



## EMPLOYMENT COMMITTEE

---

Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Thursday, 28th November, 2024 at 9.00 am

---

### MEMBERSHIP

#### Councillors

D Coupar

B Flynn

M Harland

I Wilson

---

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

Governance & Scrutiny  
Support

0113 3788664

Produced on Recycled Paper

# 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>The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely that in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained in an appendix to the relevant report within this agenda which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.</p>	
4			<p><b>DECLARATIONS OF INTEREST</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 DIGITAL INFORMATION OFFICER</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>9 (Appendix 2 only)</p>	<p><b>APPOINTMENT OF THE CHIEF DIGITAL INFORMATION OFFICER</b></p> <p>To consider a report of the Interim Assistant Chief Executive – People, Digital and Change regarding recruitment to the position of Chief Digital Information Officer.</p> <p>(Please note that Appendix 2 to this report is designated as being confidential under the provisions of Access to Information Procedure Rule 9).</p>	17 - 38

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 Digital Information Officer

Date: 28 November 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

In line with its Terms of Reference, the Council's Employment Committee has authority to appoint 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 Digital Information Officer**.

**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 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 1 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 Confidential Information - The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely that in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained within an appendix to agenda item 7 which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.
- 4 Process following interviews - The Committee is invited to note that before an offer of employment can be made, the Executive must be notified of the name (and any other details deemed relevant) of the individual that Employment Committee recommends that the post be offered to. Executive Members would then have a designated period of time to raise any objections to this recommendation. 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 is to ensure consistency and transparency of decision making throughout each Employment Committee recruitment process, and that those processes are in line with the Council's priorities and ambitions and support good governance.

## 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 in respect of this recruitment.

10 The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely that in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained within an appendix to agenda item 7 which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.

11 The appointment of officers is a non-Executive function and therefore the recommendations in this report are not subject to Call In.

### **Appendices**

- Appendix 1: Constitution – Part 4(j) - The Council's 'Officer Employment Procedure Rules'.

### **Background papers**

- None

This page is intentionally left blank



## 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).

---

<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>.

---

<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>.

---

<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.

---

<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.

---

<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.

This page is intentionally left blank



## Appointment of the Chief Digital Information Officer

Date: 28<sup>th</sup> November 2024

Report of: Interim Assistant Chief Executive – People, Digital & Change

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

This report outlines the reasons for the recruitment and selection to the post of Chief Digital Information Officer.

Recruiting to this role will secure vital capacity to provide strategic and operational leadership for the Integrated Digital Service (IDS) and for the supply of services to the ICB Leeds, specifically the GP IT and Open Digital Architecture (ODA) functions. The primary focus of the role is to deliver integration, efficiencies and savings to the council and the NHS and support the delivery of real change across the city.

The post is an established post and within budget provision for 2024/25 and beyond which has been revised in scope and grade to align to current business needs.

### Recommendations

- a) Note the process for the recruitment and selection to the post of Chief Digital Information Officer in the Strategy and Resources Directorate on a permanent 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 Digital Information Officer.

- 2 Following the departure of the outgoing Chief Digital Information Officer, the role has been reviewed and the breadth reduced. This decision was made to focus on the challenging digital technological priorities the Council needs to deliver to support financial efficiencies both internally and with the NHS. The revised scope of the role also reflects recent team changes across the Strategy & Resources Directorate.
- 3 The Chief Digital and Information Officer is a key senior leader role, having strategic and operational accountability for Leeds City Council's Integrated Digital Services and for the supply of services to the ICB Leeds. The postholder is responsible for placing LCC and Leeds Place ICB at the forefront of developments with regards to the application of digital technology, working with other support services. The postholder is also responsible for the development and delivery of the Digital Strategy to underpin the achievement of the City's Health and Wellbeing, Inclusive Growth, Climate Emergency strategies.
- 4 The post holder is accountable to the Interim Assistant Chief Executive – People, Digital and Change and their work falls under the remit of the Executive Member for Resources. The role is also accountable to the Accountable Officer (Leeds place) ICB.

