
EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 30th August, 2023 at 11.00 am

MEMBERSHIP

Councillors

E Flint -

M France-Mir

J Pryor

R. Stephenson

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.

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.

Agenda compiled by:
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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
6			<p>GOVERNANCE ARRANGEMENTS: RECRUITMENT TO THE POSITION OF DEPUTY DIRECTOR OF LEARNING</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 DEPUTY DIRECTOR OF LEARNING</p> <p>To consider a report regarding recruitment to the position of Deputy Director of Learning within the Children and Families directorate.</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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p data-bbox="675 181 1098 215">THIRD PARTY RECORDING</p> <p data-bbox="675 293 1382 510">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 data-bbox="675 551 1310 622">Use of Recordings by Third Parties– code of practice</p> <p data-bbox="675 663 1406 880">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 data-bbox="675 920 1406 1249">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>	

Governance Arrangements: Recruitment to the Position of Deputy Director of Learning

Date: 30 August 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 **Deputy Director of Learning (Children and Families directorate)**.

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).

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 Deputy Director Learning

Date: August 2023

Report of: Chief Executive

Report to: Employment Committee - Interview

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report outlines the reasons for the recruitment to the post of Deputy Director Learning within the Children and Families Directorate.

Recruiting to this role will build on the achievements of Child Friendly Leeds and continue to work to improve the outcomes for the most vulnerable children and families in the city, focusing on tackling poverty and reducing inequalities.

The post is an established post and within budget provision for 2023/24.

Recommendations

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

What is this report about?

- 1 This report outlines the reasons for the recruitment to the permanent post of Deputy Director Learning.
- 2 The former post holder resigned and left the post on 4th August 2023. The Chief Executive proposes to commence the permanent recruitment process.
- 3 The post of Deputy Director Learning provides strategic leadership for the Learning Inclusion and Learning Improvement functions within the Children and Families directorate and provides support and leadership to Head teachers and schools across the city.
- 4 The post holder is accountable to the Director of Children and Families and their work falls under the Executive Member for Economy, Culture and Education.

What impact will this proposal have?

- 5 Recruiting to this post will ensure continued contribution to the Best City Ambition - our overall vision for the future of Leeds.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 6 Making this appointment will also ensure relevant issues in relation to the above three pillars are considered across the Children and Families Directorate.

What consultation and engagement has taken place?

Wards affected: None

Have ward members been consulted? Yes

No

- 7 The proposals contained in this report have been agreed by the Executive Board Members.

What are the resource implications?

- 8 The Deputy Director Learning is an established post and is within budget provision for 2023/24, and therefore no additional costs will be incurred in making this permanent appointment.

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

- 9 If this post is not filled on a permanent basis then it is likely to have a detrimental effect on vulnerable children and families in the city.

What are the legal implications?

- 10 This post is an Employment Committee appointment in line with the criteria set out in the Officer Employment Procedure Rules and will be recruited to in accordance with those Procedure Rules.
- 12 Candidate information as part of this recruitment exercise will be detailed within Appendix 3 and will be sent separately, this will be exempt from publication. It is considered that this information will relate to individuals' personal details.
- 13 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

Options, timescales and measuring success

What other options were considered?

- 14 No other alternative options were considered. The former postholder provided the directorate with effective leadership and management of Learning services. The role is required to continue the improvement of outcomes for the most vulnerable children and families in the city.

How will success be measured?

- 15 Recruiting to this role will build on the achievements of Child Friendly Leeds and the recent 'Outstanding' Ofsted rating in continuing the work to improve the educational and wellbeing outcomes for the most vulnerable children and families in the city.

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

- 16 The Recruitment process is being co-ordinated by Human Resources and the timeline is as follows:
 - Job advertisement close – 21st August 2023.
 - Long and Short List by Employment Committee – 30th August 2023.
 - Children and Young People Panel – 19th September 2023
 - Stakeholder Panel – 19th September 2023
 - Interviews by Employment Committee – 19th September 2023
- 17 Following the interview process, should an appropriate candidate be identified, the Employment Committee is asked to make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

Appendices

- Appendix 1 Advert

- Appendix 2 Role Specification and Role profile
- 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

Appendix 1

Welcome to Leeds – a child friendly city

Deputy Director Learning

Deputy Director Social Care

Salary up to £127,629

Our vision is for the city to be a great place to grow up; a child friendly, compassionate, sustainable and economically successful city where children and young people feel welcome, safe, and where they have the right opportunities and support to achieve their full potential. A key part of this is listening – giving our young people a voice at the top table to tell us what it is like to grow up in Leeds.

We're getting it right. Ofsted have rated us as Outstanding in our overall effectiveness, and through the Strengthening Families Protecting Children programme we are now supporting other local authorities to improve the lives of their children and young people too.

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](#), which provides a shared vision for all city partners based on the interlinked pillars of: Health and Wellbeing; Inclusive Growth; and Zero Carbon.

This is an exciting time to join the team as we undertake our refresh and launch of the [Children and Young People plan](#) for the next 5 years and deliver this as well as ensuring effective delivery of our SEND and Inclusion Strategy.

