this broad range of high-quality services partly through income derived from our extensive commercial property portfolio and other fees and charges.

The council's turnover is c. £155 million each year across the General Fund and Housing Revenue Account. We will need to keep the strength of these income streams under review as the city feels the economic impact of Coronavirus.

We have significant capital investment plans including the redevelopment of the council's Mill Road depot site and the rebuilding of Park Street car park. We also have a building programme to deliver 500 council houses funded through the Cambridgeshire and Peterborough Devolution Deal.

Increasing levels of partnership working, an ongoing drive for greater efficiency and a clear focus on good customer service mean that we have developed new models for service delivery, driving change and different ways of working. We have recently created additional capacity to lead and manage the continuing transformation of council services, including through digital customer services. And are developing a programme to embed new ways of working within the Council and with our communities as we build a more co-operative and collaborative approach to tackling poverty, climate change and other major challenges with our academic, business and community partners.

The council has a number of shared services with other councils and the following services are delivered in two- or three-way partnerships:

With **South Cambridgeshire District Council**

- Greater Cambridge Shared Waste Service
- Greater Cambridge Shared Internal Audit
- Shared Director of Planning and Economic Development
- Greater Cambridge Planning Service
- Payroll

With **South Cambridgeshire District Council**
and **Huntingdonshire District Council**:

- 3C Building Control
- 3C ICT
- 3C Legal
- Home Improvement Agency

With **Huntingdonshire District Council**

- CCTV

[Cambridge City Council's Web Site](#)

[Corporate Structure](#)

Vision, Plans and Budget

The Council has a clear vision to lead a united city, 'One Cambridge – Fair for All', in which economic dynamism and prosperity are combined with social justice and equality.

Please follow the links to information about us, budget setting and key plans and policies:

[Cambridge City Council's Vision Statement](#)

[Cambridge City Council's Corporate Plan](#)

[Annual Report 2019](#)

[Climate Change Strategy 2016-21 \(under review\)](#)

[Anti-Poverty Strategy](#)

[Current Cambridge Local Plan](#)

[Emerging Greater Cambridge Local Plan](#)

[Leader's Business Budget Briefing 2020](#)

[City Council Budget](#)

[Housing Revenue Account](#)

[Medium Term Financial Strategy](#)

Political Management

The decision-making system is neither a cabinet model nor a pure committee system but a hybrid one based on Executive decision making and pre-scrutiny committees.

Cambridge City Council is composed of 14 wards, with three councillors elected in each ward making 42 city councillors in total. The current makeup of the City Council is:

- 26 Labour councillors
- 12 Liberal Democrat councillors
- 1 Independent councillor
- 3 vacant seats

The Council has been Labour controlled since 2014. Before that it was controlled by the Liberal Democrats. We usually have elections by thirds but following changes to our ward boundaries to reflect differential population growth in recent years, there will be all-out city council elections on 6th May 2021 (the first time that this has taken place since 2004). We will then go back to elections by thirds in May 2022.

The council is used to robust political debate and scrutiny.

The Executive

Cllr Lewis Herbert	Leader and Executive Councillor for Strategy & External Partnerships
Cllr Mike Sargeant	Deputy Leader – Statutory
Cllr Anna Smith	Deputy Leader and Executive Councillor for Communities
Cllr Rosy Moore	Executive Councillor for Climate Change, Environment & City Centre
Cllr Mike Davey	Executive Councillor for Finance & Resources
Cllr Richard Johnson	Executive Councillor for Housing
Cllr Katie Thornburrow	Executive Councillor for Planning Policy & Open Spaces
Cllr Nicky Massey	Executive Councillor for Transport & Community Safety

[Councillors](#)

[Committee Structure](#)

Partnership Working

The Council is an active partner in a range of partnerships which brings significant additional benefits to the people who live, work and study in our area, especially when partners pool resources and skills to achieve a common aim.

Greater Cambridge Partnership

The Greater Cambridge Partnership (GCP) which is the partnership for delivering the city deal for Greater Cambridge. The partners are Cambridge City Council, South Cambridgeshire District Council, Cambridgeshire County Council and representatives from local businesses, colleges and research facilities in the area. This agreement with Central Government promises up to £500 million worth of funding over the next 15 years subject to GCP partnership successfully completing gateway assessments. Government has recently confirmed that the GCP has been successful in its first gateway assessment, securing the second tranche (£200m) of funding for 2020-25.

The Greater Cambridge City Deal aims to enable a new wave of innovation-led growth by investing in the infrastructure and skills that will facilitate the continued growth of the Cambridge Phenomenon. It acknowledges the region's strong track record of delivering high value growth and seeks to support those existing, and new, businesses in achieving their full potential.

