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Dear Applicant

We are delighted that you are interested in this exciting new opportunity with Maldon District Council and we hope, that having learnt more about the role and the Council, you will decide to make an application.

The Maldon District is renowned for its strong rural nature, outstanding scenery, and being richly steeped in history and maritime heritage. It provides many opportunities and attractions for those living and working in the area, as well as those coming to visit and enjoy this special place; a lovely countryside location but within easy reach of excellent communication links to London.

These are exciting times for the District and we want to hear from you if you have a positive ‘can do’ attitude, and see yourself in an organisation that believes implicitly in transformation and putting our residents first in everything we do.

We have in place a cohesive leadership team comprising the Chief Executive, a Director of Resources, Director of Customer and Community Services and Director of Planning and Regulatory Services.

This team will take the strategic lead on the delivery of our new Corporate Plan and empower staff to rise to the challenge and deliver outcomes that help achieve our Vision: Working in partnership to make the Maldon District a better place to live, work and enjoy.

We do hope that the brief overview of the work of the organisation contained in this information pack will be helpful. You will find more information about the Council and the area we serve on our website at www.maldon.gov.uk

Thank you again for your interest in this position. We look forward to receiving your application.

Fiona Marshall
Chief Executive

Cllr Bob Boyce
Leader of Maldon District Council
A snapshot of the Maldon District

Just an hour’s drive from London, Maldon is an attractive and predominantly rural district. It retains an unspoilt nature and its own special character, forged largely by the principal waterways of the Blackwater and Crouch estuaries. Much of the District’s 60 miles of coastline of tidal salt marshes and mudflats is recognised as of international and national environmental significance, and protected as such.

One of the District’s many great strengths is its quality of life. Resident satisfaction is high and the District enjoys a rating of 15th in the Halifax Quality of Rural Life Survey (2014).

With a crime rate well below the national average, the District is one of the safest places to live in Essex, and the County itself is also below the national average. In March 2014, the District was rated by The Times newspaper as No.1 in the country as the ‘best place to live in the countryside’.

The District is steeped in history. The ancient market town of Maldon developed as an important Saxon port and in 991AD it was home to the famous Battle of Maldon where Viking invaders were victorious. Hundreds of years later, the District became known as a centre for oyster fishing, timber processing and the production of agricultural machinery.
The Hythe Quay, the old port of Maldon, is the foremost modern-day centre for Thames Sailing Barges. Burnham-on-Crouch, the second largest town in the District, like Maldon, boasts a rich maritime heritage. The 15 mile stretch of fine sailing water between the town and the open sea has led it to become renowned in sailing circles as the ‘Cowes of the East Coast’. The town has a rail link to London Liverpool Street, with a journey time of just over one hour.

Charming villages and hamlets are dotted across the District. The historic core of a number of these villages are designated conservation areas and the District is guardian to over 1,000 listed buildings of architectural and historic importance.

The District mixes old and new and is characterised by diverse and distinct natural, historic and built heritage, making a significant contribution to overall quality of life on offer. Many opportunities exist for wildlife watchers, artists and walkers to explore the coast and countryside via an extensive network of footpaths. The scenic environment provides a rich backcloth against which to enjoy a round of golf, horse riding or angling for instance, all of which are well catered for. A colourful calendar of traditional barge matches, regattas, races and festivals has put the area on the map as a destination for maritime leisure and water recreation.

The Maldon District covers some 138 square miles and has a resident population of some 61,600 (2011 Census). With one of the lowest population densities in Essex, the District offers a wide range of residential properties, from period country cottages to brand new executive homes.

The District is both home, and in close proximity, to a variety of fine educational facilities. A full range of educational establishments are available in the Maldon District including public and private schools as well as a good choice of highly performing primary schools. The two academies in the District, the Plume School in Maldon and Ormiston in Burnham-on-Crouch, provide thriving and highly successful performing arts departments and outstanding sports achievements respectively. The nearby Colchester Royal Grammar School and the Colchester County High Schools for Girls are the two currently best performing schools in Essex and both are ranked in the top ten of the national secondary school league table for 2014. Also within a 25 mile radius of Maldon, a further six schools are ranked in the top 100, with excellent academic reputations and consistently achieving outstanding public examination results, namely the two High Schools for Boys and the two High Schools for Girls in Westcliff and in Southend-on-Sea, and in Chelmsford, the County High School for Girls and the King Edward VI Grammar School.

