



EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 26th March, 2024 at 10.00 am

MEMBERSHIP

Councillors

S Arif

D Cohen

D Coupar

H Hayden

J Pryor

Vacancy

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

**Agenda compiled by:
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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>ELECTION OF CHAIR</p> <p>To elect a Chair for the duration of the meeting.</p>	
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
3			<p>EXCLUSION OF PUBLIC</p> <p>To resolve that the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.</p>	
4			<p>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</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 DIRECTOR OF CITY DEVELOPMENT (INTERIM)</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>APPOINTMENT OF THE INTERIM DIRECTOR OF CITY DEVELOPMENT</p> <p>To consider a report of the Chief Executive regarding recruitment to the position of interim Director of City Development.</p> <p>(Please note that Appendix 2 to this report is designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2)).</p>	17 - 34

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 by email (FacilitiesManagement@leeds.gov.uk) 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 Director of City Development (Interim)

Date: 26 March 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 **Director of City Development 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 6, 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 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 the Interim Director of City Development

Date: 26th March 2024

Report of: Chief Executive

Report to: Employment Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes* No

(*Appendix 2 – Under Access to Information Procedure Rule 10.4 (1) & (2))

Brief summary

This report outlines the reasons for the recruitment and selection to the post of Interim Director of City Development.

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 the economic growth of the city including regeneration work, support to businesses and jobs and skills, in addition to planning, asset management, highways, museums, galleries, sports and leisure, markets and cultural events.

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 Interim Director of City Development.

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 Interim Director of City Development.

- 2 The current post holder will step down from the permanent role of Director of City Development in September 2024. It is proposed to appoint to the role on a temporary basis for a 12 month period in the first instance.
- 3 The role of Director of City Development provides strategic leadership for the City Development Directorate covering Asset Management and Regeneration, Culture and Economy, Highways and Transportation, Planning and Sustainable Development and Operations and Active Leeds.
- 4 The post holder is accountable to the Chief Executive and their work falls under the Executive Members for; 'Adult Social Care, Public Health and Active Lifestyles', 'Economy, Culture and Education', 'Housing', 'Sustainable Development and Infrastructure' and 'Resources'.

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 Executive Board Members.

What are the resource implications?

- 8 The Director of City Development 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 Director of City Development 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 promote the continued economic success and competitiveness of the city and secure the future of the city as an attractive and vibrant place for citizens and business.
- 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 is detailed within Appendix 2 and is designated as being exempt from publication. This information relates to individuals' personal and employment details.
- 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 the 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 A full permanent recruitment exercise was considered. However interim internal recruitment has been identified as the best option at this stage, primarily to ensure strategic leadership stability and continuity.

How will success be measured?

- 14 Recruiting to this role will build on the continued economic success and competitiveness of the city, locally, nationally and internationally through the building of stronger and productive partnerships with the business community and key partners.

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 - 19th February 2024.
 - Job advertisement closed - 4th March 2024.
 - Shortlist by Employment Committee – 26th March 2024.
 - Internal Stakeholder Panel – 8th April 2024
 - External Stakeholder Panel – 8th April 2024
 - Selection Interviews by Employment Committee – 9th April 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 Information Pack provided to candidates which includes advert and job profile.
- Appendix 2 - Applicant details - designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2).

Background papers

- None

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Interim Director of City Development

Leeds City Council

WELCOME

Thank you for showing an interest in the role of interim Director of City Development at Leeds City Council.

Leeds is a large, contemporary and thriving city - and these adjectives equally apply to the council. With over 14,000 staff delivering hundreds of different services to a population of 812,000 people, we work in a complex, diverse and fast-paced environment.

We are ambitious. Our [Best City Ambition](#) is our overall vision for the future of Leeds.

At its heart is our mission to tackle poverty and inequality and improve quality of life for everyone who calls Leeds home. We will achieve our mission by focusing on improving outcomes across the three pillars of the Best City Ambition:

- Health and wellbeing
- Inclusive growth
- Zero carbon

Our three pillars are at the centre of the Best City Ambition. They capture the things that will make the biggest difference to improving people's lives in Leeds – and many of the big challenges we face and the best opportunities we have relate to all three. We are building Team Leeds – made up of the people who live or work here, and those who champion the city nationally and internationally and support one another to make Leeds the best it can be.