We still have the professional challenges that you would expect within a large and diverse city, alongside the more recent impact of COVID-19.

These roles offer the chance to build on what we have achieved in Leeds and to share our experience and insight on a regional, national and international stage, and we expect our Deputy Directors to bring experience of operating in a similar setting.

Deputy Director Learning

We understand the strategic connection between economic growth and the education and skills agenda; and we're seeking a creative response to rising numbers in our schools. So, as well as being the lead Education professional in our organisation, we'll also look to our new Deputy Director Learning to think more widely and build the cross-sector partnerships that will see potential in Leeds flourish.

Appendix 1

This role will suit an individual with a compelling track record in education leadership in a multi-establishment setting; someone who has the subject expertise and professional credibility to build on positive relationships with schools, universities and colleges, politicians and an extensive range of stakeholders.

Deputy Director Social Care

This role is about building on what we do well, and quickly identifying what can be better - working with others to design and deliver the right response. You should be someone who collaborates well - working with colleagues, partners and the community to really understand what people need and enhancing our 'high support, high challenge' culture.

Leeds is an ambitious city, and if you can offer a compelling track record across children social care and the desire to build on existing good practice it will be the ideal place to influence and shape innovation: at home, in schools and further afield. Children and Families are at the heart of our growth strategy – be part of it.

These are very visible roles in an organisation where expectations are high, so you'll need to be confident in managing the scrutiny and attention that comes with a portfolio that is central to ambitions for our city.

For more information or to arrange a discussion about the role, please contact Julie Longworth, Director of Children and Families at julie.longworth@leeds.gov.uk

Closing Date – Monday 21st August 2023

Appendix 2

Leeds City Council Job Profile

Directorate	Children and Families
Service Area	Learning
Job Title	Deputy Director Learning
Grade	Dir 95%
Conditions of service	JNC Terms and Conditions
Reports to	Director of Children and Families
Responsible for	Chief Officer Learning Improvement and Chief Officer Learning Inclusion

Job purpose

The postholder will be responsible for Learning Improvement and Learning Inclusion services, providing strategic direction and ensuring a coherent and joined up approach to all educational matters in the city. With a focus on young people identified as being particularly vulnerable and having the most complex needs, the Deputy Director will work with partners including schools, further and higher education providers, health, families and local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives.

Responsibilities

- With an emphasis on strong leadership, this role operates within the context of the Vision for Leeds, and the city's broader strategic objectives.
- Provide strategic leadership, providing advice and expertise to decision makers across the Council.
- Working closely with the Director Social Care to promote positive outcomes for children and young people across the city.
- Work with key partners at national, regional and local level and in collaboration with colleagues and partners support the delivery of real change across the city.
- Deputise and represent the Director as and when required.
- Lead, promote and deliver positive solutions to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.
- In line with the Budget Management Accountability Framework ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.
- Lead, promote and deliver positive outcomes for all children in line with strategic plans such as the city's Children and Young People's Plan, the Directorate's 3A's Plan and the national SEND and Alternative Provision Improvement Plan.

Appendix 2

- Work with all providers across the education landscape to ensure effective delivery of SEND services in the context of a full learning system.
- Lead managers within the service to develop a high performing workforce and implement effective resource management strategies to ensure the most positive outcomes for children and young people in line with service and city-wide objectives.
- Actively drive and deliver continuous improvement initiatives taking the strategic lead in delivering educational services in the context of regional and national priorities ensuring all initiatives fully consider those with vulnerabilities and SEND needs.
- Ensure that all areas of service actively support Child Friendly Leeds approaches and seek out real opportunities for Voice and Influence for children and Young People which engage and inform the service.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

Qualifications

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

Working Context

Post holders will work flexibly both at home and at various locations across the city and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service.

Essential requirements

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

- Significant leadership experience at a senior level within a relevant environment providing a depth and breadth of knowledge across schools, learning improvement and SEND agendas.
- Experience of having developed and implemented strategies within Education, leading to successful outcomes for children and young people.
- Significant experience of building highly effective partnerships and relationships at a senior level that deliver improvements in education, attainment and provision.
- Comprehensive knowledge of SEND service requirements in the context of a full learning system which incorporates all providers across the education landscape.

Appendix 2

- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to Education.
- Deputise and represent the Director as and when required.
- 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.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Significant successful senior leadership experience.
- Substantial experience of operating in a political environment.
- Extensive experience of exercising sound judgement and providing clear advice at senior level.
- Experience of developing and implementing highly complex strategies leading to successful outcomes.
- Demonstrate knowledge of applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.
- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and Corporate Leadership Team.

Behavioural & other Characteristics required

- Understand and embrace [Leeds City Council Values and Behaviours](#) and codes of conduct.
- Committed to continuous improvement in all areas and work towards delivering the [Best City Ambition](#) of Health & Wellbeing, Inclusive Growth and Zero Carbon.
- Be aware of promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.

Appendix 2

- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- Able to understand and observe Leeds City Council equality and diversity policies.
- Carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

Job description last reviewed: July 2023

Name: Julie Longworth

Designation: Director of Children and Families