



EMPLOYMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 2nd September, 2024 at 1.30 pm

MEMBERSHIP

Councillors

D Coupar
A Lamb
J Lewis
J Pryor

Agenda compiled by:
Governance & Scrutiny
Support, Civic Hall
LEEDS LS1 1UR
Telephone No:

Governance & Scrutiny
Support

0113 3788664

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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>The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely that in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained in an appendix to the relevant report within this agenda which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES</p> <p>To receive any apologies for absence from the meeting.</p>	

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6			<p>GOVERNANCE ARRANGEMENTS: RECRUITMENT TO THE POSITION OF INTERIM CHIEF EXECUTIVE</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>APPOINTMENT OF INTERIM CHIEF EXECUTIVE/HEAD OF PAID SERVICE</p> <p>To consider a report of the Chief Officer, Human Resources regarding recruitment to the position of Interim Chief Executive/Head of Paid Service.</p> <p>(Please note that Appendix 2 to this report is designated as confidential under the provisions of paragraph 9.1 of the Access to Information Procedure Rules and exempt from publication).</p>	17 - 24

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 618">Use of Recordings by Third Parties– code of practice</p> <p data-bbox="675 658 1406 875">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="675 916 1406 1245">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 Chief Executive on an Interim Basis

Date: 2 September 2024

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

In line with its Terms of Reference, the Council's Employment Committee has authority '*to make recommendations to Council to appoint the Head of Paid Service*'. In accordance with the Constitution, the Chief Executive is appointed as the Head of Paid Service.

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 making a recommendation to Full Council in respect of the recruitment to the post of Chief Executive on an interim basis.

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 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 line with the overall political composition of the Council.
- 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 Confidential Information - The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely that in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained within an appendix to agenda item 7 which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.
- 4 Process following interviews - The Committee is invited to note that before an offer of employment can be made, the Executive must be notified of the name (and any other details deemed relevant) of the individual that Employment Committee recommends that the post be offered to. Executive Members would then have a designated period of time to raise any objections to this recommendation. The recommendation would then be considered by Full Council for determination, taking into consideration any objections received during the Executive notification process outlined above. (Procedure Rule 3, within the appendix provide 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 and to support good governance.

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 relating to the Employment Committee decision making process in respect of appointing the Head of Paid Service (who is also the Chief Executive) on an interim basis.
- 10 The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely that in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained within an appendix to agenda item 7 which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.
- 11 The appointment of officers is a non-Executive function and therefore the recommendations in this report are not subject to Call In.

Appendices

- Appendix 1: Constitution – Part 4(j) - 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 Interim Chief Executive/Head of Paid Service

Date: 2 September 2024

Report of: Chief HR Officer

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

This report outlines the reasons for the recruitment to the post of Interim Chief Executive/Head of Paid Service.

Recommendations

- a) Note the process for the recruitment of the post of Interim Chief Executive/Head of Paid Service;

and
- b) Following the selection process, should an appropriate candidate be identified, make a recommendation to Full Council at its meeting of 11 September 2024 to appoint, 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 post of Interim Chief Executive/Head of Paid Service.
- 2 Following the Chief Executive's announcement in May of his intention to leave later in the year, the Council commenced a process to recruit to the post of Chief Executive/Head of Paid Service.
- 3 Officer Employment Procedure Rules, Part 4(l) of the Constitution sets out the requirements for the recruitment and appointment of the Council's Chief Executive/Head of Paid Service. Pursuant to these requirements, it is expected that Council will be in a position to approve the recommended substantive candidate at its November 2024 meeting, with an incoming Chief Executive expected to commence between then and April 2025, subject to notice periods and other employment arrangements.
- 4 As part of our scenario planning we have considered the possibility of the current Chief Executive leaving slightly earlier than originally envisaged and/or before a permanent successor has been appointed and able to commence in role.
- 5 It is a requirement of the Constitution to have a Chief Executive/Head of Paid Service in place at all times. As such it is now necessary to appoint an Interim Chief Executive to cover, if necessary, the period between the current postholder's departure and the successor's commencement.
- 6 The appointment of an interim or substantive Chief Executive is a Council (non-executive) Function. Part 3 Section 2A of the Constitution delegates the responsibility for making recommendations regarding the appointment of the Chief Executive to the Employment Committee.
- 7 Pursuant to the regulations, the role of Interim Chief Executive has been advertised in such a way as is likely to bring it to the attention of persons who are qualified for it. This has deemed to be current Directors.
- 8 An Employment Committee will now be convened to interview all qualified applicants for the post.
- 9 Subject to the associated notification processes, as set out within the Officer Employment Procedure Rules, the Committee's recommendation will be considered at the Full Council meeting of Wednesday 11 September 2024.
- 10 The post holder is accountable to the Leader of Council.
- 11 The candidate information as part of this recruitment exercise will be detailed within Appendix 2 to the report and this will be designated as confidential under the provisions of paragraph 9.1 of the Access to Information Procedure Rules and exempt from publication. It is considered that this information will relate to an individuals personal and employment details.

