



## EMPLOYMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds on  
Tuesday, 15th November, 2016 at 2.15 pm

(Please note the change in start time)

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### MEMBERSHIP

#### Councillors

B Cleasby  
J Dowson  
H Hayden  
A Lamb  
A Lowe  
L Mulherin

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
5			<p><b>APOLOGIES</b></p> <p>To receive any apologies for absence from the meeting.</p>	
6		10.4(1, 2)	<p><b>APPOINTMENT OF ACTING DEPUTY DIRECTOR OF CHILDREN'S SERVICES (SAFEGUARDING, SPECIALIST &amp; TARGETED SERVICES)</b></p> <p>To consider the report of the Chief Officer HR which outlines the process for the recruitment to the position of Acting Deputy Director of Children's Services.</p> <p>(Please note that Appendix 3 to this report is designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) and (2)).</p>	1 - 20

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>	

**Report of Chief HR Officer**

**Report to Employment Committee**

**Date:** 15<sup>th</sup> November 2016

**Subject:** Appointment of Deputy Director (Safeguarding Specialist and Targeted), Children's Services on an Acting basis

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number:  Appendix 3 is exempt under rule (10.4 (1) & (2))	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Summary of main issues**

**This report outlines the background to the recruitment to the Deputy Director (Safeguarding, Specialist and Targeted Services) in Children's Services on an Acting basis**

The role of Deputy Director (Safeguarding, Specialist and Targeted Services (SST)) leads the services across the City that work with children and young people identified as being particularly vulnerable and having the most complex need.

The position is currently vacant owing to the fact that the substantive post holder, Steve Walker, is currently Acting Director of Children's Services

This report outlines the rationale for filling the Deputy Director (Safeguarding, Specialist and Targeted Services) on an acting basis with the situation to be reviewed once the Director of Children's Services has been permanently recruited to in 2017.

**Recommendations**

The Employment Committee is asked to agree the following:

- 6.1.1 Agree to the recruitment of the post of Deputy Director (SST), Children's Services on an acting basis .

6.1.2 Following the interview and selection process make a recommendation for appointment.

## **1 Purpose of this report**

- 1.1 This report outlines the reasons for the recruitment to the post of Deputy Director (SST), Children's Services which has become vacant on 1<sup>st</sup> October, 2016.

## **2 Background information**

- 2.1 Leeds is committed to putting children and young people at the heart of the future growth strategy of the city, and the role of the Director of Children's Services is critical to this ambition.
- 2.2 The authority is presently well positioned to achieve this aspiration with a Good Ofsted Inspection in 2015 which judged its Leadership to be outstanding.
- 2.3 The role of Deputy Director (SST), Children's Services is a senior member of the Directorate Leadership reporting directly to the Director of Children's Service. The main focus of the role is Safeguarding and is the senior operational manager for the Children's Social Work service in Leeds

## **3 Main issues**

- 3.1 Leeds has the ambition to be the best city in the UK and aims to be a Child Friendly City. Its ambition, priorities and strategy are outlined in its Children and Young People's Plan.
- 3.2 The Deputy Director role is to facilitate the directorate's multi agency approach and to ensure the effective co-ordination of resources (financial, human, physical or other) which support a whole service approach centred around the needs of children and young people throughout the City, and especially those who are most vulnerable.
- 3.3 The role is directly responsible for Children's Social Work Services, Targeted Services, Complex Needs and the Independent Safeguarding Unit.
- 3.4 Leeds is currently a Social Work Partner in Practice authority which means it is at the forefront of development best practice and innovation in social work delivery and practice. The role of Deputy Director (SST) is expected to at the forefront of this work both nationally and in the region. The role is also critical in providing support to other Authorities identified as Inadequate under the Ofsted framework.
- 3.4 The Deputy Director post became vacant on 1st October 2016 when the substantive post holder became the acting Director. In reviewing the options and the current capacity with the Authority, it has been decided to fill the role on an acting basis from with the authority pending a permanent recruitment exercise in 2017.
- 3.5 The post has been advertised throughout the Authority's Best Council Leadership requesting expressions of interest.
- 3.5 The Job Description for the post has been attached.
- 3.6 The recruitment process is being coordinated by Human Resources. The post advert and the job description are attached as appendix 1 and 2. The process

identifies the following steps:

a. Closing date for expressions of interest in the role was 10<sup>th</sup> October 2016 with an Employment Committee now proposed for 15<sup>th</sup> November 2016.