Our Organisational Plan sets out our vision to be the best council in the best city, with our staff supported to understand what we do, why we do it, and how we can all work together to achieve our ambitions and values.

As interim Director of City Development you will have a leadership role spanning a wide area covering the physical, economic and cultural development of Leeds. This includes responsibility for the economic growth of the city including regeneration work, support to businesses and jobs and skills. You will also be responsible for planning, strategic management of the council's land and property estate, highways, museums, galleries, sports and leisure, markets and cultural events.

You will have the credibility to represent the city at all levels, promoting its continued economic success and competitiveness, locally, nationally and internationally.

Thank you for taking the time to find out more about this opportunity to make a real and positive difference to the lives of the citizens of Leeds.

Tom Riordan CBE

Chief Executive, Leeds City Council





Interim Director of City Development

£155,900

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Leeds is home to a thriving and dynamic economy. As our interim Director of City Development you will relish the opportunity to champion Leeds, its economy and physical infrastructure, securing the long-term future of the city as an attractive and vibrant place for citizens and business.

You will take the lead as the city's representative to build stronger and productive partnerships with the business community and key partners, promoting the ongoing development and sustainability of the city of Leeds as a key commercial and cultural centre within the Yorkshire and Humber region.

You will be responsible for the economic growth of the city including regeneration work, support to businesses and jobs and skills, in addition to planning, asset management, highways, museums, galleries, sports and leisure, markets and cultural events.

You should be someone who collaborates well and has credibility across the private, public and voluntary sectors – working with colleagues, partners, and the community to really understand what people need. You will take a whole city approach and collaborate with external partners, including the West Yorkshire Combined Authority (WYCA) and Leeds Business Anchors. You should also have experience of leadership within a 'high support, high challenge' culture and a sound knowledge and understanding of the development, economic and cultural sectors.

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 is an ambitious city and if you can offer a compelling record and the desire to build on good practice, it is the ideal place to influence and shape innovation.

To apply, please upload your CV and personal statement via [our job site](#) ensuring your application reflects the requirements of the role as outlined in the role profile.

For more information or to arrange a discussion with Tom Riordan CBE, Chief Executive, about the role, please contact PA.ChiefExec@leeds.gov.uk



JOB PROFILE

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, you will be restricted from political activity. In some cases, it is possible to gain exemption for this provision.

Job purpose

Provide strategic leadership, advice and expertise to decision makers. Working with key partners at national, regional and local level, the role will champion initiatives within the organisation and in collaboration with colleagues and partners, support the delivery of real change across the city.

Responsibilities

- Champion Leeds, its economy and physical infrastructure; securing the long-term future of the city as an attractive and vibrant place for citizens and business, promoting its continued economic success and competitiveness.
- Champion the ongoing development and sustainability of Leeds as a key commercial and cultural centre within the Yorkshire and Humber region, which operates at a global scale.
- Create a service culture that engages and involves all stakeholders in the immediate and longer-term success of Leeds.
- Ensure those in charge of delivering or commissioning services and decision making are accountable for assessing needs, and the delivery of improved and sustained economic well-being and competitiveness.
- Ensure services contribute to wider partnership objectives regarding the regional, national and the international role and profile of Leeds.
- Support cultural and organisational change, facilitating improvement in the way that services are provided and working across all sectors to achieve this.

- Oversee the development and regeneration of all areas within the City of Leeds and the successful delivery of major projects for the city.
- Take the lead as the city's representative to build stronger and productive partnerships with the business community and key partners.
- Oversee the statutory responsibilities of the Council as the Local Planning Authority, ensuring effective use of land.
- Address the sustainability agenda including climate change issues.
- Ensure the effective delivery of services related to traffic, highways and transportation; improving infrastructure to meet statutory requirements and optimise partnerships across relevant sectors.
- Ensure that the cultural, sport and recreation policies and strategies of the council and its partners, are delivered to promote Leeds and the well-being of our citizens.
- Delivery of Sustainable Economy and Culture Partnership Priority Plans.
- Ensure all City Development activity is properly aligned to wider objectives of the Council regarding people and communities.
- Work with senior politicians to achieve outcomes regarding city development, building strong relationships with appropriate Executive Board Members
- With an emphasis on strong leadership, this role operates within the context of the [Best City Ambition](#) and the city's broader strategic objectives.
- Provide strategic leadership, providing 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.
- In line with the Budget Management Accountability Framework Ensure that effective budget management and control takes place across the Directorate and the planned level and quality of service provided is within revenue and capital budgets and that budget pressures are resolved.
- 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 qualification or substantial experience in working in this field together with substantial senior leadership and management experience.

