

EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 27th February, 2023 at 10.00 am

MEMBERSHIP

Councillors

C Anderson

S Arif

D Jenkins

F Venner

Vacancy (Liberal Democrat)

Please do not attend the meeting in person if you have symptoms of Covid 19 and please follow current public health advice to avoid passing the virus onto other people.

**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 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>DECLARATIONS OF INTEREST</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES</p> <p>To receive any apologies for absence from the meeting.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
6			<p>GOVERNANCE ARRANGEMENTS: RECRUITMENT TO THE POSITION OF DEPUTY DIRECTOR OF INTEGRATED COMMISSIONING (INTERIM)</p> <p>To consider a report of the City Solicitor which provides an overview of the governance arrangements and format of this specific Employment Committee.</p>	5 - 16
7		10.4(1, 2) (Appendix 2 only)	<p>APPOINTMENT OF INTERIM DEPUTY DIRECTOR OF INTEGRATED COMMISSIONING</p> <p>To receive a report of the Chief Executive regarding recruitment to the position of Deputy Director of Integrated Commissioning on an interim basis, within the Adults and Health directorate.</p> <p>(Please note that Appendix 2 to this report is designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2))</p>	17 - 28

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> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in person, please advise us in advance of any specific access requirements that we need to take into account by email (FacilitiesManagement@leeds.gov.uk). Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.</p> </div>	

Governance Arrangements: Recruitment to the Position of Deputy Director of Integrated Commissioning (Interim)

Date: 27 February 2023

Report of: City Solicitor

Report to: Employment Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- 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.
- 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 of Integrated Commissioning on an interim basis**.

Recommendations: The Committee is recommended to note:-

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

Why is the proposal being put forward? / Main Issues

- 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 5, with Members being appointed in the following proportions, in line with the overall political composition of the Council: Labour 3 Conservative 1 Liberal Democrat 1.
- 2 Quorum - Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 3 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.
- 4 Process following interviews – The Committee is invited to note that before an offer of employment can be made, the Executive will be notified of the name (and any other details deemed relevant) of the individual that the Committee wishes to offer the post to. Executive Members would then have a designated period of time to raise any objections they may have to the making of an offer to that individual. Should any objections be raised, it would then be up to the Employment Committee to determine whether they are material and/or well founded. (Procedure Rule 4, within the Appendix provides further detail).

What impact will this proposal have?

Wards affected: N/A

Have ward members been consulted?

Yes

No

What consultation and engagement has taken place?

- 5 At the commencement of each Employment Committee cycle, the relevant Group Whips are consulted upon the membership arrangements for that Committee.

What are the resource implications?

- 6 There are no resource implications arising from this report.

What are the legal implications?

- 7 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.

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.

The report is not subject to Call In.

What are the key risks and how are they being managed?

- 8 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.

Does this proposal support the council’s three Key Pillars?

- Inclusive Growth Health and Wellbeing Climate Emergency

- 9 The aim of this report, which is to ensure consistency and transparency of decision making throughout each Employment Committee recruitment process is in line with the Council’s priorities and ambitions.

Appendices

- 10 Appendix 1: The Council’s ‘*Officer Employment Procedure Rules*’

Background papers

- 11 None

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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:

- , 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.

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)

7.2.3 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

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.

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.

- 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

- 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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Appointment of Deputy Director of Integrated Commissioning (Interim)

Date: 27th February 2023

Report of: Chief Executive

Report to: Employment Committee

Will the decision be open for call in?

Yes No

Does the report contain confidential or exempt information?

Yes No

(Appendix 2 – under the provisions of Access to Information Procedure Rule 10.4 (1) & (2))

Brief summary

This report outlines the reasons and timeline for the recruitment and selection to the post of Deputy Director of Integrated Commissioning (interim) Adults and Health Directorate.

Recommendations

- a) Note the reasons and timeline for the recruitment of the post of Deputy Director of Integrated Commissioning.

and
- b) Following the selection process, should an appropriate candidate be identified, make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

1 What is this report about?

- I. This report outlines the reasons and timeline for the recruitment to the post of Deputy Director of Integrated Commissioning. The current Deputy Director of Commissioning was successful in the appointment to interim Director of Adults and Health due to the current Director stepping down from her role. The Chief Executive is therefore proposing to recruit and select to this post on an interim basis until January 2024.
- II. The post of Deputy Director of Integrated Commissioning provides strategic leadership for the Adults and Health Directorate. The post will work with partners, for example all NHS organisations in Leeds and local communities to ensure that every person in Leeds has the opportunity to have a healthy and fulfilling life. The Deputy Director Integrated Commissioning is jointly and directly responsible for ensuring there is a clinically-led coherent and comprehensive commissioning strategy in support of the Health and Wellbeing Board Priorities, the Better Lives Strategy and the associated business plans to shape services based on citizen voice, citizens choice, quality, safety, parity of esteem and access supporting local, regional and national requirements, governance arrangements, standards and priorities.
- III. The post holder is accountable to the Director of Adults and Health.
- IV. An Employment Committee will convene on 27th February 2023 to consider a longlist and shortlist of candidates that have submitted an application for this role. A total of 4 applicants have submitted an application.
- V. The interviews will take place on 10th March 2023 by the Employment Committee.

