

**Report of the Chief Officer (HR)**

**Report to the Employment Committee**

**Date: 27<sup>th</sup> November 2015**

**Subject: Appointment of Chief Officer Communities, Citizens and Communities**

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

**Summary of main issues**

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

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

The report outlines the recruitment stages for the post.

**Recommendations:**

The Employment Committee is asked to:

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

## **1 Purpose of this report**

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

## **2 Background information**

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

## **3 Main issues**

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

## **4 Corporate Considerations**

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

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

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

## **5 Conclusions**

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

## **6 Recommendations**

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

## **7 Background documents<sup>1</sup>**

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

7.1        None

### **Appendixes for the report**

Appendix 1    Job description

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