[Greater Cambridge Partnership](#)

Cambridgeshire and Peterborough Combined Authority

We are part of the only two-tier devolution deal in the country- the Cambridgeshire and Peterborough Combined Authority oversees a devolution deal worth at least £770m. The Mayor of Cambridgeshire and Peterborough was elected in May 2017. One of the Council's key priorities is to deliver at least 500 new council houses using a grant of £70m we negotiated as part of the devolution deal to meet affordable housing need in the city.

[Cambridgeshire and Peterborough Combined Authority](#)

Cambridge Community Safety Partnership

The Cambridge Community Safety Partnership brings together a number of agencies concerned with tackling and reducing crime and antisocial behaviour in Cambridge. The partnership's key role and actions are detailed within the Community Safety Plan and the agencies which make up the partnership meet at a strategic level to agree issues such as funding plans, priorities and performance.

[Cambridge Community Safety Partnership](#)

Other Partner agencies

[Cambridgeshire Constabulary](#)

[Cambridgeshire County Council](#)

[Cambridgeshire & Peterborough CCG](#)

The Role – Chief Executive

Job Role & Key Accountabilities

- Lead cross-council transformation ensuring the Council is fit for the future, inspiring major work to change the Council, its finances and culture, including delivery of key IT, customer-focus and transformation programmes.
- Set challenging and ambitious targets, evaluating the effectiveness of all services, deliver efficiency savings and maximise use of technology to achieve our objectives.
- Work to achieve net zero carbon at the Council and across Cambridge, ensuring the Council embeds sustainability and biodiversity in all that it does.
- Lead on tackling poverty and inequality in Cambridge to ensure city wide resilience, build effective partnerships that answer all our challenges, and ensure the Council's commitment to tackle inequality is delivered across its policies and actions.
- Deliver the Council's wider objectives for residents, service users, stakeholders and particularly the most vulnerable in our communities. Ensure the Council connects well with our local community and neighbourhoods.
- Lead the Council's response to the epidemic followed by the implementation of strong city economic, social, financial and environmental recovery plans.
- Ensure the Leader, Executive Councillors and elected members receive high quality advice on strategy and policy issues, and support Councillors in their role.
- Lead and inspire our senior management team and staff, providing high visibility leadership to create an innovative culture, where staff excel and achieve the highest possible performance, maximising resources, assets and opportunities.
- Provide skilful advice that enables the Council to take our strong partnerships to the next level, providing strategic leadership across our partnerships within the city and build bonds with neighbouring councils, the county, Combined Authority and others.
- Provide leadership to expand joint work and shared services with neighbouring authorities.
- Ensure integrity, principle and effective corporate governance systems and policies operate throughout the Council to manage performance, risk, health and safety, financial resources, civil emergencies, and business continuity.

Person Specification

Experience

- An experienced senior leader with an extensive track record in directing, leading, and inspiring people and change in a complex, multifunctional public or voluntary sector organisation.
- Experience of working in a political environment.
- Experience of successfully managing major projects and delivering large and complex budgets and investments.
- Evidence of policy and strategic leadership, fresh and entrepreneurial thinking, the adaption of best practice from elsewhere and implementation for a large diverse organisation.
- Evidence of building a high-performing teams and leading senior managers and staff to achieve policy outcomes.
- Experience of working in a complex partnership environment developing effective working relationships with diverse stakeholders and partners, outside agencies and wider partnerships.

- Demonstrable evidence of overseeing digital transformation.
- Evidence of successfully tackling inequality, leading initiatives to celebrate and promote diversity and inclusion in a community with contrasting skills and life experiences.
- Evidence of a deep understanding of the issues around the climate emergency and biodiversity, able to lead policy change and act to ultimately achieve a net zero carbon emissions outcome.

Personal Qualities and Abilities

- Able to work positively to develop and maintain open working relationships with councillors of all political parties.
- Openness to new ideas and approaches.
- Well informed on social, political and economic issues affecting Cambridge and the City Council and able to shape the City Council's vision.
- Seeks involvement from hard to reach and excluded groups to shape service development and challenges discriminatory behaviours.

- Displays and champions integrity and trust.
- Excellent analytical and numeracy skills to produce clear reports with realistic options and recommendations.
- Excellent negotiation skills, with evidence of successful multi-partner negotiations including with Government.
- Able to communicate in an effective and compelling manner both within and outside the organisation.
- Able to inspire and generate a positive supportive response from staff, managers and colleagues, committed to developing, empowering and maintaining a high-performing workforce.
- Able to manage multiple and competing priorities/demands and keep going in difficult and challenging circumstances.
- Sees and seizes opportunities to make things happen or do things which make a difference.
- Evidence of learning from mistakes, promoting a learning environment and sharing own knowledge.
- Self-awareness and humility.

