



EMPLOYMENT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 26th June, 2023 at 1.00 pm**

MEMBERSHIP

Councillors

D Coupar

S Firth

M Harland

M Rafique

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

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>ELECTION OF CHAIR</p> <p>To elect a Chair for the duration of the meeting.</p>	
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
3			<p>EXCLUSION OF PUBLIC</p> <p>To resolve that the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	

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6			<p>GOVERNANCE ARRANGEMENTS: RECRUITMENT TO THE POSITION OF CHIEF OFFICER STRATEGY AND PERFORMANCE</p> <p>To consider a report of the City Solicitor which provides an overview of the governance arrangements and format of this specific Employment Committee.</p>	5 - 16
7		10.4 (1, 2) (Appendix 3 only)	<p>APPOINTMENT OF CHIEF OFFICER OF STRATEGY AND PERFORMANCE</p> <p>To consider a report of the Director of Strategy and Resources regarding recruitment to the position of Chief Officer Strategy and Performance.</p> <p>(Please note that Appendix 3 to this report is designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2))</p>	17 - 26

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			<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> <ul style="list-style-type: none"> 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. 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>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 of any specific access requirements that we need to take into account by email (FacilitiesManagement@leeds.gov.uk). 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 Officer Strategy and Performance

Date: 26 June 2023

Report of: City Solicitor

Report to: Employment Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

The Employment Committee has been established by full council to '*appoint or dismiss or take disciplinary action against*' those senior officers, as defined within the Officer Employment Procedure Rules and the Committee's Terms of Reference.

The purpose of this report is to provide Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of **Chief Officer Strategy and Performance**.

Recommendations:

The Committee is recommended to note:-

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

What is this report about?

- 1 **Quorum and Membership** – The Constitution requires that the membership of an Employment Committee be a minimum of 3 and must include one member of the Executive. Agreement has been reached for the membership of this Employment Committee to be 4, with Members being appointed in the following proportions, in line with the overall political composition of the Council: Labour 3; Conservative 1.
- 2 **Quorum** - Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 3 **Exempt Information** - The Council's Access to Information Procedure Rules allow for a Committee to resolve to exclude the public and press from those parts of the meeting where it is likely that in view of the nature of the business to be transacted, confidential or 'exempt' information will be disclosed and that the Committee agrees that maintaining the exemption outweighs the public interest in disclosing the information. Given the nature of the information being considered as part of this recruitment exercise, it will be necessary for the committee to consider making such a resolution prior to considering the information contained within agenda item 7.
- 4 **Process following interviews** - The Committee is invited to note that before an offer of employment can be made, the Executive will be notified of the name (and any other details deemed relevant) of the individual that the Committee wishes to offer the post to. Executive Members would then have a designated period of time to raise any objections they may have to the making of an offer to that individual. Should any objections be raised, it would then be up to the Employment Committee to determine whether they are material and/or well founded. (Procedure Rule 4, within the Appendix provides further detail).

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

Health and Wellbeing Inclusive Growth Zero Carbon

- 5 The aim of this report, which is to ensure consistency and transparency of decision making throughout each Employment Committee recruitment process is in line with the Council's priorities and ambitions

What consultation and engagement has taken place?

Wards affected: N/A

Have ward members been consulted? Yes No

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

What are the resource implications?

7 There are no resource implications arising from this report.

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

8 The purpose of this report is to minimise any risks around the Committee's decision making processes and to ensure that the Committee's decisions are taken in line with all Constitutional and legal requirements.

What are the legal implications?

9 The aim of this report is to inform Members of the Constitutional and legal requirements are met as part of the Employment Committee decision making process.

10 The Council's Access to Information Procedure Rules allow for a Committee to resolve to exclude the public and press from those parts of the meeting where it is likely that in view of the nature of the business to be transacted, confidential or 'exempt' information will be disclosed and that the Committee deems that maintaining the exemption outweighs the public interest in disclosing the information. Given the nature of the matters considered by Employment Committee, this report provides Members with background and guidance on the consideration and disclosure of exempt and confidential information.

