

EMPLOYMENT COMMITTEE

**Meeting to be held remotely (via Zoom) on
Thursday, 4th March, 2021 at 9.30 am**

MEMBERSHIP

Councillor S Arif

Councillor G Latty

Councillor F Venner

Note to observers of the meeting:

To remotely observe the publically accessible part of this meeting, please click on the link below. This will take you to Leeds City Council's YouTube channel, and the meeting can be viewed live from there:

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CIId=547&MIId=11327&Ver=4>

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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 DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
5			<p>APOLOGIES</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>GOVERNANCE ARRANGEMENTS REGARDING RECRUITMENT TO THE POSITION OF CHIEF OFFICER/CONSULTANT IN PUBLIC HEALTH, ADULTS AND HEALTH DIRECTORATE</p> <p>To receive a report of the City Solicitor which provides an overview of the governance arrangements and format of this specific Employment Committee which will have the responsibility for the recruitment to the position of Chief Officer Public Health within the Adults and Health Directorate.</p> <p>(Report attached)</p>	5 - 16
7			<p>APPOINTMENT OF CHIEF OFFICER/CONSULTANT IN PUBLIC HEALTH, ADULTS AND HEALTH DIRECTORATE</p> <p>To receive a report of the Chief Officer (HR) which outlines the reasons for the permanent recruitment to the post of Chief Officer/Consultant in Public Health within the Adults and Health Directorate.</p> <p>(Cover Report and Appendices 1A & 1A attached, Appendix 2 to follow)</p> <p>(Please note that Appendix 2 (candidates' details) is designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) and (2))</p>	17 - 28

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>	
2				
a)				
b)				

Report author: John Grieve
Tel: 0113 37 88662

Report of City Solicitor

Report to the Employment Committee

Date: 4th March 2021

Subject: Governance Arrangements Regarding Recruitment to the Position of Chief Officer/Consultant in Public Health, Adults and Health Directorate.

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

- 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.

2. The purpose of this report is to provide Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Chief Officer/Consultant in Public Health

3. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Recruiting to this statutory position is in line with the priorities of the Best Council Plan.

4. Resource Implications

- There are no resource implications arising from this report.

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.

1. Main issues

- 1.1 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 3, with Members being appointed in the following proportions, in line with the overall political composition of the Council:

Labour	Conservative
2	1

- 1.2 Meetings - This recruitment exercise includes two distinct committee meetings: one to conduct a shortlisting exercise (4th March 2021) and one to conduct the formal interview of the shortlisted candidates (18th March 2021).
- 1.3 Quorum - Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 1.4 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 deems 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.
- 1.5 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 it is material and/or well founded. (Procedure Rule 4, within the Appendix provides further detail).

2 Corporate considerations

2.1 Consultation and engagement

2.1.1 At the commencement of each Employment Committee cycle, the relevant Group Whips are consulted upon the membership arrangements for that Committee.

2.2 Equality and diversity / cohesion and integration

2.2.1 No implications

2.3 Council policies and the Best Council Plan

2.3.1 The aim of this report, which is to ensure consistency and transparency of decision making throughout each Employment Committee recruitment process supports Leeds' Best City Priorities within the Best Council Plan.

Climate Emergency

2.3.2 There are no implications regarding the Climate Emergency arising from this report.

2.4 Resources, procurement and value for money

2.4.1 No implications.

2.5 Legal implications, access to information, and call-in

2.5.1 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.

2.5.2 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.

2.5.3 The report is not subject to Call In.

2.6 Risk management

2.6.1 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.

3 Conclusions

The report provides Members with an overview of the governance arrangements and format for the Employment Committee.

4 Recommendations

4.1 The Committee is recommended to note:-

- The governance arrangements and format relating to the Employment Committee; and
- The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information.

5 Background documents¹

5.1 None.

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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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Report of: Director of Public Health

Report to: Employment Committee

Date: 4th March 2021

Subject: Appointment of Chief Officer in Public Health

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix 2 is exempt under rule (10.4 (1) & (2))	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

This report outlines the reasons for the permanent recruitment to the post of Chief Officer/Consultant in Public Health, Adults and Health Directorate.

