



EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall on
Friday, 27th November, 2015 at 9.30 am

MEMBERSHIP

Councillors

B Anderson
J Bentley
D Coupar
A Lowe
M Rafique
B Urry

Agenda compiled by:
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A G E N D A

| Item No | Ward/Equal Opportunities | Item Not Open | | Page No |
|---------|--------------------------|---------------|--|---------|
| 1 | | | <p>ELECTION OF CHAIR</p> <p>To seek nominations and appoint a Chair of the Committee for the duration of this recruitment exercise.</p> | |
| 2 | | | <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p> | |
| 3 | | | <p>EXCLUSION OF PUBLIC</p> <p>To resolve that the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.</p> | |
| 4 | | | <p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p> | |

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| 5 | | | <p>GOVERNANCE ARRANGEMENTS RELATING TO THE RECRUITMENT TO THE POST OF CHIEF OFFICER (COMMUNITIES)</p> <p>To receive a report of the City Solicitor which provides Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Chief Officer (Communities).</p> | 1 - 12 |
| 6 | | (Appendix 2 Only (10.4.(1) &(2)) | <p>HR REPORT - GOVERNANCE</p> <p>To receive a report of the Chief Officer (HR)</p> <p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p> | 13 - 22 |

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CONFIDENTIAL AND EXEMPT ITEMS

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person’s civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime



Report author: G Watson / P
Garnett
Tel: 51632

Report of City Solicitor

Report to the Employment Committee

Date: 27th November 2015

Subject: Governance Arrangements Relating to the Recruitment to the Post of Chief Officer (Communities)

| | |
|--|---|
| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

1 Purpose of this report

- 1.1 The Employment Committee has been established by full council ‘appoint or dismiss or take disciplinary action against’ those senior officers, as defined within the Officer Employment Procedure Rules and the Committee’s Terms of Reference.
- 1.2 The purpose of this report is to provide Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Chief Officer (Communities).

2 Main issues

- 2.1 Quorum and Membership – The Constitution requires that the membership of an Employment Committee be a minimum of 3 and must include one member of the Executive. In line with the political composition of the Council membership of this Committee will be:

| | | |
|--------|--------------|--------------------|
| Labour | Conservative | Liberal Democratic |
| 4 | 1 | 1 |

- 2.2 Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 2.3 Meeting Adjournments We are advised by HR that this recruitment exercise will not require several distinct sessions; including long listing and short listing exercises and a formal interview session. There will be one session which will act as the formal interview.
- 2.4 Exempt information The Council's Access to Information Procedure Rules allow for a Committee to resolve to exclude the public and press from those parts of the meeting where it is likely that in view of the nature of the business to be transacted, confidential or 'exempt' information will be disclosed and that the Committee deems that maintaining the exemption outweighs the public interest in disclosing the information. Given the nature of the information being considered as part of this recruitment exercise it will be necessary for the committee consider making such a resolution under agenda item 7.
- 2.5 Officer Employment Procedure Rules Attached at Appendix A are the Officer Employment Procedure Rules, the committee must conduct proceedings and make decisions in accordance with these rules.

3 Corporate Considerations

3.1 Consultation and Engagement

- 3.1.1 The necessary consultation has been undertaken with relevant legal officers upon the decision making processes, as outlined within this report.
- 3.1.2 At the commencement of each Employment Committee cycle, the relevant Group Whips are consulted upon the membership arrangements for that Committee.

3.2 Equality and Diversity / Cohesion and Integration

- 3.2.1 No implications

3.3 Council policies and City Priorities

- 3.3.1 The aim of this report, which is to ensure consistency and transparency of decision making throughout each Employment Committee recruitment process supports the ambition to be "The Best City and Best Council" and is consistent with Council values.

3.4 Resources and value for money

- 3.4.1 No implications

3.5 Legal Implications, Access to Information and Call In

- 3.5.1 The aim of this report is to inform Members of the Constitutional and legal requirements are met as part of the Employment Committee decision making process.
- 3.5.2 The Council's Access to Information Procedure Rules allow for a Committee to resolve to exclude the public and press from those parts of the meeting where it is likely that in view of the nature of the business to be transacted, confidential or 'exempt' information will be disclosed and that the Committee deems that maintaining the exemption outweighs the public interest in disclosing the information. Given the nature of the matters considered by Employment Committee, this report provides Members with background and guidance on the consideration and disclosure of exempt and confidential information.
- 3.5.3 The report is not subject to Call In.