11 The report is not subject to Call In.

Appendices

- Appendix 1: The Council's 'Officer Employment Procedure Rules'

Background papers

- None

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OFFICER EMPLOYMENT PROCEDURE RULES

1.0 RECRUITMENT AND APPOINTMENT

1.1 Declarations

- (a) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons. A candidate who fails to declare such relationship will be automatically disqualified from such appointment with immediate effect.
- (b) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Director or an officer nominated by him/her for that purpose.
- (c) Every Member and senior officer of the Council shall disclose to the relevant Director any relationship known to that person to exist with a candidate for any appointment. It shall be the duty of the relevant Director to report to the Council or to the appropriate Committee or Sub-Committee including any Member or officer to whom power has been delegated to make an appointment, any such disclosure made by a candidate, Member, or senior officer.
- (d) Directors shall record in a book to be kept for the purpose particulars of such disclosure made under this Rule.
- (e) Where relationship to a Member of the Council is disclosed, that Member shall withdraw from the meeting while the appointment is under consideration.

1.2 Seeking support for appointment

- (a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (b) No Councillor will seek support for any person for any appointment with the Council.

1.3 Equal Opportunities

The Council will not unlawfully discriminate in the recruitment and appointment of officers and all appointments shall be made on merit.

2.0 RECRUITMENT OF HEAD OF PAID SERVICE AND DIRECTORS

- 2.1 Where the Council proposes to appoint a Head of Paid Service or a Director¹ the Council will:
- (a) draw up a statement specifying:
 - (i) the duties of the officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
 - (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified for it; and
 - (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.
- 2.2 Where a post has been advertised as provided in Rule 2.1, the authority shall:-
- (a) interview all qualified applicants for the post, or
 - (b) select a shortlist of such qualified applicants and interview those included on the shortlist.
 - (c) Members of the Executive will be given the names of those candidates to be interviewed.
- 2.3 Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with Rule 2.1(b).
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¹ "Directors" for the purpose of paragraph 4.1 and "Director" for the purposes of paragraphs 2.1, 4.2 to 4.2.5 and 7.3 and 7.4 shall mean any officer(s) referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:

- those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the Chief Executive in relation to most or all of the duties of their posts; and
- any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.

3.0 APPOINTMENT OF HEAD OF PAID SERVICE

- 3.1 Following a recommendation of the Employment Committee that a particular candidate should be appointed to the post of Head of Paid Service, the Proper Officer shall notify every member of the Executive of the following:
- 3.1.1 The name of the person to whom the Employment Committee recommends that the post be offered;
- 3.1.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer²;
- 3.1.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
- 3.2 The full Council may only make an offer of appointment to the post of Head of Paid Service to the person recommended by the Employment Committee provided that:
- 3.2.1 The Proper Officer has, within the period specified in the notice under paragraph 3.1.3, notified the full Council that each member of the Executive has stated that they do not have any objection to the making of the offer; or
- 3.2.2 The Proper Officer has notified the full Council that no objection was received by him from any member of the Executive within the specified period; or
- 3.2.3 The full Council is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee³.

² It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the identity of the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.

³ It will be a matter for the full Council to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

4.0 APPOINTMENT OF DIRECTORS

- 4.1 The Employment Committee will appoint Directors.
- 4.2 Before the Employment Committee makes an offer of appointment to the post of Director, the Proper Officer shall notify every member of the Executive of the following:
 - 4.2.1 The name of the person to whom the Employment Committee intends to offer the post;
 - 4.2.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer⁴;
 - 4.2.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
- 4.2.4 The Employment Committee may only make the offer of appointment provided that:
 - 4.2.5 The Proper Officer has, within the period specified in the notice under paragraph 4.2.3, notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the making of the offer; or
 - 4.2.6 The Proper Officer has notified the Employment Committee that no objection was received by him from any member of the Executive within the specified period; or
 - 4.2.7 The Employment Committee is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee⁵.

⁴ It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.

⁵ It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

5.0 OTHER APPOINTMENTS

5.1 **Officers below Director.** Appointment of officers below Directors (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.

5.2 **Assistants to political groups.** Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

6.0 DISCIPLINARY ACTION

6.1 **Suspension.** The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct.

6.2 Councillors will not be involved in the disciplinary process in respect of any officer below Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct.

7.0 DISMISSAL AND OTHER DISCIPLINARY ACTION

7.1 Councillors will not be involved in the dismissal of any officer below Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct.

7.2 The Head of Paid Service, Chief Finance Officer and Monitoring Officer

7.2.1 Subject to the provisions of paragraph 7.4, the Employment Committee may take disciplinary action short of dismissal or recommend to full Council that the Head of Paid Service, Chief Finance Officer or Monitoring Officer be dismissed. Only full council can approve the dismissal of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer (referred to below in each case as "the relevant officer").

7.2.2 Before taking a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular-

- (a) any advice, views or recommendations of an independent panel⁶.
- (b) the conclusions of any investigation into the proposed dismissal; and
- (c) any representations from the relevant officer.

⁶ Appointed under s.102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

7.2.3 The independent panel referred to must be appointed by the authority at least 20 days before the relevant meeting and should comprise a minimum of two independent panel members.

7.3 Directors

7.3.1 Subject to paragraph 7.4 and (in the case of the Chief Finance Officer and the Monitoring Officer) paragraphs 7.2.1 to 7.2.3, the Employment Committee may dismiss or take disciplinary action short of dismissal in respect of Directors.

7.4 Notice of dismissal of a Director (falling within the definition under footnote 1 above) must not be given until the Proper Officer has notified every member of the Executive of the following:

7.4.1 the name of the person who the Employment Committee proposes to dismiss;

7.4.2 any other particulars relevant to the dismissal⁷; and

7.4.3 the period within which any objection to the dismissal is to be made by any member of the Executive to the Proper Officer; and either:

7.4.4 the Proper Officer has within the specified period notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the dismissal; or

7.4.5 the Proper Officer has notified the Employment Committee that no objection was received by him within the specified period from any member of the Executive; or

7.4.6 the Employment Committee is satisfied that any objection received is not material and/or is not well-founded⁸.

8.0 POLITICAL ASSISTANTS

8.1 Not more than one political assistant's post shall be allocated by the Council, from time to time, to each of the qualifying political groups into which the Council is divided.

⁷ It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes.

⁸ It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

- 8.2 No appointment to a political assistant's post shall be made until the Council has allocated such a post to each qualifying political group.
- 8.3 For the purpose of this Rule, a "qualifying political group" means a political group which qualifies for the allocation to it of a political assistant's post in accordance with sub-sections 6 and 7 of Section 9 of the Local Government and Housing Act 1989.

9.0 POLITICAL RESTRICTIONS ON COUNCIL EMPLOYEES

- 9.1 All persons exercising powers of appointment, shall do so only in accordance with the legislative provisions restricting political activity as detailed in the Local Government Act 1972 and the Local Government and Housing Act 1989.
- 9.2 The Head of Paid Service will, in accordance with the Local Government and Housing Act 1989 and if requested to do so, determine whether to grant or revoke exemptions to posts from inclusion on the list of politically restricted posts maintained by the Council. In carrying out these functions, the Head of Paid Service will consult the Monitoring Officer.
- 9.3 Directors have a duty to apply to the Head of Paid Service to revoke any exemption to inclusion on the list of politically restricted posts, for a post within their service area, where the duties of that post have substantially changed and/or where the Director believes that the exemption is no longer appropriate.
- 9.4 The Chief Officer (Human Resources) will maintain a list of all politically restricted posts within the Council. Directors have a duty to inform the Chief Officer (Human Resources) of any post within their structures which should be included on the list of politically restricted posts under the Local Government and Housing Act 1989.

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Appointment of Chief Officer of Strategy and Performance

Date: 26th June 2023

Report of: Director of Strategy and Resources

Report to: Employment Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

(Appendix 3 – Access to Information Procedure Rule 10.4 (1) & (2))

Brief summary

This report outlines the reasons and timeline for the recruitment and selection to the post of Chief Officer of Strategy and Performance (permanent) within the Strategy & Resources Directorate.