The one expression of interest applications are attached to this Employment Committee report (at Appendix 3, which is designated as exempt from publication)

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The proposals contained in this report have been consulted with the leadership of the Council and with key partners.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 This post has had an equality impact assessment. (Appendix 2)

### **4.3 Council policies and the Best Council Plan**

4.3.1 This post will make a significant contribution to the Council's ambition to be a Child Friendly City and the Children's and Young People in the City.

### **4.4 Resources and value for money**

4.4.1 The post is an established, statutory post within the budget provision for 2016/17.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.2 This post is a Member appointment given its reporting lines and will be recruited to in accordance with Officer Employment Procedure Rules.

4.5.3 The candidate information in the report (as detailed at Appendix 3) is exempt from publication. Appendix 3 attached to this report relates to the personal details of Council employee applying for employment within the authority.

It is considered that since this information relates to the personal details of Council Employees it is not in the public interest to disclose this information at this point in time.

Also it is considered that the release of such information 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 this element of the report should be treated as exempt from publication under paragraphs 10.4(1) and (2) of the Council's Access to Information Procedure Rules.

### **4.6 Risk Management**

4.6.1 The Council has clear statutory responsibilities for Children Services outcomes and attainment in the City and a failure to recruit to this post will impact on its ability to fulfil these responsibilities .



## **5 Conclusions**

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

## **6 Recommendations**

- 6.1 The Employment Committee is asked to agree the following:
- 6.1.1 Agree to the recruitment of the Deputy Director (SST), Children's Services on an Acting basis
- 6.1.2 Following the interview and selection process make a recommendation for appointment.

## **7 Background documents<sup>1</sup>**

- 7.1 N/A

### **Appendices for the report**

Appendix 1 Job description and Advert

Appendix 2 Equality Screening report

Appendix 3 Expressions of Interest from Shortlisted candidates (designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) & (2).

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

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**From:** Riordan, Tom  
**Sent:** 30 September 2016 14:58  
**Cc:** Hallam, Lorraine  
**Subject:** Acting Deputy Director (Safeguarding, Specialist and Targeted Services) Children's Services

Dear Colleague

Further to my email dated 28th September on the appointment of Steve Walker as Acting Director of Children's Services, it has been decided to recruit to the Deputy Director post that Steve has vacated.

This role will be important in providing leadership for the key safeguarding functions of the Directorate as well driving forward innovation and improvement work within the service regarding social care.

At this stage we would like to invite internal applications for the Acting Deputy Director (Safeguarding, Specialist and Targeted) of Children's Services. Please see the attached job description for your reference. Please note that it is a requirement of the post that the postholder holds a Diploma in Social Work or equivalent.

This Post is open to all BCLT members and Heads of Service in both Children's Services and Adult Social Care.

Should you be interested in this role can you please submit an expression of interest (no longer than 2 sides) to Lorraine Hallam Chief Officer HR by no later than 5.00 pm Monday 10th October 2016.

The appointment is subject to an Employment Committee decision and arrangements are being made for a date and time.

Best wishes  
Tom

Tom Riordan  
Chief Executive  
Leeds City Council  
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[twitter.com/tomriordan](https://twitter.com/tomriordan)

Leeds - aiming to be the UK's best city

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## Leeds City Council

### ***Job Description***

#### **Job Description and Employee Specification**

<b>Job Title:</b>	Deputy Director of Children's Services; Safeguarding, Targeted and Specialist Services	<b>Date:</b>	September 2016
<b>Accountable to:</b>	Director of Children's Services	<b>Grade:</b>	Dir 95%

#### **Job Purpose:**

Working as part of the senior leadership team, you will live and model values and behaviours to help us to achieve our ambition to become the best city council in the country and our aspiration, shared across our partners, to become the first truly child friendly city.

The Deputy Director for Safeguarding, Targeted and Specialist Services will draw together the services across the City that work with children and young people identified as being particularly vulnerable and having the most complex need. The Deputy Director is jointly and directly responsible for ensuring all children and young people are safe from harm; do well in learning and have skills for life; choose healthy lifestyles; have fun growing up; and are active citizens who feel they have voice and influence.