The Employment Committee is asked to:

- Note the process for the recruitment of the post of Chief Officer; and
- Following the interview process, should appropriate a candidate to be identified, make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

1 Purpose of this report

- 1.1 This report outlines the reasons for the permanent recruitment to the post of Chief Officer/Consultant in Public Health within the Adults and Health Directorate.

2 Background information

- 2.1 This report outlines the immediate need to recruit to one vacant Chief Officer/Consultant in Public Health. This follows a recent recruitment exercise in October 2020 when there were 3 vacant Chief Officer posts, the employment committee only recruited to 2 of the vacant posts and there is now one vacant

post outstanding. Funding has been committed and secured through the Leeds Clinical Commissioning Group (CCG), two of the 3 posts are part funded by the CCG. All the Chief Officer posts will work across Leeds City Council and the CCG. This role and its' responsibilities have an impact in delivering the Council's Public Health responsibilities and achieving the aims and outcomes for the Council, city, region and nationally.

3 Main issues

- 3.1 The Chief Officer/Consultant in Public Health role support the Lead Member for Adults and Health and the Chief Executive of Leeds City Council in order to deliver programmes of strategic significance to the Council in order to deliver services and interventions in line with Council & Directorate priorities.
- 3.2 In addition to the above, the post will take responsibility for a strategic objective of the local authority and the Health & Wellbeing Board and act as a change agent to enable delivery of relevant outcome indicators from the Public Health, NHS and social care outcome frameworks. Working across organisations the Consultant will influence budgets held by those organisations as well as advocate for change effectively. The role advises the health and wellbeing board, making recommendations regarding services, residents' care and wider determinants of health. In order to achieve the Best Council Plan ambitions, the remaining vacant Chief Officer position needs to be recruited to.
- 3.3 The post of Chief Office/Consultant in Public Health has been evaluated at JNC Dir. 70%, the estimated 2021-22 cost of a post at this grade is £104,018 - £114,537 this includes on-costs. Actual salary range is JNC £81,756 to £89,884 p.a.
- 3.4 Funding has been committed by the Chief Executive of the Leeds Clinical Commissioning Group on a permanent basis. This post which will initially cover the remit of Mental Health and CCG Strategic Commissioning but will be expected to be flexible and cover all areas of public health. It will have 0.5 fte funding from the CCG. The total approximate funding to be received by the Council from the CCG that covered all 3 vacancies will be in the range of £104,018 - £114,537 per annum on a permanent basis subject to increments and pay awards. Two of the posts mentioned have now been recruited to, the Mental Health and CCG strategic commissioning post remains vacant.
- 3.5 The remainder of the funding for this post will be funded from the Public Health ring-fenced grant and has been budgeted as part of the 2020-21 budget setting process, the approximate total cost will be in the range of £208,036 – £229,074 (between the 3 roles)

The advert, role profile and role specification for this is attached and has been evaluated in line with Leeds City Councils processes for JNC posts. (Appendix 1a and 1b)

- 3.6 Tenders were invited for Executive Search and Selection in December to assist with the recruitment process. Gatenby Sanderson were successful with their tender bid.

3.7 The post will be advertised externally on the Leeds City Council job site, NHS jobs and the Gatenby Sanderson website. The Executive Search and Selection agency, has been engaged in assisting the Council with the recruitment and selection.

3.6 The recruitment process is being co-ordinated by Human Resources. The Recruitment timeline is as follows:

- Job advert close – 19th February 2021.
- Short/Long List by Employment Committee and AAC (Appointments Advisory Committee) 4th March 2021.
- Assessment and Interviews – 18th March 2021.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The proposals contained in this report have been consulted with the leadership of the Council and Executive Members. Consultations have also taken place with the trade unions.

4.2 Equality and Diversity / Cohesion and Integration

4.2.2 This is a senior role and has been subject to external advertisement for an inclusive search to maximise the diversity of applicants.