The Anglian Ruskin University and the University of Essex are also located in Chelmsford and Colchester respectively and Writtle College, near Chelmsford, offers a host of land based courses from agriculture to design, and equine and animal science to horticulture.
The Council

Maldon District Council consists of 31 elected Members representing 17 electoral wards. Following the local elections in May 2011, the political makeup of the Council is as follows:

Conservative 27
Independent 3
Labour 1

The following Elected Members have been appointed to the positions below for the current municipal year:

Chairman of the Council - Councillor F A Delderfield
Vice Chairman of the Council - Councillor P G L Elliott
Leader of the Council – Councillor R G Boyce
Deputy Leader of the Council - Councillor Miss M R Lewis
Leader of the Opposition - Councillor B S Beale MBE
Deputy Leader of the Opposition - Councillor M J Wood

In accordance with the alternative arrangements under the Local Government Act 2000, the District Council operates a system of a single Overview and Scrutiny Committee, Audit Committee, a Standards Committee, three service committees and three area planning committees (constituted on basis of geographical representation – not subject to political balance arrangements).

The diagram shows the way the structure links together.

The Council has a workforce of some 226 staff. The principal officer and Head of Paid Service is Ms Fiona Marshall.
The District Council’s ambitions

The Corporate Plan is our key strategic document. It essentially provides a frame of reference for our work, ensuring that residents, staff and partners are fully informed of the aspirations and plans for the District. Our success will continue to be measured by how well we deliver the ambitions set out in the Plan.

Our Corporate Plan covers the four-year period 2015 -19 and sets the Vision for the District as follows ‘Working in partnership to make the Maldon District a better place to live, work and enjoy.’

The Plan highlights our ambitions and priorities and what we are going to do to support the delivery of the Vision. The priorities draw heavily on existing strategies and plans approved by the District Council, including those that have been developed in partnership with other agencies.

Having reflected on a range of information and public consultation feedback, alongside recognising the challenges the District faces, the Plan defines the following five goals:

- Helping communities to be safe, active and healthy;
- Protecting and shaping the District;
- Creating opportunities for economic growth and prosperity;
- Delivering good quality, cost effective and valued services; and
- Focusing on key projects

The Plan is not intended to be a full statement of everything we do, but instead sets the direction for service delivery and will guide our planning and allocation of resources. The priorities are developed further in our operational one year business plans for the three Directorates.

In developing our Corporate Plan, we have taken stock and reviewed what the Council has set out to achieve as a public service provider. As an organisation the Council must be fit for purpose and able to meet the challenges that face both the District and its communities. We recognise that we must continue to adopt a proactive and positive approach in our operation and look at how we can work in partnership to make an even better place to live, work and enjoy.
Resourcing Our Corporate Plan

In order to achieve our ambitions, we need to ensure that our resources are aligned to our corporate goals, and that our assets are well managed. By managing our resources well we are better able to deliver quality services based on Elected Members’ priorities and public feedback, be better equipped to deal with the implications of unforeseen events, and effectively link policy and service development and performance management with resource planning.

Supporting our Corporate Plan is the Medium Term Financial Strategy (MTFS) which looks at the Council’s broad financial prospects and seeks to ensure that we focus our resources on delivering our Vision and meeting our corporate goals. The Strategy describes the financial direction of the Council and outlines the financial pressures over a four year period.

Our MTFS is based on the approach that we actively promote strong financial and risk management and maintain a balanced budget, with sufficient reserves to ensure the financial stability of the Council. It is our intention to maintain this approach whilst consistently delivering low council tax increases for the benefit of our residents.

