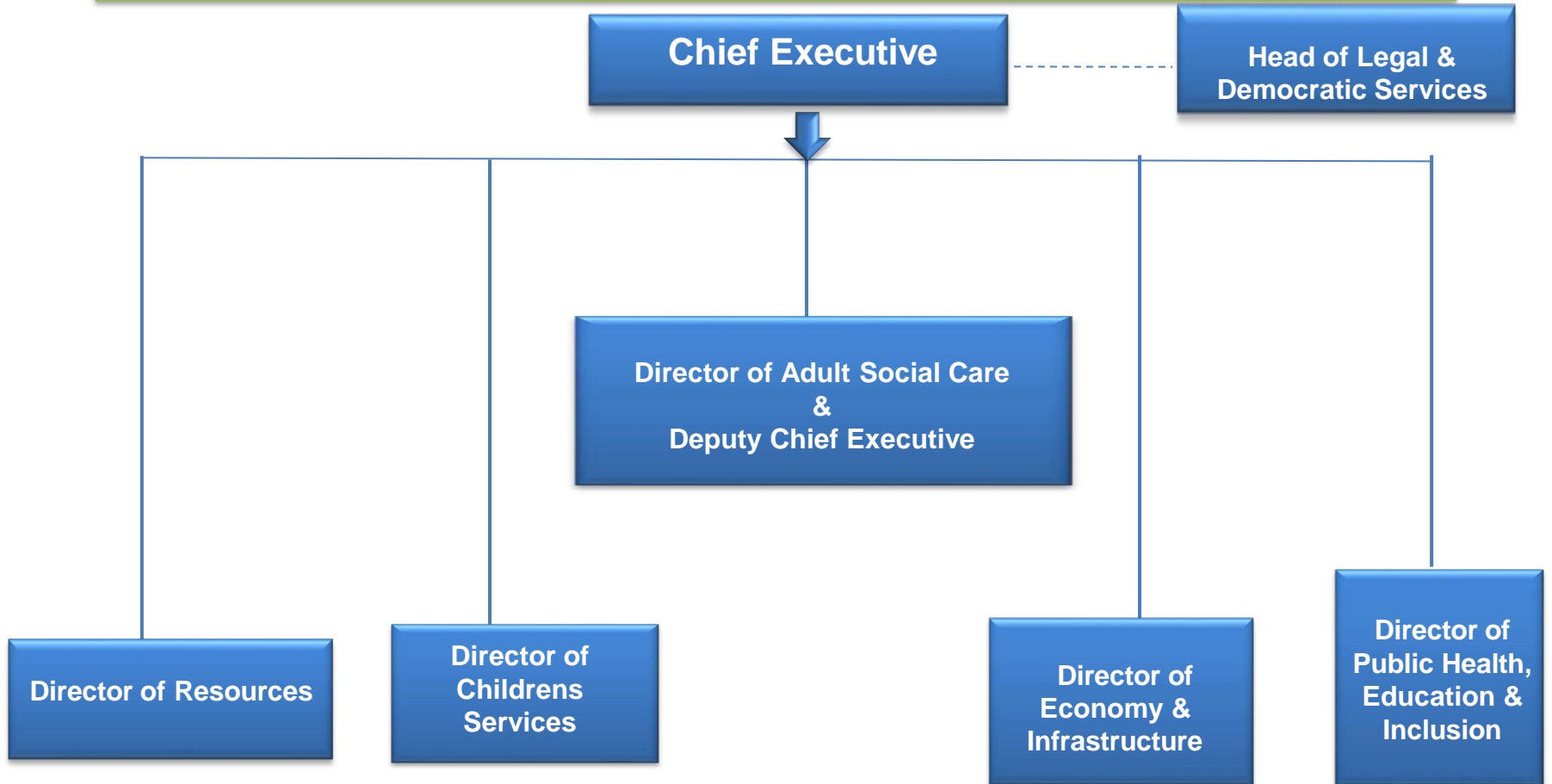


Senior Management Structure

December 2023

Corporate Leadership Team

The Corporate Leadership Team (CLT) is made up of the Council's Directors who undertake the strategic decision-making for the organisation



Corporate Leadership Team and Functional Chart

Chief Executive

Director of Resources	Director of Adult Social Care & Deputy Chief Executive	Director of Children's Services	Director of Economy & Infrastructure	Director of Public Health, Education & Inclusion
<p>Finance and Property</p> <ul style="list-style-type: none"> Corporate Finance Financial Services Financial Operations Property Services Catering <p>Procurement</p> <p>Income & Awards</p> <p>Strategic Land & Property</p> <p>Human Resources</p> <p>Business Systems</p> <ul style="list-style-type: none"> Business Intelligence and Improvement ICT and Information Governance Communications & Marketing <p>Audit Services</p> <p>(Legal & Democratic Services and Solicitor to the Council report directly to the Chief Executive)</p>	<p>Adult Care & Support - Commissioning</p> <ul style="list-style-type: none"> Strategy and Planning Markets, Performance and Quality Improvement & Governance <p>Adult Care & Support – Service Delivery</p> <ul style="list-style-type: none"> Provider Services Mental Health & Hospitals Assessment and Support Planning (and Review) Early Intervention and Safeguarding <p>(In the absence of the Chief Executive, the Deputy Chief Executive will resume these responsibilities.)</p>	<p>Children, Young People & Families</p> <ul style="list-style-type: none"> Child Protection and Family Support Youth Offending Services Looked After Children and Adoption Safeguards Safeguarding and Quality Assurance <p><i>(Education, Inclusion and Additional Needs interim reporting to Public Health)</i></p>	<p>Growth & Development</p> <ul style="list-style-type: none"> Growth Programmes (including UKC and HS2) Planning, Design & Engagement Economic Development Sustainability/Climate Change Transport Commissioning <p>Highways & Environment</p> <ul style="list-style-type: none"> Highway Services Environmental Services (Waste & Recycling, Public Realm) Neighbourhood Delivery <p>Stronger and Safer Communities</p> <ul style="list-style-type: none"> Regulatory and Enforcement Services (Food & Safety, Licensing, Trading Standards) Customer Services (including Connect, Bereavement and Registration Services) Libraries, Arts & Culture Homelessness & Rough Sleepers Housing Strategy SCH Housing Client Function VCS Partnerships Community Development Refugees and Asylum Seekers 	<p>Health and Wellbeing</p> <ul style="list-style-type: none"> 0-19 Healthy Child Programme Substance misuse Sexual health Mental health NHS Healthchecks Domestic Violence and abuse Emergency Prevention, Planning and Response Health Protection Leisure Services Solihull Active Employment & Skills Inclusive Growth Health needs assessment, strategy and intelligence Air Quality <p>Learning</p> <ul style="list-style-type: none"> Education Improvement Early Years Governor services SEND Children's Commissioning School Place Planning Inclusion and vulnerable learners Elective Home Education Admissions, transport and free school meals Family Information Service Child employment Education Safeguarding Music Service