**What impact will this proposal have?**

- 5 Appointment to this post will secure the sufficient level of capacity, experience, knowledge and skills to provide clear leadership and deliver vital programmes of work, ensuring continued contribution to the Best City Ambition - our overall vision for the future of Leeds.
- 6 Recruitment on a permanent basis will enable the current temporary arrangements to end and provide stability for the service at a senior leadership level and ensure the long-term vision for the service is driven and maintained. The appointment will also enable the CDIO to conclude the IDS senior structure and delete vacant posts to realise MTFs goals.

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

- Health and Wellbeing
  Inclusive Growth
  Zero Carbon

- 7 Making this appointment will also ensure relevant issues in relation to the above three pillars are considered across the Integrated Digital Service.

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

Wards affected: None
Have ward members been consulted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- 8 Approval to recruit to the post has been obtained in accordance with the Council's vacancy control process and is supported by the Executive Board Members.

**What are the resource implications?**

- 9 The Chief Digital Information Officer has been benchmarked at Dir 75% grade. The post is an established post on the Strategy and Resources structure and is within budget provision for

2024/25 and beyond. The post has been revised in scope and grade to align to current business needs.

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

10 Without a permanent Chief Digital Information Officer in place, the service may struggle to deliver on significant technological priorities for the Council and the NHS. In turn this will impact efficiencies and further impact the financial savings that could be achieved.

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

11 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.

12 The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained within appendix 2 to this report which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.

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

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

13 It is vital for the Council to have a Chief Digital Information Officer to deliver its significant technological priorities. Consideration was given to potentially using external search agencies and undertaking an external recruitment campaign. However, given the financial challenges and significant internal experience, it was felt appropriate to manage a local recruitment process and advertise the post internally to LCC employees.

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

14 Recruiting to this role will build on the commitment to deliver an information and technology strategy on behalf of the Council, and linked to the wider system, to ensure we have the capabilities and skills to play a leading role in delivering better outcomes for people through IDS.

#### **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 – 5<sup>th</sup> November 2024.
- Job advertisement closed – 11<sup>th</sup> November 2024.
- Shortlist by Employment Committee – 28<sup>th</sup> November 2024.

- Stakeholder Panel – 12<sup>th</sup> December 2024.
- Selection interview by Employment Committee – 12<sup>th</sup> December 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 Candidate information pack.
- Appendix 2 - Applicant details - designated as being confidential under the provisions of Access to Information Procedure Rule 9.

### **Background papers**

- None



# Chief Digital Information Officer

Leeds City Council

# WELCOME

Thank you for showing an interest in the role of interim Chief Digital Information Officer 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.

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 Chief Digital Information Officer you will lead our Integrated Digital Service (IDS), working across both Leeds City Council and the Leeds Integrated Care Board (ICB).

You'll have strategic and operational accountability for IDS and for the supply of services to the ICB Leeds, specifically the GP IT and Open Digital Architecture (ODA) functions. Your primary focus is to deliver integration, efficiencies and savings to the council and the NHS.

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.

**Andy Dodman**

**Interim Deputy Chief Executive**





# Chief Digital Information Officer

£96,315 - £105,742

Page 23

As our Chief Digital and Information Officer, you'll thrive on transforming public services through technology.

This role isn't just about keeping things ticking along. We're looking for an innovative leader that is dedicated to finding new and cost effective solutions to complex problems, ensuring Leeds is at the forefront of digital technology developments.

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

Leeds is renowned for excellence in the digital sector, so it's a great place to continue your career.

## About you

As our Chief Digital and Information Officer you will bring to the role:

- Innovation and a passion to transform IT, improving the services we provide and ensuring value for money.
- A relevant professional qualification or significant managerial experience in a similar environment.
- Ability to manage a number of substantial budgets and find solutions to complex financial challenges.
- Experience of successful leadership and management of large scale digital projects, successfully implementing transformational change.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.

## About the role

As our next Chief Digital and Information Officer, you'll lead our Integrated Digital Service (IDS), working across both Leeds City Council and the Leeds Integrated Care Board (ICB).

You'll have strategic and operational accountability for IDS and for the supply of services to the ICB Leeds, specifically the GP IT and Open Digital Architecture (ODA) functions. Your primary focus is to deliver integration, efficiencies and savings to the council and the NHS.

You'll develop, own and deliver a Digital Strategy, which will underpin the achievement of the city's Health and Wellbeing, Inclusive Growth and Climate Emergency strategies.

IDS improves how services are delivered, using user research to inform technology based solutions that are accessible, easy to use and reliable. We are innovating and changing services by investing in automation through technologies such as power platform and RPA.

You'll be essential to the team as you support them to drive forward change, and you'll see how these changes significantly improve the lives of the Leeds residents that rely on our services.

## 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

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.

If you have any queries or would like an informal chat about the role please contact Andrew Dodman, Interim Assistant Chief Executive (People, Digital & Change) at email [Andrew.dodman@leeds.gov.uk](mailto:Andrew.dodman@leeds.gov.uk).

We promote diversity and want a workforce that reflects the population of Leeds. Leeds City Council is recognised in Stonewall's Workplace Equality Index 2024. 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.





# 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**

Strategic and operational accountability for Leeds City Council's Integrated Digital Services and for supply of services to the ICB Leeds, specifically the GPIT and ODA functions, providing services to Leeds City Council and the NHS to deliver integration and efficiencies and savings.

## **Responsibilities**

- Develop, own and deliver the Digital Strategy to underpin the achievement of the City's Health and Wellbeing, Inclusive Growth, Climate Emergency strategies and critically in the post COVID19 world.
- Responsible for placing LCC and Leeds Place ICB at the forefront of developments with regards to the application of digital technology, working with other support services.
- Provide strategic leadership, providing advice and expertise to decision makers across the Council.

- Provide outstanding leadership to develop a high performing, highly motivated workforce and manage resources to achieve service and overarching objectives in line with the city's agreed prioritisation.
- 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.
- Manage the interface and maintain effective relationships with key stakeholders including the NHS, business and external agencies.
- Work closely with the NHS West Yorkshire ICB (Leeds place) Chief Clinical Information Officer to ensure service provision from IDS to the Health system is effective and efficient.
- Lead the definition and delivery of information and technology strategy on behalf of the Council, and linked to the wider system ensuring that we have the capabilities and skills to play a leading role on delivering better outcomes for people through IDS.
- Contribute to the business direction of services and execute required business change in support of digitisation, technology and information management excellence, defining and transitioning to new operating models and skill sets as appropriate.
- Drive digital leadership by building credibility as a leading authority in digital technology by establishing and maintaining professional advice internally and externally.
- As principal digital and ICT advisor and technical expert to the Council's Corporate Leadership Team and its Elected Members, ensure that organisational developments and improvements remain focused on delivering improved outcomes for local people.
- Be accountable for the delivery, continuity, information security, risk management and effective support of the Council's ICT infrastructure and business critical systems and cyber security.
- Provide professional strategic leadership to related project teams to ensure the council and NHS objectives are met and where possible exceeded.
- Be accountable for the achievement of service performance, outcomes, targets and objectives within approved budgets for the service and the City's and Council's portfolio of ICT enabled business projects and programmes.
- Embed a culture of continuous improvement, establishing stretching service and customer experience targets to deliver outstanding outcomes.

- Work closely with the Chief Officer Strategy & Performance to ensure digital related project and programme governance is in place and adhered to, to ensure optimal outcomes and maximum return from investment, and that this is coherent and connected to other wider changes such as workforce, finance etc.
- Be accountable for the systematic appraisal, evaluation, delivery and rigorous management of the ICT portfolio of programmes and projects in support of council outcomes.
- Be the principal post holder for delegated decision making in respect of the authority's Digital, Information and Technology functions.
- Lead and coordinate relevant research and monitor global trends and developments in the digital economy to enable the identification of relevant projects and activities to deliver digital outcomes for the council.
- Work with the Information Governance (IG) function to ensure risk assessment and management processes within the Organisation(s) and advise on the effectiveness of information governance and risk management across the Organisation(s) in line with national compliance regimes (e.g. PSN IA Condition, PCI DSS etc) in relation to the Digital responsibilities of the role.
- Fulfil the role of the Council's Deputy Senior Information Risk Owner, having responsibility for Information Risk whilst acting as the point of contact through which the Data Protection Officer reports to the Corporate Leadership Team in absence of or as directed by the SIRO.
- In absence of the SIRO or as directed, to appropriately consider all high-risk personal data breaches for notification to the Information Commissioner's Office and individuals with advice and guidance from the Data Protection Officer.
- Take responsibility for maintaining effective communications and engagement with staff, service users, councillors, trade unions, partners and other stakeholders and which supports open, inclusive, responsive and accountable government.
- 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.
- Lead and coordinate relevant research and monitor global trends and developments in the digital economy to enable the identification of relevant projects and activities to deliver digital outcomes for the city.
- Maintain knowledge of emerging innovations, introducing initiatives as appropriate to improve citizen/patient outcomes, citizen/patient experience and operational excellence.
- Initiate and implement a range of sensor technologies within the organisation and city to create an efficient and productive environment in line with City carbon and Health ambitions.