#### **Key Accountabilities:**

##### **General**

- Child centred in your ideas, language and actions, constantly striving to improve through outcomes for Children and Young People in Leeds
- The ability to enhance public and private sector relationships to help to bring the city together
- Develop the role of the service to facilitate the directorate's multi agency approach and to ensure the effective co-ordination of resources (financial, human, physical or other) which support a whole service approach centred around the needs of children and young people throughout the City, and especially those who are most vulnerable
- Knowledge and experience of performance management and project management methodology such as Outcome Based Accountability
- Lead by example, fostering effective joint working and build teams which deliver outcomes. Provide professional direction and support to immediate line reports creating an organisational climate of learning and continuous improvement so that services improve outcomes for all and are organised around children & young people's and family needs .
- Positively and effectively lead, shape and influence the service to attain the Children and Young Peoples Plan vision and goals, actively promote council and partnership values and the ambition to become a child friendly city
- Build strong and dynamic relationships and trust with politicians, partners, stakeholders, children & families, communities and external agencies to enhance profile and reputation
- Anticipate emerging issues / changing context and develop strategies quickly to solve problems or seize opportunities
- Identify links between societal and economic trends, stakeholder concerns, the policy agenda, and service issues

- Ensure that all services are fit for purpose, provide value for money, and attain inspection ratings that are good or outstanding
- Overall responsibility for effective performance management and compliance with systems to ensure increased productivity, quality assurance, risk management and audit which focus on improving outcomes for children and young people, especially those who most vulnerable
- Deputise for the Director / represent the Directorate on all matters relating to the leadership, management, and development of services to children

## **Specific**

### Targeted Services

- Set and deliver transformational goals with broad perspectives and long term timelines within Targeted Services (including the Youth Offending Service, and locality / cluster based multi disciplinary teams)
- Ensure that targeted family support services are effectively discharged in cluster and area arrangements across the City

### Child Protection and Looked After Children

- Set and deliver transformational goals with broad perspectives and long term guidelines within Child Protection & Looked after Children Services (including Fostering, Adoption, Residential provision, Social Work teams and support services, and Integrated Safeguarding for Children across the City)
- Act as Social Work professional for Children's Services and advise social workers in all aspects of practice (whilst also ensuring that social workers are registered, receive continuous professional development, and practice safely )
- Ensure that the requirements outlined in 'Working Together to Protect' (and all subsequent revisions) are met
- Undertake the role of Agency Decision Maker for adoption matters under the requirements of the Adoption Act (2002) and associated guidance

### Complex Needs

- Set and deliver transformational goals with broad perspectives and long term timelines within Complex Needs (services to children with long term disabilities, chronic or life limiting health conditions or special educational needs and their families)
- Provide effective leadership to ensure that the needs of children and families with complex needs are assessed in a timely and integrated manner, and that services are effectively discharged to meet these needs
- Ensure that services meet the requirements of the Children Act(s) 1989 and 2004 and the SEN Code of Practice (and all subsequent revisions)

### Independent Safeguarding Unit

- Set and deliver transformational goals with broad perspectives and long term timelines within Independent Safeguarding Unit (including the Improvement Hub and Family Group Conferencing)
- Strengthening the focus on quality assurance and practice improvement

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of assessment [Application/Interview/Test/Other]
1. Degree and post graduate qualification	*	Application form and verification
2. Diploma in Social Work or equivalent	*	Application form and verification
3. Membership of relevant professional bodies and evidence of ongoing PD	*	Application form and verification
4. Management qualification		Application form and verification
5. Minimum of 5 years of successful leadership experience at a senior level within children's services or relevant environment including experience of change management, resource management	*	Application and Interview
6. Experience of working in a multi agency environment and forging & driving successful partnerships	*	Interview
7. Experience of having implemented strategies leading to successful outcomes for children	*	Interview
8. Experience of leading, managing, engaging and developing a large multi disciplinary and geographically dispersed workforce	*	Interview
9. Demonstrates understanding of inspection regimes and evaluation frameworks pertinent to children's services and has experience of delivering successful outcomes	*	Interview
10. Knowledge of current local and national issues impacting upon the service and can demonstrate a clear linkage with the needs of the children and young people throughout the City.	*	Assessment / Interview
11. Evidence of having provided direction and support to individuals and teams promoting a 'can do' attitude and an environment of continuous improvement	*	Interview
12. Demonstrate ability to make difficult decisions and be held accountable, and be comfortable managing targets and outputs.	*	Assessment / Interview
13. Ability to find and implement creative and innovative solutions to complex strategic problems	*	Assessment / Interview
14. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships	*	Assessment / Interview
15. Demonstrate an understanding of the Child Friendly City concept and the voice and influence of children and young people to underpin this.	*	Assessment / Interview
16. Knowledge of restorative practice approaches within the context of services to children, young people and families.	*	Interview
17. Understanding/experience of using outcomes based accountability methodology to drive service improvement.	*	Application /Interview