3.6 Risk Management

- 3.6.1 The purpose of this report is to minimise any risks around the Committee's decision making processes and to ensure that the Committee's decisions are taken in line with all Constitutional and legal requirements.

4 Conclusions

- 4.7 This report provides Members with an overview of the governance arrangements and format for the Employment Committee.

5 Recommendations

The Committee is recommended to note:-

- (i) The governance arrangements and format relating to the Employment Committee; and
- (ii) The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information

6 Background documents¹

- 6.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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OFFICER EMPLOYMENT PROCEDURE RULES

1.0 RECRUITMENT AND APPOINTMENT

1.1 Declarations

- (a) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons. A candidate who fails to declare such relationship will be automatically disqualified from such appointment with immediate effect.
- (b) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Director or an officer nominated by him/her for that purpose.
- (c) Every Member and senior officer of the Council shall disclose to the relevant Director any relationship known to that person to exist with a candidate for any appointment. It shall be the duty of the relevant Director to report to the Council or to the appropriate Committee or Sub-Committee including any Member or officer to whom power has been delegated to make an appointment, any such disclosure made by a candidate, Member, or senior officer.
- (d) Directors shall record in a book to be kept for the purpose particulars of such disclosure made under this Rule.
- (e) Where relationship to a Member of the Council is disclosed, that Member shall withdraw from the meeting while the appointment is under consideration.

1.2 Seeking support for appointment

- (a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (b) No Councillor will seek support for any person for any appointment with the Council.

1.3 Equal Opportunities

The Council will not unlawfully discriminate in the recruitment and appointment of officers and all appointments shall be made on merit.

2.0 RECRUITMENT OF HEAD OF PAID SERVICE AND DIRECTORS

2.1 Where the Council proposes to appoint a Head of Paid Service or a Director¹ the Council will:

- (a) draw up a statement specifying:
 - (i) the duties of the officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.

2.2 Where a post has been advertised as provided in Rule 2.1, the authority shall:-

- (a) interview all qualified applicants for the post, or
- (b) select a shortlist of such qualified applicants and interview those included on the shortlist.
- (c) Members of the Executive will be given the names of those candidates to be interviewed.

2.3 Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with Rule 2.1(b).

¹ "Directors" for the purpose of paragraph 4.1 and "Director" for the purposes of paragraphs 2.1, 4.2 to 4.2.5 and 7.3 and 7.4 shall mean any officer(s) referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:

- the Deputy Chief Executive, those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the Chief Executive in relation to most or all of the duties of their posts; and
- any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.

3.0 APPOINTMENT OF HEAD OF PAID SERVICE

- 3.1 Following a recommendation of the Employment Committee that a particular candidate should be appointed to the post of Head of Paid Service, the Proper Officer shall notify every member of the Executive of the following:
- 3.1.1 The name of the person to whom the Employment Committee recommends that the post be offered;
 - 3.1.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer²;
 - 3.1.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
- 3.2 The full Council may only make an offer of appointment to the post of Head of Paid Service to the person recommended by the Employment Committee provided that:
- 3.2.1 The Proper Officer has, within the period specified in the notice under paragraph 3.1.3, notified the full Council that each member of the Executive has stated that they do not have any objection to the making of the offer; or
 - 3.2.2 The Proper Officer has notified the full Council that no objection was received by him from any member of the Executive within the specified period; or
 - 3.2.3 The full Council is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee³.

² It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the identity of the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.