- Contribute to the development and maximisation of a modern data culture, enhancing already strong governance and compliance with a data architecture that enables self-service.
- Lead provision of dedicated traded services to external services.
- Work with elected members, service users and community representatives in ways which support open, responsive and accountable government providing appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.
- In line with the Budget Management Accountability Framework Ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.
- Responsibility for the direction and control of a significant budget, the financial integrity of the service and accountable for directing and implementing comprehensive risk management programmes and resources across the service(s).
- The service is delivered within budget; value for money is maximised, and operational, regulatory, statutory and financial risk is managed and monitored in compliance with council requirements and with Local Government and national working practices.
- The 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** MBA, degree level qualification or equivalent qualification in Information and Technology, or substantial experience in working in this field and membership of a relevant professional body 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.

**Essential requirements** 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.

- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to IDS.
- 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.
- Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Understanding of and ability to maximise benefits and relationships with other partners in the NHS.
- Understanding of the legal, financial and national expectations of the NHS and the role of NHSE.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Significant successful senior leadership and management 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.
- Understand, observe and actively promote Leeds City Council's approach to equality, diversity and inclusion.
- Carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

**Desirable requirements** It is desirable that the candidate should be able to demonstrate the following criteria.

- Understanding of and ability to maximise benefits and relationships with other partners in the NHS.
- Understanding of the legal, financial and national expectations of the NHS and the role of NHSE.

**Date job description last reviewed:** October 2024



# ABOUT LEEDS CITY COUNCIL

We are a political 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 Council 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 STRATEGY & RESOURCES LEADERSHIP





# THE STRATEGY & RESOURCES DIRECTORATE TEAM

Strategy & Resources provides both strong support services for the organisation together with key services providing traded expertise to the wider city.

The Strategy & Resources directorate is one of five directorates across Leeds City Council and comprises the following services: Human Resources, Shared Services, Financial Services, Integrated Digital Services, Strategy & Performance and Civic Enterprise Leeds

## **Human Resources**

HR support the workforce through the entirety of the employee lifecycle. Working in close partnership with key stakeholders such as the Trade Unions, staff networks, leaders and managers and the elected members to deliver an Efficient, Enterprising and Healthy organisation.

## **Financial Services**

Responsible for the delivery of the Council's financial management functions, supporting front line services to deliver priorities within their budget envelopes. Its key priority is to deliver the maximum service for the minimum cost, with the highest standards of integrity and probity, and working in partnership with all clients and stakeholders.

## **Shared Services**

Comprising the Business Support Centre and Business Administration delivering business support activities to a wide range of teams and services across the council. Its main priority is to deliver cost-effective, efficient, reliable and highly productive business support functions, simplifying operations, redesign processes and exploiting new technologies to modernise the way we work.

## **Integrated Digital Services**

The role of IDS is to ensure the council fully exploits its investment in information and communication. Its priority is to support transformation to more efficient and effective methods of working and capitalise on automation where possible. IDS is also responsible for trading its service and working with the NHS through partnership with the ICB.

## **Civic Enterprise Leeds**

CEL is a traded service which provides direct service across the council and to external organisations. One key priority of the service is to support commercial operations to generate income. Services include Catering, Cleaning, Facilities management, Fleet and Passenger transport.



# RESOURCES:

Page 36

- Learn more about the [Strategy & Resources 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 Interim Assistant Chief Executive, Andy Dodman about the role, please contact [@leeds.gov.uk](mailto:andy.dodman@leeds.gov.uk)

To apply, please complete the online application form on our [job site](#).

Closing date: November 2024

**THANK YOU FOR CONSIDERING TEAM LEEDS.**



This page is intentionally left blank