Core Competencies – all of the following are essential	Method of assessment [Application/Interview/test]
<b><u>Working as a Team for Leeds</u></b> Provide leadership and team working skills including the ability to work with and through others, implements corporate decisions with energy and vigour	Application / Assessment / Interview
<b><u>Being Open, Honest and trusted</u></b> Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice	Application / assessment / Interview
<b><u>Working with Communities</u></b> Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment	Application /assessment / Interview
<b><u>Treating People Fairly</u></b> Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens	Application /assessment / Interview
<b><u>Spending Money Wisely</u></b> Sets high expectations of achievement across a range of strategic outcomes; actively seeks out opportunities to improve delivery of services through partnership and feedback from service users	Application /assessment / Interview

Whilst these competencies may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate they meet all of our competencies.

**Equal Opportunities:** Equal opportunities in the council is about making sure that everyone can fully join in the social, cultural, political and economic life of the city.

The City Council is committed to its value of Treating People Fairly, this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, marital status, responsibility for dependants, trade union activity or for any other unfair reason.

**Health & Safety:** The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

#### **Physical Conditions**

The post holder will initially be based at the Directorates headquarters in Merrion House in the centre of Leeds, however the postholder may be required as part of their duties to work in other locations throughout the city to effectively deliver their duties.

Leeds City Council has a no smoking policy.

**Relationships:** The post holder will be required to maintain effective relationships with staff at all levels within the Directorate and across the Council, Elected Members, external agencies, partners, children and young people, and the general public.

#### **Economic & Other Terms & Conditions**

Grade & Salary	Dir 95%, currently ranging from £102,710 to £ 110,766. Dependent upon
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	appointment level, progression through the salary range is by annual incremental progression (effective from April each year). Basic pay is reviewed annually in line with national negotiations and any uplift paid from April
Annual Leave:	28 days per leave year commencing April + 8 statutory bank holidays (rising to 33 days after the completion of 5 years service )
Hours:	Contractual hours are 37 hours – Monday to Friday, in accordance with the needs of the service. The postholder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events
Pension Scheme:	The role is eligible to join the Local Government Pension Scheme which is a final salary scheme based on contributions made by both the employee (currently 7.5% ) and the Council. There is the opportunity (subject to application and meeting qualifying conditions) for transfers from previous pensions schemes to be made
Conditions of Service:	In accordance with the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities and supplemented by local agreements reached with trade unions recognised by the Council and by the Rules of Leeds City Council
Special Conditions:	<p>1. This post is subject to a higher level check with the Disclosure and Barring Service.</p> <p>2. In discharging its functions the council is covered by the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 and you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile. This will not necessarily bar you from applying, it will depend on the nature of the position and the circumstances and background of your offences</p> <p>3. The post is politically restricted under the terms of the Local Government and Housing Act 1989</p> <p>4. All staff are required to complete a general declaration of interests upon appointment and annually thereafter ( or at such intervals as may be required)</p> <p>5. On appointment (subject to meeting certain criteria) the Council would be prepared to offer a relocation package in accordance with its Removal &amp; Relocation Scheme up to a maximum value of £8000</p>

Job Description Prepared / Reviewed by: Name :	Job Description Approved by: Human Resources Name
Designation :	Designation :
Date: September 2016	Date: September 2016

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# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: Children' Services</b>	<b>Service area: Directorate</b>
<b>Lead person: Steve Walker</b>	<b>Contact number: 0113 37 83628</b>

## 1. Title: Appointment to Deputy Director Children's Services (SST) - Acting

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify – Employment Appointment

## 2. Please provide a brief description of what you are screening

The proposal and recruitment to the post of Deputy Director Children's Services (SST) - Acting

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	X	
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>	X	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?**

The Job Description and Person Specification for this post give clear expectations of this role. The post is a leadership role within the Authority in relation to Safeguarding. The recruitment process will be member lead and test and explore the commitment in relation to a number of equality areas in delivering the aspiration to be a Child Friendly City

The post itself will play a leadership role within in the city working with existing well established frameworks and settings and have the opportunity to further enhance our commitments to better, fairer outcomes to users of Leeds services.

- **Key findings**

The appointment of a strong candidate will enhance better equality outcomes through the effective fulfilling the functions of this role.

- **Actions**

The impact and assessment of this post will be managed through the Council's existing management, performance reporting and appraisal processes

**5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.**

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Alex Watson	Head of HR	8 <sup>th</sup> October 2016
<b>Date screening completed</b> 8 <sup>th</sup> October 2016		

**7. Publishing**

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent:

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