



## EMPLOYMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Friday, 15th December, 2023 at 10.00 am

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### MEMBERSHIP

#### Councillors

P Alderson

S Arif

D Jenkins

F Venner

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.

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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><b>ELECTION OF CHAIR</b></p> <p>To elect a Chair for the duration of the meeting.</p>	
2			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
3			<p><b>EXCLUSION OF PUBLIC</b></p> <p>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><b>DECLARATIONS OF INTEREST</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p><b>APOLOGIES</b></p> <p>To receive any apologies for absence from the meeting.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
6			<p><b>GOVERNANCE ARRANGEMENTS: RECRUITMENT TO THE POSITION OF DIRECTOR OF ADULTS AND HEALTH</b></p> <p>To consider the report of the City Solicitor which provides an overview of the governance arrangements and format of this specific Employment Committee.</p>	5 - 16
7			<p><b>APPOINTMENT OF THE DIRECTOR OF ADULTS AND HEALTH</b></p> <p>To consider a report of the Chief Executive regarding recruitment to the position of Director of Adults and Health.</p> <p>(Please note that Appendix 2 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> <p><b><i>(Appendix 2 to follow)</i></b></p>	17 - 32

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p><b>THIRD PARTY RECORDING</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p> <p>We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in-person, please advise us in advance by email (<b>FacilitiesManagement@leeds.gov.uk</b>) of any specific access requirements, or if you have a Personal Emergency Evacuation Plan (PEEP) that we need to take into account. Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.</p>	

## Governance Arrangements: Recruitment to the Position of Director of Adults and Health

Date: 15 December 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 **Director of Adults and Health**.

### 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 Director<sup>1</sup> the Council will:

- (a) draw up a statement specifying:
  - (i) the duties of the officer concerned; and
  - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.

2.2 Where a post has been advertised as provided in Rule 2.1, the authority shall:-

- (a) interview all qualified applicants for the post, or
- (b) select a shortlist of such qualified applicants and interview those included on the shortlist.
- (c) Members of the Executive will be given the names of those candidates to be interviewed.

2.3 Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with Rule 2.1(b).

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<sup>1</sup> "Directors" for the purpose of paragraph 4.1 and "Director" for the purposes of paragraphs 2.1, 4.2 to 4.2.5 and 7.3 and 7.4 shall mean any officer(s) referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:

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

### **3.0 APPOINTMENT OF HEAD OF PAID SERVICE**

- 3.1 Following a recommendation of the Employment Committee that a particular candidate should be appointed to the post of Head of Paid Service, the Proper Officer shall notify every member of the Executive of the following:
- 3.1.1 The name of the person to whom the Employment Committee recommends that the post be offered;
  - 3.1.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer<sup>2</sup>;
  - 3.1.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
- 3.2 The full Council may only make an offer of appointment to the post of Head of Paid Service to the person recommended by the Employment Committee provided that:
- 3.2.1 The Proper Officer has, within the period specified in the notice under paragraph 3.1.3, notified the full Council that each member of the Executive has stated that they do not have any objection to the making of the offer; or
  - 3.2.2 The Proper Officer has notified the full Council that no objection was received by him from any member of the Executive within the specified period; or
  - 3.2.3 The full Council is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee<sup>3</sup>.

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

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

## **4.0 APPOINTMENT OF DIRECTORS**

- 4.1 The Employment Committee will appoint Directors.
- 4.2 Before the Employment Committee makes an offer of appointment to the post of Director, the Proper Officer shall notify every member of the Executive of the following:
  - 4.2.1 The name of the person to whom the Employment Committee intends to offer the post;
  - 4.2.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer<sup>4</sup>;
  - 4.2.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
  - 4.2.4 The Employment Committee may only make the offer of appointment provided that:
    - 4.2.5 The Proper Officer has, within the period specified in the notice under paragraph 4.2.3, notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the making of the offer; or
    - 4.2.6 The Proper Officer has notified the Employment Committee that no objection was received by him from any member of the Executive within the specified period; or
    - 4.2.7 The Employment Committee is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee<sup>5</sup>.

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

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

## **5.0 OTHER APPOINTMENTS**

- 5.1 **Officers below Director.** Appointment of officers below Directors (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.
- 5.2 **Assistants to political groups.** Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

## **6.0 DISCIPLINARY ACTION**

- 6.1 **Suspension.** The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct.
- 6.2 Councillors will not be involved in the disciplinary process in respect of any officer below Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct.

## **7.0 DISMISSAL AND OTHER DISCIPLINARY ACTION**

- 7.1 Councillors will not be involved in the dismissal of any officer below Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct.
- 7.2 **The Head of Paid Service, Chief Finance Officer and Monitoring Officer**
- 7.2.1 Subject to the provisions of paragraph 7.4, the Employment Committee may take disciplinary action short of dismissal or recommend to full Council that the Head of Paid Service, Chief Finance Officer or Monitoring Officer be dismissed. Only full council can approve the dismissal of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer (referred to below in each case as “the relevant officer”).
- 7.2.2 Before taking a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular-
- (a) any advice, views or recommendations of an independent panel<sup>6</sup>.
  - (b) the conclusions of any investigation into the proposed dismissal; and
  - (c) any representations from the relevant officer.

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

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

### **7.3 Directors**

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

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

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

7.4.2 any other particulars relevant to the dismissal<sup>7</sup>; and

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

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

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

7.4.6 the Employment Committee is satisfied that any objection received is not material and/or is not well-founded<sup>8</sup>.

### **8.0 POLITICAL ASSISTANTS**

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

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

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

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

**9.0 POLITICAL RESTRICTIONS ON COUNCIL EMPLOYEES**

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

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## Appointment of the Director of Adults and Health

Date: 15<sup>th</sup> December 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

(\*Appendix 2 only – designated as exempt from publication under Access to Information Procedure Rule 10.4 (1&2))

### Brief summary

This report outlines the reasons for the recruitment to the post of Director of Adults and Health.

Recruiting to this role will build on the achievements of our Better Lives strategy and continue the work championing the delivery of quality social care services. The role has responsibility for the discharge of all statutory adult social services functions and responsibility for Public Health, ensuring Leeds will be a healthy and caring city for all ages.

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

### Recommendations

- a) Note the process for the recruitment and selection to the post of Director of Adults and Health.

and

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

### What is this report about?

- 1 This report outlines the reasons for the recruitment to the permanent post of Director of Adults and Health.

- The current post holder was appointed to the role on an interim basis from February 2023. The Chief Executive proposes to commence the permanent recruitment process.
- The role of Director of Adults and Health is responsible for the discharge of all statutory adult social services functions and provides strategic leadership for the Adults and Health Directorate covering Social Work and Social Care, Health Partnerships, Integrated Commissioning, Public Health, Resources and Strategy and Transformation and Innovation.
- The post holder is accountable to the Chief Executive and their work falls under the Executive Member for Adult Social Care, Public Health and Active Lifestyles.

#### **What impact will this proposal have?**

- Appointment 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

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

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

Wards affected: None

Have ward members been consulted?  Yes  No

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

#### **What are the resource implications?**

- The Director of Adults and Health 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?**

- The Director of Adults and Health plays a significant role in delivering the strategic aims of the Council, city, region as well as national strategic aims and priorities. The role has responsibility for the discharge of all statutory adult social services functions and responsibility for Public Health. If this post is not filled on a permanent basis then it is likely to have a detrimental effect on those adults in the city who have social care and support needs. Failing to fill the post will also negatively impact upon our ambition to be the best city for health and wellbeing.

#### **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.
- 11 Candidate information as part of this recruitment and selection exercise will be detailed within Appendix 2 and will be sent separately, this will be exempt from publication. It is considered that this information will relate to individuals' personal and employment details.
- 12 Also, it is considered that the release of such information in Appendix 2 would be likely to prejudice the Council's ability to recruit effectively to similar posts in the future. It is therefore considered to be in the public interest for the future candidate information in Appendix 2 to 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?**

- 13 No other alternative options were considered as the interim appointment to this role since February 2023 has provided the Directorate with effective leadership and management and continues to champion the delivery of quality social care services for those adults in the city who have social care and support needs.

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

- 14 Recruiting to this role will build on the achievements of our Better Lives strategy and work to improve the health and wellbeing of the people of Leeds as outlined in the Leeds Health and Wellbeing Strategy.

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

- 15 The recruitment and selection process is being co-ordinated by the Human Resources team. The post has been advertised on the Leeds City Council jobsite, LinkedIn and in The Municipal Journal (MJ). The recruitment and selection timeline is as follows:
  - Job advertisement live on LCC Jobsite – 27<sup>th</sup> November 2023.
  - Job advertisement closed – 4<sup>th</sup> December 2023.
  - Shortlist by Employment Committee – 15<sup>th</sup> December 2023.
  - Structured conversations with external stakeholders – w/c 18th December 2023.
  - Internal Stakeholder Panel – 21<sup>st</sup> December 2023.
  - Selection Interviews by Employment Committee – 21st December 2023.
- 16 Following the selection process, should an appropriate candidate be identified, the Employment Committee is asked to make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

## **Appendices**

- Appendix 1 Information Pack provided to candidates which includes advert and job profile.

- Appendix 2 - 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

# Director of Adults and Health

## *Leeds City Council*

Candidate information pack

Apply at: [jobs.leeds.gov.uk](https://jobs.leeds.gov.uk)



**Leeds**  
CITY COUNCIL



# Welcome!

Thank you for showing an interest in the role of Director of Adults and Health at Leeds City Council. I would like to share with you some information regarding the role and our ambitions for Leeds.

Leeds is a large, contemporary, and thriving city - and these adjectives equally apply to the Council. With over 14,000 staff delivering hundreds of different services to a population of 812,000 people, we work in a complex, diverse and fast-paced environment.

We are ambitious. Our [Best City Ambition](#) is our overall vision for the future of Leeds. At its heart is our mission to tackle poverty and inequality and improve quality of life for everyone who calls Leeds home.

We will achieve our mission by focusing on improving outcomes across the three Pillars of the Best City Ambition:

1. Health and wellbeing
2. Inclusive growth
3. Zero carbon

Our three Pillars are at the centre of the Best City Ambition. They capture the things that will make the biggest difference to improving people's lives in Leeds – and many of the big challenges we face and the best opportunities we have relate to all three. Our Organisational Plan sets out our vision to be the best council in the best city, with our staff supported to understand what we do, why we do it, and how we can all work together to achieve our ambitions and values.

As Director of Adults & Health you will have a leadership role spanning a wide area of social care and health with a strong focus on commissioning and partners at local and national level.

Thank you for taking the time to find out more about this opportunity to make a real and positive difference to the lives of the citizens of Leeds.

**Tom Riordan CBE**  
**Chief Executive**  
**Leeds City Council**



# Director of Adults and Health

*£155,900 - £169,522*

As our new Director of Adults and Health you will relish the opportunity to function as the champion for the needs and aspirations of all vulnerable adults across Leeds, to ensure we are the best we can be.

You will be responsible for the discharge of all statutory adult social services functions and will need to have significant leadership experience at a senior level within the health and social care sector.

You should be someone who collaborates well – working with colleagues, partners, and the community to really understand what people need. You should also have experience of leadership within a ‘high support, high challenge’ culture and comprehensive knowledge and understanding of the statutory functions and requirements within adult health and care systems.

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](#).

As a social care champion you will strive to deliver quality social care services that not only supports individuals but provides a future where carers have the support they deserve.

You will be key to delivering our [Better Lives strategy](#), highlighting the need for everyone to have the right to a good and fulfilling life. In Leeds, we want every person with care and support needs to be able to live the life they want to live, doing what’s important to them in good homes and in caring communities.

As well as social care, you will be responsible for Public Health, ensuring Leeds will be a healthy and caring city for all ages. You’ll also be instrumental in supporting our city-wide [Health and Wellbeing strategy](#), making sure that people who are the poorest improve their health the fastest.

Leeds is an ambitious city and if you can offer a compelling record and the desire to build on good practice, it is the ideal place to influence and shape innovation.

**To apply, please upload your CV and personal statement on the Leeds Jobs site ([jobs.leeds.gov.uk](https://jobs.leeds.gov.uk)) ensuring your application reflects the requirements of the role as outlined in the Role Profile.**

For more information or to arrange a discussion with Tom Riordan CBE, Chief Executive, about the role, please contact [PA.ChiefExec@leeds.gov.uk](mailto:PA.ChiefExec@leeds.gov.uk)

# Job profile

**Directorate:** Adults and Health

**Job Title:** Director of Adults and Health

**Grade:** Director Grade

**Conditions of service:** JNC Terms and Conditions

**Reports to:** Chief Executive

**Responsible for:** Adults and Health Senior Leadership Team

## Job purpose

Provide strategic leadership, providing advice and expertise to decision makers across the Council. The role is accountable to the Chief Executive for the delivery of agreed outcomes, targets and objectives. Working with key partners at national, regional and local level they will champion initiatives within the organisation and in collaboration with colleagues and partners, support the delivery of real change across the city. The postholder will be responsible for the discharge of all statutory adult social services functions.

## Responsibilities

- Creation of a person-centred culture, delivering the wider vision of social services: combating social exclusion for adults and carers; ensuring those in charge are held accountable for assessing local needs, and providing the delivery of the full range of adult social services.
- Support cultural and organisational change, facilitating improvement in the way that adult services are provided and working to ensure a seamless service between the adult and children's services.
- Optimising the use and accessibility of resources for all adults and carers in Leeds through building and maintaining strong, effective partnerships, internally and with agencies.
- Taking the strategic and operational lead in developing and articulating a clear vision and effective framework for coordinated services to adults and their carers.
- Provide strategic leadership to the Adults & Health workforce to deliver cultural and organisational change to facilitate improvement in the way that adult services are provided.
- Establish and maintain effective partnerships and working relations with external organisations and partner agencies to achieve integrated planning, commissioning, and delivery of joined-up adult social services.
- Develop, in partnership with others, strategic commissioning strategies and frameworks across Adult Social Services, in order to shape existing and future service provision.



- Develop and lead a joint commissioning strategy to modernise adult services in Leeds within policies agreed by the Council and the ICB.
- Develop strategies to maximise the use and allocation of resources to meet statutory requirements and the needs of adults in Leeds, improving access to modernised services which support people to lead rewarding and fulfilling lives and promote well-being.
- Build strong relationships with the Lead Executive Board Member for Adult Social Care, Public Health & Active Lifestyles, which enables them to fulfil their statutory duties. Support the Council, Executive Board and Scrutiny Boards as the principal advisor on all aspects of strategy and service provision for adults and their carers.
- Contribute pro-actively to the national debate to shape and influence the direction of Adult Social Services nationally.
- Actively support and advocate the voice of vulnerable adults at the heart of decision making.
- 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.
- 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.
- 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.
- Work with elected members, service users and community representatives in ways which support open, responsive and accountable government providing appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.
- 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.

### **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. The Director of Adults & Health is a member of the Corporate Leadership Team and as such will participate in the leadership on-call rota.

## Essential requirements

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

- Relevant degree qualification or substantial experience in working in this field together with substantial senior leadership and management experience.
- Able to demonstrate credibility in a senior leadership position working collaboratively to lead and embed a performance management culture which delivers high quality outcomes.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Evidence of success in building and enhancing the reputation of an organisation, locally and nationally with external bodies, the community and the media.
- Experience of leading, shaping and influencing, innovative practice.
- Experience of successful strategic and operational resource management, including evaluating competing priorities within tight financial limits and managing progressive and innovative budgetary arrangements such as pooled budgets.
- Experience of managing resources to achieve improvements and excellence within financial and budgetary constraints, including the management of pooled budgets.
- Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- 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.
- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to the Adults Social Care agenda.
- 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 and promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- 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.



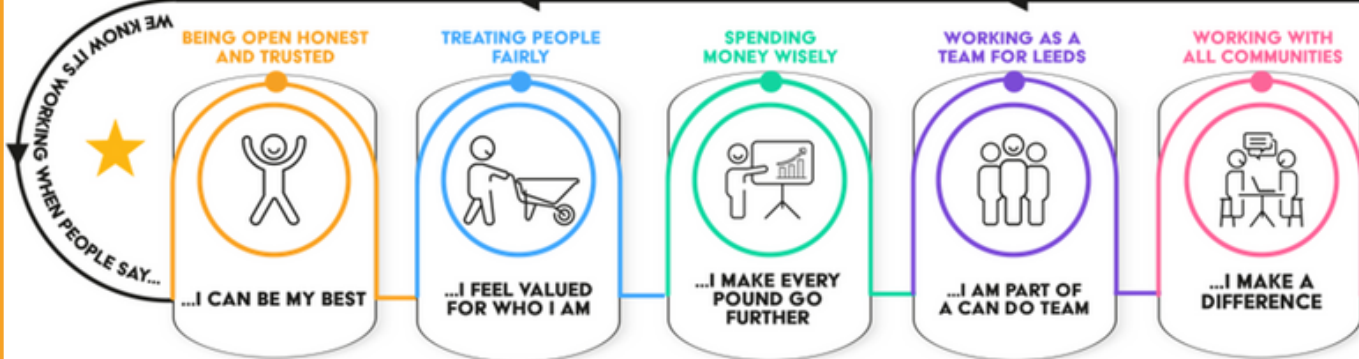
# About Leeds City Council

Whilst the [Best City Ambition](#) outlines our vision to be the Best Council in the UK, how we progress our ambitions is as important as what the ambitions are.

## Values and Behaviours

Our values and behaviours guide our individual approaches to our work; shape our working relationships with our colleagues and partners; and be a key test of our improvement towards being a more Efficient, Enterprising, Healthy and Inclusive Organisation. These complement the wider Team Leeds approach, set out in the Best City Ambition. Supporting and underpinning the values and behaviours within the organisation is a proactive approach to internal communications engagement which reaches all council staff as well as the leadership and management cohort. The framework guiding this approach is below.

OUR SHARED VALUES AND BEHAVIOURS HELP EVERYONE BE THEIR BEST

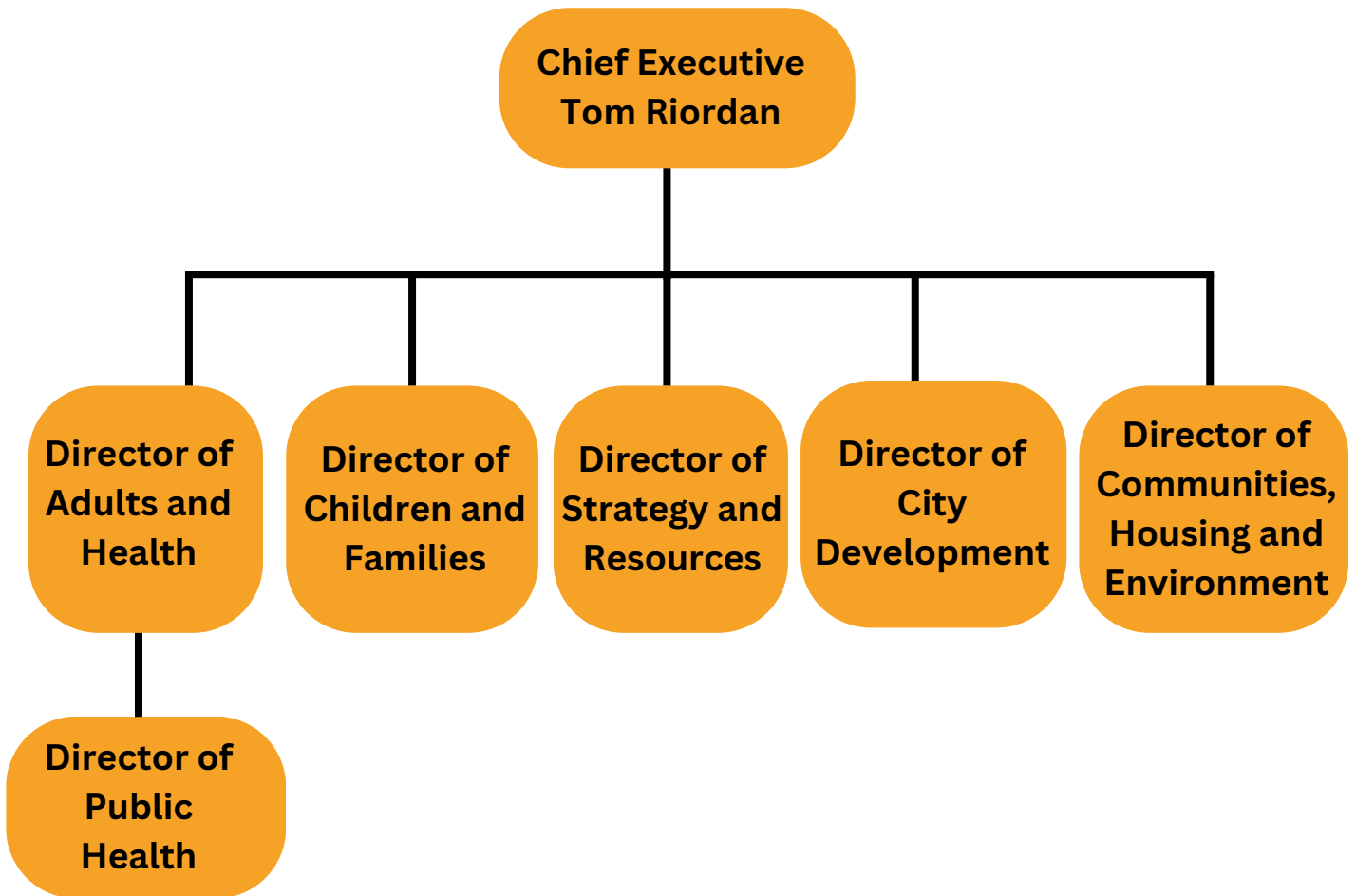


Our employees talk about the pride they feel in the work they do and in making a difference. In return for their dedication and contribution we offer a workplace where people feel supported, that celebrates difference and encourages everyone to grow like the city we love.

As with all other Local Authorities, the Council faces financial challenges and demographic pressures. However, we continue to maintain high levels of performance and are making progress to deliver our priorities.

We are a political organisation, with a responsibility for providing local services and facilities. There are 99 elected councillors across the city, three in each of our 33 wards to represent our citizens at a local level and help drive change for the better.

# Leeds City Council Corporate Leadership Team



# The Adults and Health Directorate Team

**We are a passionate, friendly, and inclusive team who work together every day for the employees of Leeds City Council and the people of Leeds.**

Adults and Health are responsible for co-ordinating public health and social support services across the city. Teams are dedicated to ensuring every person in Leeds can live a fulfilled, healthy life as independently as possible. We support older people; people with mental health problems, sensory impairments, physical disabilities, or learning disabilities; and other people with special needs. We also have a responsibility to protect people from abuse and neglect.

The Adults and Health directorate is one of five directorates across Leeds City Council and covers the areas of Social Work and Social Care, Health Partnerships, Transformation and Innovation, Integrated Commissioning, Public Health and Resources and Strategy.

## **Social Work and Social Care**

Within social work and social care services our different teams share an overarching goal – [better lives](#) for people in Leeds with care and support needs.

We work collaboratively with individuals by drawing on their own strengths and assets to determine an outcome and promote a good and fulfilling life for them. We also have a responsibility to protect people's health, wellbeing and human rights and enable them to live free from harm, abuse and neglect.

## **Health Partnerships**

The Health Partnerships Team works across the city to promote system leadership, connected strategy, collaboration and integration. The team is responsible for the Health and Wellbeing Board and Health and Wellbeing Strategy, managing citywide partnership governance and leading a number of projects covering integrated working with health, the third sector, wider determinants and academia. The team develops partnership approaches that bring together teams to work on key strategic and operational priorities, for example delivering the mental health strategy, aligning economic and health priorities and shaping approaches to the third sector and healthy communities, housing and employment.

## **Transformation and Innovation**

Our transformation and innovation team has an eye to the future so that we can embrace new ideas to improve delivery and outcomes in Adults and Health.

In transformation and innovation we provide a support function across Adults and Health, delivering a range of activity to improve efficiency and effectiveness. We help to redesign services, maximise the use of digital technology and drive innovation.

We also lead on the delivery and development of Asset Based Community Development (ABCD) in partnership with third sector partners. This neighbourhood-based approach harnesses the strengths and capacity of the people who know best what change will benefit their communities – the residents themselves. ABCD is a key strategic programme for the council, embedding strength and asset based working in adult social care and the wider organisation.

## **Integrated Commissioning**

In the integrated commissioning team we plan, purchase and monitor high quality services to be delivered by the wider Adults and Health team.

We commission health and social care services that address health and social inequality and support people to live healthy, independent and fulfilling lives. We create integrated systems that provide a clear pathway to support and care for older people, adults with physical and learning disabilities, people with substance misuse issues and those in housing need.

Our overarching goals are to design services that meet local needs, are fair and accessible to all who need them and deliver good value for money. We are always reviewing what we do, driving continuous service improvement through consistent contract, quality and performance management.

## **Public Health**

We want Leeds to be a healthy city for all ages and all communities. In public health we look beyond health services at the wider issues that contribute to illness and impact people's wellbeing.

As public health professionals we work with and for the communities we serve to make sure that no community is left behind. We educate and empower individuals to lead healthy lives. We consider how the environments we live, work and grow old in can affect people's health and we find ways to remove barriers and facilitate access to high quality services.

Within the wider public health team our individual teams have a specific area of focus to reflect the diverse health needs of the population we serve.

The scope of our teams includes:

- older people and long-term conditions
- healthy living and health improvement
- children and families
- health protection and sexual health
- public mental health
- localities and primary care

## Public Health cont.

Our dynamic workforce collaborates on wide-ranging projects with strategic partners locally and within the third sector. Work can vary from producing assessments of the health needs of subgroups within the city to the commissioning and development of health-promoting services informed by these assessments.

## Resources and Strategy

Our resources and strategy team provides key business functions for Adults and Health so that people in Leeds receive the care and support they need, when they need it. To ensure care and support services are targeted, appropriate and timely we rely on good data and information, customer feedback and sound financial management. We also use our insight to plan services and develop our workforce to futureproof service provision.

# Adults and Health Senior Leadership Structure