³ It will be a matter for the full Council to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

4.0 APPOINTMENT OF DIRECTORS

- 4.1 The Employment Committee will appoint Directors.
- 4.2 Before the Employment Committee makes an offer of appointment to the post of Director, the Proper Officer shall notify every member of the Executive of the following:
 - 4.2.1 The name of the person to whom the Employment Committee intends to offer the post;
 - 4.2.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer⁴;
 - 4.2.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
 - 4.2.4 The Employment Committee may only make the offer of appointment provided that:
 - 4.2.5 The Proper Officer has, within the period specified in the notice under paragraph 4.2.3, notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the making of the offer; or
 - 4.2.6 The Proper Officer has notified the Employment Committee that no objection was received by him from any member of the Executive within the specified period; or
 - 4.2.7 The Employment Committee is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee⁵.

⁴ It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.

⁵ It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

5.0 OTHER APPOINTMENTS

- 5.1 **Officers below Director.** Appointment of officers below Directors (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.
- 5.2 **Assistants to political groups.** Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

6.0 DISCIPLINARY ACTION

- 6.1 **Suspension.** The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct.
- 6.2 Councillors will not be involved in the disciplinary process in respect of any officer below Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct.

7.0 DISMISSAL AND OTHER DISCIPLINARY ACTION

- 7.1 Councillors will not be involved in the dismissal of any officer below Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct.
- 7.2 **The Head of Paid Service, Chief Finance Officer and Monitoring Officer**
- 7.2.1 Subject to the provisions of paragraph 7.4, the Employment Committee may take disciplinary action short of dismissal or recommend to full Council that the Head of Paid Service, Chief Finance Officer or Monitoring Officer be dismissed. Only full council can approve the dismissal of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer (referred to below in each case as “the relevant officer”).
- 7.2.2 Before taking a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular-
- (a) any advice, views or recommendations of an independent panel⁶.
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representations from the relevant officer.
- 7.2.3 The independent panel referred to must be appointed by the authority at least 20 days before the relevant meeting and should comprise a minimum of two independent panel members.

7.3 Directors

⁶ Appointed under s.102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

- 7.3.1 Subject to paragraph 7.4 and (in the case of the Chief Finance Officer and the Monitoring Officer) paragraphs 7.2.1 to 7.2.3, the Employment Committee may dismiss or take disciplinary action short of dismissal in respect of Directors.
- 7.4 Notice of dismissal of a Director (falling within the definition under footnote 1 above) must not be given until the Proper Officer has notified every member of the Executive of the following:
- 7.4.1 the name of the person who the Employment Committee proposes to dismiss;
- 7.4.2 any other particulars relevant to the dismissal⁷; and
- 7.4.3 the period within which any objection to the dismissal is to be made by any member of the Executive to the Proper Officer; and either:
- 7.4.4 the Proper Officer has within the specified period notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the dismissal; or
- 7.4.5 the Proper Officer has notified the Employment Committee that no objection was received by him within the specified period from any member of the Executive; or
- 7.4.6 the Employment Committee is satisfied that any objection received is not material and/or is not well-founded⁸.

8.0 POLITICAL ASSISTANTS

- 8.1 Not more than one political assistant's post shall be allocated by the Council, from time to time, to each of the qualifying political groups into which the Council is divided.
- 8.2 No appointment to a political assistant's post shall be made until the Council has allocated such a post to each qualifying political group.
- 8.3 For the purpose of this Rule, a "qualifying political group" means a political group which qualifies for the allocation to it of a political assistant's post in accordance with sub-sections 6 and 7 of Section 9 of the Local Government and Housing Act 1989.

9.0 POLITICAL RESTRICTIONS ON COUNCIL EMPLOYEES

⁷ It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes.

⁸ It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

- 9.1 All persons exercising powers of appointment, shall do so only in accordance with the legislative provisions restricting political activity as detailed in the Local Government Act 1972 and the Local Government and Housing Act 1989.
- 9.2 The Head of Paid Service will, in accordance with the Local Government and Housing Act 1989 and if requested to do so, determine whether to grant or revoke exemptions to posts from inclusion on the list of politically restricted posts maintained by the Council. In carrying out these functions, the Head of Paid Service will consult the Monitoring Officer.
- 9.3 Directors have a duty to apply to the Head of Paid Service to revoke any exemption to inclusion on the list of politically restricted posts, for a post within their service area, where the duties of that post have substantially changed and/or where the Director believes that the exemption is no longer appropriate.
- 9.4 The Chief Officer (Human Resources) will maintain a list of all politically restricted posts within the Council. Directors have a duty to inform the Chief Officer (Human Resources) of any post within their structures which should be included on the list of politically restricted posts under the Local Government and Housing Act 1989.

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Report of the Chief Officer (HR)

Report to the Employment Committee

Date: 27th November 2015

Subject: Appointment of Chief Officer Communities, Citizens and Communities

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|--|-----|
| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | No |
| Are there implications for equality and diversity and cohesion and integration? | Yes |
| Is the decision eligible for Call-In? | No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix 3 is exempt under rule (10.4 (1) & (2)) | Yes |

Summary of main issues

This report outlines the background to the recruitment of the post of Chief Officer (Communities) in the Citizens and Communities Directorate.

The Communities function is a critical aspect of the council's work to support communities and ensure local needs are understood and effectively responded to.

The report outlines the recruitment stages for the post.

Recommendations:

The Employment Committee is asked to:

- Agree to the permanent recruitment of the post of Chief Officer, Communities.
- Following the interview and selection process make a recommendation for appointment.

1 Purpose of this report

- 1.1 This report outlines the reasons for the permanent appointment to the vacant post of Chief Officer (Communities), graded Director 70% in the Citizens and Communities directorate.

2 Background information

- 2.2 The Chief Officer (Communities) is responsible for the strategic leadership and direction for a range of community related functions. The communities team incorporates delivery of the council's locality working arrangements (community committees and area working); equalities; migration; volunteering; third sector relationships and infrastructure; provision of community centres and support for the Communities Board.
- 2.3 The post will provide strategic leadership of the Communities function and ensure the Service contributes to the achievement of related objectives in the Best Council Plan.

3 Main issues

- 3.1 The previous post holder left under the council's early leavers' initiative in March 2015. As part of the business case to retain the post the post was downgraded from Director 75% to Director 70% along with the deletion of a further post at Director 60% level when it becomes vacant in March 2016.
- 3.2 The post was initially filled on an acting up basis due to the previous postholder being on sick leave to ensure continuity and Shaid Mahmood has been undertaking this role since February 2015.
- 3.3 The post has now been advertised across the council so that Members can make a permanent appointment.
- 3.4 The Job Description for the post is attached and has been evaluated in line with Leeds City Councils processes for JNC posts. (Appendix 1)
- 3.5 The recruitment process has been co-ordinated by the Human Resources team. The recruitment process followed was:
- Post advertised internally within the Council from 5th November 2015 to 16th November 2015
 - Application forms submitted
 - Two applications were received and officers have advised that both candidates should be shortlisted
 - Member interview panel
- 3.6 The application forms received are attached to the Employment Committee report as Exempt Appendix 2.

4 Corporate Considerations

- 4.1 **Consultation and Engagement** - The proposals contained in this report have been consulted upon with the leadership of the Council and with key partners. There is a consensus that the proposal is a pragmatic and sensible approach for the next period to help contribute to the future development of the Communities

agenda in Leeds, whilst maintaining the quality and outcomes of existing services. The trade unions have been informed of the proposed appointment and have not raised any objections.

- 4.2 **Equality and Diversity / Cohesion and Integration** - This post will have a significant impact on the delivery of the council's locality working arrangements (community committees and area working); equalities; migration; volunteering; third sector relationships and infrastructure; provision of community centres and support for the Communities.
- 4.3 **Council policies and the Best Council Plan** - This post will make a significant contribution to the Best Council Plan objectives.
- 4.4 **Resources and value for money** - The post has been appropriately graded in line with the Council's Job Evaluation processes.
- 4.5 **Legal Implications, Access to Information and Call In** - This post is a Member appointment given its reporting lines and will be recruited to in accordance with Officer Employment Procedure Rules. The information contained in this report is exempt. Appendix II attached to this report relates to the personal details of Council employees applying for employment within the authority. It is considered that since this information relates to the personal details of Council Employees it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to prejudice the Council's ability to recruit effectively to similar posts in the future. It is therefore considered that this element of the report should be treated as exempt under Rule 10.4.(1) and (2) of the Access to Information Procedure Rules.
- 4.6 **Risk Management** - The Communities function in Citizens and Communities are of strategic importance to the effective delivery of services within the council.

