



EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds on
Monday, 1st February, 2016 at 1.30 pm

MEMBERSHIP

Councillors

D Coupar
S Golton
G Latty
J Lewis
L Mulherin
A Ogilvie

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>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>GOVERNANCE ARRANGEMENTS RELATING TO THE RECRUITMENT TO THE POST OF CHIEF OFFICER (HEALTH PARTNERSHIPS)</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 (Health Partnerships).</p>	1 - 12
7			<p>APPOINTMENT OF CHIEF OFFICER HEALTH PARTNERSHIPS, ADULT SOCIAL SERVICES</p> <p>To receive a report of the Chief Officer HR which outlines the reasons for the temporary replacement of the vacant Chief Officer Health Partnerships, Adult Social Services.</p> <p>Recruitment Pack To Follow.</p>	13 - 26

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<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>	



Report author: G Watson / P
Garnett
Tel: 51632

Report of City Solicitor

Report to the Employment Committee

Date: 1st February 2016

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

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 to ‘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 (Health Partnerships).

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 3.
- 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 *Chief HR Officer*

Report to *Employment Committee*

Date: *1st February 2016*

Subject: *Appointment of Chief Officer Health Partnerships, Adult Social Services*

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 3 is exempt under rule (10.4 (1) & (2))	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

This report outlines the recruitment to the post of Chief Officer Health Partnerships, Adult Social Services initially on a temporary basis.

The health and social care partnerships relationships are a critical aspect of developing a full portfolio of services for Adults across the City of Leeds. The appointment of a Chief Officer for between 9 to 12 months on a temporary / secondment basis based in Adult Social Services will best facilitate developing options for the future arrangements with partners, particularly Health providers, in the city.

The report outlines the recruitment stages for the post.

Recommendations

4. The Employment Committee is asked to:

4.1 Agree to the recruitment of the post of Chief Officer, Health Partnerships Adult Social Services on a temporary or secondment basis following the resignation of the current postholder.

4.2 Following shortlisting, the interview and selection process make a recommendation for appointment.

1 Purpose of this report

- 1.1 This report outlines the reasons for the temporary replacement of the vacant Chief Officer Health Partnerships, Adult Social Services.

2 Background information

- 2.1 The health and social care world has been one of changing policies, vision and strategies to which Leeds has responded well. A key aspect of the Authority's response has been the effective delivery of strong partnerships arrangements with the health, independent and voluntary sectors.
- 2.2 The "Better Lives for Leeds" strategy recognises the need to develop and strengthen the health and well-being partnerships for people in the city.
- 2.3 The position responsible for our health partnership arrangements is currently vacant and this provides an opportunity to assess the medium to long term requirements in this area.

3 Main issues

- 3.1 Through effective partnerships, Leeds has helped develop the better care fund, integration and pioneer work within the City to ensure value for money and the delivery of effective outcomes. With deepening financial challenges, the time has now come to consider how to take forward our partnerships in order to ensure that we are both maximising value for money and delivering improved outcomes.
- 3.2 The next stage of this development will be to enhance our joint working, especially with our health partners, developing a commissioning capacity which supports the increasingly integrated world of Health and Social Care and recognises the dependencies with each.
- 3.3 By the temporary replacement post, the Directorate is giving the Authority the maximum flexibility in considering a range of organisational relationships for managing our future partnership arrangements, whilst at the same time providing sufficient strategic leadership and direction to support existing activities and functions.
- 3.4 The Chief Officer Health Partnerships will lead on the Health and Wellbeing agenda across the Partnership including Adult Social Care, Children's Services and Public Health delivering transformation and implementing change across the city in line with legislation, being accountable for the delivery of agreed outcomes, targets and objectives as set by the Director. The Chief Officer Health Partnerships will be strategically responsible for the development and delivery of an agenda of city-wide change and the on-going service development with partners within and external to the Council to improve the wellbeing of the population through an effective Health and Wellbeing Strategy.

The post-holder will take responsibility for the professional coordination of support to the Health and Wellbeing Board and relevant partnerships with the NHS,

Healthwatch, citizens, and external partners working closely with elected members and the Directors of Children's Services, Adult Social Services and Public Health.
. The postholder will be a member of the Best Council Leadership Team.

3.5 The Job Description for the post has been attached (Appendix 1)

3.7 Given the temporary nature of the post, an assessment has been made that the recruitment process should be open to appropriately graded employees within the council and our health partners . The post will have duration of 9 to 12 months by which time proposals for new arrangements for partnerships will be developed.