What impact will this proposal have?

- 12 Recruiting to this interim post will ensure strategic leadership capacity and capability is maintained to deliver the priorities in line with the Best City Ambition and Organisational Plan and will ensure that the Council complies with its Constitutional obligations.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

13 Making this appointment will also ensure continuity of leadership to deliver the three pillars of the Best City Ambition.

What consultation and engagement has taken place?

Wards affected: None

Have ward members been consulted?

Yes

No

14 The proposals contained in this report have been agreed by the Leader and Executive Board Member for Resources. Trade union colleagues have also been updated on the proposal to recruit to this interim role.

What are the resource implications?

15 The role is an established post and is within budget provision for 2024/25 therefore no additional costs will be incurred in making this interim appointment.

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

16 There are no identified risks with the proposals set out in this report.

What are the legal implications?

17 This post is an Employment Committee recommendation in line with the criteria set out in the Officer Employment Procedure Rules and will be recruited to in accordance with those Procedure Rules. It is the decision of Full Council to formally approve the recommendation of the Employment Committee.

Options, timescales and measuring success

What other options were considered?

18 It is a requirement to ensure that the Council employs a Chief Executive/Head of Paid Service at all times and that the mechanism to do so should be pursuant to the Constitution and Officer Employment Procedure Rules.

19 Seeking wider external interest for the interim role was carefully considered and rejected on the grounds that it risked compliance with the above obligation, and that candidates, save for existing Directors, would be unlikely to hold the appropriate knowledge, skills and experience to satisfactorily fulfil the interim role. The adopted approach was considered the best option at this stage to provide stability and continuity in the short to medium term. It is recognised that backfill

arrangements may be necessary to cover the role temporarily vacated by the appointed Director.

How will success be measured?

20 Success will be measured through the smooth and successful transition of officer leadership and a continuity of service and strategy delivery.

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

21 The Recruitment and Selection process is being co-ordinated by the Chief Human Resources Officer and the timeline is as follows:

- Expressions of Interest were sought from the Director cohort with a closing date of Thursday 22 August 2024.
- Employment Committee Interviews have been scheduled for Monday 2 September 2024.
- Recommendations will be considered by Full Council on Wednesday 11 September 2024.

Appendices

- Appendix 1 Job Description
- Appendix 2 Candidates Expressions of Interest

Background papers

- None

JOB DESCRIPTION – INTERIM CHIEF EXECUTIVE

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

PURPOSE OF THE ROLE

The Interim Chief Executive is the Head of Paid Service and the most senior employee of the City Council. They must therefore conduct the role in accordance with the Local Government & Housing Act 1989.

Their primary function is to provide overall leadership and vision in developing the strategic direction of the senior leadership team and the whole organisation, and deliver the Council's key corporate and partnership priorities in line with the Best City Ambition for Leeds.

They will set an overarching management framework to ensure effectiveness in service development and delivery.

As the Council's principal policy adviser, they support the delivery of excellent services, in keeping with Council policy, budgetary and statutory requirements.

They are primarily responsible for the successful delivery of the political priorities and leading the Corporate Leadership Team to deliver the strategic direction as outlined by the elected leadership.

The Interim Chief Executive will be a strong advocate for the Council and City, locally, regionally, nationally and internationally, working closely with the combined authority, local government, central government, commercial partners, statutory agencies, residents, local businesses, and other relevant stakeholders and partners.

A key responsibility is ensuring that everyone involved in Team Leeds has a shared purpose and common goals by designing, delivering, and leading the organisation in accordance with our values and behaviours.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To act as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services and resources to deliver their ambitions for the city. Provide a clear sense of direction and purpose assisting the elected leadership in the process of policy formulation to ensure that the Council's vision, priorities, and core values are made a reality.
2. Champion a 'One Council' approach and provide leadership, direction, and management of the Council's Officer Corporate Leadership Team to ensure the delivery of the Council's priorities and the provision of high quality, cost-effective services based on community needs.
3. Further develop the Council's commitment to take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Authority and its communities.
4. Represent and negotiate on behalf of the Council at local, regional, national, and international levels, promoting inter-authority working across the city region and demonstrating flexibility and responsiveness to change.
5. To work closely with the combined authority and the family of partnerships to ensure the city achieves maximum benefit for our community from partnership working.
6. Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority through a 'One Council' approach, including the delivery of the Council Organisational Plan and supporting strategies.
7. Manage the interface between Elected Members and Senior Officers, maintaining productive and essential Member / Officer partnerships and processes, including promoting a positive and respectful relationship whilst providing critical leadership, advice and challenge to help shape and support the delivery of outcomes.
8. Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities, and position the Council and city as a decisive and influential organisation and place.

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

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

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, you will be restricted from political activity.

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

It is a requirement of the Constitution to have a Chief Executive/Head of Paid Service in place at all times and such the Interim postholder will commence immediately upon the departure of the current substantive Chief Executive. The Interim Chief Executive will remain in post until the commencement of a permanent replacement.

DATE: August 2024