

# Public Document Pack

## **Meeting of Council – 21<sup>st</sup> April 2010**

Late Item – Agenda Item 5 – Reports – ‘Appointment of Chief Executive/Head of Paid Service’

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# Agenda Item 5



To All Members of Council

**Democratic Services**

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Our Ref:  
Your Ref:

16 April 2010

Dear Councillor

**COUNCIL MEETING – 21ST APRIL 2010 – ITEM 5**

Please find enclosed a report entitled 'Appointment of Chief Executive/Head of Paid Service' which is to be considered as agenda item 5 at the Council meeting to be held on 21<sup>st</sup> April 2010.

You may wish to note that the report and its appendices do not contain any exempt information as initially indicated within the Council Summons.

I should be grateful if you could add these additional papers to your agenda papers for the Council meeting.

Yours sincerely

**Kevin Tomkinson**  
**Senior Governance Officer**



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**Report of the Chief Officer – Human Resources**

**Report to: Council**

**Date: 21<sup>st</sup> April 2010**

**Subject: Appointment of Chief Executive/ Head of Paid Service**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**Executive Summary**

The purpose of the report is to invite Council to approve the recommendation of the Employment Committee to appoint Tom Riordan to the role of Chief Executive.

## **1.0 Purpose of this Report**

- 1.1 To seek Council approval to the recommendation of the Employment Committee of 14<sup>th</sup> April 2010 to appoint Tom Riordan to the post of Chief Executive.

## **2.0 Background Information**

- 2.1 Following Paul Rogerson's announcement of his intention to retire this year, the Council commenced a process to recruit to the post of Chief Executive.
- 2.2 Officer Employment Procedure Rules, Part 4(l) of the Constitution set out the requirements for the recruitment and appointment of the Council's Chief Executive/Head of Paid Service.
- 2.3 Para 2 of the Officer Employment Procedure Rules requires that a statement is drawn up specifying the duties of the Chief Executive/Head of Paid Service and any qualifications or qualities to be sought in the person to be appointed.
- 2.4 Paragraph 3 of Officer Procedure Rules requires that the full Council approves the appointment of the Chief Executive following the recommendation of such an appointment by a committee or sub-committee of the Council.
- 2.5 The appointment of the Chief Executive is a Council (non-executive) Function. Part 3 Section 2A of the Constitution delegates the responsibility for making recommendations regarding the appointment of the Chief Executive to the Employment Committee for which Terms of Reference are set out in Part 3, Section 2B.
- 2.6 Prior to making any recommendation to full Council, the Employment Committee must consider any well founded objection, made through the Leader, by any member of the Executive.

## **3.0 Supplementary Information**

- 3.1 Officer Employment Procedure Rules were followed. The Job Description and Person Specification for the post of Chief Executive are attached as appendix 1. Gatenby Sanderson were procured to support the council with the recruitment process.
- 3.2 On 14<sup>th</sup> April 2010 final formal interviews were conducted by the Employment Committee with HR advice provided by the Chief Officer – HR.
- 3.3 The Employment Committee, comprising Cllrs Andrew Carter, Richard Brett, Keith Wakefield, Robert Finnigan and David Blackburn unanimously recommend the appointment of Tom Riordan to the post of Chief Executive. A summary of his background is attached as Appendix 2.

## **4.0 Implications for Council Policy and Governance**

- 4.1 At the date of this report, no Executive Board Member had raised any objection to the recommended appointment.

## **5.0 Recommendations**

- 5.1 That the decision of the Employment Committee of 14<sup>th</sup> April 2010 to recommend the appointment of Tom Riordan to the role of Chief Executive be approved.

## **6.0 Background Reference Documents**

The Constitution

### **Appendix 1**

See attached Job Description and Person Specification



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## **JOB DESCRIPTION – CHIEF EXECUTIVE**

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Directorate:	Chief Executive's
Grade:	Chief Executive
Responsible to:	The Executive Board and Full Council
Responsible for:	The 'Paid Service'

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### **PURPOSE OF JOB**

To deliver the Council's key corporate and partnership priorities in line with the Vision for Leeds.