Recommendations

- a) Note the reasons and timeline for the recruitment of the post of Chief Officer of Strategy and Performance.

and
- b) Following the selection process, should an appropriate candidate be identified, make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

1 What is this report about?

- I. This report outlines the reasons and timeline for the recruitment to the post of Chief Officer of Strategy and Performance. The previous postholder was successful in the appointment to Director of Resources (title updated to be Director of Strategy and Resources) following the previous Director retiring from the role. The Director of Strategy & Resources is therefore proposing to recruit and select to this post on a permanent basis.
- II. The post of Chief Officer Strategy and Performance provides strategic leadership on a range of important council functions including strategy, policy, performance, risk, communications, marketing, consultation, corporate support, customer relations and resilience and emergency planning. The postholder will lead these teams and provide advice and expertise to decision makers across the Council.
- III. Working with key partners at national, regional and local level the Chief Officer will champion strategic planning and engagement for the council and deliver a wide range of proactive and reactive initiatives within the organisation and in collaboration with the full range of partners to support the delivery of real change across the city.
- IV. The post holder is accountable to the Director of Strategy & Resources and their work falls under the portfolios of the Executive Member for Resources and the Leader's portfolio.
- V. An employment committee will convene on 26th June 2023 to consider a shortlist of candidates who have submitted an application for this role.
- VI. The interviews will take place on 5th July 2023 with an employment committee in the Civic Hall. A further interview date has been scheduled on 10th July 2023 should it be required.

2 What impact will this proposal have?

- I. Recruiting to this post will ensure strategic leadership capacity is maintained to deliver our priorities in line with the Best City Ambition and Organisational Plan.
- II. The post holder will have direct responsibility for the following functions:
 - Strategic Planning
 - Policy, Risk and Performance Management
 - Consultation and Engagement
 - Communications and Marketing
 - Resilience and Emergencies
 - Customer Relations
 - Chief Executive's office

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- I. Making this appointment will also ensure relevant issues in relation to the above three pillars are considered across the Strategy & Resources Directorate, the council and the city more broadly.

4 What consultation and engagement has taken place?

Wards affected: None

Have ward members been consulted? Yes No

- I. The proposals contained in this report have been agreed by the Executive Board Member for Resources. Trade Union colleagues have also been updated on the proposal to recruit to this role.

5 What are the resource implications?

- I. The previous Chief Officer Strategy & Improvement role (Dir 85%) was revised in March 2023 and the portfolio of the role was amended to have a narrower focus on intelligence & policy, communications & marketing and corporate support. The role was redesignated to Chief Officer Strategy & Performance (Dir 70%) and this ensured leadership capacity within the organisation to meet both internal and external demands around organisation and city strategy. This role is within the budget provisions for 2023/24 and therefore no additional costs will be incurred in making this appointment.
- II. The role and responsibilities have been reviewed prior to advert and benchmarked at Director 70%.

6 What are the key risks and how are they being managed?

There are no identified risks with the proposals set out in this report. Subject to a successful recruitment and selection process, the new postholder will be supported by the former post-holder ensuring leadership continuity.

7 What are the legal implications?

- I. This post is an Employment Committee appointment pursuant to the criteria set out in the Officer Employment Procedure Rules and will be recruited to in accordance with those Procedure Rules.
- II. Candidate information as part of this recruitment exercise is detailed within Appendix 3 which is exempt from publication. It is considered that this information will relate to individuals' personal details.
- III. Also, it is considered that the release of such information in Appendix 3 would or would be likely to prejudice the Council's ability to recruit effectively to similar posts in the future. It is therefore considered that future candidate information in Appendix 3 should be treated as exempt from publication under the provisions of paragraphs 10.4 (1) and (2) of the Access to Information Procedure Rules

8 Options, timescales and measuring success

What other options were considered?

- I. Alternative options, including not recruiting to and reconfiguring this role, were considered. However, permanent recruitment has been identified as the best option at this stage primarily to ensure strategic leadership in delivering against our corporate priorities.

9 How will success be measured?

- I. Recruiting to this role will build on the Council's achievements to date and will provide the leadership capacity to support the delivery of the Council's priorities as set out in the Best City Ambition and Organisational Plan.

10 What is the timetable and who will be responsible for implementation?

- I. The recruitment & selection process is being co-ordinated by Human Resources and the timeline is as follows:
 - II. The role was advertised via the Leeds City Council jobsite, and across social media platforms with a closing date of 19th June 2023.
 - III. Shortlisting by Employment Committee is scheduled for 26th June 2023.
 - IV. Final Interviews by Employment Committee is scheduled for 5th July 2023 with a further provisional date of 10th July 2023 should it be required.

Appendices

- Appendix 1 - Job Description
- Appendix 2 - Advert
- Appendix 3 - Applicant details - to follow (designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2))

Background papers

None

Role Specification**Dir 70%****Job title: Chief Officer – Strategy and Performance****Date: April 2023**

Job Purpose The Chief Officer Strategy and Performance will provide strategic leadership on a range of strategic functions including strategy, policy, performance, risk, communications, marketing, consultation, corporate support, and resilience and emergency planning. The postholder will lead these teams and provide advice and expertise to decision makers across the Council.

Working with key partners at national, regional and local level the Chief Officer will champion strategic planning and engagement for the council and deliver a wide range of proactive and reactive initiatives within the organisation and in collaboration with the full range of partners to support the delivery of real change across the city.

The post holder is accountable to the Director of Resources for the delivery of agreed outcomes, targets and objectives, including:

- Developing and delivering the Best City Ambition and the council's organisational planning arrangements.
- Developing and delivering the communication and engagement framework for the council and with the city, including for example stakeholder comms, media, creative and marketing.
- Delivering a wide range of projects including State of the City, support for inspections, transformation projects and organisational development initiatives, as well as reactive high profile events such as royal visits and incidents such as severe weather.
- Ensuring that the right discussions happen at the right time with the right people to effectively progress the ambitions of the council and the city.
- Leadership for a range of high-quality professional support services, within budget, with well-motivated teams and leading by example on the values and behaviours.

Key Requirements

Support the Director of Resources by leading a major area of the Directorate, to ensure delivery of Best Value services to customers, to meet the objectives of the Council's Best City Ambition and Organisational Plan and comply with Government Standards.

Lead the strategy, corporate support and communications functions in an enabling and collaborative style to ensure delivery of the ambition and values, alongside being a key part of the council's corporate leadership arrangements and providing proactive support to the Chief Executive and executive elected members.

Motivate, develop and coach managers within your area of the Directorate so that they manage the Directorate staff and other resources to achieve Corporate and Service Plan objectives.

Monitor and review the achievement of targets within your areas of responsibility and take action to ensure targets are met and improvements achieved.

Secure the achievement of the Directorate's plans and targets in relation to Equality, Diversity and Inclusion within your areas of responsibility and influence.

Relevant degree qualification or substantial experience in working in this field together with substantial senior leadership and management experience.

To take the strategic lead in developing the service in the context of city, regional and national priorities.

Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to strategic planning, communications and engagement, policy development and emergency planning.

Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.

Excellent communication 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.

Accountable for and provide appropriate strategic advice relating to the work of the Directorate to Members and council officers and other stakeholders so as to manage risk and support them in their respective roles.

Responsible 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.

Actively drive and deliver continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with partners and supporting Directorate Management Teams.

Actively support the Corporate Leadership Team in achieving continuous improvement across the Council and; as a member of Directorate Senior Leadership team, develop and implement initiatives to support continuous improvement in the Directorate Services.

Work with elected members, service users and community representatives in ways which support open, responsive and accountable government.

Provide 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 to be responsible and accountable for developing appropriate, proportionate and effective financial solutions to be implemented across the Directorate.

Demonstrate knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions e.g. child protection, health, safety and security, confidentiality and data protection. Promoting compliance with Leeds City Council policies and procedures.

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 members of the Corporate Leadership Team which commands respect trust and confidence

Working Context - Post holders will be based in Leeds City Centre but 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.

Role profile

People in roles at this level are responsible for the strategic leadership and direction and delivery of specific functions and services as appropriate.

Specifically, the Chief Officer is accountable to the Director and is strategically responsible for the leadership, development and coordination of change. Working as part of the Best Council Leadership Team; roles at this level live and model values and behaviours to help the council to achieve the ambition to become the best city council and the best city in the UK.

For roles at this level, you must be able to show:

Knowledge – Appropriate professional qualification or equivalent in depth diverse expertise with significant managerial/ practical experience across service areas. You use your knowledge and expertise to plan and develop strategies and frameworks to shape future service provision in partnership with others.

Extensive knowledge of local, regional and national issues that influence the city and region and impact upon health and social care strategy, policy and practice. Identifying links between societal and economic trends and anticipate emerging issues to influence the strategic direction and delivery of shared outcomes.

Thorough understanding of the economic, business, cultural and political environment within the city and region and the ability to give direction to changing programmes and priorities You understand the

significance of building strong and dynamic relationships at all levels that build trust and enhance profile and reputation.

Leadership & strategic planning – Lead by example, cultivating strong relationships and effective joint working within the Council, politicians and with partners and stakeholders across the City, region and nationally You develop and enhance public and private sector partnership relationships to help to bring the city together and to join up the approaches of different stakeholders.

Develop innovative strategies that support the achievement of a high performing culture, where everyone can realise their potential and 'feel they count' and where there is a drive to deliver excellent service performance, planned outcomes, targets and objectives. Demonstrate visible and supportive leadership with excellent communication skills creating a climate of learning and improvement leading to high levels of performance and improved outcomes.

Collaboration & innovation – In partnership with others, develop strategies and frameworks to shape future service provision, share good practice, add value and improve outcomes in line with significant strategic programmes and plans. You use your influence to develop ways of working that lead to creative and innovative solutions to complex strategic problems.

Develop opportunities to work collaboratively across the local authority and partners to facilitate and support an approach that is needs led and focussed on outcomes for citizens and. You develop ways of working that encourages and supports engagement with stakeholders and which leads to the delivery of services with a focus on individual needs and outcomes.

In partnership develop and lead innovative and enterprising models of service delivery across sectors and services. Engage with multi agency teams, partners and communities to influence and shape the vision to meet city priorities There is evidence of how you effectively collaborate and engage with all stakeholders that leads to priorities and objectives being met.

Problem solving & decision making - Undertake a key role at Best Council leadership level identifying opportunities, initiating and developing strategic plans and projects and delivering solution focused outcomes across a diverse range of related and unrelated issues. You demonstrate commitment to working and leading across sectors and services, to enable transformation, and implement change and deliver agreed outcomes, targets and objectives.

Anticipate emerging issues and changing context and develop strategies and policies to solve related or unrelated problems or seize opportunities across services. There is evidence that you take diverse issues requiring development of solutions and implement strategies that lead to successful outcomes.

Deliver - Working in partnership with the Council, you take a lead role in influencing, informing and assisting the development of strategies, policy, functions and structures for the delivery of the Directorate strategy. You ensure that local and regional level plans and policies are influencing and being influenced by developments nationally and locally.

Inform, support and assist the Director, coordinating work across Council directorates and managing relationships across services and with partners and other stakeholders. There is evidence of your ability to lead and manage large scale change. You demonstrate credibility, integrity and openness and ability to work collaboratively to deliver outcomes.

Resource management - Set and deliver transformational goals with broad perspectives and long term timelines, which maximises effective resource management, ensures financial compliance and is responsive to sector and city priorities. Plans are in place to meet priorities; budgets are maximised and there is an efficient and sustainable use of resources.

Supporting a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the effectiveness of the workforce through workforce planning and actively promotes organisational values, supports adaptable ways of working and creates strong flexible teams. You empower, enable and develop individuals and teams, promoting a 'can do' attitude within an environment of supported and continuous improvement.

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.

LCC Values

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 Integrated Digital Service (IDS) facilities and protection of sensitive information.

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. Our shared values help everyone be their best:

Being open, honest and trusted I can be my best, bring out the best in everyone, and provide opportunity for all, have quality appraisal conversations, keep everyone informed and up to date, give people a voice, and listen and act on what they say and look out for my own wellbeing and that of others.

