



EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall on
Thursday, 8th September, 2016 at 9.30 am

MEMBERSHIP

Councillors

B Cleasby

J Dowson

A Lamb

J Lewis

L Mulherin

M Rafique

Agenda compiled by:
Governance Services
Civic Hall
LEEDS LS1 1UR
Telephone No:

Governance Services

0113 395 2194

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>ELECTION OF CHAIR</p> <p>To elect a Chair for the duration of the meeting.</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</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>GOVERNANCE ARRANGEMENTS RELATING TO THE RECRUITMENT TO THE POSITION OF DEPUTY DIRECTOR OF CHILDREN'S SERVICES (LEARNING)</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 position of Deputy Director of Children's Services (Learning).</p>	1 - 12
7		<p>10.4(1, 2)</p> <p>(Appendix 3 only)</p>	<p>APPOINTMENT OF DEPUTY DIRECTOR OF CHILDREN'S SERVICES (LEARNING)</p> <p>To receive a report of the Chief Officer HR which outlines the process for the recruitment to the position of Deputy Director of Children's Services (Learning).</p> <p>(Please note that Appendix 3 to this report is designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2))</p>	13 - 136

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: Gerard Watson
Tel: 0113 395 2194

Report of the City Solicitor

Report to the Employment Committee

Date: 8th September 2016

Subject: Governance Arrangements Regarding Recruitment to the Position of Deputy Director Children’s Services (Learning)

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 Deputy Director Children’s Services (Learning).

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. Agreement has been reached for the membership of this Employment Committee to be 6, with members being appointed in the following proportions:

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 This recruitment exercise will require two distinct sessions; including one session for long/short listing exercises (8th September) and a formal interview session (11th October). The Employment Committee meeting will be formally adjourned at the conclusion of each session and then reconvened at the commencement of the next. Interim minutes will be produced at the end of each stage and a final minute published at the conclusion of the recruitment exercise.
- 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 to consider making such a resolution prior to considering the information contained within agenda item 7.
- 2.5 Officer Employment Procedure Rules Attached at Appendix A are the Officer Employment Procedure Rule, 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;
- (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: 8th September 2016

Subject: *Appoint of Deputy Director, Children's Services (Learning)*

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 background to the recruitment to the Deputy Director in Children's Services (Learning)

The role of Deputy Director Children's Services (Learning) is presently vacant as a result of the previous postholder, Paul Brennan, resigning in March 2016. This role will play a major part in the further development of the leadership capacity of Children's Services in Leeds which was recognised as Outstanding in the 2015 Ofsted inspection.

The particular focus for this post is working with partners including schools, FE and HE providers, health and the local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives.

The report outlines the recruitment stages for the post.

Recommendations

- 6.1.1 The Employment Committee is asked to agree the following:
 - 6.1.1 Agree to the recruitment of the post of Deputy Director, Children's Services (Learning)
 - 6.1.2 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 recruitment to the vacant Deputy Director post (Dir 95%).

2 Background information

- 2.1 Leeds is committed to putting children and young people at the heart of the future growth strategy of the city, and a resilient, strong and successful learning community is a crucial part of the aim to be a compassionate city with a strong economy.
- 2.2 There is a rapidly changing landscape within schools and education settings and it is important that the Authority maintains and develops its leadership role to help maintain the strong and improvement education provision in the city.
- 2.3 The Deputy Director is jointly and directly responsible for ensuring all children and young people are safe from harm; do well in learning and have skills for life; choose healthy lifestyles; have fun growing up; and are active citizens who feel they have voice and influence. This post is directly responsible for learning and support in schools and other learning settings.

3 Main issues

- 3.1 Leeds has the ambition to be the best city in the UK, the best city for future generations in learning and is striving to be a child friendly city. The development and progress of the next generation is a key economic commitment for the city. A well-educated and fully rounded population, with the right skills and aspirations, will help the city thrive now and into the future. Children and young people are at the very heart of the growth strategy of Leeds.
- 3.2 In this context the relationship with all partners, especially schools, colleges and other providers of education provision is critical to our ambitions. Leeds has already built firm foundations across the city and this is recognised in the 2015 Ofsted inspection with judgement of “Outstanding” leadership in Children’s Services.
- 3.3 The role for the Local Authority in enabling effective school partnerships and collaborating with partners is changing. Children’s Services recognises that the role of the Local Authority must change, and that sector led, school to school support is the new landscape. However, the Directorate’s ambition remains the creation of a strong community of learning within Leeds.
- 3.4 The Deputy Director post became vacant in March 2016. It has been reviewed and concluded that this role is essential to achieving our vision, building dynamic partnerships and trust with school leaders, politicians, partners, stakeholders, communities and external agencies whilst enhancing the profile and reputation of education in the city
- 3.5 The role will also play a leading role in developing “A Life Ready for Learning” focusing on readiness to learn at all ages, closing the achievement gaps between Leeds and national performance, and closing the gaps between outcomes for vulnerable groups and the average for Leeds and for their peers nationally. This

is a key strand to the City ambition to be a strong economy in a compassionate city.

3.5 The Job Description for the post has been attached and has been evaluated in line with Leeds City Councils processes for JNC posts. (Appendix 1)

3.6 In view of the above, the Director has approved the appointment of Gatenby Sanderson to assist in the search and selection process for the right candidate. Gatenby Sanderson are specialists in senior public sector recruitment and have undertaken a number of senior assignments for the Council.

3.7 The recruitment process is being coordinated by Human Resources. The post advert and the job description are attached as appendix 1 and 2. The process identifies the following steps:

a. Closing date for expressions of interest in the role are 26th August 2016 with an Employment Committee for longlisting on 8th September 2016

b. Following longlisting selected candidates will attend an Assessment Centre run in conjunction with HR and Gatenby Sanderson. Candidates will undertake:

- A stakeholder discussion with key internal and external stakeholders and other educational representatives
- A Children's and Young People panel
- A stakeholder discussion with a panel of Headteachers

3.8 The outputs from the assessment centre will be reported to the Employment Committee for shortlisting in order to identify those candidates the Employment Committee wish to invite for the final interview. The date for this Committee is 11th October 2016.

Their expression of interest applications are attached to the Employment Committee report (exempt Appendix 3).

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. Meetings have been set up with the trade unions to consult on this interim appointment.

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 Council's ambition to be a Child Friendly City and the Children's and Young People in the City.

4.4 Resources and value for money

4.4.1 The post is an established post within the budget provision for 2016/17.

4.5 Legal Implications, Access to Information and Call In

4.5.2 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 candidate information in the report is exempt from publication. Appendix III attached to this report relates to the personal details of candidates 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 (Appendix 3) of the report should be treated as exempt from publication under Rule 10.4.(1) and (2) of the Access to Information Procedure Rules.

4.6 Risk Management

4.6.1 The Council has clear responsibilities for Education outcomes and attainment in the City and a failure to recruit to this post will impact on its ability to fulfil these responsibilities .

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 post of Deputy Director, Children's Services (Learning)

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 and Advert

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.

Appendix 3 Expressions of Interest from Shortlisted candidates (Exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) & (2))

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We are
child
friendly
Leeds

THE
ELECTRIC
PRESS

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Deputy Director, Children's Services (Learning)

Attractive Salary Package

Leeds has the ambition to be the best city in the UK, the best city for future generations in learning and is striving to be a child friendly city. We believe the development and progress of the next generation is sound economics. A well-educated and fully rounded population, with the right skills and aspirations, will help the city thrive now and into the future. Children and young people are at the very heart of the growth strategy of Leeds.

Joining a service currently rated as 'Good' with 'Outstanding' leadership by Ofsted (and recent winners of the LGC Children's Service of the Year plus the MJ award for Innovation and Impact in Children's Services), our new deputy director will embody this approach and work closely and restoratively with the city's 275 schools, 57 children's centres and many other learning providers to develop collaborative and productive partnerships. With huge legislative changes in the pipeline, we are clear that strong relationships with all schools and learning settings in Leeds – whatever their status – are key to our success. We are also determined to increase children's readiness for learning when they arrive at school, and focus strongly on the social and emotional wellbeing of our children and young people, which will both have positive repercussions for the growth of the city.

Given the scale and scope of this agenda this is a pivotal role for Leeds, and candidates will need considerable and credible experience of working at a strategic level with all types of schools and learning settings, with the ability to mobilise excellent partnerships. You will also have the vision to understand the key influence that the education and wellbeing of our 187,000 children and young people will have on our ambitions as a city.

For more information please visit www.transformingleeds.com or talk to our advising consultants **Luke Judd (0113 205 6077)** or **Philip Emms (0113 205 6078)**.

Closing date: tbc 2016



GatenbySanderson



MEDIACOM

Job no: GSe26623_Leeds_MJ_V2 **Date:** 22nd June

Client: Gatenby

Size: 148x219 **Media:** MJ

Insertion date: 30th June

Account Handler: Bibbs **Operator (Set by):** Katie

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Roles at this level support the Director in setting the purpose and strategic direction. They initiate plans and policies and develop strategies that are aligned with Council priorities to ensure the professional development and delivery of highly effective services within the council which contribute to the achievement of the Council's vision and strategic outcomes.

As part of the senior leadership team, roles at this level live and model values and behaviours to help the council to achieve the ambition to become the best city council in the country. They build strong and dynamic relationships and trust with politicians, partners, stakeholders, communities and external agencies to enhance profile and reputation.