2 What impact will this proposal have?

- I. Recruiting to this post will ensure strategic leadership capacity is maintained to deliver our priorities in line with the Best City Ambition and Organisational Plan.
- II. The post holder will have direct responsibility for the following Leeds City Council commissioning functions:
 - All adult social care commissioning
 - Adult social care contract compliance and quality improvement and quality assurance functions relating to all the commissioned services
 - Commissioning of Housing-related support services
 - Commissioning of Public Health services including Sexual health services; Substance misuse services and a range of other public health services, Commissioning of services from the Third Sector
 - Oversight of the Better Care Fund.

3 How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

- I. Making this appointment will also ensure relevant issues in relation to the above three pillars are considered across the Resources Directorate.

4 What consultation and engagement has taken place?

Wards affected: None

Have ward members been consulted? Yes No

- I. The proposals contained in this report have been agreed by the relevant Executive Member. Trade Union colleagues have also been updated on the proposal to recruit to this role.

5 What are the resource implications?

- I. The Deputy Director of Integrated Commissioning is an established post and is within budget provision for 2023/24, and therefore no additional costs will be incurred in making this appointment.

6 What are the key risks and how are they being managed?

- I. There are no identified risks with the proposals set out in this report. Subject to a successful recruitment and selection process there will be a transition from the current postholder to the new postholder ensuring leadership continuity.

7 What are the legal implications?

- I. This post is an Employment Committee appointment pursuant to the criteria set out in the Officer Employment Procedure Rules and will be recruited to in accordance with those Procedure Rules.
- II. Candidate information as part of this recruitment exercise is detailed within Appendix 2 which is exempt from publication. It is considered that this information will relate to individuals' personal details.
- III. Also, it is considered that the release of such information in Appendix 2 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 candidate information in Appendix 2 should be treated as exempt from publication under the provisions of paragraphs 10.4 (1) and (2) of the Access to Information Procedure Rules

8 Options, timescales and measuring success

What other options were considered?

- I. Alternative options, including not recruiting to and reconfiguring this role, were considered. However, interim recruitment has been identified as the best option at this stage primarily to ensure strategic leadership in delivering against our corporate priorities.

9 How will success be measured?

- I. Recruiting to this role will build on the Council's achievements to date and will provide the leadership capacity to support the delivery of the Council's priorities as set out in the Best City Ambition and Organisational Plan.

10 What is the timetable and who will be responsible for implementation?

- I. The recruitment & selection process is being co-ordinated by Human Resources and the timeline is as follows:
 - II. The role was advertised via the Leeds City Council jobsite and across social media platforms with a closing date of Friday 10th February 2023.
 - III. Employment Committee Shortlisting and Longlisting combined is scheduled for 27th February 2023.
 - IV. Employment Committee Final Interviews scheduled for 10th March 2023.

Appendices

- Appendix 1 Job Description
- Appendix 2 – Applicants' details (designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2))

Background papers

None

Role Specification

Dir 85%

Job title: Deputy Director-Integrated Commissioning

Date: January 2023

Job Purpose The Deputy Director of Integrated Commissioning will provide strategic leadership on providing advice and expertise to decision makers across the Council. Working with key partners at national, regional and local level the Deputy Director, Integrated Commissioning will champion the initiatives within the organisation and will support the delivery of real change across the city. With an emphasis on strong leadership, this role operates within the context of the Vision for Leeds, the Best Council Plan and the city's broader strategic objectives. This post is accountable to both Leeds City Council's Adults and Health Leadership Team and the integrated Care Board (ICB) in Leeds.

The post will work with partners, for example all NHS organisations in Leeds and local communities to ensure that every person in Leeds has the opportunity to have a healthy and fulfilling life. The Deputy Director Integrated Commissioning is jointly and directly responsible for ensuring there is a clinically-led coherent and comprehensive commissioning strategy in support of the Health and Wellbeing Board Priorities, the Better Lives Strategy and the associated business plans to shape services based on citizen voice, citizens choice, quality, safety, parity of esteem and access supporting local, regional and national requirements, governance arrangements, standards and priorities.

