

Report of *Chief HR Officer*

Report to *Employment Committee*

Date: 25th November 2016

Subject: *Appointment of Chief Officer Waste Management*

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:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

This report outlines a business need to recruit to the Chief Officer Waste Management post, along with a proposed recruitment plan.

This position is currently vacant as a result of the previous post holder being flexibly deployed to undertake high priority work in City Development. The role is business critical, as the post holder will have overall responsibility for fulfilling the Council's statutory obligations in relation to waste collection.

Recommendations

The Employment Committee is asked to agree the following:

- Recruitment to the Chief Officer Waste Management post
- Following the interview and selection process make a recommendation for appointment.

1 Purpose of this report

- 1.1 This report details a business need to recruit to the vacant Chief Officer Waste Management post, which is graded at Dir 65%.

2 Background information

- 2.1 Leeds City Council is committed to dealing effectively with the city's waste. To facilitate this, 2015/2016 saw the successful expansion of alternate weekly collections. It also saw the successful completion of the Recycling and Energy Recovery Facility (RERF), which has reduced both financial and environmental costs by diverting the amount of waste that needs to be sent to landfill.
- 2.2 Delivering a safe, flexible, high quality, efficient and reliable waste and recycling collection service supports the 2016/2017 Best Council Plan outcome of wanting everyone in Leeds to 'live in decent, affordable homes with clean and well cared for places'. It also plays a crucial role in enabling one of the key priorities for 2016/2017 - 'keeping the streets clean'. Therefore, delivery of an effective Waste Management service plays a significant role in delivering our Best Council priorities and outcomes.

3 Main issues

- 3.1 The Chief Officer Waste Management post became vacant in August 2016. The role has overall responsibility for fulfilling the Council's statutory obligations in relation to waste including; collection, disposal and the Household Waste Sorting Sites.
- 3.2 Through strategic leadership, the post holder is accountable for the delivery of an effective and efficient refuse collection service to households across Leeds, leading on the development of a waste strategy to increase household recycling rates to greater than 60%. Key to this strategy is engaging with the public, commercial and third sector partners to raise participation in recycling.
- 3.3 Therefore, upon review, this post is considered to be essential to delivery of Leeds's improvement targets in the areas of waste reduction, reuse, recycling and diversion from landfill.
- 3.4 The Job Description for the post has been attached and has been evaluated in line with the Leeds City Council process for JNC posts. (Appendix 1)
- 3.5 In view of the above, the Director has approved an internal appointment process to this post and therefore, the opportunity is open to Leeds City Council employees only. Creating an internal opportunity will significantly reduce recruitment costs. There is the confidence that the necessary skills and expertise are present amongst Leeds City Council's current workforce for high calibre candidates to apply.
- 3.6 The recruitment process is being coordinated by Human Resources. The post

advert and the job description are attached as appendices 1 and 2. The process identifies the following steps:

- a. Applications to be submitted through Leeds City Council's internal jobsite by midnight on Tuesday 8th November 2016.
- b. Shortlisted applicants to be invited for interview with the Employment Committee on Friday 25th November 2016.

3.7 Applications will be made available to the Employment Committee, ahead of the interview on 25th November 2016.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Council's leadership team and relevant executive board members have been consulted with over the proposals detailed in this report. Trade Union partners have also been informed of the intended approach.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This post has had an equality impact assessment. (Appendix 3)

4.3 Council policies and the Best Council Plan

4.3.1 This post will make a significant contribution to a number of the priorities set out in the Best Council Plan 2015-2020, as outlined earlier in this report.

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 Failure to recruit to this post will mean that Leeds City Council is unable to fulfil its statutory obligations in relation to Waste Management. This will have a negative impact on both the organisation's reputation and the citizens of Leeds

5 Conclusions

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

6 Recommendations

6.1 The Employment Committee is asked to agree the following:

6.1.1 Recruitment to the post of Chief Officer Waste Management

6.1.2 Make a recommendation for appointment (following a selection process).

7 Background documents¹

7.1 N/A

Appendices for the report

Appendix 1 Job Description

Appendix 2 Job Advert

Appendix 3 Equality Impact Assessment

Appendix 4 Application

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.