Chief Executive

Responsible for:

- Leading and taking responsibility for the work of the paid staff of the Council.
- Working closely with elected members to deliver:
 - Leadership - working with elected members to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams.
 - Strategic Direction - ensuring all staff understand and adhere to the strategic aims of the Council and follow the direction set by the elected members.
 - Policy Advice - acting as the principal policy adviser to the elected members of the Council to lead the development of workable strategies which will deliver their political objectives.
 - Partnerships – supporting the leadership and development of strong local and regional partnership working to achieve improved outcomes and better public services for local people.
 - Operational Management - overseeing financial and performance management, risk management, people management and change management within the Council.

Direct Report to Chief Executive

Direct Report to Head of Legal & Democratic Services

Head of Legal & Democratic Services

Solicitor to the Council

Responsible for:

- Being the Statutory Monitoring Officer, promoting compliance with the Code of Conduct for Councillors and providing advice and guidance to Councillors and officers on ethical conduct and probity issues.
- Ensuring the Council's Constitution is fit for purpose and providing advice to ensure the Council's decision-making is sound and compliant.
- Provision of support for the political management of the Council, including managing meetings of the Council, Cabinet, Scrutiny Boards and Committees; training and development for Councillors' and Members' Allowances.
- Electoral registration and running local and national elections and referenda.
- Management of the Civic Office to ensure the provision of support to the Mayor, civic ceremonial and democratic decision-making processes of the Council.
- Lead Officer responsibility for the provision of legal services to the Council.

Responsible for:

- The provision of an effective and comprehensive legal service and to provide high-quality support and advice to Members, Officers and other stakeholders.
- Leading the Council's legal team and advising the Council on complex legal matters.
- Undertaking the role Deputy Monitoring Officer and supporting the Monitoring Officer by advising on the Council's Constitution and Standards arrangements.
- Undertaking a lead professional role in Legal Services ensuring that all relevant legislative, regulatory and national guidance is adhered to and reported on, as appropriate
- To ensure the provision of proper legal advice and representation, and to attend all Courts, Tribunals and Inquiries, as necessary, or to arrange attendance by appropriate Counsel.
- To manage the delivery of a pro-active, planned and co-ordinated legal service which meets the demands of internal and external clients, and is in compliance with the Council's continuous improvement process.
- To ensure that legal advice and publications are up-to-date and the environment is scanned for new and upcoming law and legislation which may affect the Council.
- Briefing Officers and Members on the implications for the future operation of the Council, as appropriate.

Adult Social Care

November 2023

Adult Social Care

**Director for Adult Social Care
& Deputy Chief Executive**

**Assistant Director
Adult Social Care: Service Delivery**

Head of Service: Provider Services

Head of Service: Safeguarding & Community

Head of Service: Out of Hospital

Interim Head of Service: Promoting Independence

**Assistant Director
Adult Social Care: Strategic Commissioning & Partnerships**

Strategic Commissioner: Markets & Performance

Strategic Commissioner: Strategy & Planning

Strategic Commissioner: Improvement & Governance

Supporting Roles for Directorate

**Solihull Safeguarding Adults Board (SSAB)
Business Manager**

Reporting to Assistant Director: Service Delivery

Governance Lead

*Reporting to Strategic Commissioner:
Improvement and Governance*

Adults Principal Social Worker

Reporting to Head of Service Safeguarding & Community

Interim Principal Occupational Therapist

Reporting to Head of Service: Promoting Independence

Director for Adult Social Care & Deputy Chief Executive

Responsible for:

- The responsibilities of the statutory role of Director of Adult Social Services
- Assessing local needs and ensuring availability and delivery of a full range of adult social services, including regulated services in line with relevant statute
- Overseeing quality, financial and performance management, risk management, people management and change management for the Adult Social Care Directorate
- Leading an appropriate Council and multi-agency response to safeguarding adults
- Commissioning and quality, including market oversight
- Professional leadership, including workforce planning
- Promoting social inclusion and wellbeing*
- With health partners, establish integrated whole systems approach to supporting communities with strong partnership working
- Paediatric and Adult Occupational Therapy Services

* General Community Services are provided through the Economy and Infrastructure Directorate. Public health services, e.g. substance misuse, domestic abuse, health-checks, sexual health services, some physical activity/ rehab programmes & employment support are provided through the Public Health Directorate.

