

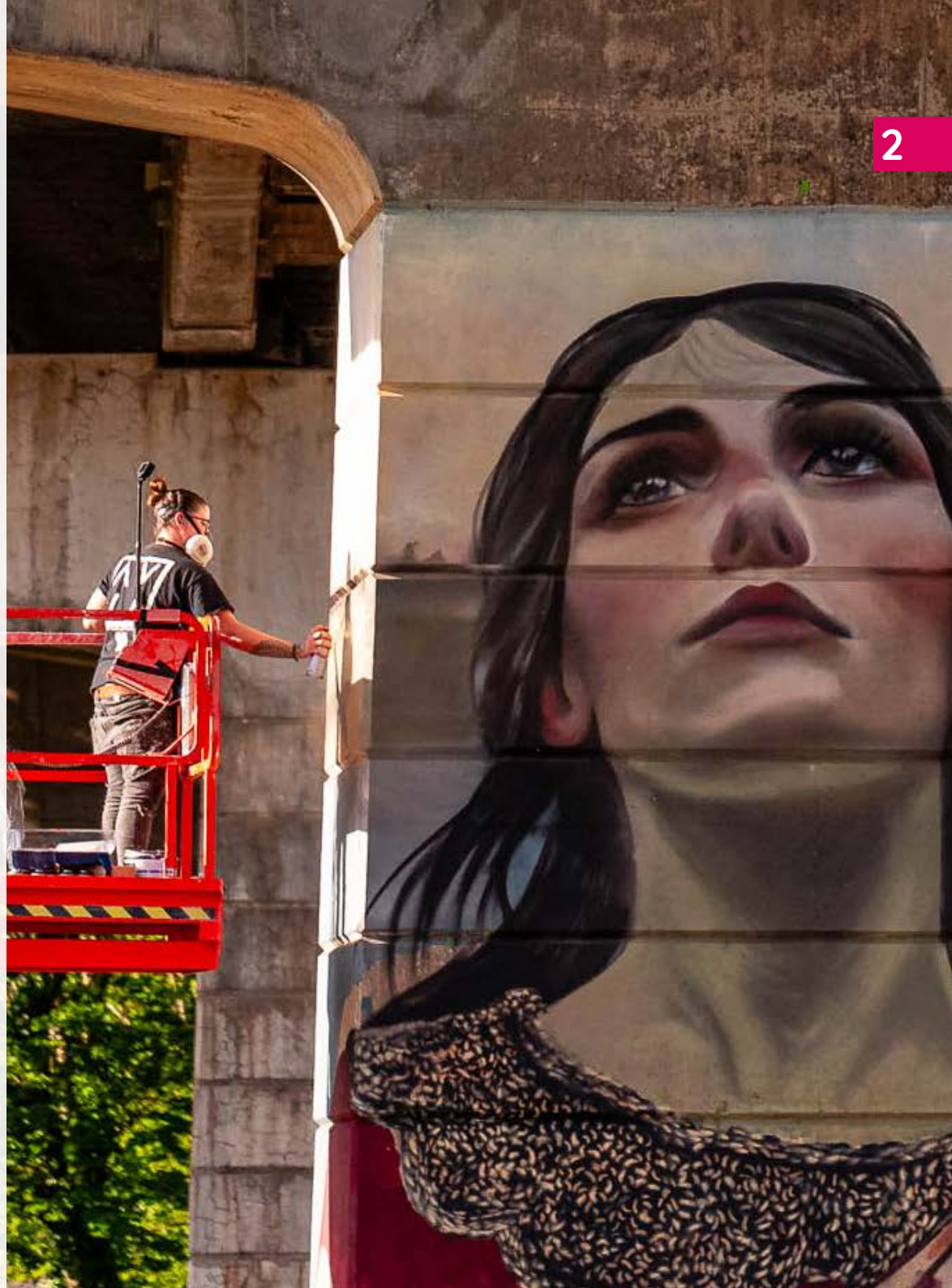


Inspire. Drive. Thrive.

Halton Borough Council:
Director of Legal and Democratic Services (Monitoring Officer)
Recruitment Pack

Contents

A warm welcome:	3
Shaping the future together:	4
Delivering shared aspirations:	9
Driving change with purpose and impact: the role profile the job profile	10
Value beyond the role: salary and benefits	13
From application to appointment: our recruitment timeline	14
Want to know more? your key contacts	15



A warm welcome:

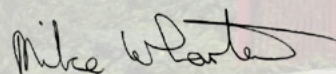
Welcome, and thank you for taking the time to explore this key leadership opportunity with us.