As the Head of Paid Service to ensure the effective strategic leadership of the Council's Corporate Leadership Team and be the Council's principal policy adviser in order to support the delivery of excellent services in accordance with Council policy, budgetary and statutory requirements.

To provide the overarching managerial framework to ensure effectiveness in service development and delivery and act as an advocate for the Council and the City at Local, Regional and National level.

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### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. To act as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services and resources to deliver their ambitions for the city. Provide a clear sense of direction and purpose assisting them in the process of policy formulation to ensure that the Council's vision, priorities and core values are made a reality.
2. Champion a 'One Council' approach and provide leadership, direction and management of the Council's Officer Corporate Leadership Team to ensure the delivery of the Council's priorities and the provision of high quality, cost effective services based on community needs.
3. Further develop the Council's commitment to take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Authority and its communities.
4. Represent and negotiate on behalf of the Council at local, regional, national and international levels, promoting inter-authority working across the city region and demonstrating flexibility and responsiveness to change.
5. To work closely with the Local Strategic Partnership, 'Leeds Initiative' and the family of partnerships to ensure the city achieves maximum benefit from partnership working.
6. Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority through a 'One Council' approach, including the delivery of

the Council Business Plan and Leeds Strategic Plan.

7. Manage the interface between Elected Members and Senior Officers, maintaining the essential Member / Officer partnerships and processes, including promoting a positive and respectful relationship between Members and Officers.
8. Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities and position the Council as a decisive and influential organisation.
9. To develop and sustain a positive and enabling organisational culture that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.
10. Provide strong visible leadership and direction to the Council's workforce to deliver Council and community priorities, maximising potential and developing a culture of accountability and empowerment.
11. To lead the efficient and effective implementation of key programmes and initiatives that are central to the achievement of the Council's objectives across all services and the effective deployment of the Authority's resources to those ends.
12. Ensure the effective co-ordination of bids and resources to promote the sustainable regeneration of the local economy, respond to the needs of the community and make a difference to people, society and the environment.
13. Ensure equality, diversity and cohesion principles are embedded across the Authority and across all service provision. Provide leadership around diversity issues, ensuring that the policies and services of the Council reflect the changing needs of all of our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
14. To provide innovative solutions to challenges, bringing in expertise and best practice from elsewhere as appropriate.
15. Promote, develop and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
16. To ensure that the Council has appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.
17. Represent the Authority on formal occasions, undertaking the necessary Civic duties including support to the Mayoral Office.
18. All duties and responsibilities should be carried out in accordance with Council's Constitution, governance arrangements, policies and procedures.
19. To undertake any other related duties and responsibilities as they arise.

The Council expects all its employees to have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.

**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.

This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly and children. Any offer of appointment will be subject to a satisfactory Enhanced / Standard Disclosure from the Criminal Records Bureau. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

**DATE: November 2009**

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## PERSON SPECIFICATION – CHIEF EXECUTIVE

### Guidance Note

It is essential that in your written application / CV you give evidence of examples of proven experience in each of the following selection criteria listed in Section 1 of the person specification. These responses will be developed further along with the criteria under Sections 2 & 3 with those candidates invited for initial interview.