3.8 The recruitment process has been co-ordinated by Human Resources

The recruitment process followed was:

- Expression of Interest requested – Open to all Council JNC or equivalent postholders and the city's key health partners (Leeds Teaching Hospitals Trust, Leeds Community Health, Leeds and York Foundation Trust and the 3 Clinical Commissioning Groups
- Expression of interest forms plus a CV submitted – 2 page maximum
- Member shortlisting and interview panel

Their expression of interest applications will be sent under separate cover

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The proposals contained in this report have been consulted 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 health partnerships in Leeds, whilst maintaining the quality and outcomes of existing services. .

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This post has had an equality impact assessment. (Appendix 2)

4.3 Council policies and the Best Council Plan

4.3.1 This post will make a significant contribution to the Better Lives strategy and Best Council Plan objectives. It will also play a leading role in a number of the key Breakthrough projects especially making Leeds the best place to grow old in.

4.4 Resources and value for money

4.4.1 The proposal for a 9 to 12 month contract provides flexibility in this area. The grade remains the same so no impact on the budget.

Legal Implications, Access to Information and Call In

4.4.2 This post is a Member appointment given its reporting lines and will be recruited to in accordance with Officer Employment Procedure Rules.

- 4.5.3 The information in exempt. Candidate details will be sent to panel members under separate confidential cover.

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.

4.5 Risk Management

- 4.5.1 The health partnerships arrangements in Adult Social Services are of strategic importance to the effective delivery of services both within the council, health service and the social care market in Leeds. Failure to provide appropriate leadership and strategic direction in the next period would pose a significant risk.

5 Conclusions

- 5.1 Members of the Employment Committee are 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 temporary post of Chief Officer, Health Partnerships, Adult Social Services.
- 6.1.2 Following the interview and selection process make a recommendation for appointment.

7 Background documents¹

- 7.1 N/A

Appendixes for the report

- Appendix 1 Job description
Appendix 2 Equality screening report

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.

Leeds City Council

Job Description and Person Specification

Job Title: Chief Officer
Health Partnerships **Date:** December 2012

Accountable to: Director of Adult Social Services **Grade:** Dir 70% Job

Purpose:

Working as part of the Best Council leadership team, you will live and model values and behaviours to help us to achieve our ambition to become the best city council in the country, and the best city in the UK.

The Chief Officer Health Partnerships will lead on the Health and Wellbeing agenda across the Partnership including Adult Social Care, Children's Services and Public Health delivering transformation and implementing change across the city in line with legislation, being accountable for the delivery of agreed outcomes, targets and objectives as set by the Director. The Chief Officer Health Partnerships will be strategically responsible for the development and delivery of an agenda of city-wide change and the on-going service development with partners within and external to the Council to improve the wellbeing of the population through an effective Health and Wellbeing Strategy.

The post-holder will take responsibility for the professional coordination of support to the Health and Wellbeing Board and relevant partnerships with the NHS, Healthwatch, citizens, and external partners working closely with elected members and the Directors of Children's Services, Adult Social Services and Public Health.

Key accountabilities:

General

- Person centred in your ideas, language and actions, constantly striving to improve through outcomes for older people and vulnerable adults in Leeds
- Enhance public and private sector relationships to help to bring the city together
- Positively and effectively lead, shape and influence the active partners to deliver the City Priorities in relation to Children's Services, Adult Social Care and Public Health Health and Wellbeing and actively promoting Council values
- To develop, in partnership with others both within and outside the Council, strategies and frameworks to shape future service provision to ensure a proactive Leeds approach in line with the 'Better Lives' programme and Care Act 2014
- Build strong and dynamic relationships and trust with politicians, partners, stakeholders, adults and their carers, communities and external agencies to enhance profile and reputation
- To develop and enhance partnership relationships to help to bring the city together and joining up the approaches of the public, private and third sector
- Support Adult Social Care to facilitate a city wide approach to ensure the effective co-ordination of resources (financial, human, physical or other) which supports an

approach which is needs led and focussed on the social care outcomes for adults and their carers, especially those whose circumstances increase their vulnerability.

- Anticipate emerging issues/changing context and develop strategies quickly to solve problems or seize opportunities
- Lead by example, fostering effective joint working and build teams which deliver outcomes.
- Identify links between societal and economic trends, stakeholder concerns, the policy agenda and service issues
- Effectively engage and consult service users, staff, councillors, trade unions, partners and other stakeholders to inform the Leeds response to Health and Wellbeing and Social Care Reforms
- Provide professional direction and support to immediate line reports creating an organisational climate of learning and continuous improvement so that services improve outcomes for all and are organised around the social care needs of adults and their families
- As part of the Adult Social Care Leadership Team be prepared to represent the directorate on matters relating to the leadership, management and development of social care services to adults

Specific

- On behalf of the directorate ensure the successful implementation across the Council of the Health and Social Care Legislation, particularly the new statutory responsibilities, where necessary initiating council wide project and risk management tools.
- On behalf of the directorate, maintain a strategic overview nationally, regionally and locally of the public health, healthcare and social care system, anticipating issues and emerging opportunities as they arise.
- Ensure that, during the transition period, key local strategic developments (in particular the Health and Social Care Transformation programmes, Children's Services transformation and the Health and Wellbeing Board) are connected, that communication between partners is effective and that appropriate governance arrangements are in place for significant decisions.
- On behalf of the Leadership Team of the Council, develop the vision, governance arrangements, work programme, functions and structures of the statutory Health and Wellbeing Board and the interface with the Children's Trust Board.
- Working with Leeds CCGs, NHS England and Public Health England at both a regional and national level, play a lead role on behalf of the Council in informing and assisting in the development of policy and the functions and structures for joint commissioning, governance arrangements, functions and structures for joint commissioning of adult health and social care services.
- At a local level, working closely with Leeds CCGs, ensure that the council's policies and plans are influencing and being influenced by developments in health commissioning, public health and the wider wellbeing agenda.
- Inform, support and assist health and social care service transformation programmes. Support the public health transition programme in developing and coordinating their work across all Council directorates

- Actively promote and develop the local authority's Health and Wellbeing Strategy with Leeds CCGs and wider partners.
- Ensure that the work of area based health and wellbeing partnerships is coordinated at a city wide level through the Health and Wellbeing board and that it is shaping and influencing both the city-wide as well as area based priorities.
- Under the leadership of the three Directors, coordinate and develop the role of elected members in the health and wellbeing programme for the city, and also ensuring that wider democratic legitimacy is maintained. This will include the preparation of regular reports requiring decisions for the Executive Board, and reports on policy, implementation and performance issues for Scrutiny Boards. Individual Executive Board members and lead members will require regular briefings and advice on issues and progress related to the work programme.

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of assessment [Application/Interview/Test/Other]
1. Degree qualification	*	Application and Verification
2. Management Diploma or equivalent		Application and Verification
3. Membership of relevant professional bodies		Application and Verification
4. Evidence of post qualification CPD	*	Application and Verification
5. Credibility in a Senior Management position working collaboratively to deliver outcomes for citizens, customers and stakeholders	*	Interview
6. Demonstrate drive, energy, resilience and self-management skills as well as integrity, openness and awareness of others	*	Interview
7. Ability to present complex information in a clear and concise manner using a variety of presentational formats.	*	Assessment
8. Experience of having implemented strategies leading to successful business outcomes.	*	Interview
9. Ability to provide visible and supportive leadership which empowers, enables and develops managers and staff in a range of functions and achieves results	*	Interview
10. Experience of successful leadership and management of large scale complex change programmes which reflect service needs, provide value for money, and maintain quality.	*	Interview
11. Experience of working within an environment which supports services to older people and vulnerable adults.		Application / Assessment / Interview

12. Knowledge of current local and national issues impacting upon the service and can demonstrate a clear linkage between effective resource management and the needs of the service user.	*	Application / Assessment / Interview
13. Ability to find and implement creative and innovative solutions to complex strategic problems.	*	Assessment
14. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships	*	Assessment
15. Ability to employ a range of leadership styles which focus on achieving results in terms of outcomes for managers and customers	*	Assessment
16. Evidence of working in a multi agency environment and forging and driving successful partnerships and programmes with a wide range of internal and external bodies to successfully deliver cross sector priorities and outcomes.	*	Interview
17. Demonstrate an understanding of the Health and Wellbeing Agenda and associated legislation.	*	Assessment / Interview
18. Ability to develop and maintain constructive relationships with elected members, giving advice around legislation and policy	*	Interview
19. Understanding/experience of using Outcomes Based Accountability methodology to drive service improvement.	*	Assessment / Interview