A professional qualification in a field relevant to the sectors covered by the post is desirable.

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. The Director of City Development is a member of the Corporate Leadership Team and as such will participate in the leadership on-call rota.

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

- Able to work successfully with a wide range of stakeholders to develop, communicate and gain ownership of a shared vision and direction.
- Able to promote the Council, its reputation and status at a regional and national level.
- Able to lead and embed a performance management culture.
- Able to develop and sustain a culture that meets the needs of and engages with a range of diverse communities and staff.
- Evidence of taking the strategic lead in forging and driving successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors to successfully deliver cross sector projects.
- Evidence of success in building and enhancing the reputation of an organisation, locally and nationally with external bodies, the community and the media.
- Evidence of successful strategic and operational resource management, including evaluating competing priorities within tight financial limits and managing progressive and innovative budgetary arrangements.
- Evidence of successful significant senior leadership experience and a successful track record of leadership in a large multi-disciplinary organisation, with a developed understanding of the issues facing areas of accountability.
- Demonstrable credibility within leadership that has enabled teams to achieve significant, sustainable service improvements and outstanding results whilst retaining a culture that recognises the needs of customers and staff.
- Evidence of leading, shaping and influencing cutting edge thinking and innovative practice within current organisation.
- Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Excellent communication, networking, partnership and presentation skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- 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.
- 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.

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: February 2024



ABOUT LEEDS CITY COUNCIL

We are a politically led organisation, with a responsibility for providing local services and facilities. There are 99 elected councillors across the city to represent our citizens at a local level and help drive change for the better.

We are proud of the work we do every day to deliver for our city, from keeping our streets clean to delivering major cultural and sporting events, and much more.

Whilst the [Best City Ambition](#) outlines our vision to be the best city in the UK, how we progress our ambitions is as important as what the ambitions are.

Our employees talk about the pride they feel in the work they do and in making a difference. In return for their dedication and contribution we offer a workplace where people feel supported, that celebrates difference and encourages everyone to grow like the city we love.

As with all other local authorities, the council faces financial challenges and demographic pressures. However, we continue to maintain high levels of performance and are making progress to deliver our priorities.



OUR VALUES

Being open, honest and trusted — that's what our council is built on. Our aim is to recruit and develop talented people who share our council values and ambitions.

Our values and behaviours guide our individual approaches to our work, shape our working relationships with our colleagues and partners, and ensure we continue to move towards being a more efficient, enterprising, healthy and inclusive organisation. These complement the wider Team Leeds approach, set out in the [Best City Ambition](#). Supporting and underpinning the values and behaviours within the organisation is a proactive approach to internal communications engagement which reaches all council staff as well as the leadership and management cohort. The framework guiding this approach is below.



OUR CORPORATE LEADERSHIP TEAM

Chief Executive
Tom Riordan





THE CITY DEVELOPMENT DIRECTORATE TEAM

City Development provides a wide and diverse range of services which make a significant contribution to shaping the future of the city, making it a great place to live, visit and do business.

The City Development directorate is one of five directorates across Leeds City Council and comprises the following services: Asset Management and Regeneration, Culture and Economy, Highways and Transportation, Planning and Sustainable Development and Operations and Active Leeds. As our interim director you will provide strategic leadership to build on the success of these services and elevate them to the next level as part of the directorate leadership team.

Asset Management and Regeneration

The Asset Management and Regeneration team lead on the delivery of a wide range of placed based projects and programmes of scale to support regeneration and the city's ambitions. The service is also responsible for the strategic planning of the council's property portfolio, including the disposal and leasing of properties.

Culture and Economy

The Culture and Economy team programmes and supports arts, cultural activity and events across the city and manages all our museums and venues.