The post holder will have direct responsibility for the following Leeds City Council commissioning functions:

- All adult social care commissioning
 - Adult social care contract compliance and quality improvement and quality assurance functions relating to all the commissioned services
 - Commissioning of Housing-related support services
 - Commissioning of Public Health services including Sexual health services; Substance misuse services and a range of other public health services, Commissioning of services from the Third Sector
- Oversight of the Better Care Fund

NHS Commissioning functions:

- Lead on mental health and learning disabilities
- including NHS mental health and learning disability provider contract and range of Third sector contracts

A range of integrated service and commissioning activity

- Carers
- Dementia
- Community Equipment and Assistive technology

Key Requirements

Support the Director by leading a major area of the Directorate to ensure delivery of Best Value services to customers, to meet the objectives of the Council's Corporate Plan and comply with Government Standards.

A relevant degree qualification [reflecting health and or social care commissioning] or relevant experience together with significant leadership experience at a senior level within health and social care or relevant environment

Comprehensive experience, knowledge and understanding of the legislative, strategic and policy context within which health and adult social care operate and the strategic issues facing integrated work.

Comprehensive experience, knowledge and understanding of commissioning in health and social care

Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships

Evidence of ability to make reasoned and logical decisions allied with high level organisational skills

Play a key role in the Best Council Leadership Team and actively support the Council's Corporate Leadership Team in ensuring that our organisational developments and improvements remain focused on delivering improved outcomes for local people.

Meet agreed objectives, ensuring compliance with legislation and, where appropriate, national standards, in pursuit of excellence in service delivery.

Work collaboratively across the council to contribute to the leadership and management of the city and take the lead for relevant priority areas.

Lead managers within the service to develop a high performing workforce and manage resources to achieve service and overarching objectives in line with the city's agreed prioritisation.

Promote and deliver positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery, community engagement activity and human resource areas.

Undertake effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.

Support open, responsive and accountable government, ensuring governance compliance with financial and procurement procedures.

Manage all aspects of risk and be accountable for the safety of staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.

As a member of the Strategic Leadership Team, to support the Director and other Chief Officers in the achievement of city wide outcomes.

Promote and maximise all opportunities to enhance the economy and support local employment (for example through facilitating the delivery of major developments in the city)

Motivate, develop and coach managers within your major area of the Directorate so that they manage the Directorate staff and other resources to achieve Corporate Plan and Service Plan objectives.

Monitor and review the achievement of targets in a major area of the Directorate activity and take action to ensure targets are met and improvements achieved.

Secure the achievement of the Directorate's Equalities plans and targets in a major area of the Directorate

Actively drive and deliver continuous improvement initiatives taking the strategic lead in developing the service in the context of city, regional and national priorities.

Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to the commissioning of adult social care and health services

Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes

Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships

Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work

Accountable for and provide appropriate strategic advice relating to the work of the Directorate to Members and council officers and other stakeholders so as to manage risk and support them in their respective roles.

Responsible for maintaining effective communications and engagement with staff, service users, councillors, trade unions, partners and other stakeholders and which supports open, inclusive, responsive and accountable government.

Lead and contribute to cross Council projects, collaborative working with partners and supporting Directorate Management Teams.

Actively support Corporate Management Team in achieving continuous improvement across the Council and; as a member of Directorate Management team, develop and implement initiatives to support continuous improvement in the Directorate Services.

Demonstrate knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions e.g. child protection, health, safety and security, confidentiality and data protection. Promoting compliance with Leeds City Council policies and procedures.

In line with the Budget Management Accountability Framework Ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.

Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and members of the Corporate Leadership Team which commands respect trust and confidence.

Work with elected members, service users and community representatives in ways which support open, responsive and accountable government providing appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.

Working Context - 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.

Role profile

With an emphasis on strong leadership this role operates within the context of the Best Council Plan and the City's broader strategic objectives. People in roles at this level support the Director in setting the purpose and strategic direction of the directorate and for the delivery of statutory obligations, functions and services, as appropriate.

The Deputy Director is responsible and accountable for the leadership and management of a service, or range of services and functions, and for creating a culture of excellence in service delivery and continuous improvement that focusses on maximising resources and delivers agreed outcomes and objectives in accordance with the values, vision and service priorities. As part of the directorate leadership team, you will live and model values and behaviours to help the council to achieve the ambition to become the best city council.

For roles at this level, you must be able to show

Knowledge – Professionally accredited or with the equivalent extensive in depth and relevant expertise and significant knowledge gained through substantial managerial/practical experience. You use your knowledge and significant experience to provide credible and trusted professional advice to the Leadership team, members, senior managers and partner organisations

Extensive knowledge of local, regional and national issues and a thorough understanding of the economic, business, cultural and political environment within the city and region that influence and impact upon council strategy, statutory provision, policy and practice. Your knowledge of existing and emerging legislation means that you anticipate issues and financial challenges and create an environment of constructive challenge.

Leadership & strategic planning – lead the strategic and operational planning of the service(s), setting and delivering change and transformational goals, ensuring there are agreed strategies and policies in place for the delivery and performance monitoring of service objectives, targets and outcomes. You demonstrate visible and supportive leadership and create open, honest and trusted relationships that empower, enable, motivate and promote a high performing workforce. Service and business plans are developed, communicated and cascaded and there is evidence of excellent service performance where targets and objectives are met

Provide leadership and direction; cultivating strong relationships and effective joint working within the Council, with politicians, partners and stakeholders across the city, region and nationally to support the delivery of transformational change that results in high quality/high value effective services. You provide direction to changing programmes and priorities where the team and service leads work together to challenge existing ways of working to deliver better outcomes for citizens, customers and communities

Collaboration & innovation – Understanding, sensitivity and experience of working successfully within a political context and governance framework having confidence and perspective to facilitate open and honest relationships with elected members. Your experience of productive collaborative working at senior leadership level, ensures that organisational developments remain focused on delivering improved outcomes for customers and citizens within the city and region

Develop opportunities for partnership working both within and outside the council and lead a culture of innovation and enterprise across services. Working with multi agency teams to build services and deliver outcomes that are sustainable, flexible and adaptable and that ensure all legal, professional and statutory functions are met. You demonstrate clear passion in promoting Leeds as a major centre, on the national and international stage, and develop trust with an engaging, collaborative and inclusive way of working

Problem solving & decision making – identify opportunities, initiate and develop strategic plans and projects and deliver solution focused outcomes across a diverse range of related and unrelated issues. You anticipate emerging issues and changing context, and use high levels of creativity both in problem solving, idea generation and in seeking out and disseminating successful practice. Strategies and policies that effectively deal with diverse, complex and highly sensitive situations are developed.

Influence a high performance culture across the service and are accountable for the achievement of service performance, outcomes, targets and objectives that provide continuous improvement and challenge within approved budgets. Use a coaching style you create a culture of high performance where strategic outcomes and plans are translated into clear objectives. You provide strategic advice, critical challenge and moderation in relation to all aspects of the service.

Lead consultation, engagement and communication of wide ranging and complex issues and influence, negotiate and establish credibility for services in order to deliver the strategic direction of the council and city priorities. There is evidence of your success in delivering service improvements and that you manage and transform performance to achieve outcomes and objectives within agreed boundaries

Deliver – Plan and direct/sponsor significant strategic programmes, projects and initiatives and commission services for and on behalf of the council and across the region; working in partnership with customers, citizens and communities to deliver better outcomes and make a difference to local people. Through major change/complex multi-disciplinary programmes you provide directional and operational control ensuring the resources to deliver are secured and that projects and programmes have clear and assigned accountabilities to meet objectives.

Ensure that there is capacity to respond positively to change, traditional thinking is challenged and innovative solutions are pursued within service responsibility. Provide leadership and direction that ensures the delivery of timely and appropriate services to customers. You demonstrate high levels of creativity in problem solving, idea generation and seeking out and disseminating successful practice, in order to effectively deal with diverse, complex and highly sensitive situations.

Resource management – Support a culture of excellence in service delivery, continuous improvement and a focus on transformational goals and outcomes which maximises the use of resources and actively promotes the council's values, supports adaptable ways of working and creates strong flexible teams There is an environment of constructive challenge where the team and service leads work together to challenge existing ways of working to deliver better or equivalent outcomes for reduced costs

Responsibility for the direction and control of a significant budget, the financial integrity of the service and accountable for directing and implementing comprehensive risk management programmes and resources across the service(s). The service is delivered within budget; value for money is maximised, and operational, regulatory, statutory and financial risk is managed and monitored in compliance with council requirements and with Local Government and national working practices.

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

LCC Values

Leeds City Council values are at the heart of everything we do. They inform the way we design and deliver our services and the way we all work and behave. Leeds City Council expects all its employees and councillors to observe our core values and to understand our codes of conduct for ethical behaviour, correct use of the Digital Information Service (DIS) facilities and protection of sensitive information.

They reflect the current needs of the city. In a period of immense change and real challenge we must be both confident and decisive about what we do and how we do it. Observing our values can help us:

Working as a Team for Leeds Work in ways which are open, inclusive, responsive and accountable to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds

Being Open, Honest & Trusted Ensure citizens and council members are provided with all relevant information to make decisions, learn from mistakes and seek to promote continuous improvement and best practice

Working with Communities Work effectively with the variety of partners to deliver services, communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment

Treating People Fairly 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 Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users

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