The Council and our local community face significant changes and challenges. This means that more than ever, we have to hold ourselves to the highest possible standards so people can trust our organisation and the services that they rely on.

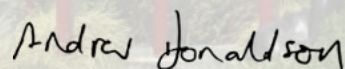
As Monitoring Officer and Director, you will be at the heart of this - ensuring that the Council continues to operate with integrity, transparency, and lawful decision-making while supporting Members and officers through a period of change.

Guiding the authority as we deliver on the plans and ambitions of the Council will require exceptional governance leadership, political awareness and professional independence. You will be a key player in our senior team so we're looking for someone who has the energy, commitment and personal drive to take on this important role.

If you're passionate about improving lives and ready to lead with purpose, we'd love to welcome you to our team. Together, we can make a lasting difference for Halton.



Councillor Mike Wharton
Leader of the Council



Andrew Donaldson
Chief Executive



Shaping the Future Together:

about us

Halton is a vibrant and ambitious place to live and work. As one of the largest employers in the borough, we are proud to have a dedicated workforce of over 2,300 professionals delivering a wide range of essential services across Runcorn, Widnes, Hale Village, Sandymoor, and Daresbury.

With a population of over 128,000, many of our employees also call Halton home. This deep-rooted connection enables us to work in close partnership with our communities, ensuring our services are responsive, inclusive, and impactful.

As a unitary authority, Halton Borough Council is uniquely positioned to drive meaningful change.

Our Big Conversation was a landmark initiative that brought together voices from across Halton to shape a shared vision and led to our [Corporate plan](#) which outlines bold priorities and ambitions that reflect our commitment to delivering exceptional outcomes for our residents, businesses, and communities.



Shaping the Future Together:

Our values - shaped by our people - define who we are and guide how we work. They reflect a culture of accountability, integrity, innovation, and collaboration, and are central to our mission of attracting and developing talented individuals who share our vision.

Together the Corporate Plan and Values Framework, underpin our strategic direction.

We recognise the challenges facing local government but we also see these challenges as opportunities to innovate, transform, and lead.

We are moving beyond traditional models, embracing a collaborative approach with businesses, partners, and residents to co-create solutions that are sustainable, resilient and effective.

Through a programme of transformation, we are reimagining how we work - using robust evidence to make decisions; harnessing technology and seeking out best practice; empowering and encouraging our communities to be more independent; and fostering a culture of continuous improvement. Every member of our organisation - from Elected Members to Council officers - plays a vital role in this journey.



Values framework



Corporate plan priorities



About our Legal and Democratic Services

Legal and Democratic Services provide vital support to ensure the Council operates effectively, lawfully and with strong governance. The service brings together administrative, operational and specialist legal expertise to support decision-making across a wide range of council functions. This includes advising on corporate, regulatory and frontline services, as well as safeguarding responsibilities for children and adults. Through this broad and integrated approach, the team plays a key role in managing risk, maintaining transparency and enabling high-quality services for the community.

Our services:

Administrative and Operational Support

Legal and Democratic Services provide the essential administrative backbone to the Council's legal function, ensuring the smooth day-to-day running of services.

Records Management and Compliance

A key responsibility is maintaining accurate and secure records, overseeing the signing and sealing of legal documents, maintaining statutory registers, and undertaking file audits to ensure compliance and high professional standards.

Corporate Governance and Legal Framework

The service plays a central role in supporting corporate governance and decision-making, providing legal advice on constitutional matters, policy development and democratic processes. It helps ensure that the Council acts within its legal powers and maintains transparency, accountability and strong governance arrangements.

Contracts, Procurement and Employment Law

Providing expert advice on contract drafting, procurement law and contract policy, supporting the Council in securing value for money and managing risk. The team also advises on employment law matters, helping services navigate complex workforce issues in line with legislation and best practice.

Property, Highways and Infrastructure

This service delivers legal support across land and property transactions, land ownership enquiries and infrastructure projects. This includes highways and transportation matters such as Section 38 and Section 278 agreements, as well as supporting economic development initiatives and major Council projects.