Core Competencies – all of the following are essential	Method of assessment [Application/Interview/test]
<u>Working as a Team for Leeds</u> Provide leadership and team working skills including ability to work with and through others ;implements corporate decisions with energy and vigour	Application /assessment / Interview
<u>Being Open, Honest and trusted</u> Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice	Application /assessment / Interview
<u>Working with Communities</u> Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment	Application /assessment / Interview
<u>Treating People Fairly</u> Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens	Application /assessment / Interview
<u>Spending money wisely</u> Sets high expectations of achievement across a range of	Application /assessment / Interview

strategic outcomes ;actively seeks out opportunities to improve delivery of services through partnership and feedback from service users	
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Whilst these competencies may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate they meet all of our competencies.

Equal Opportunities: Equal opportunities in the council is about making sure that everyone can fully join in the social, cultural, political and economic life of the city.

The City Council is committed to its value of Treating People Fairly, this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health & Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

Physical Conditions

The post holder will initially be based at the Directorate's headquarters in Enterprise House in the centre of Leeds, however the post-holder may be required as part of their duties to work in other locations throughout the city to effectively deliver their duties.

Leeds City Council has a no smoking policy.

Relationships: The post holder will be required to maintain effective relationships with staff at all levels within the Directorate and across the Council, Elected Members, external agencies, partners, stakeholders, adults and their carers and the general public.

Economic & Other Terms & Conditions	
Grade & Salary	Dir 70%, currently ranging from £73,464 to £80,811. Dependent upon appointment level, progression through the salary range is by annual incremental progression (effective from April each year). Basic pay is reviewed annually in line with national negotiations and any uplift paid from April.
Annual Leave:	28 days per leave year commencing April + 8 statutory bank holidays (rising to 33 days after the completion of 5 years' service).
Hours:	Contractual hours are 37 hours – Monday to Friday, in accordance with the needs of the service. The post-holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events.
Pension Scheme:	The role is eligible to join the Local Government Pension Scheme which is a final salary scheme based on contributions made by both the employee (currently 7.5%) and the Council. There is the opportunity (subject to application and meeting qualifying conditions) for transfers from previous pension schemes to be made.
Conditions of Service:	In accordance with the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities and supplemented by local agreements reached with trade unions recognised by the Council and by the Rules of Leeds City Council.
Special Conditions:	<ol style="list-style-type: none"> 1. This post is subject to a Disclosure and Barring Service (DBS) check 2. In discharging its functions the council is covered by the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 and you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile. This will not necessarily bar you from applying, it will depend on the nature of the position and the circumstances and background of your offences 3. The post is politically restricted under the terms of the Local Government and Housing Act 1989 4. All staff are required to complete a general declaration of interests upon appointment and annually thereafter (or at such intervals as may be required) 5. On appointment (subject to meeting certain criteria) the Council would be prepared to offer a relocation package in accordance with its Removal & Relocation Scheme up to a maximum value of £8000.

Job Description Prepared / Reviewed by: Name: Sandie Keene	Job Description Approved by: Human Resources Name: Carol Gill
Designation: Director of Adult Social Services Date: December 2012	Designation: Head of HR – Adult Social Care Date: December 2012

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Adult Social Services	Service area: Directorate
Lead person: Cath Roff	Contact number: 0113 378 3884

1. Title: Appointment to Chief Officer Health Partnerships, Adult Social Services

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify – Employment Appointment

2. Please provide a brief description of what you are screening

The proposal and recruitment to the new post of Chief Officer Health Partnerships, Adult Social Services

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	X	
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	X	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?**

The Job Description and Person Specification for this post gives clear expectations of this role. The recruitment process will be member lead and test and explore the commitment in relation to a number of equality areas such partnership working, fostering good relationship and addressing inequalities in the city.

The post itself will play a lead role to deliver constructive partnerships in the city within the existing well established frameworks and have the opportunity to further enhance our commitments to better, fairer outcomes to users of Leeds services.

- **Key findings**

The appointment of a strong candidate will enhance better equality outcomes through the effective fulfilling the functions of this role.

- **Actions**

The impact and assessment of this post will be managed through the Council's existing management, performance reporting and appraisal processes

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Carol Gill	Head of HR	15 th January 2016
Date screening completed 15 th January 2016		

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: