



## EMPLOYMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Wednesday, 3rd July, 2024 at 10.00 am

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### MEMBERSHIP

#### Councillors

S Arif

A Carter

D Coupar

J Pryor

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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><b>ELECTION OF CHAIR</b></p> <p>To elect a Chair for the duration of the meeting.</p>	
2			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXCLUSION OF PUBLIC</b></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><b>DECLARATION OF INTERESTS</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p><b>APOLOGIES</b></p> <p>To receive any apologies for absence from the meeting.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
6			<p><b>GOVERNANCE ARRANGEMENTS: RECRUITMENT TO THE POSITION OF CHIEF OFFICER ECONOMY AND SKILLS</b></p> <p>To consider the report of the City Solicitor which provides an overview of the governance arrangements and format of this specific Employment Committee.</p>	5 - 16
7			<p><b>APPOINTMENT OF THE CHIEF OFFICER ECONOMY AND SKILLS</b></p> <p>To consider a report of the Chief Executive regarding recruitment to the position of Chief Officer Economy and Skills.</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> <p><b><i>(Appendix 2 to follow)</i></b></p>	17 - 26

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p><b>THIRD PARTY RECORDING</b></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 by email (<b>FacilitiesManagement@leeds.gov.uk</b>) of any specific access requirements, or if you have a Personal Emergency Evacuation Plan (PEEP) that we need to take into account. 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 Economy & Skills

Date: 3 July 2024

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

### Brief summary

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 Economy and Skills 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.

## What is this report about?

- 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 4, with Members being appointed in line with the overall political composition of the Council.
- 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 agrees 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).

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

Health and Wellbeing       Inclusive Growth       Zero Carbon

- 5 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

## What consultation and engagement has taken place?

Wards affected: N/A

Have ward members been consulted?       Yes       No

- 6 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?**

7 There are no resource implications arising from this report.

### **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.

### **What are the legal implications?**

9 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.

10 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.

11 The report is not subject to Call In.

### **Appendices**

- Appendix 1: The Council's 'Officer Employment Procedure Rules'

### **Background papers**

- 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 Director<sup>1</sup> 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).

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<sup>1</sup> "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 Officer<sup>2</sup>;
  - 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 Committee<sup>3</sup>.

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<sup>2</sup> 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.

<sup>3</sup> 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 Officer<sup>4</sup>;
- 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 Committee<sup>5</sup>.

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<sup>4</sup> 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.

<sup>5</sup> 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 panel<sup>6</sup>.
  - (b) the conclusions of any investigation into the proposed dismissal; and
  - (c) any representations from the relevant officer.

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<sup>6</sup> 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 dismissal<sup>7</sup>; 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-founded<sup>8</sup>.

### **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.

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<sup>7</sup> It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes.

<sup>8</sup> 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 the Chief Officer Economy and Skills

Date: 3 July 2024

Report of: Chief Executive

Report to: Employment Committee - Interview

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

This report outlines the reasons for the recruitment and selection to the post of Chief Officer Economy and Skills.

Recruiting to this role will build on the ongoing development and sustainability of the city of Leeds as a key commercial and cultural centre within the Yorkshire and Humber region, which operates at a global scale. The role has responsibility for leading the strategic direction of the Council's economic policies and strategies to deliver inclusive growth across Leeds.

The post is an established post and within budget provision for 2024/25 and beyond.

### Recommendations

- a) Note the process for the recruitment and selection to the post of Chief Officer Economy and Skills on an interim basis.

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.

### What is this report about?

- 1 This report outlines the reasons for the recruitment to the post of Chief Officer Economy and Skills.
- 2 The current Chief Officer Culture and Economy has secured a role at the Local Government Association on a 12-month secondment as Interim Director of Strategy and Reform from August

2024. The current portfolio of the Chief Officer Culture and Economy has been reviewed and the current leadership functions split, in order to provide the most appropriate and immediate support to cover this interim period. The role of Chief Officer Economy and Skills will be responsible for; Economic Policy, Business Support, Employment & Skills and Destination Marketing and International Relations. It is proposed to appoint to the role on a 12 month temporary basis in the first instance.

- 3 The Chief Officer Economy and Skills provides strategic leadership, advice and expertise to decision makers across the Council. The postholder will be responsible for leading teams in City Development dedicated to delivering our Inclusive Growth Strategy alongside key partners, through the creation of new jobs, supporting businesses, growing economic sectors, promoting enterprise and developing economic policy.
- 4 The post holder is accountable to the Director of City Development and their work falls under the Executive Members for; 'Economy, Transport and Sustainable Development' and 'Adult Social Care, Active Lifestyles and Culture'.

### **What impact will this proposal have?**

- 5 Appointment to this post will ensure continued contribution to the Best City Ambition - our overall vision for the future of Leeds.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

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

### **What consultation and engagement has taken place?**

Wards affected: None

Have ward members been consulted?  Yes  No

- 7 The proposals contained in this report have been agreed by the relevant Executive Board Members.

### **What are the resource implications?**

- 8 The Chief Officer Economy and Skills is an established post and is within budget provision for 2024/25, and therefore no additional costs will be incurred in making this interim appointment.

### **What are the legal implications?**

- 9 The Chief Officer Economy and Skills plays a significant role in delivering the strategic aims of the Council, city, region as well as national strategic aims and priorities. Failing to fill the post could negatively impact upon the ability of the Council to deliver our Inclusive Growth Strategy.

- 10 This post is an Employment Committee appointment in line with the criteria set out in the Officer Employment Procedure Rules and will be recruited to in accordance with those Procedure Rules.
- 11 Candidate information as part of this recruitment and selection exercise will be detailed within Appendix 2 and will be sent separately to Committee Members. This information relates to individuals' personal and employment details and will be exempt from publication.
- 12 Also, it is considered that the release of such information in Appendix 2 would be likely to prejudice the Council's ability to recruit effectively to similar posts in the future. It is therefore considered that it is in the public interest for future candidate information in Appendix 2 to be treated as exempt from publication under the provisions of paragraphs 10.4 (1) and (2) of the Access to Information Procedure Rules.

### **Options, timescales and measuring success**

#### **What other options were considered?**

- 13 Interim internal recruitment was identified as the best option, to ensure strategic leadership stability and continuity during an interim period whilst the substantive postholder is seconded to the Local Government Association.

#### **How will success be measured?**

- 14 Recruiting to this role will build on the continued economic success and competitiveness of the city, through the building of stronger and productive partnerships with the business community and key partners, ensuring the council's aims and objectives are being met and that government standards are adhered to.

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

- 15 The recruitment and selection process is being co-ordinated by the Human Resources team. The post has been advertised on the Leeds City Council jobsite as an internal vacancy. The recruitment and selection timeline is as follows:
  - Job advertisement live on LCC Jobsite – 21<sup>st</sup> June 2024.
  - Job advertisement closes – 1<sup>st</sup> July 2024.
  - Shortlist by Employment Committee – 3<sup>rd</sup> July 2024.
  - Internal Stakeholder Panel – 8<sup>th</sup> July 2024
  - External Stakeholder Panel – 8<sup>th</sup> July 2024
  - Selection Interviews by Employment Committee – 8<sup>th</sup> July 2024.
- 16 Following the selection process, should an appropriate candidate be identified, the Employment Committee is asked to make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

## **Appendices**

- Appendix 1 Advert and job profile.
- Appendix 2 - Applicant details (to follow) - designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2).

## **Background papers**

- None

## Appendix 1 – Advert

### Chief Officer Economy and Skills

Dir 75%

As our Chief Officer Economy and Skills you will relish the opportunity to champion Leeds and secure the long-term future of the city as a place of opportunity for citizens and business alike.

You'll be a member of the leadership team in our City Development directorate, which has wide-ranging responsibilities across Leeds that cover the economy, jobs and skills, built environment, transport, culture and sport.

In this newly framed role of Chief Officer Economy and Skills you will prioritise [inclusive growth in Leeds](#) to build an economy that works for everyone in our city. This can only be achieved through a whole city approach, and you will be key to bringing together city partners spanning the private, public and voluntary sectors to strive for this shared goal.

At Leeds City Council we have a culture of excellence and are continually striving to drive up standards. We are building on the recommendations of a positive peer review in November 2022 to help us deliver the next phase of our Best City Ambition.

Leeds City Council is one of the largest employers in the region with over 14,000 employees. We seek to recruit and develop talented individuals who embody our [council values](#) and [ambitions](#).

#### About you

As our Chief Officer Economy and Skills, you will be qualified to postgraduate level in a relevant subject area, or have equivalent experience. In addition you will bring to the role:

- substantial experience at senior level in the service area or a related setting
- in-depth understanding of the legislative, strategic and policy context of inclusive economic growth
- evidence of success in driving partnership programmes to deliver cross-sector priorities
- strong leadership and communication skills with the ability to influence, negotiate and raise the profile of the council and the city regionally, nationally and internationally
- sound judgment and reasoned decision-making with experience of operating in a political environment

#### About the role

As our next Chief Officer Economy and Skills, you have an exciting opportunity to shape the future of Leeds. With your compelling record and innovative approach, you can make a real difference for residents and their communities, businesses and everyone who visits or works in the city.

This is a high-profile role at the heart of collaborative efforts to develop our city for the better. You will lead teams in City Development dedicated to delivering our [Inclusive Growth Strategy](#) alongside key partners, whether through creating new jobs, supporting businesses, growing economic sectors, promoting enterprise or developing economic policy.

A key strand to this work is skills development and supporting people into jobs. Our Ofsted outstanding Employment and Skills service supports local people into work, training or education opportunities. The

service also works with businesses to help them recruit, retain and develop a skilled and inclusive workforce and contribute to the city's economic growth.

### **What we offer you**

We take pride in offering the best employee experience, with benefits including:

- a competitive salary and annual leave entitlement plus statutory holidays
- membership of the West Yorkshire Pension Fund with generous employer contributions
- flexible and hybrid working arrangements subject to service requirements
- a clear career pathway and continuing professional development opportunities
- a range of [staff benefits](#) to help you boost your wellbeing and make your money go further

### **How to apply**

Please upload your CV and complete a personal statement of no more than 500 words stating how you meet the requirements of the role.

[Read our guidance](#) for further advice. Please check your information carefully and ensure you complete all sections before submitting your application.

If you have any queries or would like an informal chat about the role please contact Angela Barnicle [angela.barnicle@leeds.gov.uk].

Interviews are likely to take place week commencing 8<sup>th</sup> July.

**We promote diversity and want a workforce that reflects the population of Leeds. Leeds City Council is ranked 70 on the Stonewall Equality Index 2022. We are also an Age friendly employer, a Mindful employer and a Disability Confident leader.**

**All new Leeds City Council appointments are made subject to the satisfactory completion of a six-month probationary period.**

**This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.**

## Leeds City Council Job Profile

<b>Directorate</b>	City Development
<b>Service Area</b>	Economy & Skills.
<b>Job Title</b>	Chief Officer
<b>Grade</b>	Dir 75%
<b>Conditions of service</b>	JNC Terms and Conditions
<b>Reports to</b>	Director City Development
<b>Responsible for</b>	Economy & Skills

**Job purpose** Lead the strategic direction of the Council's economic policies and strategies to deliver inclusive growth across Leeds.

Developing and nurturing partnerships across the Council, the city and beyond. Promoting Leeds as a great place to live, learn, work, visit and invest, advocating for and supporting businesses to enable a resilient future and providing opportunities for people to develop skills, get into good work, innovate and thrive.

### Responsibilities

- Provide strategic leadership, advice and expertise to decision makers across the Council.
- Work with key partners at national, regional and local level and in collaboration with colleagues and partners, support the delivery of real change across the city.
- Lead, promote and deliver positive solutions to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.
- 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.
- Monitor and review the achievement of targets and activity and take action to ensure targets are met and improvements achieved.
- Play a key role in interpreting, shaping and implementing policy at international, national, regional and local level, through a range of formal and informal networks including Eurocities, Core Cities and the Inclusive Growth Network.
- Lead on the relationship with the West Yorkshire Combined Authority on Economic Policy, Business Support, Employment and Skills and Destination Marketing including inward investment.
- Ensure that the Council has strong strategic relationships with businesses, providing advocacy and support particularly in key sectors including digital, financial and professional services, health and manufacturing and with business representative organisations (e.g. Chamber of Commerce and CBI).
- Promote and maximise opportunities to enhance the economy and support local employment (for example through facilitating the delivery of major investments in the city).
- Develop and nurture key partnerships in support of the delivery of inclusive growth. Specifically, ensure the success of the Leeds Anchors Network, the Business Anchors Network, the Leeds Innovation Partnership and the Future Talent Board.

- Play a key role in the Best Council Leadership Team and actively support the Council's Corporate Leadership Team in ensuring our organisational developments and improvements remain focused on delivering improved outcomes for local people.
- Meet agreed objectives as laid out in Council and Directorate plans ensuring compliance with legislation and, where appropriate, national standards, in pursuit of excellence in service delivery.
- 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.
- 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 Strategic Leadership Team, to support the Director and other Chief Officers in the achievement of city wide outcomes.
- Actively drive and deliver continuous improvement initiatives taking the strategic lead in developing the service in the context of city, regional and national priorities.
- 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.
- Work with elected members, service users, community representatives and other stakeholders 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.
- 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.
- 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.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

**Qualifications** Relevant Degree and post graduate qualification together with in depth experience at a senior level within the service area or relevant environment is essential.

**Working Context** - Post holders will work flexibly both at home and at various locations across the City and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service.



**Essential requirements** It is essential that the candidate should be able to demonstrate the following criteria. Candidates will only be shortlisted if they can demonstrate that they meet all the essential requirements.

- Able to raise the profile of Leeds nationally and internationally to attract inward investment, support trade, enhance the cultural reputation and grow the visitor economy
- Able to make reasoned and logical decisions allied with high level organisational skills.
- Able to take responsibility, through concurrent delegation authority arrangements, for relevant statutory economic development and employment and skills related matters.
- Comprehensive knowledge and understanding of the legislative, strategic and policy context of inclusive economic growth.
- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to the specified portfolio areas.
- Demonstrate knowledge of applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.
- 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 Corporate Leadership Team.
- Excellent communication skills with the ability to influence, negotiate and establish credibility for the Council and the service.
- 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.
- Significant successful senior leadership experience
- Substantial experience of operating in a political environment
- Extensive experience of exercising sound judgement and providing clear advice at senior level.
- Experience of developing and implementing highly complex strategies leading to successful outcomes

**Behavioural & other Characteristics required.**

- Understand and embrace [Leeds City Council Values and Behaviours](#) and codes of conduct.
- Committed to continuous improvement in all areas and work towards delivering the [Best City Ambition](#) of Health & Wellbeing, Inclusive Growth and Zero Carbon
- Be aware of promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- Able to understand and observe Leeds City Council equality and diversity policies.
- Carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

**Date Job description last reviewed:** June 2024

**Name** L Megson

**Designation** Deputy Head of HR

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