5 Conclusions

- 5.1 Members of the Employment Committee are asked to agree the content of this report.

6 Recommendations

- 6.1 The Employment Committee is asked to agree the following:
- 6.1.1 Agree to the recruitment of the permanent post of Chief Officer, Communities.
 - 6.1.2 Following the interview and selection process make a recommendation for appointment.

7 Background documents¹

¹ The background documents listed in this section are available to download from the Council's website,

7.1 None

Appendixes for the report

Appendix 1 Job description

Appendix 2 Application forms Shortlisted candidates to be distributed under separate cover (Designated as exempt from publication under the provision of Access to Information Procedure Rules 10.4 (1) and (2)) To Follow)

unless they contain confidential or exempt information. The list of background documents does not include published works.

Leeds City Council

Citizens and Communities

Job Description and Employee Specification

| | | |
|------------------------|---|----------------------------|
| Job Title: | Chief Officer (Communities) | Grade: Dir 70% |
| Accountable to: | Assistant Chief Executive (Citizens and Communities) | Dated: October 2015 |

Job Purpose:

The Chief Officer (Communities) is responsible for the strategic leadership and direction of the council's communities functions. The communities team incorporates delivery of the council's locality working arrangements (community committees and area working); equalities; migration; volunteering; third sector relationships and infrastructure; provision of community centres and support for the Communities Board. The postholder will be specifically responsible for:

- Leading the delivery of locality working to ensure genuine and effective engagement with local communities, which results in improved and tailored services that are delivered by those best placed to do so and in a way that meet the needs of the local people.
- Effectively leading the council's corporate activities in regard to equality and diversity; migration; volunteering; third sector relationships and infrastructure; provision of community centres and support for the Communities Board.
- Working across the council and relevant partnerships to ensure the delivery of all relevant strategic outcomes and objectives whilst actively promoting the council's values.
- Influencing and contributing to the broader responsibilities of the Citizens and Communities directorate.
- Influencing and contributing to the wider issue of strategy and policy development and prioritisation for both the city and the city council.

Context:

With an emphasis on strong influential leadership, this role operates within the context of the Best Council Plan. Directors and Assistant Chief Executives have overall accountability for ensuring delivery of the council's outcomes. Within service areas, Chief Officers, as principal operational managers of the council's services, are primarily responsible for delivering the Council's services to meet agreed outcomes and objectives. Within support and corporate policy functions, Chief Officers also provide the professional lead for an important area of the council's activities.

Key Accountabilities:

- Leading the council's locality working agenda to ensure improved outcomes for local people.
- Leading and managing the council's corporate responsibilities in regard to equality, diversity, cohesion, integration and migration both internally and externally.
- Leading and managing the council's corporate volunteering responsibilities.
- Establish effective support and commissioning relationships with key third sector partners and organisations.
- Leading and managing the provision of community centres across the city.
- Developing and supporting the Communities strategic partnership board and sub-board arrangements.
- Contribute to the delivery of improved services which meet the needs of our citizens and stakeholders.
- Manage service performance, outcomes, targets and objectives within the approved budget for the service.
- Maintain a comprehensive knowledge of local, regional, national and international issues to influence both city-wide and city council policy and practice as necessary
- Represent the city on related issues seeking to influence others including partners, government and other key regional, national and international stakeholders.
- Meet agreed objectives as laid out in the city's corporate planning arrangements, ensuring compliance with legislation and, where appropriate, national standards, in pursuit of excellence in service delivery.
- Actively support the council's corporate leadership team in ensuring that our organisational developments and improvements remain focused on delivering improved outcomes for local people.
- Lead managers within the service to develop a high performing workforce and manage resources in line with the cities agreed priorities.
- Promote and support the adoption of all policies relating to Information Governance, (Information Management, Data Quality, Information Sharing, Data Security, Records Management and Information Compliance) to ensure the council's information is appropriately protected and treated as an asset.
- Promoting and delivering positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery; wider community engagement activity; and other human resource areas
- Understanding and working within the council's governance framework
- Undertaking effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.