4.3 Council policies and the Best Council Plan

4.3.1 Recruiting to this role will build on achievements to date and continue to deliver positive outcomes for Leeds. This will be done by creating a culture of excellence in service delivery and continuous improvement that focusses on maximising resources and delivers agreed outcomes and objectives in accordance with the values, vision and service priorities.

4.4 Resources and value for money

4.4.1 The post is an established post and is within the budget provision for 2021/2022.

4.5 Legal Implications, Access to Information and Call In

4.5.1 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.

4.5.2 Due to the nature of the role we have an obligation to also work alongside the AAC, Appointments Advisory Committee which is a stipulation of the Faculty of Public Health. This will form part of a hybrid appointment process.

4.6 Risk Management

- 4.6.1 The Council has responsibilities for the health and wellbeing of all residents and failure to recruit to this key senior leadership post will impact on its ability to fulfil these responsibilities.

5 Conclusions

- 5.1 Members of the Employment Committee are requested to agree the content of this report.

6 Recommendations

- 6.1 The Employment Committee is asked to:
- 6.1.1 Note the process for the recruitment of the post of Chief Officer of Public Health; and
- 6.1.2 Following the interview process, should an appropriate candidates be identified, make an offer of appointments, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

7 Background documents¹

- 7.1 N/A

Appendixes for the report

Appendix 1a - Advert. Appendix 1b - Role Profile and Role Specification.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Job Title: Chief Officer/Consultant in Public Health

Employing Organisation: Leeds City Council

Accountable to: Professionally accountable to Leeds City Council, Managerially to Leeds City Council via the Director of Public Health

Hours: Full time Normally 37 hours

Grade: Director 70% (£81,713 to 89,884)

Work base: Merrion House Merrion Way Leeds

Responsible for: Consultant role with portfolio covering elements of Health Improvement, Health Protection and Healthcare Public Health

Key Relationships: The post will be required to work across the Council including Elected Members, the Health and Wellbeing Board and Adults and Health Directorate Leadership Team. It will also have key relationships across NHS organisations including Leeds CCG and Public Health England.

Job Summary

The Chief Officer/Consultant in Public Health is a leader for improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards (infectious diseases and environmental threats). The Consultant in Public Health is a Chief Officer of the authority and an adviser on health matters to elected members, officers and partners. The post will be responsible for a public health services which range from health improvement, health protection and healthcare public health. Day to day line management accountability will be to the Director of Public Health (DPH), although the Consultant in Public Health will work corporately across all functions of the Council to support the delivery of responsibilities.

The post holder will support the DPH and other colleagues to lead on improving the health and wellbeing; underpinned by the statutory duty placed on local government to take steps appropriate to improve the health of its residents. The post holder will have a portfolio of responsibilities and objectives of the local authority and the Health & Wellbeing Board and act as a change agent to enable delivery of improved population health outcomes and to reduce inequalities. The post holder will be expected to work across organisations, influence budgets held by partners across the city, as well as effectively lead and advocate for change. They will hold direct managerial responsibility for services and budgets (in their portfolio) which directly contribute to these objectives, but they will additionally have substantially greater responsibilities across the council and other partners.

Job purpose

Our vision is for Leeds to be the best city in the UK: one that is compassionate and caring with a strong economy, which tackles poverty and reduces health inequalities. We want Leeds to be a city that is distinctive, sustainable, ambitious, fun and creative for all, with a council that its residents can be proud of: the best council in the country. This role will drive improvements in the health and wellbeing of the citizens of Leeds, to reduce inequalities in health outcomes and work in collaboration with Public Health England to protect local communities from threats to their health.

This Chief Officer/Consultant in Public Health role will lead work reflecting the 3 main cross cutting strategies of Health and Wellbeing, Inclusive Growth and Climate Change.