Direct Reports to Director for Adult Social Care

Assistant Director: Service Delivery

Responsible for:

- Community Social Work Teams, including the Adult Duty Team, Adult Disability Team, Community Older People's Team, the Mental Health Team, and the DOLS (Deprivation of Liberty Safeguards) Team.
- Hospital Social Work
- Paediatric and Adult Occupational Therapy Services
- Strategic Lead for Safeguarding
- Developing and managing operational relationships and joint work with health colleagues, including hospital discharge / avoidance and Continuing Health Care (CHC)
- Implementation of the Solihull Home First approach and Chair of the Home First Board
- Finance and performance management for Adult Social Care Service Delivery Services
- Operational management of the Liquidlogic case management system
- All SMBC directly provided care services, including:
 - Solihull Reablement Services
 - Residential care for people with learning disabilities.
 - Day care for older people.
 - Day care services for people who are physically disabled and those with learning disabilities
 - Community Equipment Service

Assistant Director: Strategic Commissioning & Partnerships

Responsible for:

Commissioning of services to support adults who have care and support needs. This involves:

- Analysis of need for services, including immediate and longer-term demand, and sharing this through the Market Position Statement
- Engaging with people who use care and support services, their carers and stakeholders to understand their needs and preferences and shape the services to be commissioned
- Engaging with providers of care, support and specialist accommodation to shape the local market to meet levels of need and demand for services, including:
 - Early help, information and advice services
 - Care at home, including out of hospital care
 - Day and community support provision
 - Residential and nursing care homes
 - Supported living
 - Extra care housing
 - Support for carers
- Managing contracts for service provision commissioned by the Council, including quality and safeguarding concerns, supporting improvements in CQC ratings and intervening in the event of provider failure
- Strategic oversight of care market capacity to meet the needs of those who arrange their own care, support and accommodation, or use a direct payment to do so
- Delivering a workforce strategy to promote sufficiency of skilled workers to meet the needs of the care sector
- Develop collaborative commissioning arrangements with health partners to achieve integration of health and care provision
- Governance and programme / project management

Direct Reports to Assistant Director – Service Delivery

Head of Service: Provider Services	Head of Service: Safeguarding and Community
<p>Responsible for:</p> <ul style="list-style-type: none">• Day services for older people, people with learning disabilities and for people with physical disabilities• Small Homes for people with learning disabilities• Mental Health Team• Supported Employment• Carers• Community Equipment Services	<p>Responsible for:</p> <ul style="list-style-type: none">• Adult Duty Team• Community Older Adults and Adult Disability Teams (including preparing for adulthood)• Deprivation of Liberty Safeguards Team - Chair of Supervisory Body• Head of Service Lead for Safeguarding• Exploitation Reduction lead for the Directorate• Continuing Health Care• Thriving Communities
Head of Service: Out of Hospital	Interim Head of Service: Promoting Independence
<p>Responsible for:</p> <ul style="list-style-type: none">• Hospital Social Work Team• Home First lead• Liaison with Acute and Community Health partners• Lead for End-Of-Life support• Equality and Diversity Lead	<p>Responsible for:</p> <ul style="list-style-type: none">• Improving access to employment for people with care and support needs• Occupational therapy• Lead for Disabled Facility Grants and the Housing Assistance Policy• Reablement Service

Direct Reports to Assistant Director – Commissioning

Strategic Commissioner: Markets & Performance

Responsible for:

- Oversight of the quality and resilience of current care providers
- Contract management and monitoring for all services
- Commissioning Lead for Safeguarding and Exploitation
- Brokerage services
- Anticipating and responding to provider failure
- Developing effective relationships with provider market
- Joint Community Equipment Service Lead
- Business Continuity Assurance Lead
- Digital lead

Strategic Commissioner: Strategy & Planning

Responsible for:

- Strategy development
- Assessments of future care needs
- Working with providers moving into the local area
- Market position statements and commissioning intentions
- Service reviews, specification design and retenders
- Management of any grants for the care market
- Engagement, Coproduction and Involvement Lead
- Transforming Care Lead

Strategic Commissioner: Improvement & Governance

Responsible for:

- ASC Governance
- Transformation Programme
- CQC assurance preparations
- Market Sustainability and Improvement Fund
- Care Cap implementation
- Directorate Sustainability action plan
- Directorate link for Solihull Place in ICS development

Supporting Roles for Directorate

Governance Lead	Solihull Safeguarding Adults Board (SSAB) Business Manager
<p>Responsible for:</p> <ul style="list-style-type: none">• Adult Social Care Programme Office• Adult Social Care Social Care Systems• Governance Plan on behalf of the DASS• Governance of Liquidlogic Adults System• Risk management oversight• Performance management oversight• Link with Income and Awards	<p>Responsible for:</p> <ul style="list-style-type: none">• Safeguarding Adult Board organisation• Subcommittee organisation• Multi-agency safeguarding policies and procedure
Adults Principal Social Worker	Interim Principal Occupational Therapist
<p>Responsible for:</p> <ul style="list-style-type: none">• Developing Social Work practice, including developing the social care academy• Internal workforce strategy• Developing professional networks• Providing expert advice on Social Work matters• Leading on strengths-based practice• Leading on practice audits• Link with the Principal Occupational Therapist	<p>Responsible for:</p> <ul style="list-style-type: none">• Developing Occupational Therapy input• Strategic direction for Occupational Therapy• Providing or securing clinical expertise and advice around Occupational Therapy services• Leading on practice audits• Link with the Principal Social Worker

Children and Education Services

September 2023

Director of Children & Education Services

Chief Business Office
Children's Innovation
and development



Director of Children and Education Services

Responsible for:

- Statutory responsibilities as set out in section 18(2) of the Children Act 2004. This includes (but is not limited to) responsibility for children and young people receiving education or children's social care services.
- Safeguarding and promoting the welfare of children within the Borough.
- Promoting the upbringing of such children by their families.
- Ensuring the provision of a range and level of services appropriate to the family's needs, including education.
- Adoption decision maker.

Direct Reports to Director of Children's Services

Assistant Director Children's Safeguarding	Assistant Director Corporate Parenting	Interim Assistant Director Improvement Hub	Operations Business Manager Children's Services
<p>Responsible for:</p> <ul style="list-style-type: none"> • Early Help, Supporting Families • Family Hubs (April 2024) • Integrated Front Door (inc EDT) • Safeguarding and Support • Family Time and Family Group Conferencing • Young People's Services inc. Youth Justice Service, Missing & Exploitation 	<p>Responsible for:</p> <ul style="list-style-type: none"> • Care Experienced Young Adults • Unaccompanied Asylum Seeking Children (UASC) • Children in Care • Fostering (including Private Fostering), • Residential Homes • Disabled Children's Services • Corporate Parenting Strategy • SEND strategic lead • Participation and OVOS 	<p>Responsible for:</p> <ul style="list-style-type: none"> • Improvement and QA • Principal Social Worker • CPRU • SSCP • Social Care Academy • LCS • Commissioning • Ofsted Inspection and Readiness 	<p>Responsible for:</p> <ul style="list-style-type: none"> • Project Management • Performance and Governance • Programme Development and Innovation

Direct Reports to Assistant Director – Safeguarding

Interim Head of Service, Early Help, Integrated Front Door and Children's Assessment Service	Head of Service – Safeguarding and Support
<p>Responsible for:</p> <ul style="list-style-type: none">• Integrated Front Door inc. EDT• Early Help and EH Development• Children's Assessment Team• Domestic Abuse Service• Supporting Families Programme	<p>Responsible for:</p> <ul style="list-style-type: none">• Safeguarding and Support• Family Time• Family Group Conferencing
Youth Justice Service Manager	
<p>Responsible for:</p> <ul style="list-style-type: none">• Youth Offending• Exploitation and Missing• National Referral Mechanism	

Direct Reports to Assistant Director – Corporate Parenting

Head of Service for Provider Services and Childrens with Disabilities	Head of Service – Corporate Parenting
<p>Responsible for:</p> <ul style="list-style-type: none">• Fostering, including Private Fostering• Children with Disabilities• Children’s Social Work Finance Teams• Residential Home Development	<p>Responsible for:</p> <ul style="list-style-type: none">• Children in Care• Care Experienced Young Adults• Unaccompanied Asylum Seeking Children• OVOS – Our Voice, Our Service

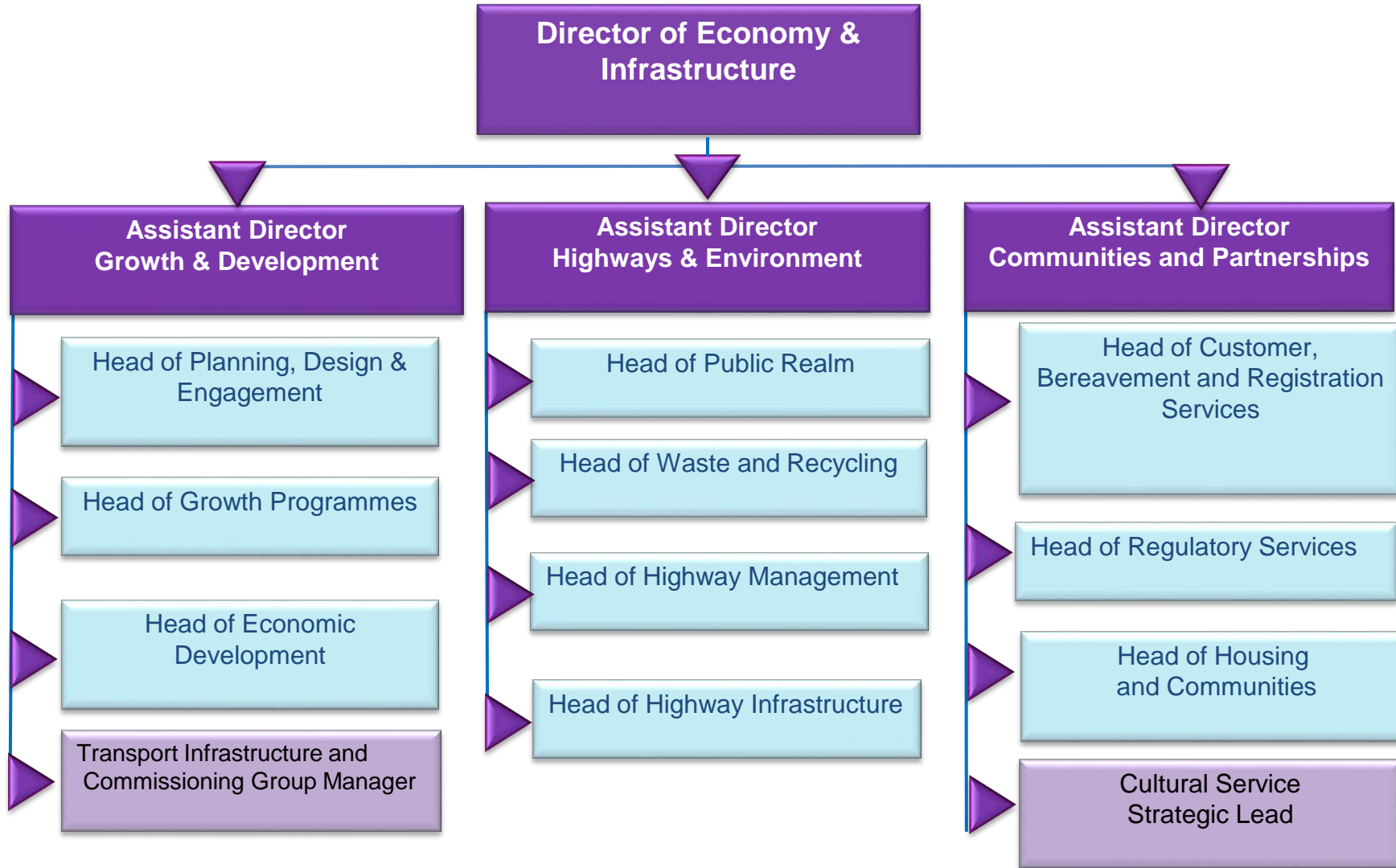
Direct Reports to Assistant Director – QA, Improvement & Partnerships

Programme Manager	Interim Head of Service - Safeguarding
<p>Responsible for:</p> <ul style="list-style-type: none">• Children’s Services Improvement Plan• Ofsted & HMIP Preparations	<p>Responsible for:</p> <ul style="list-style-type: none">• Quality Assurance• Independent Reviewing Officers• LADO• Solihull Safeguarding Children’s Partnership• Audit and Performance• Channel Panel
Principal Social Worker	
<p>Responsible for:</p> <ul style="list-style-type: none">• Quality and Practice• Children’s Service Improvement• Participation• Social Care Academy	

Economy & Infrastructure

December 2023

Economy & Infrastructure



Director of Economy and Infrastructure

- Climate change & sustainability, economic growth and infrastructure for the Borough.
- Building a strong and inclusive economy across the Borough.
- The Borough's environment, public realm and highways.
- Developing strong, safe & thriving communities and partnerships in Solihull.

Direct Reports to Director of Economy & Infrastructure

Assistant Director Growth & Development	Assistant Director Highways & Environment	Assistant Director Communities and Partnerships
<ul style="list-style-type: none"> • Economic development and promotion of the Borough. • Growth programmes, including UK Central/HS2. • Spatial Planning and policy development. • Planning, design and engagement (includes development management, enforcement, landscape, urban design, biodiversity & the natural environment). • Transport Policy and Planning. • Sustainability and climate change policy. • Town Centre Strategies. 	<ul style="list-style-type: none"> • Highway Services (includes maintenance, infrastructure projects and sustainable travel). Leadership of the Strategic Highways Contract. • Environmental Services (includes public realm and waste & recycling). Leadership of the Strategic Environment Contract. 	<ul style="list-style-type: none"> • Safer communities (including regulatory services, environmental enforcement, trading standards, licensing). • Stronger communities (including community development, voluntary sector partnerships/commissioning). • Housing policy and strategy (including affordable housing, homelessness and rough sleeping, sustainable warmth and greener homes) • Refugee resettlement and newly arrived communities • Social Housing and Solihull Community Housing client function (inc performance.) • Customer and cultural services (including libraries, arts, customer contact, bereavement services, registration services), • Community Safety.

Direct Reports to Assistant Director – GROWTH & DEVELOPMENT

Head of Planning, Design and Engagement Services	Head of Growth Programmes	Head of Economic Development	Group Manager - Transport and Commissioning
<ul style="list-style-type: none"> • Planning • Development Management Enforcement • Policy & Neighbourhood Planning • Consultation & Engagement • Building Control • Conservation & Historic Environment • Urban Design • Landscape Architecture • Ecology and Biodiversity • Community Infrastructure Levy & S106 Monitoring 	<ul style="list-style-type: none"> • UKC Programme • HS2 • Funding & Commercialisation • Enterprise Centre 	<ul style="list-style-type: none"> • Growth Strategy Commissioning • Economic & Town Centres Recovery • Business investment & support • Sustainability agenda across the Borough • Sustainability agenda within the Council • Delivery of the Solihull Net Zero Action Plan 	<ul style="list-style-type: none"> • Transport planning and commissioning • Client lead for transport and infrastructure projects

Direct Reports to Assistant Director – HIGHWAYS & ENVIRONMENT

Head of Highway Management	Head of Highway Infrastructure	Head of Public Realm	Head of Waste and Recycling
<ul style="list-style-type: none"> • Strategic Highway Contract • Parking & enforcement • Network management • UTC • Permits • Sustainable Travel 	<ul style="list-style-type: none"> • Strategic Highway Contract • Asset management • Contract compliance • Major projects • Flood risk management & drainage • Winter Maintenance • Street lighting • Neighbourhood Delivery 	<ul style="list-style-type: none"> • Strategic Environment Contract • Public Realm • Street Care and Grounds Maintenance • Parks and Open Space • Park Rangers • Neighbourhood Delivery & Forestry 	<ul style="list-style-type: none"> • Strategic Environment Contract • Waste & Recycling • Contract Compliance

Direct Reports to Assistant Director – COMMUNITIES AND PARTNERSHIPS

Head of Regulatory Services	Head of Housing and Communities	Head of Customer, Bereavement and Registration Services	Strategic Lead for Cultural Services
<ul style="list-style-type: none"> • Trading Standards • Environmental Protection & Crime • Food/Safety • Licensing 	<ul style="list-style-type: none"> • VCS Partnerships and Investment • Community Development • Social Housing Policy • Homelessness Strategy and rough sleeping • Solihull Community Housing Client Function • Holiday Activity Fund • Refugee resettlement and newly arrived communities • sustainable warmth and greener homes • Community Safety Partnership • Anti social behaviour Community Triggers • Domestic Homicide Reviews • Hate Crime • Counter-Terrorism Partnership Response • Modern Slavery 	<ul style="list-style-type: none"> • Solihull Connect contact centre and walk in services • Websites • Corporate complaints and compliments • Registration Services (BD&M) • Bereavement Services • Libraries, Arts and Information • Arts and Culture Services • Digital inclusion 	<ul style="list-style-type: none"> • Libraries, Arts and Information • Arts and Culture Services

Public Health & Skills

August 2023

Public Health

Director of Public Health, Education & Inclusion

Deputy Director of Public Health

Assistant Director for Education, Inclusion
and Additional Needs

Head of Commissioning & Performance

Consultant in Public Health

Head of Inclusive Growth
(Rachel Egan)

Assistant Director Joint Resilience and
EPRR

Director of Public Health, Education and Inclusion

Responsible for:

- Statutory role of Director of Public Health
- Lead for Health Protection, Emergency Planning & Resilience
- Oversight of the Public Health Grant
- Commissioning and delivery of public health services
- Lead for Health Inequalities and health analytics/ JSNA
- Public Health adviser to the Council and the Health & Well-being Board.
- Inclusive growth and skills
- Education, Inclusion and Additional Needs.(interim)

Direct Reports to Director of Public Health

Deputy Director of Public Health

Public Health

Responsible for:

- Strategic leadership and management of the health inequalities strategy including wider determinants of health such as housing, transport and air quality as well as working with health partners.
- Supporting the DPH in providing assurance that the health protection system for Solihull is fit for purpose.
- Leadership and oversight of the Council's leisure and physical activity programmes (Solihull Active)
- Leading the Public Health intelligence function
- Developing public health capacity of those training in public health, including acting as an Educational Supervisor.

Direct Reports to Director of Public Health

Assistant Director – Education, Inclusion & Additional Needs (interim basis)

Responsible for:

- School Improvement.
- Early Years.
- Music.
- SEND.
- Education Safeguarding
- Education sufficiency (Early Year, Mainstream Primary/Secondary and Special).
- School Admissions.
- Performance.
- Alternative Provision.
- Schools Finance.
- Capital Projects.
- ICT Schools.
- Governor Services.
- School Transport.
- Lyndon Stores.
- Children's Commissioning (Education and Children's Social Care).