About our Legal and Democratic Services

Regulatory and Community Services

The team provides legal advice across a wide range of regulatory functions, including planning and building control, environmental health, consumer protection, licensing (including taxis), enforcement activity, waste management and landscape services. It also supports debt recovery and the administration of Deferred Payment Agreements.

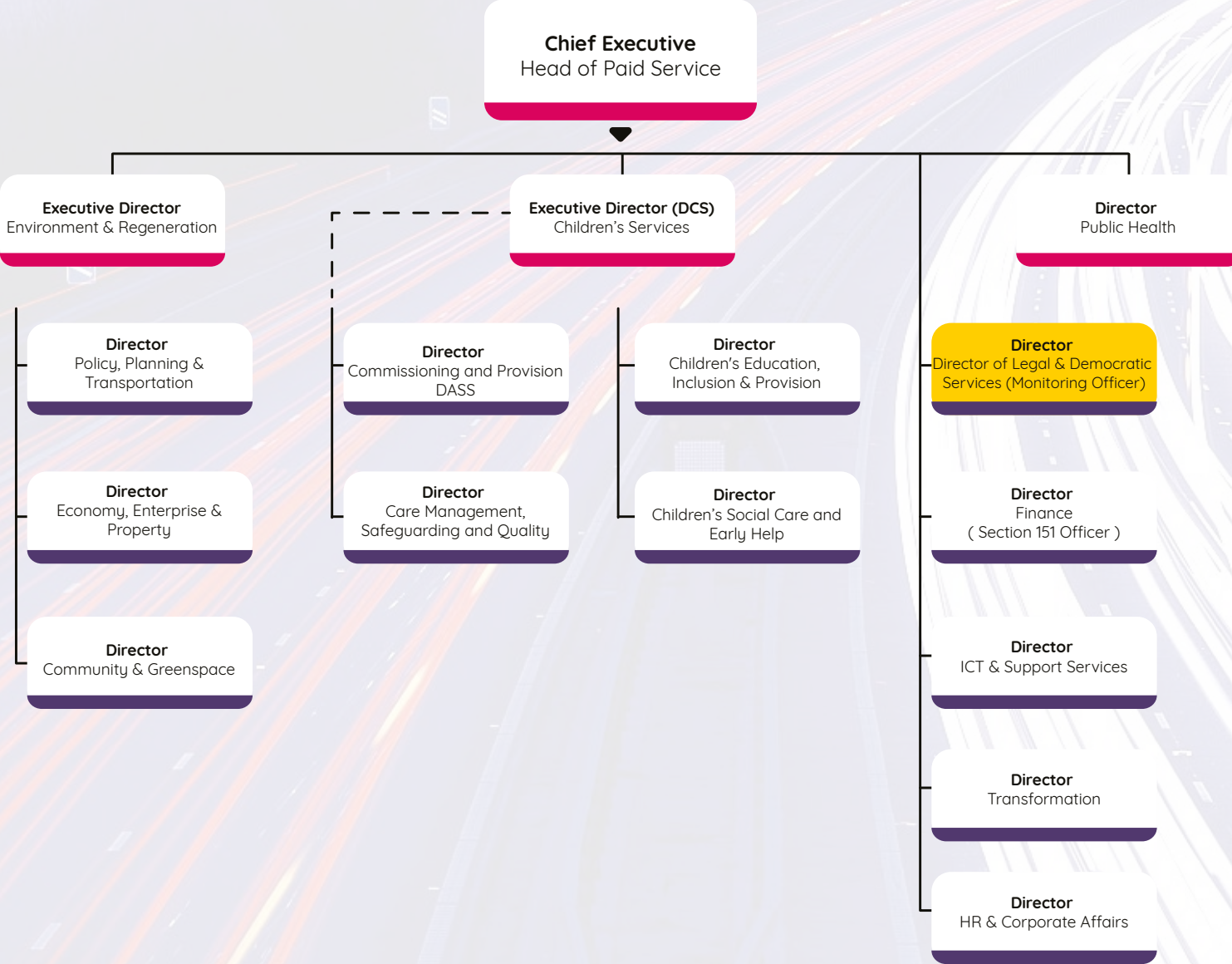
Social Care and Safeguarding

A core function is supporting the Council's responsibilities for safeguarding vulnerable people. The service provides legal expertise across children's services, including child protection, as well as adult social care, mental health law and deprivation of liberty safeguards for both adults and children.