The role will identify, drive and secure opportunities to improve and transform services, improve health outcomes and reduce health inequalities. These opportunities will be found across the services directly managed and across the Council and partner organisations. As part of a dynamic senior team and system, the portfolio of this Consultant in Public Health role may change over time, so adaptability and focus on delivery are critical features.

This post holder will play a significant part in providing senior public health advice and support to NHS partners, and will work closely with NHS colleagues in further developing effective and equitable population healthcare, and maximising the contribution of healthcare in reducing health inequality and improving health outcomes across Leeds.

Description of the LA and the Public Health Department

Leeds is the third largest city in the UK. The Council serves a population of 789,194 (ONS 2018) and has a workforce of around 15,000 people.

Local NHS organisations: NHS Leeds CCG, Leeds Teaching Hospitals NHS Trust, Leeds and York Partnership NHS Foundation Trust, Leeds Community Healthcare NHS Trust, Public Health England, NHS England and a range of third sector partners.

There are around 91 staff within the public health function. The post holder will be responsible for a section/s within this structure. Public health services include child and maternal health, health protection, mental health, sexual health, localities and primary care, workforce development, healthy living, health improvement, older people, long term conditions and cancer. The post holder will be responsible for line and team management and will adhere to Leeds City Council mandatory training requirements.

Key Responsibilities

In delivering responsibilities the post holder is expected to demonstrate expertise across the full range of relevant competencies as set out by the Faculty of Public Health (Appendix 1) and where required, take responsibility for resolving operational issues. In negotiation with the Director of Public Health, the post holder may be asked to take on responsibilities that are underpinned by any of the FPH competencies. Post holder will be expected to maintain both the general expertise as well as develop topic based expertise as required by the Director of Public Health and will be expected to deputise for the Director of Public Health as and when required.

The range of duties expected of the post holder include:

Taking responsibility for a range of public health issues and work across organisational and professional boundaries acting as a change agent managing complexity to deliver improvements in health and wellbeing; including responsibility for development, implementation and delivery of policies.

Providing briefings on the health and wellbeing needs of local communities to Councillors, Council Officers, CCGs, the 3rd sector, the public and partners. Where required to so, the post holder will provide verbal briefings to Councillors, colleagues and stakeholders in person which may be at short notice.

Take the lead in developing detailed inter-agency and interdisciplinary strategic plans and programmes based on needs assessments leading to service specifications. The post holder will be expected to contribute appropriately to the procurement process.

Providing expert public health support, advocacy and whole system leadership to ensure an evidence-based approach for commissioning and developing high quality equitable services, within and across a range of organisations including voluntary, public and private sector. This includes the health service component of the mandated core service. This will include expertise in evaluation and development of appropriate KPIs.

Utilising (and if appropriate developing) information and intelligence systems to underpin public health action across disciplines and organisations. This may include providing leadership for collation and interpretation of relevant data including production of the JSNA. Working with the DPH, this will include the integration of the appropriate elements of the public health, NHS and social care outcomes frameworks within the systems developed by the local authority as well as with relevant partner organisations.

Supporting the DPH in the development and implementation of robust strategies for improving the health and wellbeing of local communities including ensuring qualitative and/or quantitative measurements are in place to demonstrate improvements.

Providing the key local authority link to the research community, providing advice/support to colleagues and co-ordinating appropriate access to scientific information. The post holder will be expected to take part in relevant research networks and to influence research programmes of such networks so that the research needs of the local authority are taken into account.

Taking responsibility for the training obligations of the directorate, including becoming an Educational Supervisor. These duties will be agreed jointly with the relevant Head of the School of Public Health.

Provide public health advice and leadership to support and inform partners in the health aspects of communicable disease and non-infectious environmental hazards on behalf of Leeds City Council, using an evidence based approach; including support to the Director of Public Health to fulfil their responsibilities relating to Health Protection as outlined in the NHS Health Bill and Public Health Regulations

Take on those responsibilities commensurate with a Consultant in Public Health, including management of staff and budgets as determined by the Director of Public Health; including effective working relationships with Public Health England and other local partners.

Underpinning much of these duties are public health tasks such as;

Developing prioritisation techniques and managing their application to policies, services and to help resolve issues such as the investment-disinvestment debate.

Effective communication of complex concepts, science and data and their implications for local communities, to a range of stakeholders with very different backgrounds; including undertaking health needs assessments as required to enable actions to be taken to improve the health of the local population.

Develop a constructive relationship with the media and the public, within the context of the Council Communications policy.

A capacity to apply the scientific body of knowledge on public health to the policies and services necessary to improve health and to formulate clear practical evidence-based recommendations. The understanding of human and organisational behavior and the application of this knowledge to the achievement of change.

Management arrangements and responsibilities

The post holder will be professionally accountable to the employing authority and managerially accountable to the employing authority via their line manager, the Director of Public Health. Professional appraisal will be required. This job plan will be reviewed as part of the annual job planning process.

The post holder:

Will manage staff from across the Public Health Directorate including line management duties, recruitment, appraisals, PDP's and disciplinary and grievance responsibilities

Will manage a budget portfolio as part of the overall Public Health budget and be an authorised signatory

Will be expected to take part in on call arrangements for communicable disease control/health protection as appropriate depending on local arrangements

Will be expected to deputise for the Director of Public Health as required

Professional obligations

These include:

Participate in the organisation's staff appraisal scheme and quality improvement programme, and ensure appraisal and development of any staff for which s/he is responsible.

Participate in ongoing organisational development/service improvement work for the public health function.

Contribute actively to the training programme for Specialty Registrars in Public Health and other public health education and professional development programmes as appropriate. In agreement with the DPH contribute as an appraiser to the professional appraisal system.

Undertake an annual professional appraisal including completion of a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register or other specialist register as appropriate. In agreement with the DPH, contribute to the wider the public health professional system.

Practice in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified) and the Faculty of Public Health's Good Public Health Practice and UKPHR requirements.

It is a duty of a health professional to foster scientific integrity, freedom of scientific publications, and freedom of debate on health matters, and public health professionals have a further responsibility to promote good governance and open government.

Public health practice must be carried out within the ethical framework of the health professions and the post holder will be expected to maintain effective, courageous, and responsible public health advocacy.

These professional obligations should be reflected in the job plan. The post-holder may also have external professional responsibilities, e.g. in respect of training or work for the Faculty of Public Health. Time allocation for these additional responsibilities will need to be agreed with the Director of Public Health.

Personal Qualities: The post holder will deal with complex public health and wellbeing challenges in a multi-organisational environment with widely differing governance and finance system and organisational cultures. It is expected that the post holder will be able to cope with such circumstances as well as multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigor, political awareness and negotiation and motivation skills as well as flexibility and sensitivity are required. The post holder will advise the Health and Wellbeing Board and other Strategic Groups and make recommendations regarding services, residents' care and wider determinants of health. A high level of tact, diplomacy and leadership is required including the ability work within the local political and at the same time maintain the ability to challenge and advocate for effective working and on specific issues in order to achieve public health outcomes. The achievement of public health outcomes, through the successful pursuit of change to enable improved population health and a reduction in health inequality are the purpose of the job, and the measure against which performance will be assessed.

LCC Values

Leeds City Council values are at the heart of everything we do. They inform the way we design and deliver our services and the way we all work and behave. Leeds City Council expects all its employees and councillors to observe our core values and to understand our codes of conduct for ethical behaviour, correct use of the Digital Information Service (DIS) facilities and protection of sensitive information.

They reflect the current needs of the city. In a period of immense change and real challenge we must be both confident and decisive about what we do and how we do it. Observing our values can help us:

Working as a Team for Leeds Work in ways which are open, inclusive, responsive and accountable to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds

Being Open, Honest & Trusted Ensure citizens and council members are provided with all relevant information to make decisions, learn from mistakes and seek to promote continuous improvement and best practice

Working with Communities Work effectively with the variety of partners to deliver services, communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment

Treating People Fairly Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

Spending Money Wisely Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users

**Appendix 1 FACULTY OF PUBLIC HEALTH COMPETENCIES
(2015 PH Specialty Training Curriculum)**

Use of public health intelligence to survey and assess a population's health and wellbeing

To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.

Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.

Policy and strategy development and implementation

To be able to influence and contribute to the development of policy as well as lead the development and implementation of a strategy.

Strategic leadership and collaborative working for health

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.

Health Improvement, Determinants of Health and Health Communications

To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.

Health Protection

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response.

Health and Care Public Health

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

Academic public health

To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

Professional, personal and ethical development

To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practice within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHR's Code of Conduct.

Integration and application of competencies for consultant practice

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.

CHIEF OFFICER/CONSULTANT IN PUBLIC HEALTH**Leeds City Council**

IMPORTANT: This person specification contains changes introduced in amendments made to the NHS (Appointment of Consultants) Regulations for England, Scotland, Northern Ireland and Wales which came into force during 2005. Further amended in June 2015, and September 2018

ESSENTIAL REQUIREMENTS**Education/Qualifications**

Inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List (or be eligible for registration within six months of interview) or

Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists (or be eligible for registration within six months of interview)

If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice

Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers [see shortlisting notes below for additional guidance]

If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview

If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT [see shortlisting notes below for additional guidance]

Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body

MFPH by examination, by exemption or by assessment

PERSONAL QUALITIES

Able to influence senior members including directors and CEOs

Able to both lead teams and to able to contribute effectively in teams led by junior colleagues

Commitment to work within a political system irrespective of personal political affiliations

Experience

Delivery of successful change management programmes across organizational boundaries

Experience of using complex information to explain public health issues to a range of audiences

Skills

Strategic thinker with proven leadership skills and operational nous

Able to demonstrate and motivate organisations to contribute to improving the public's health and wellbeing through mainstream activities and within resources

Ability to lead and manage the response successfully in unplanned and unforeseen circumstances

Analytical skills able to utilize both qualitative (including health economics) and quantitative information

Ability to design, develop, interpret and implement strategies and policies

KNOWLEDGE

In depth understanding of the health and care system and the relationships with both local national government

In depth knowledge of methods of developing clinical quality assurance, quality improvement evaluations and evidence based public health practice

Strong and demonstrable understanding of interfaces between health, social care and key partners (dealing with wider determinants of health)

Understanding of the public sector duty and the inequality duty and their application to public health practice

DESIRABLE REQUIREMENTS

Education/Qualifications

Master's in Public Health or equivalent

EXPERIENCE

Media experience demonstrating delivery of effective health behavior or health promotion messages

Shortlisting notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register (UKPHR) must provide verifiable signed documentary evidence that an application for inclusion on one of these specialist registers is guaranteed and is simply the time taken to process application.

Applicants in training grades

Medical and dental applicants - All medical/dental applicants must have Full and Specialist registration (with a license to practice) with the General Medical Council or General Dental Council (GMC/GDC), or be eligible for registration within six months of interview. Once a candidate is a holder of the Certificate of Completion of Training (CCT), registration with the relevant register is guaranteed.

Applicants that are UK trained, must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview demonstrated by a letter from the Training Programme.

Non-Medical Applicants in training programme - All nonmedical applicants must be registered with the UKPHR or be registered within six months of the interview. Applicants must provide proof (confirmation from UKPHR or the CCT) of this at interview.

2. Applicants in non-training grades

Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT.

Applicants from a medical background would normally be expected to have gained full specialist registration with the GMC through the Certificate of Eligibility for Specialist Registration (CESR) route. However, exceptionally, individuals who can demonstrate that they have submitted CESR application to the GMC may be considered for shortlisting.

Applicants from a background other than medicine would normally be expected to have gained full specialist registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for shortlisting. Suitable evidence at interview will be a letter from the UKPHR setting out likelihood of acceptance of portfolio.

Employers are advised that individuals should not take up consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers. The exception to this is when the candidate holds the CCT.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.

The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility