

EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 3rd April, 2023 at 10.00 am

MEMBERSHIP

Councillors

S Arif

D Cohen

A Marshall-Katung

J Pryor

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:
Governance & Scrutiny
Support, Civic Hall
LEEDS LS1 1UR
Telephone No:

Governance & Scrutiny
Support

0113 3788664

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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>DECLARATION OF INTERESTS</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 FOR ABSENCE</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 CHIEF OFFICER OPERATIONS AND ACTIVE LEEDS (TEMPORARY)</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 3 only)	<p>APPOINTMENT OF TEMPORARY CHIEF OFFICER OPERATIONS AND ACTIVE LEEDS</p> <p>To receive a report of the Chief Officer Human Resources regarding recruitment to the position of Chief Officer Operations and Active Leeds on a temporary basis, within the City Development directorate.</p> <p>(Please note that Appendix 3 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 - 108

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> <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>	

Governance Arrangements: Recruitment to the Position of Chief Officer Operations and Active Leeds (Temporary)

Date: 3 April 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 **Chief Officer Operations and Active Leeds on an temporary 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 Temporary Chief Officer Operations and Active Leeds

Date: 3rd April 2023

Report of: Chief Officer (Human Resources)

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 3 – 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 Chief Officer Operations and Active Leeds within City Development Directorate. This is a temporary post until 31 March 2024 linked to the temporary flexible deployment of the substantive postholder to Children and Families Directorate.

Recommendations

- a) Note the reasons and timeline for the recruitment to the post of Temporary Chief Officer Operations and Active Leeds.

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 Chief Officer Operations and Active Leeds. This is a temporary post until 31 March 2024 due to the substantive postholder being flexibly deployed to Children and Families Directorate until that date. The Director of City Development is therefore proposing to recruit and select to this post on a temporary basis until 31 March 2024.
- II. The post of Chief Officer Operations and Active Leeds provides strategic leadership within their portfolio area, providing advice and expertise to decision makers across the Council. The Chief Officer Operations and Active Leeds works with key partners at national, regional and local level. They champion initiatives within the organisation and, in collaboration with key stakeholders supports the delivery of real change across the city. The postholder provides strategic leadership on all aspects of resource management and business support. They have a particular focus on financial management and strategy as well as creating a synergy of commercial activity across Markets, City Centre Management and Active Leeds.
- III. The post holder is accountable to the Director of City Development and their work falls under the Executive Portfolios of Economy, Culture and Education and Public Health and Active Lifestyles.
- IV. An employment committee will convene on 3rd April 2023 to consider a longlist and shortlist of candidates that have submitted an application for this role. A total of 5 applicants have submitted an application.
- V. The interviews will take place on 25th April 2023 with an employment committee in the Civic Hall.

2 What impact will this proposal have?

- I. Recruiting to this post will ensure strategic leadership capacity is maintained, ensuring delivery of Best Value services to customers and to meet the objectives of the Council's Best City Ambitions and Organisation Plan.
- II. The Chief Officer Active Leeds and Operations will be operationally responsible for the efficient and effective operational functions listed below
 - Active Leeds
 - City Centre Management
 - Markets

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 help to ensure that relevant issues in relation to the above three pillars are considered across the City Development Directorate.

4 What consultation and engagement has taken place?

Wards affected: None

Have ward members been consulted? Yes No

- I. The proposal contained in this report has been agreed by the Executive Board Members for Economy, Culture and Education and Public Health and Active Lifestyles. Trade Union colleagues have also been updated on the proposal to recruit to this role.

5 What are the resource implications?

- I. The Chief Officer Operations and Active Leeds is an established post and is within budget provision for 2023/24. 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 3 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 3 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 future candidate information in Appendix 3 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, temporary 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 given the temporary nature of the appointment was available to existing Leeds City Council staff only.
 - III. The advert had a closing date of Wednesday 15th March 2023.
 - IV. Employment Committee Shortlisting and Longlisting combined is scheduled for 3rd April 2023.
 - V. Employment Committee Final Interviews scheduled for 25th April 2023.

Appendices

- Appendix 1 - Job Description
- Appendix 2 - Advert
- Appendix 3 - Applicant details (designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2))

Background papers

None

Leeds City Council

Role Specification

Dir 75%

Job title: Chief Officer – Operations and Active Leeds

Job Purpose The Chief Officer Operations and Active Leeds will provide strategic leadership within their portfolio area, providing advice and expertise to decision makers across the Council. Working with key partners at national, regional and local level. The Chief Officer Operations and Active Leeds will champion initiatives within the organisation and, in collaboration with key stakeholders will support the delivery of real change across the city. They will provide strategic leadership on all aspects of resource management and business support. There will be a particular focus on financial management and strategy. The Chief Officer Operations and Active Leeds will create a synergy of commercial activity across Markets, City Centre Management and Active Leeds.