Direct Reports to Director of Public Health

Head of Commissioning & Performance

Responsible for:

- Providing a lead for performance management and reporting, value for money and delivery across all public health services and programmes
- Overseeing Public Health commissioned services. including DVA, sexual health, health visiting and school nursing, substance misuses, lifestyle services, physical activity, NHS Health-checks
- Discharging the commissioning functions of the local authority in accordance with national and local policy, guidance and legislation
- Providing leadership, strategic direction and professional advice for the Council and key partners in the designated area of commissioning
- Having expert knowledge of the service area and a sound understanding of best practice, research evidence and service user expectations.

Direct Reports to Director of Public Health

Consultant in Public Health

Responsible for:

- Prevention services for CYP including health visiting, school nursing, Family Nurse Partnership
- Family Hub development and implementation (in collaboration with children's services)
- Lead for mental well- being and suicide prevention
- Lead for local multi-agency Prevention Strategy and delivery including joint work with ICB and Primary Care Networks.
- Developing effective joint working with senior leadership teams in Adult Care and Support and Education and Children's Services f embedding preventative approaches into service delivery.
- Training obligations of the department including acting as an Educational Supervisor.

Direct Reports to Director of Public Health

Assistant Director Joint Resilience and EPRR/Strategic Enabler for Resilience and Change

Responsible for:

- Leadership and oversight of Solihull MBC's resilience planning arrangements, overseeing the management of Coventry, Solihull & Warwickshire's shared resilience function.
- Ensuring that Solihull MBC meets the statutory duties placed it by the Civil Contingencies Act 2004.
- Overseeing business continuity arrangements and their delivery across Solihull MBC as part of the shared resilience function
- Leading the council's on-going Response & Recovery from the Covid-19 Pandemic
- Leadership of joint planning for incident preparedness, planning and response with BSol Integrated Care Board

Direct Reports to Director of Public Health

Head of Inclusive Growth

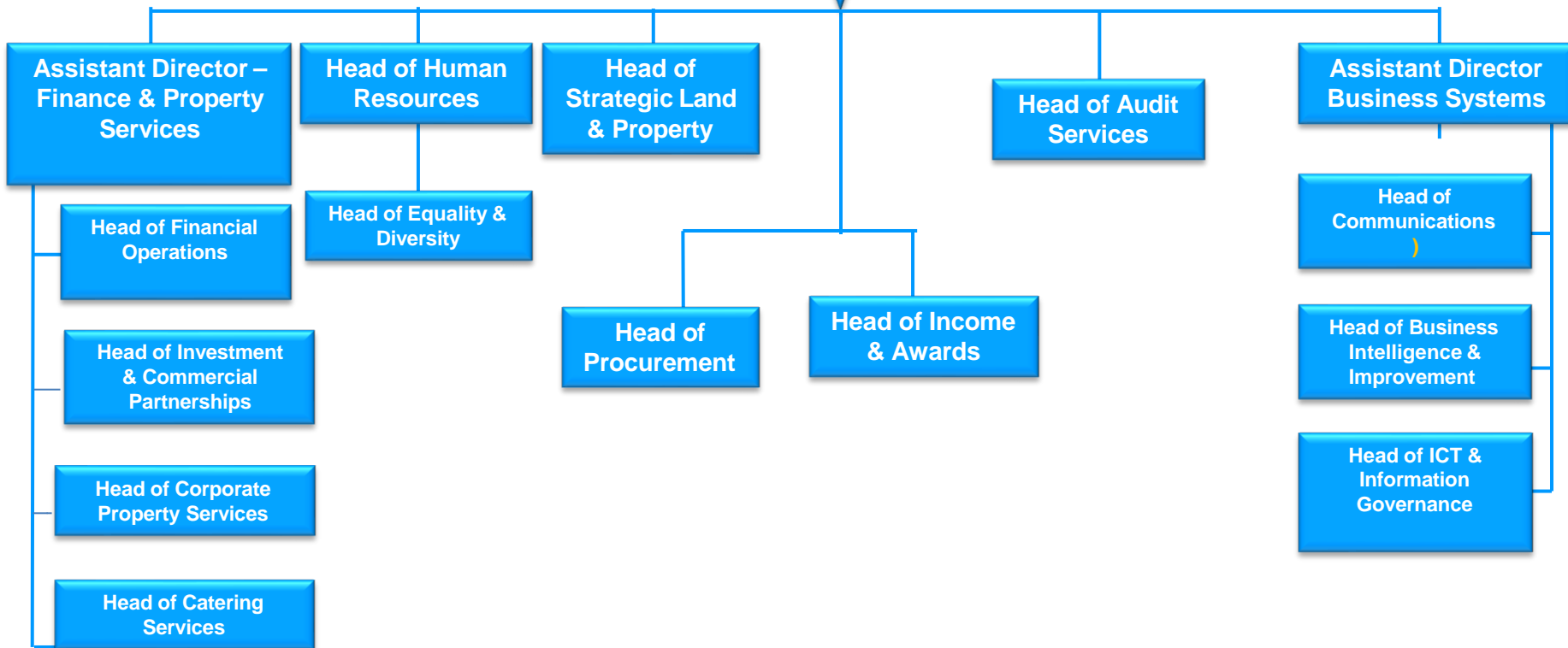
Responsible for:

- Leading Solihull's strategy to secure inclusive economic growth through the development of a purposeful, sustainable and inclusive economy in Solihull that delivers economic, social and environmental benefits across the whole population and place.
- Leading on the delivery of Inclusive Growth programmes and services, as identified in the Council Plan, Health & Well-being Plan, Health Inequalities Strategy, Economic Strategy and other key strategic documents
- Leadership and oversight of the employment & skills function.
- Developing effective joint working relationships and providing whole system leadership to facilitate the delivery of joint programmes and services to meet the skills, employment and inclusive growth priorities and to lead on delivery through political and stakeholder support.
- To engage with and build effective relationships with all appropriate local residents', business, regional and national bodies to deliver the strategy.
- Manage high level partnerships with businesses, government departments, local authorities, WMCA, education and training providers and the third sector to achieve system led reform to better reflect economic need.
- Integrating the best of what is available to produce the optimum solution for the borough of Solihull for Inclusive Growth.
- Developing a shared corporate vision for Inclusive Growth in Solihull setting out the future direction of the service that is shared by partners across the system.

Resources

Resources

Director of Resources



Director of Resources

Responsible for:

- All Corporate Services of the Council.
- As the Council's nominated Section 151 Officer, has statutory responsibility for ensuring the financial health and probity of the Local Authority.
- Leading the Council's strategic approach to:
 - Financial planning and management.
 - Council Tax and Business Rates collection and benefits administration.
 - Facilities and Asset management.
 - Strategic Land projects.
 - Human Resources.
 - Information & Communications Technology.
- Leading on the Council's 'Smarter Ways of Working Programme'.
- Corporate Approach to Delivering the Asset Masterplan
- Equality and Diversity.
- Corporate Performance.
- Policy and Information.
- Organisational, Wellbeing, Workforce, Learning and Development.
- Corporate Procurement.
- Audit, including Health & Safety.
- Communications.
- Business Intelligence and Improvement.
- Financial responsibilities for Solihull Community Housing.

Direct Reports to Director of Resources

Assistant Director Finance & Property Services

Responsible for:

- Leading on the Council's Corporate Finance, Financial Services, Financial Operations, Property Services and Catering services.
- Undertaking the Section 151 Officer's duties in his absence.
- Acting as the Chief Finance Officer for Solihull Community Housing.
- Providing dynamic leadership on Financial Planning, Treasury Management, Insurance and Financial Management.
- Providing leadership on a commercial approach to services.
- Ensuring the Council complies with statutory obligations for Financial Management.
- Ensuring the Council complies with the Housing Revenue Account (HRA) ring-fence requirements.
- Being the Directorate Lead (and, in some cases, Corporate Lead, as directed by the Corporate Leadership Team) for major cross-cutting programmes within the approved Council Plan.
- Supporting the delivery of corporate projects defined in the Council Plan.
- Being the joint lead (with the Assistant Director of Business Systems) on Directorate service transformation, to develop new ideas, innovative approaches and delivery models, in order to maximise business opportunities and income generation.
- Working with the Assistant Director of Business Systems to oversee the Directorate approach to the efficient management of resources and technology, including performance review and development.

Assistant Director Business Systems

Responsible for:

- Developing strategy and for the effective and secure operation of ICT Services, Information Governance, Business Intelligence & Improvement and Communications.
- Leading on the 'Major Systems' programme within the Council plan, which will involve working in or across any Directorate(s).
- Being the Corporate lead for promoting, designing and embedding digital services and for digital inclusion.
- Being the Directorate lead (and in some cases corporate lead - as directed by the Corporate Leadership Team) for major cross-cutting programmes within the approved Council Plan.
- Providing system development and support to assist with greater integration of services with partners.
- Providing system development and support to assist with developing community capacity and reducing demand.
- Maximising opportunities to exploit new technology and stream line services across the Council.
- Being the Joint lead (with the Assistant Director of Finance & Property Services) on Directorate service transformation to develop new ideas, innovative approaches and delivery models so as to maximise business opportunities and income generation.
- Working with the Assistant Director of Finance & Property Services, to oversee the Directorate approach to the efficient management of resources and technology, including performance review and development.
- Supporting the Chief Executive and Deputy Chief Executive on Combined Authority and STP work streams.

Direct Reports to Director of Resources

Head of Human Resources	Head of Strategic Land & Property	Head of Audit Services
<p>Responsible for:</p> <ul style="list-style-type: none"> • Lead professional advisor on all HR issues, employment legislation and employee relations. • Lead for the Employee Journey Strategy. • Lead advisor on change management processes to support organisational change and business requirements. • Lead Officer responsibility for the safer recruitment of all Council staff and volunteers, ensuring that systems comply with legislative and audit requirements. • Lead Officer responsibility for Organisational and Workforce Development, and Equalities and Diversity. • Responsible for the Oracle HR system, including the provision of payroll for all Council employees. 	<p>Responsible for:</p> <ul style="list-style-type: none"> • Leadership/management of the Strategic Land and Property Division including Corporate Land and Property Management, Schools Asset Support Team and Building Design Group. • Lead on delivery of major town centre and other redevelopment projects. • Support to the Managed Growth Directorate and UK Central programme. • Lead on maximising customer and economic value from the Councils land and property holdings. • Lead on the Corporate Asset Management Plan. 	<p>Responsible for:</p> <ul style="list-style-type: none"> • Audit Services. • Counter-Fraud. • Corporate Investigations (disciplinary, dignity at work, grievance) • Risk Management. • Whistleblowing. • Health & Safety. • Governance (Annual Governance Statement).

Direct Reports to Director of Resources

Head of Procurement

Responsible for:

- Ensuring corporate third-party expenditure delivers value for money through working as part of multifunctional teams to deliver contracts.
- Delivery of the Procurement Strategy.
- Compliance with Public Procurement Contract Regulations.
- Compliance with the Rules for Contract.
- Ensuring that CLT have oversight of recommended procurement routes to market through the Procurement Board process.
- Advice and guidance on leading edge procurement practice.
- Advice and guidance on contract management.
- Procurement service leadership and co-ordination.
- Leadership for delivery of the Social Value Policy.
- Systems support and administration of CSWJETS E-tendering portal for the sub-region.

Head of Income & Awards

Responsible for:

- Council Tax.
- Business Rates.
- Sundry Income.
- Housing Benefit.
- Council Tax Reduction Scheme.
- Financial Assessments for Adult Social Care.
- Financial Assessments for Children's Services.
- Administration of Disabled Facilities Grants.
- Financial Inclusion .
- Local Welfare Provision including discretionary financial support and policies.
- Lead for Welfare Reform.