### Section 1 – Experience

1. Successful and consistent achievement of strong and purposeful leadership in corporate management and strategic policy formulation as a Chief Executive / Director in a Local Authority or organisation within another sector of comparable scope, complexity, size, responsibility and resources.
2. Demonstrable and significant experience of leading, empowering and supporting a diverse group of professionals in a comparable and complex organisation, to deliver high quality outcomes and resolve issues.
3. Evidence of success in generating and leading major organisational and cultural transformation to create high performance in a complex and demanding environment.
4. Evidence of experience in the development of a culture of high performance which puts customers first and empowers and values colleagues, as well as setting objective measures to ensure the provision of quality services.
5. Experience of operating flexibly and effectively within the democratic process, with the political acumen and skills to develop positive and respectful working relationships with Elected Members to command respect, trust and confidence.
6. A record of innovative achievements in partnership and joint working, building positive and productive relationships with external bodies, business, the community and statutory or non-statutory bodies.
7. Significant and successful involvement with the media in the promotion and maintenance of the corporate reputation of an organisation.
8. Experience of representing an organisation at a regional and national level on a range of strategic agendas.
9. Successful and extensive experience of the strategic development, management and control of large complex financial plans and budgets, including the evaluation of competing priorities.
10. Evidence of success in promoting equal opportunities and delivering best value through innovation and integrated customer and community focused service provision, recognising and celebrating the diversity of the community and the workforce.

## **Section 2 – Ability, Skills and Knowledge**

1. The credibility to provide visible leadership and work collaboratively to deliver outcomes for citizens, customers and stakeholders, while empowering, enabling, motivating and developing the Council's workforce and fostering a positive organisational culture.
2. An ability to demonstrate a strategic understanding of the impact of the modernisation agenda in local government and current economic climate and the implications and opportunities for the Council.
3. The ability to develop and maintain effective partnership arrangements both internal and external to the organisation.
4. Highly developed analytical, problem solving and negotiating skills with the ability to produce practical and creative solutions to ensure the achievement of corporate and strategic objectives.
5. Financial and commercial awareness with the ability to act with creative and entrepreneurial flair.
6. Political awareness and knowledge of the factors which ensure successful working in a political environment and the development of effective relationships with Elected Members, along with the ability to provide timely and accurate information to enable Members to make informed and effective decisions.
7. A high level of judgement in terms of leadership and decision making, as well as the ability to develop trust with an engaging, collaborative and inclusive way of working.
8. An ability to communicate effectively to a wide range of people and organisations, together with a high degree of skill in using and improving communication networks within a large multi-disciplined organisation.
9. Highly developed networking, negotiation and influencing skills which are supported by outstanding advocacy, oral, written and presentation skills.
10. The ability to appreciate and respond to diverse socio-economic circumstances and needs.

## **Section 3 – Personal Qualities**

1. A strong personal commitment to the value of public service, local democratic processes and the concept of community governance.
2. Strong personal and leadership credibility, sound judgement and the ability to form positive inter-personal relationships.
3. A high degree of personal and professional probity, integrity and credibility that engages and commands the respect, confidence and trust of Council Members, senior managers, employees, local communities, external partners and other agencies.

4. A clear appreciation of the role of Members in being responsible and accountable for shaping the city and setting policy.
5. A strong commitment to promoting and progressing equality of opportunity and strong and effective democratic engagement.
6. Politically astute and sensitive, with an ability to make progress in complex policy areas.
7. Has innovative ideas for improving the Council and the ability to think beyond traditional ways of doing things and understands the wider external agendas to turn these ideas into reality.

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## **Appendix 2**

### **Biographical Information on Tom Riordan**

Tom Riordan is currently the chief executive of the regional development agency Yorkshire Forward where he has been for over a decade.

While there, and in 2008, he was asked by the Chancellor to lead a team of experts to co-ordinate how the region should respond to potential job losses in the financial services sector and work out a way of securing the future of highly skilled employment in the industry.

Mr Riordan was born in Northallerton and was educated at the town's college. He graduated with a modern history honours degree from Trinity College Oxford in 1989. Subsequently he achieved a Masters Degree in Business Administration (MBA) at the University of London and has been awarded an honorary degree by Bradford University.

On leaving Oxford University he joined the civil service's 'fast stream management scheme' with the Department of the Environment in London. From there, he progressed quickly through a variety of jobs, specialising in environmental policy and representing the UK in United Nations negotiations on climate change and endangered species.

Away from work, Tom is married to Louise and with his two children they live in North Yorkshire. He lists his passions as 'amateur football' and 'being a Middlesbrough supporter'.

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