Treating people fairly I feel valued for who I am, respect all, give everyone a fair chance, and root out inequality and discrimination, encourage everyone to be themselves at work, be kind and compassionate, support others well through change, appreciate others, celebrate success and say thank you for a job well done.

Spending money wisely I make every pound go further, make the most of what we have, stick within budget manage money and resources well, deliver more efficient ways of working, work with partners to get best value.

Working as a team for Leeds I'm part of a 'can do' team, set high standards and get the best from the team get the basics right, do things well, on time and consistently, encourage learning, innovation and improvement make work fun and productive, empower people and give real accountability, actively monitor and manage workloads.

Working with all communities I make a difference, do things with people, not to them, deliver on outcomes provide great customer service, build strong working relationships with councillors, make the most of partnership working, bring people together in the city.

Chief Officer - Strategy and Performance

Appendix 2

Salary: £84,864 to 93,158 per annum

Hours: Full Time

Contract type: Permanent

Closes:

Job ref:

As our new Chief Officer – Strategy and Performance at Leeds City Council, you'll relish the opportunity to ensure we are the best we can be and bring real change to the lives of people in Leeds.

You'll be an influential leader, heading up our policy, corporate support and communications teams, bringing together essential business functions to enable the city's ambitions to be achieved and keep our council running smoothly. You won't necessarily need professional expertise across all the relevant areas, as you'll work closely with our specialist heads of service who have extensive knowledge and experience.

At Leeds City Council we have a culture of excellence and are continually striving to drive up standards. We are building on the recommendations of a positive peer review in November 2022 to help us deliver the next phase of our [Best City Ambition](#).

About the role

Joining Leeds City Council as Chief Officer for Strategy and Performance, you will develop a rewarding career at the heart of the organisation and the city.

With us, you'll find every day is different. You could be supporting the senior team or Elected Members, leading on an emergency incident, developing and delivering strategy, engaging with national or local partners, or helping shape the council and city narrative. You need to thrive on adapting between the strategic and practical delivery and influence through others.

As a natural collaborator, you will build positive relationships with the widest range of partners and colleagues to get things done and make the most of opportunities. You will use your excellent judgement to take a lead on a range of sensitive and strategic issues, from the most proactive to the most reactive.

With leadership accountability for a range of important professional support functions, you'll be responsible for approximately 100 staff and a net managed budget of up to £3 million, but with a much wider influence across the organisation and the city.

The strategy and performance service includes:

- strategic planning
- policy, risk and performance management
- consultation and engagement
- communications and marketing
- resilience and emergencies

- customer relations
- Chief Executive's office

You will be a key member of the Resources Directorate's Senior Leadership Team and play a key role supporting the council's Corporate Management Team.

About you

Committed to continuous improvement, you will have the drive and determination to progress initiatives that will benefit the council and city. You will:

- hold an appropriate professional qualification or have equivalent expertise across some of the relevant service areas
- have excellent leadership and strategic planning skills with substantial relevant experience
- understand the current legislative and political contexts relating to the range of strategy and performance communications functions
- have a track record of proactive delivery through successful collaborative programmes
- be values driven, adaptable and motivated with good judgement in a range of scenarios
- spot and seize opportunities to help deliver the ambitions and values

Benefits of working with us

We pride ourselves on offering the best employee experience, with a genuine commitment to keeping our colleagues safe and well at work. We offer:

- a competitive salary and annual leave allowance (28 days rising to 33 days after 5 years plus bank holidays)
- membership of West Yorkshire Pension Fund with generous employer contributions
- flexible working arrangements
- extensive development and networking opportunities with brilliant colleagues and partners
- a range of [staff benefits](#) to support you professionally, personally and financially

How to apply

Before applying please read the job description and person specification carefully. We will only shortlist candidates who demonstrate in their application that they meet all the essential criteria for the role.

Please complete our online application form in full.

If you'd like an informal chat about the role, please contact Mariana Pexton, Director of Resources, on mariana.pexton@leeds.gov.uk.