Key Requirements

To 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 Best City Ambitions and Organisation Plan, and comply with Government Standards.

Ability to promote and manage Leeds City Centre as a business location and retail, leisure and tourism destination; including coordinating the Council's relationship with the Leeds Business Improvement District. Maximise all opportunities to enhance the economy by ensuring effective delivery of the Markets strategy and provision of an effective Market service at various sites throughout the City.

Ability to identify, promote and develop new initiatives and opportunities that increase commercial activity whilst also promoting participation for all within Active Leeds.

Ability to support excellent joined-up delivery in relation to resource management and business support activity.

Degree and post graduate qualification together with in depth experience at a senior level within relevant services or relevant environment.

Significant successful senior leadership experience within the relevant field or other associated area.

Substantial experience of operating in a political environment, including across multiple local authorities.

To take the strategic lead in developing the service in the context of city, regional and national priorities.

Evidence of working in a multi-agency environment and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes

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

Extensive successful experience of exercising sound judgement and providing clear advice at senior level.

Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context

Highly developed influencing skills; able to create and shape strategic alliances to benefit the Leeds City Region.

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

Ability to raise the profile of the city of Leeds nationally and internationally

Experience of having developed and implemented highly complex strategies leading to successful outcomes.

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 all stakeholders which includes working directly with elected members.

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

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 to be responsible and accountable for developing appropriate, proportionate and effective financial solutions to be implemented across the Directorate.

To be 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.

To take responsibility 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.

To work with elected members, service users and community representatives in ways which support open, responsive and accountable government

To provide 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.

To actively drive and deliver continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with partners and supporting Directorate Management Teams.

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

People in roles at this level are responsible for the strategic leadership and direction and delivery of specific functions and services as appropriate.

Specifically Chief Officer supports the Director to promote and progress the Leeds corporate vision and support the Chief Executive of Leeds City Council in their role to deliver the Best City Ambitions and Organisation Plan for the city and region. The Chief Officer is accountable to the Director, and is strategically responsible for the leadership, development and coordination of a coherent agenda of city-wide change and ongoing service development with partners for continuous improvement of services. Working as part of the Best Council 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 and the best city in the UK.

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

Knowledge - Appropriate professional qualification or equivalent in depth diverse expertise with significant managerial/ practical experience across service areas you use your knowledge and expertise to plan and develop strategies and frameworks to shape future service provision in partnership with others

Extensive knowledge of local, regional and national issues that influence the city and region and impact upon health and social care strategy, policy and practice. You identify links between societal and economic trends and anticipate emerging issues to influence the strategic direction and delivery of shared outcomes

Thorough understanding of the economic, business, cultural and political environment within the city and region and the ability to give direction to changing programmes and priorities. You understand the significance of building strong and dynamic relationships at all levels that build trust and enhance profile and reputation

Leadership & strategic planning – Lead by example, cultivating strong relationships and effective joint working within the Council, politicians and with partners and stakeholders across the City, region and nationally. You develop and enhance public and private sector partnership relationships to help to bring the city together and to join up the approaches of different stakeholders

Set and deliver complex change and transformational goals with broad perspectives and long term timelines, that impact across the Council. You use a range of leadership styles which focus on achieving results, building trust and generating energy and support during periods of significant cross sector, services and system change

Develop innovative strategies that support the achievement of a high performing culture, where everyone can realise their potential and 'feel they count' and where there is a drive to deliver excellent service performance, planned outcomes, targets and objectives. You demonstrate visible and supportive leadership with excellent communication skills creating a climate of learning and improvement leading to high levels of performance and improved outcomes

Collaboration & innovation – In partnership with others, develop strategies and frameworks to shape future service provision, share best practice, add value and improve outcomes in line with significant strategic programmes and plans. You use your influence to develop ways of working that lead to creative and innovative solutions to complex strategic problems

Develop opportunities to work collaboratively across the local authority and partners to facilitate and support an approach that is needs led and focussed on client feedback. You develop ways of working that encourages and supports engagement with stakeholders and which leads to the delivery of services with a focus on individual needs and outcomes

In partnership develop and lead innovative and enterprising models of service delivery across sectors and services. Engage with multi agency teams, partners and communities to influence and shape the vision to meet city priorities. There is evidence of how you effectively collaborate and engage with all stakeholders that leads to priorities and objectives being met.

Problem solving & decision making - Undertake a key role at Best Council leadership level identifying opportunities, initiating and developing strategic plans and projects and delivering solution focused outcomes across a diverse range of related and unrelated issues. You demonstrate commitment to working and leading across sectors and services, to enable transformation, and implement change and deliver agreed outcomes, targets and objectives

You anticipate emerging issues and changing context and develop strategies and policies to solve related or unrelated problems or seize opportunities across services. There is evidence that you take diverse issues requiring development of solutions and implement strategies that lead to successful outcomes

Deliver - Working in partnership with the Council, you take a lead role in influencing, informing and assisting the development of strategies, policy, functions and structures for the delivery of the Directorate strategy. You ensure that local and regional level plans and policies are influencing and being influenced by developments nationally and locally

Inform, support and assist the Director, coordinating work across Council directorates and managing relationships across services and with partners and other stakeholders. There is evidence of your ability to lead and manage large scale change. You demonstrate credibility, integrity and openness and ability to work collaboratively to deliver outcomes

Resource management - Set and deliver transformational goals with broad perspectives and long term timelines, which maximises effective resource management, ensures financial compliance and is

responsive to sector and city priorities. Plans are in place to meet priorities, budgets are maximised and there is an efficient and sustainable use of resources.

Support a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the effectiveness of the workforce through workforce planning and actively promotes organisational values, supports adaptable ways of working and creates strong flexible teams. You empower, enable and develop individuals and teams, promoting a 'can do' attitude within an environment of supported and continuous improvement

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

Our Values

Leeds City Council expects all its employees and councillors to observe our core values and to understand and strengthen our ambitions for equality, diversity and inclusion, ethical behaviour, correct use of digital information, facilities, protection of sensitive information and codes of conduct.

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.

Our shared values help everyone be their best:

Being open, honest and trusted

I can be my best.

- bring out the best in everyone, and provide opportunity for all
- have quality appraisal conversations
- keep everyone informed and up to date
- give people a voice, and listen and act on what they say
- look out for my own wellbeing and that of others

Treating people fairly

I feel valued for who I am.

- respect all, give everyone a fair chance, and root out inequality and discrimination
- encourage everyone to be themselves at work
- be kind and compassionate
- support others well through change
- appreciate others, celebrate success and say thank you for a job well done

Spending money wisely

I make every pound go further.

- make the most of what we have
- stick within budget
- manage money and resources well
- deliver more efficient ways of working
- work with partners to get best value

Working as a team for Leeds

I'm part of a 'can do' team.

- set high standards and get the best from the team
- get the basics right, do things well, on time and consistently
- encourage learning, innovation and improvement
- make work fun and productive
- empower people and give real accountability
- actively monitor and manage workloads

Working with all communities

I make a difference.

- do things with people, not to them
- deliver on outcomes
- provide great customer service
- build strong working relationships with councillors
- make the most of partnership working
- bring people together in the city.

Leeds City Council – City Development

Chief Officer Operations and Active Leeds - Dir 75%

Salary	£90,788 - £99,674
Hours	37
Contract type	Temporary (12 Months)
Closes	Wednesday 15 th March
Job ref	

Are you an experienced leader with a strong track record of leading an operational area and managing resources?

We are looking to appoint an outstanding senior leader, on a 12 month basis, to join our City Development Directorate Leadership Team at an exciting time of change and ambitious plans to ensure Leeds is the best city in the country. You will lead our Active Leeds, City Centre Management and the Markets functions as well as providing strategic leadership on all aspects of resource management and business support. There will be a particular focus on financial management and strategy providing advice and expertise to decision makers across the Council.

The Role

This role will see you play a central role in the Directorate, ensuring that ambitious plans and innovative thinking are encouraged and are always rooted in sound long-term financial planning and governance. We'll challenge you to take a flexible and distinctively commercial approach to finances and income generation. You'll also work across the organisation and partners to support our workforce, digital support and performance and policy development.

The future will include both developing our strategies, but also supporting our day-to-day activities in our sport and leisure provision with a focus on increasing and maximising physical activity across the city alongside taking a proactive role in seeking to position the city centre as a key location for business, retail and hospitality.

To succeed we're seeking an innovative approach, underpinned by inclusive leadership skills and being able to win confidence quickly, and the political acumen to advise and influence throughout our organisation and with partners. Resilient, engaging, bright, and with a strong streak of creativity, you'll understand (and be comfortable in) the democratic environment.

How to Apply

Please complete our online application form on jobs.leeds.gov.uk. You will be invited to upload your CV if you wish, which will prepopulate your contact details,

employment history, qualifications and training. However you should check your information carefully and ensure you complete all sections before submitting your application.

For further questions about this role and/or if you would like an informal conversation first, please contact Martin Farrington, Director of City Development on 0113 37 86014.

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