

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