Terms, Conditions and Benefits

Salary

Cambridge City Council has an annually negotiated pay and award progression through the salary scale which is based upon your individual performance within your job role. There is no automatic progression within the pay bands, progression will be determined by reference to a number of criteria including individual performance and achievement of set objectives.

The Chief Executive's Pay Band is:

£118,470, £123,502, £128,526 and £133,588 per annum.

Hours

The Chief Executive role will require you to work as necessary to carry out the full range of your duties.

This will include attending evening council meetings and member briefings and other events as required, both within and on behalf of the Council.

The Council's standard working week is one of 37 hours.

Probation Period

Appointment is subject to a six-month probation period.

Holidays

You will receive 30 working days holiday per year, plus Bank Holidays.

Pension

The LGPS (Local Government Pension Scheme) is one of the largest public sector schemes in the UK and forms a valuable part of the Council's reward package. Employees pay contributions as a percentage of earnings (from 5.5% to 12.5% dependant on earnings level). These employee contributions are supplemented by employer contributions, currently over 17%, making the scheme a real benefit.

Key features of the scheme include:

- **A secure pension:** the pension you build up during your employment keeps pace with your pay.
- **Flexibility:** to pay more contributions.
- **Tax-free cash:** you have the option when you draw your pension to exchange part of it for tax-free cash.
- **Peace of mind:** your family enjoys financial security, with immediate life cover and a pension for your spouse, civil partner or eligible co-habiting partner and eligible children in the event of your death in service and, if you ever become seriously ill, you could receive ill health benefits.
- **Early retirement:** you can choose to retire from age 55 and receive your benefits immediately (although they may be reduced for early payment).

There are further options available to allow employees to increase their contribution payments to boost their pension. Full details of the scheme can be found on the LGPS website www.lgpsmember.org

Relocation Assistance

Cambridge City Council's Relocation Assistance Scheme aims to help new employees with the expenses they may incur in moving to take up their new job.

The scheme offers a contribution to the costs of relocation of up to £8,000.

Mileage

If you use your car, motorcycle or bicycle for travel at work you will be reimbursed at the HMRC rates as below:

Car – 45p per mile up to 10,000 miles.

Motorcycle – 24p per mile.

Bicycle – 20p per mile.

If you are successfully appointed, you will be required to provide the necessary information to your insurance company and provide us with the required documentation to meet our policy requirements.

Travel Benefits

The Council's Employee Travel Plan has been produced with the aim to promote sustainable ways for our staff to travel to, from and within work.

Benefits include:

- Staff bicycles available for work journeys
- Discount on rail travel
- Subsidy on public transport to work
- Bicycle Mileage
- Cycle2Work Scheme

Work/ Life Friendly Policies

Family friendly policies available to eligible employees which include:

- Maternity Leave scheme (subject to eligibility criteria)
- Adoption Leave (subject to eligibility criteria)
- Paternity/ Maternity Support Leave
- Parental Leave
- Dependency Leave
- Compassionate Leave
- Flexible Working Practices
- Counselling Service for Staff
- Career Break Scheme

Political Restriction

This post is politically restricted.

Elections

Election Fees are payable for the additional duties of Returning Officer and are paid separately to salary.

How to Apply

Please download and review the Job Description and Person Specification documents from the role pages.

Applications submitted must be tailored to the role specifically.

To apply for a position, please visit: www.cambridgeleadership.co.uk

Timetable

Date	Stage
5pm, Friday 23rd October 2020	Closing date for submission of CV & Supporting Statement
Thursday 5th & Friday 6th November 2020	Longlist Interviews: Candidates will be notified of the outcome of the Longlist interviews.
Week Commencing 9th November 2020	Remote Assessment Week: Should you be successful following the long list selection process, you will be invited to participate in the shortlist selection process which will take place virtually over a period of 2-3 days.
Monday 16th November 2020	Final Interviews & Meet and Greet: Should you be successful following the assessment process, you will be invited to attend a Meet and Greet in Cambridge (subject to restrictions) and final panel interview (virtually). Please note that if you are selected for Final Interview, references will be obtained before this date.

Contact

For an informal conversation about the role, contact:

Julie Towers, Penna on 07764 791736 or via email at julie.towers@penna.com

Ben Cox, Penna on 07809 347692 or via email at ben.cox@penna.com