Education and Specialist Legal Areas

Legal and Democratic Services also support the Council's education function, advising on areas such as attendance prosecution, Special Educational Needs and Disabilities (SEND), and ordinary residence disputes. It also provides support for unaccompanied asylum-seeking children, ensuring statutory duties are met and that services are delivered within a robust legal framework

Shaping the Future Together: senior leadership structure



Delivering shared aspirations: our partners

We believe that meaningful progress is achieved not in isolation, but through strong, purposeful partnerships, as part of a network of passionate professionals who are committed to making a difference—together.

These partnerships are built on trust, mutual respect, and a shared vision for positive impact.

Whether it's delivering community initiatives, shaping policy, or driving innovation, our collaborative approach ensures that we remain responsive, inclusive, and effective in everything we do.

Halton is part of the [Liverpool City Region Combined Authority](#) - which brings together the region's six councils to tackle the big issues that matter to us all.

The combined authority has taken powers and funding from the national government through a 'devolution' deal. This means that we can take decisions and make investments locally, where we know what our region needs.

Through the Combined Authority, we work together to make investments in areas that have a real impact on our communities, like transport, employment and skills, culture, digital and housing - in Halton, £18.2m has been invested into the Runcorn Station Quarter, improving connectivity, accessibility and the public realm and more than £22m for new active travel infrastructure, supporting housebuilding and employment in the borough.

The Council is part of the One Halton place-based partnership, one of nine places where [NHS Cheshire and Merseyside](#) - the integrated care board (ICB) for the region - is responsible for planning NHS services.

Halton is served by the [Cheshire Police](#) and [Cheshire Fire and Rescue Service](#), and forms part of Cheshire for ceremonial purposes.



Driving change with purpose and impact:

the role profile

As a qualified solicitor or barrister, you will also be strong corporate leader, who is educated to degree level (or equivalent) in a subject relevant to the role. You will have demonstrable knowledge of governance and compliance frameworks, with significant in-depth and up-to-date knowledge of Local Government legislation, national, regional, local and sector developments affecting local authorities.

You will have experience of leading and managing professional teams, ideally in a local authority, striving for excellence and continuous improvement with evidence of formal post graduate management development. You will be fully abreast of the demands of managing a democratic process with a strong political astuteness to engage proactively with all members of the Council. Your communication skills will be strong, clear and not ambiguous given the scale and size of the role.

In addition you will have:

- Effective negotiating skills in representing the Council at meetings
- Resilience to manage a large and complex caseload
- A track record of delivering in a strategic leadership role
- Confidence to effectively challenge and support all stakeholders as appropriate

This post is required to participate in the Council's incident manager rota and may be called in to assist during an emergency situation when an incident is declared.

As this role involves regular travel across the borough and sometimes further afield, a driving licence and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

Driving change with purpose and impact:

the job profile

The Director of Legal & Democratic Services is a key strategic post within the organisation. The post holder will be the chief governance and compliance officer advising the Leader, Chief Executive, corporate leadership team, and executive and political groups. As the Council's Monitoring Officer, the post holder will have statutory responsibility under s.5 of the Local Government and Housing Act 1989 and will aim to promote and maintain high standards of conduct under the Localism Act 2011 and work as part of the 'Golden Triangle' with the Chief Executive and s.151 Officer.

You will be required to report on matters you believe to be illegal or amount to maladministration, to be responsible for matters relating to the conduct of councillors and officers and, to be responsible for the operation of the Council's constitution and the Councillors' Code of Conduct including decision taking on complaints and the investigation.

In addition you will provide operational and strategic leadership to the Legal Services department ensuring first class delivery of legal and democratic services, ensuring robust and democratic decision making aligned with strong and effective governance and openness/access to information.

In carrying out the duties outlined, the post holder will ensure they are fully aware of the Council policies, standing orders and financial regulations.