The team lead the work to grow the Leeds economy through the development of our Inclusive Growth Strategy. This includes coordinating work aimed at creating new jobs, supporting businesses, growing economic sectors, promoting enterprise and developing economic policy.

With a range of partners, our Ofsted outstanding Employment and Skills service supports local people into work, training or education opportunities, working with businesses to help them recruit, retain and develop a skilled and inclusive workforce and contribute to the city's economic growth.

Highways and Transportation

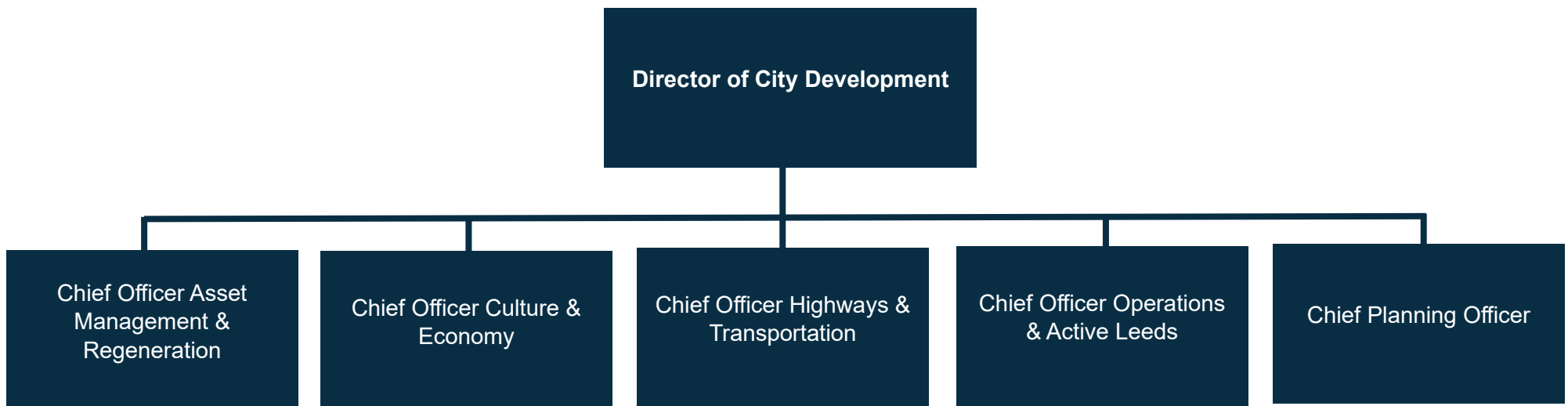
The Highways and Transportation team manages the city's highway network. This includes the delivery of large scale transport projects, a highway maintenance service, including street lighting and road sign installation, and delivers a winter service, a highway traffic management system and manages the road space. The service also leads on the delivery of our flood alleviation and flood risk management programmes. In addition the team are seeking to develop and deliver major schemes alongside bringing forward sustainable traffic and travel improvements. There is a huge range in this area of work, including bus reform, West Yorkshire mass transit and our [Leeds Local Plan](#).

Planning and Sustainable Development

The Planning and Sustainable Development team deal with planning and building regulation applications including enforcement. The team also deal with dangerous structures, safety at sports grounds, minerals and waste and provides specialist advice on contaminated land, urban design, landscape, conservation, trees and ecology. The team are responsible for statutory development plans and policies, community infrastructure levy and facilitating neighbourhood plans.

Operations and Active Leeds

The Operations team manage and oversee retail markets and street trading and manage Leeds city centre, including co-ordination with Leeds BiD. The team also lead on the directorate's change activity and work with colleagues in Resources and Housing to ensure effective support services to the directorate. The Active Leeds team provides opportunities for people living in Leeds to enjoy the benefits of an active lifestyle.





RESOURCES:

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- Learn more about the [City Development directorate](#)
- [Our benefits | Leeds Jobs](#)
- Our [Best City Ambition](#)
- [Guidance notes on completing your application](#)

HOW DO I APPLY?

For more information or to arrange a discussion with our Chief Executive, Tom Riordan about the role, please contact pa.chiefexec@leeds.gov.uk

To apply, please upload your CV and personal statement via [our job site](#)

Closing date: 4 March 2024

THANK YOU FOR CONSIDERING TEAM LEEDS.