Direct Reports to Assistant Director – Finance & Property Services

Head of Financial Operations

Responsible for:

- Ensuring the Council's statutory and regulatory financial accounting, revenue and capital budgetary and accounting responsibilities are met.
- Ensuring a high quality financial service is provided to all Directorates, major projects and partnerships through the Directorate finance teams; Adult Care and Support Finance Team, Education and Skills Finance Team, Managed Growth and Communities Finance Team, Resources, SCH and Commercial Finance Team and the Adult Social Care Payments and Billing Team.
- Financial Cycle Team who are responsible for all of our statutory requirements including VAT, producing the Council's financial statements, external audit liaison, provision of corporate financial monitoring and reporting to CLT and Full Cabinet, responsibility for the Medium-Term Financial Saving Strategy (MTFS) publication and support to ARTOP Board to oversee delivery of MTFS savings.
- Financial Systems and Support Team support to Oracle and other financial systems (including Oracle Business Intelligence).
- Payments, reconciliations, banking and Treasury Management.
- Insurance support to the Council, SCH, Schools and some Academies..
- Payments Team who support both Council and SCH payments and the Purchase Card process.

Head of Investment & Commercial Partnerships

Responsible for:

- Working with the Combined Authority, the Greater Birmingham and Solihull LEP, Homes England and other partners to identify, maximise and secure funding opportunities that will deliver the Council's agenda.
- Collaborating with partners and stakeholders to deliver financially viable development and regeneration across the Borough.
- Ensuring the Council achieves the optimum value and leverage from its assets to deliver the Council's managed growth, regeneration and development objectives.
- To identify and maximise the potential for funding and / or investment from alternative sources, where appropriate and recognising the Council's regulatory and legislative responsibilities.
- To provide a single point of contact for Members and the Corporate Leadership Team for the Council's strategic financial relationship with funders, investment partners and stakeholders including but not limited to the Combined Authority, GBSLEP, UGC and Homes England.

Direct Reports to Assistant Director – Finance & Property Services

Head of Corporate Property Services	Head of Catering Services
<p>Responsible for:</p> <ul style="list-style-type: none">• All maintenance, compliance and planned repair and refurbishment works to the authority's corporate building stock and schools.• Managing and delivering stock-condition surveys, structural surveys and energy assessments to all the authority's corporate building stock and schools.• Commercial contracts with external organisations to provide building services to local authorities, public organisations, schools and academies.• Corporate facilities covering:<ul style="list-style-type: none">• Social Care Transport service provision;• Facilities management of Core Council offices;• Corporate contracts for cleaning, security and transport.	<p>Responsible for:</p> <ul style="list-style-type: none">• Providing commercial catering services to over 100 unit locations including:-<ul style="list-style-type: none">• The Civic Suite;• Solihull Maintained Schools (infant, primary and secondary);• Academies;• Schools outside the Borough.• Day Centres.• School Holiday and Wrap-Around Clubs.

Direct Reports to Assistant Director – Business Systems

Head of Communications

Responsible for:

- Providing communications expertise to support the Council's priorities, to be an organisation that improves people's lives and to enable the effective operation of our services.
- Protecting the reputation of the Council through a pro-active relationship with the media.
- Responding to enquiries and communicating news and important information to local residents and organisations.
- Organising and marketing community campaigns.
- Producing and approving all internal and external publications.
- Maintaining social media.
- Providing support during emergencies and major public events.

Head of Business Intelligence & Improvement

Responsible for:

- Prioritising and deploying business intelligence and improvement capacity in accordance with the key programmes in the Council Plan.
- Promoting continuous improvement across the Council.
- Establish corporate performance management arrangements and provide direct performance and complaints management support to Adults and Children's Services.
- Lead on the development of the Council Plan.
- Networking and maximising the impact of research and analysis across the Council through the Solihull Insight and Intelligence Group.
- Introducing a consistent programme management methodology and ensuring capacity is directed to priorities in the Council Plan.

Head of ICT & Information Governance

Responsible for:

- Information and Communications Technology (ICT) leadership.
- Strategic planning for ICT services, including the alignment of the ICT strategy with the Council's strategy.
- Ensuring the implementation of ICT change programmes, transformation and projects.
- Ensuring security and operational stability of existing ICT systems.
- Developing enterprise architecture for the Council, which enables it to describe, plan and implement seamless, integrated services both internally and with partners.
- Overseeing the commissioning of new information and technical capability within the Council, which delivers on objectives around information as an asset, workforce agility, digital inclusion, customer access and service integration.
- Managing and delivering the information management service to the Adults and Children's Social Care functions, including the submission of all the required statistical returns to Government regulators.
- Leading on Information Governance, ensuring corporate compliance with Data Protection and Freedom of Information legislation
- Leading on records management for the Council, including establishing effective records retention and destruction policies.
- Responsible for Cyber Security securing ICT infrastructure , maintaining perimeter security.

Direct Report to Head of Human Resources

Head of Equality & Diversity

Responsible for:

- Leading on the Council-wide approach to Equality and Diversity (E&D) to meet the Council's statutory equality duty in line with the Equality Act 2010.
- Developing and implementing strategies to mainstream E&D into all aspects of the Council's role as an employer, service provider, community leader and in its decision-making process.
- Using a variety of interventions across the Council to ensure that equality of opportunity, fairness, respect and dignity are fundamental principles that are embedded into the culture of the Council and behaviours of staff.
- Providing high-level specialist advice and guidance on E&D to the Corporate Leadership Team (CLT), Councillors, managers and staff. This can include Fair Treatment Assessments (FTA's) as well as identifying opportunities, interventions and initiatives for improvement on equality practice in the Council.
- Providing or commissioning E&D training within the Council, where appropriate. This includes mandatory corporate E&D training and ad hoc training for staff and members.
- Contributing to the stronger communities agenda for capacity building of voluntary and community groups for minority and under representative groups covered under the Equality Act. This work includes leading or participating in engagement events with local stakeholders.
- Identifying and working closely with partners and other stakeholders to promote equality and diversity and foster good community relations.