More specific responsibilities include:

- As the Monitoring Officer you will provide high quality and, if necessary, firm advice to the Council, individual councillors, chief officers and senior managers to protect and safeguard, so far as is possible, members and officers, whilst acting in their official capacities, from legal difficulties and/or criminal sanctions. This includes personal attendance at Council meetings and other meetings as required
- Lead the development and continuous improvement of the Council's corporate governance framework, ensuring it supports effective, timely and high-quality decision-making
- Ensuring that the Council is kept abreast of new legislation and changes in the law which are relevant to the carrying out of the Council's activities

- Ensuring that the Council acts in accordance within the legislative framework when undertaking its functions
- Ensuring compliance with any relevant Codes of Conduct and ethical principles, best practice and government guidance to promoting, supporting, and maintaining high standards of conduct by Elected Members and Officers
- Giving advice to Members in relation to informal resolution of a complaint
- You will conduct or arrange to be conducted, investigations into misconduct by elected Members.
- Upholding the public law principles of; legality, fairness, participation, accountability, consistency, rationality, proportionality and impartiality
- Preparing and delivering any training programmes for Members on ethical standards and Code of Conduct issues
- To establish, maintain and register the statutory register of Members' interests, hospitality and gifts
- To appoint and oversee the input of Council and external specialist legal advisors as required, referring any written requests for dispensations from Members and Co-opted Members
- You will provide expert advice and support to the Chief Executive and to the senior leadership team, as well as to Elected Members on their portfolio areas of accountability
- Creating and documenting service standards, in consultation with elected Members and professional advisors, to enable staff within the remit to be

responsive to the needs and aspirations of council services, users, residents, companies and local businesses within the council framework and service level agreements (SLAs)

- Ensuring implementation and maintenance of service structures, delivery operating procedures and resources within Legal and Democratic Services are defined for the required behaviours agreed standards are met consistently in the remit of the allocated budget
- You will be responsible for preparing and presenting reports and presentations as required at boards and to the Council's management team
- To manage services in scope, teams and individual staff performance including use of resources, against agreed shared and personal targets in line with the corporate Employee Development Performance (EDP) framework and objectives
- Continually review all services within your responsibility ensuring they are delivered in the most efficient and effective way whilst managing the demand across the organisation
- Where applicable you will endeavor to enhance opportunities to bid successfully for/access sources of external funding to support delivery of the function
- You will receive copies of certificates under the Local Authorities (Contracts) Regulations 1997
- From time to time you may be asked to undertake work as determined by the Chief Executive and/or an Executive Director in line with the remit of a Director

Value beyond the role:

salary and benefits

DIRECTOR OF LEGAL & DEMOCRATIC SERVICES (MONITORING OFFICER)

Salary Grade: Director

WORKING AT HALTON

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:

- **Working Together** – building fantastic relationships with colleagues and customers
- **Continuous Improvement** – keeping great service delivery at the heart of everything we do
- **Personal Growth** – learning, growing and developing ourselves
- **Accountability** – doing what we say we are going to do
- **Inspiring Leadership** – positive roles models and leading by example

To read more about our values, click [HERE](#)

We are immensely proud that when asked what's great about working for Halton, the most popular response from our workforce has been 'our colleagues'.

Aside from working with a great team, our employees have access to a fantastic range of benefits, including:

- A generous annual holiday allowance of 44 days per year (including bank holidays) for this role
- Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
- 3 x Salary Life Cover via Local Government Pension Scheme
- Investment in your personal development
- Free car parking at HBC sites
- Flexible / hybrid working arrangements available
- Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

For further information about all the benefits we offer, please click [HERE](#)

From application to appointment: our recruitment timeline

Closing date for applications

Midnight, 12th July 2026



Technical Interviews

Friday 17th July 2026



Candidates assessment centre

Thursday 23rd July 2026



Appointment Committee final interviews
(shortlisted candidates only)

Thursday 30th July 2026

Want to know more?

At Halton Borough Council, we want all of our candidates to feel well-informed so if you are ready to take on one of the most rewarding leadership roles in local government, and help shape the next chapter of Halton's story - we'd love to hear from you.

For a confidential discussion speak to

Andrew Donaldson

Chief Executive

e: andrew.donaldson@halton.gov.uk

t: 0151 511 6992

Hayley Hamlett

Interim Director of HR & Corporate Affairs

e: hayley.hamlett@halton.gov.uk

t: 0151 511 6540

Councillor Eddie Dourley

Executive Board Member Corporate Services

e: eddie.dourley@halton.gov.uk

t: 07880 081282

Kelly Ridley

07709 512415 or kelly.ridley@penna.com

James Miller

07701 233159 or james.miller@penna.com

Rachael Morris

07840 711217 or rachael.morris@penna.com



www.haltoncouncilcareers.co.uk



[LinkedIn](#)



www.halton.gov.uk