The up to date MTFS projects the Council’s financial position from 2015/16 through to 2018/19. This highlights the need to make a continued effort to generate financial savings to reduce the projected budget gap which stands at approximately £550k for 2016/17. We have a strong history of effective financial management and generation of savings through contract renewal, efficiency measures and income generation. This, coupled with a relatively healthy General Fund Balance, means that we are able to take a planned approach to managing our financial position. Alongside the MTFS are other key documents that support the resourcing of our Corporate Plan ambitions. Our Workforce Development Plan provides an essential framework to help us make the best decisions about our workforce in order to deliver against the Corporate Plan. Our Information and Communications Technology (ICT) Strategy details the high level strategic direction and plans for ICT for the next four years. It provides a set of aims that will help the Council to develop as an organisation and deliver technology-based services fit for the 21st century and demonstrates the role of ICT as one of the management tools in enabling the achievement of the Council’s overarching Vision.
Our performance and delivery

The Council actively focuses on the corporate goals and desired high level outcomes it sets itself and directs efforts here in order to make a positive difference for both the District and its communities.

We are rightly proud of many achievements in recent years including for instance:

• Sustained progression and endorsement of the draft Local Development Plan which sets out the spatial strategy, strategic allocations and development management policies for the District for the next 15 years. During the last four years the process of shaping the Plan has included extensive public consultation and engagement. The Examination in Public in relation to the housing and legal compliance hearings was undertaken in February 2015. Subject to confirmation, the hearing sessions on the remaining policies in the Plan (including employment and retail) will take place in late June.

• Enabling closer collaboration between the District and County Council with the introduction of the Maldon District Locality Board. Focusing on strategic issues requiring close joint working, the Board has adopted the principles of prioritising delivery; putting communities and customers first; innovative, efficient and flexibly working; respect and accountability, and transparent and well informed decision making

• A successful bid to the Coastal Communities Fund of £292,000 to support the development of tourism initiatives in the District

• Rigorous strategic and financial planning to achieve necessary year on year substantial efficiency savings through various approaches including additional income generation, cost avoidance and a review of underspends, as well as seeking to yield further savings from transformation and a senior management restructure in future years

• Recognition by both the DCLG and the Rural Services Network as the top Essex Authority in consistently preventing homelessness, and identified as high performing when benchmarked nationally

• A high performing benefit fraud function that, in response to a dramatic rise in the number of referrals, has secured a considerable increase in sanctions action undertaken and overpayment value identified, penalties issued and successful prosecutions secured

• Adoption of an Economic Prosperity Strategy (2013-2029) for the District and action planning focusing on increasing the supply of high quality, flexible premises, supporting diversification and enterprise, improving skills and training provision, and improving connectivity

• Securing £150,000 from a Magnox socio-economic fund to assist in co-ordinating projects to mitigate the adverse effects on the local economy resulting from the formal closure of Bradwell Power Station in 2015, and the setting up of a Bradwell Improvement Group to oversee further such funding bids

• Short-listing of the Council’s Land Charges Service for the prestigious national award ‘Most improved National Land Information Service’ category in the 2013 Land Data Local Land Charges Awards for Excellence, in recognition of councils pushing boundaries to shape the future of the industry
Benefits of working for Maldon District Council

Below is just a flavour of the benefits the Council has to offer you:

Pay and benefits:

• Local Government Pension Scheme
  Defined benefit scheme – Career Average Revalued Earnings [CARE]
• Generous leave entitlement
• 8 bank holidays per annum
• Free parking
• Confidential 24 hour information and counselling service
• Salary sacrifice car lease scheme
• Cycle to work scheme
• Assistance with child care
• Relocation package – if applicable
• The payment of one annual professional fee – if applicable
• Financial support for professional qualifications – if applicable

Family friendly employment policies:

• Special and family leave provisions
• A range of work / life balance policies including flexible working, job share and term time working

Education and personal development

• An induction programme and annual appraisal
• In house and external training
• Access to formal qualifications
• A commitment to continuous personal development

Other lifestyle benefits

• Free health and well-being events and promotions
• The Maldon ‘Big Sing’

Valuing diversity

We are committed to recruiting, developing and retaining the most talented people and valuing the varied skills and experience they bring to us in Maldon and to ensure applicants are considered solely on the basis of their skills and abilities. We monitor applications as part of our equalities monitoring activities.