Aspect For roles at this level, you must be able to show you can...	Outcome The result when all aspects are applied effectively
<p>Know - Appropriate professional qualification or equivalent in depth expertise and advanced knowledge gained through significant practical experience across the service area</p> <p>Maintain a comprehensive knowledge of local, regional and national issues, influencing council policy and practice</p> <p>Understand the complexities of fostering and maintaining productive, strategic working relationships in a political, legal and regulatory environment.</p>	<p>You use your knowledge and expertise to plan and develop strategies, plans and policies that achieve the highest levels and standards in the delivery of work across the entire service</p> <p>You influence the strategic direction of the service ensuring delivery of specific outcomes in the context of local, regional and national changes</p> <p>There is evidence of effective and successful working relationships with Directors, Members and partner organisations across the City, region and nationally.</p>
<p>Leadership & strategic planning – Build strong and dynamic relationships and trust locally, regionally and nationally, with politicians, partners, stakeholders and communities</p> <p>Lead the direction and ownership of plan objectives through the effective use of performance management processes ensuring delivery of required service or function standards.</p> <p>Lead and manage significant and high profile and wide transformational change project and programmes with impact across the Council or within a major service area</p>	<p>There is evidence of effective partnership working across the organisation, with services, stakeholders and communities</p> <p>You demonstrate personal clarity of purpose and highly developed shared vision. Your planning and communication skills lead to high levels of performance within services and across partnerships and multi-agency teams.</p> <p>You build a climate of trust during periods of change, using leadership skills to generate positive support and energy for change proposals.</p>

<p>Collaboration & innovation – Develop implement and evaluate innovative models of service delivery to meet the changing needs of stakeholders.</p> <p>Promote and develop opportunities to collaborate and share best practice with other council services, external partners, communities, the city, and region, and nationally to add value to the service.</p> <p>Engage with staff and stakeholders to shape service vision and relevant operational plans; agree priorities and objectives in line with the service plan and relevant corporate policies & external legislation.</p>	<p>Services are successfully delivered with a focus on individual needs and outcomes</p> <p>You lead and develop ways of working that encourage and support understanding of, and engagement with, relevant communities or internal clients.</p> <p>There is evidence of highly effective collaboration and engagement leading to priorities and objectives being met</p>
<p>Problem solving & decision making – Provide specific business, technical, service area expertise in the Council; propose advice, recommendations and solutions</p> <p>Anticipate and influence emerging issues/changing context and develop strategies quickly to solve problems or seize opportunities</p>	<p>You are committed to working and leading across boundaries with determination to integrate resources and work streams as needed and where beneficial</p> <p>Take highly complex issues requiring significant interpretation or extension of existing policies across diverse service areas and provide solutions in the medium and long term</p>
<p>Deliver – Influence and contribute to the wider issue of strategy development and prioritisation for both the city and the City Council. Deliver sustainable growth in a big city context</p> <p>Lead, influence and manage emerging and sometimes complex relationships across services, partnerships and external organisations</p>	<p>Strategies are in place to deliver measurable and sustainable improvement in quality and service standards</p> <p>Value and use challenge and feedback from within and outside the service areas and organisation to continuously improve service provision</p>
<p>Resource management – Maximise the effectiveness of the workforce using workforce planning to inform development priorities</p> <p>Lead a culture of effective management of resources and budget, applying cost effective and flexible models that reduces costs, is responsive to organisational and national context and ensures the financial compliance and integrity of the managed area.</p>	<p>Evidence of having provided direction and support to individuals and teams promoting a 'can do' attitude and an environment of continuous improvement</p> <p>Plans are in place to ensure that there is an efficient and sustainable use of resources, employees are effectively employed and budgets are maximised</p>



Job title: Deputy Director of Children's Services	Date: 12.02.2016	Ref: LS95011
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Leeds' ambition is to be a strong economy in a compassionate city. As part of Children's Services Leadership Team, the Deputy Director will work with partners including schools, further and higher education providers, health and the local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives, with children being at the heart of the growth strategy. The Deputy Director is jointly and directly responsible for ensuring all children and young people are safe from harm; do well in learning and have skills for life; choose healthy lifestyles; have fun growing up; and are active citizens who feel they have voice and influence. This post is directly responsible for learning and support in schools, other learning and universal settings and the employment and skills service in the City.

Key Requirements

- Degree and post graduate qualification [reflecting Education & Children's Services] together with significant leadership experience at a senior level within education, children's services or relevant environment
- Experience of having developed and implemented strategies leading to successful outcomes for children and young people
- Experience of having developed and implemented strategies leading to successful outcomes for children and young people including maximising their employment and skills opportunities.
- Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships with a range of key partners across a variety of sectors
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> • Evidence of ability to make reasoned and logical decisions allied with high level organisational skills
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • 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
Working with Communities	<ul style="list-style-type: none"> • 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
Treating People Fairly	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

<u>Working Context</u>	
<ul style="list-style-type: none">The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events.	
The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility	

Equality, Diversity, Cohesion and Integration Screening



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: Children' Services	Service area: Directorate
Lead person: Nigel Richardson	Contact number: 0113 3783636

1. Title: Appointment to Deputy Director Children's Services (Learning)

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 post of Deputy Director Children's Services (Learning)

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. It will also involve a Children and Young People Panel

The post itself will play a lead role to deliver constructive partnerships in the city within the existing well established frameworks and settings 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 March 2016
Date screening completed 15 th March 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:

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