- Supporting open, responsive and accountable governance and compliance with financial and procurement procedures.
- Managing all aspects of risk and being accountable for the safety of staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.
- Being accountable for ensuring service compliance with all council policies.
- Leading and advising on partnership and locality working, and policy development matters for the council's elected members; corporate leadership team; other senior officers and partners.

Person Specification

- **Leadership and Management**
 - Credibility in a senior management position working collaboratively to deliver outcomes for citizens, customers and stakeholders
 - Ability to lead and manage teams to achieve significant sustainable service improvements and outstanding results in a multidisciplinary environment
 - Ability to develop a culture of high performance in partnership and policy developments
 - Ability to work successfully across a range of different cultures and with a wide range of stakeholders to create, communicate and gain ownership of a shared vision and direction
- **Partnership**
 - Ability to forge and drives successful partnerships, pilots and programmes with a wide range of internal and external bodies to successfully deliver cross sector projects and outcomes
 - Experience of leading on a range of partnership related matters at local, regional or a national level
 - Ability to promote the city and the council's reputation and status at a local, regional and national level
 - Experience and commitment to the engagement of relevant citizens, customers, communities and stakeholders in decision making processes
- **Working In A Political Environment**
 - Understanding, sensitivity and experience of working successfully within a political context and governance framework,
 - Experience of productive collaborative working at senior level having confidence and perspective to facilitate open and honest relationships with elected members and partners
 - Ability to develop and maintain constructive relationships with elected members, giving advice and influencing policy in a variety of forums
- **Change and Service Improvement**
 - Understanding of the needs of communities to deliver improved outcomes for citizens, customers and stakeholders
 - Ability to develop practical and creative solutions to improve service and resolve corporate problems
 - Ability to create and lead major organisational and cultural transformation to create high performance in a complex and demanding environment

- Ability to develop, lead and implement operational and organisational change strategies
- Resource and Service management
 - Experience of successful strategic and operational resource management, including the evaluation of competing priorities.
 - Evidence of an ability to manage and transform performance to achieve outcomes and objectives within agreed boundaries
 - Track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and prevent discrimination
 - Understanding and application of risk management and health and safety principles and requirements
- Governance
 - Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services
 - Experience of developing and managing a transparent framework for compliance with national, regional and local requirements
- Professional and Technical
 - Professional integrity, commitment to maintaining and sharing own knowledge
 - Ability to maintain and apply up-to-date knowledge of current thinking and developments within professional and technical area of expertise
 - A successful track record of giving timely and appropriate professional advice at a senior management, senior partner and political level having due regard for political issues both with a big and small “p”
 - Ability to maximise contribution by having a broader outlook and an ability to understand and operate within the “bigger picture”
- Personal Style , Skills and Behaviour
 - Ability to think strategically with a strong corporate orientation balanced with and ability to “ground” this with operational responsibility and accountability
 - Ability to develop trust with an engaging, collaborative and inclusive way of working
 - Outstanding communication, and straightforward language, adapting style as appropriate to ensure engagement by others
 - Highly developed networking, partnership, advocacy, negotiating and presentation skills
 - High degree of personal integrity with commitment to fairness, equality and diversity
 - Commitment to the organisation, being an ambassador and representative of the city and of the city council
 - Diplomatic, approachable and respectful being open, honest and responsive
 - Seeking agreement and consensus but prepared to constructively challenge
 - Taking ownership for informed decisions and delivering outcomes
 - Resolving problems creatively, pragmatically and flexibly

Post Specific

- An understanding of policy development in a local government context and an ability to lead such corporate activity across both the council and partners.
- An understanding of the locality agenda and an ability to drive effective locality working which results in improved outcomes for communities.

- An ability to influence others locally, regionally, nationally and internationally to further Leeds' policy aims.
 - An ability to understand complex issues and develop policy approaches aimed at securing improvement and the delivery of better outcomes.
 - Ability to understand complex performance matters and have the confidence to challenge senior officers, members and partners on performance issues.
- Qualifications
 - Membership of relevant professional bodies is desirable

Signed: James Rogers

Date: 14th October 2015

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