



## EMPLOYMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds LS1 1UR on  
Monday 12th June 2017 at 2.00 pm

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### MEMBERSHIP

#### Councillors

B Cleasby  
D Cohen  
J Dowson  
J Lewis  
L Mulherin  
J Pryor

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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			<p><b>GOVERNANCE ARRANGEMENTS REGARDING RECRUITMENT TO THE POSITION OF CHIEF OFFICER LEARNING IMPROVEMENT, CHILDREN &amp; FAMILIES (TEMPORARY)</b></p> <p>To receive a report of the City Solicitor which provides Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the position of Chief Officer Learning Improvement, Children &amp; Families (Temporary)</p> <p>(Report attached)</p>	1 - 12
7		10.4(1, 2)	<p><b>APPOINTMENT OF CHIEF OFFICER LEARNING IMPROVEMENT, CHILDREN &amp; FAMILIES (TEMPORARY)</b></p> <p>The Chief Officer (HR) submitted a report which presented a proposal to appoint to the position of Chief Officer Learning Improvement, Children &amp; Families (Temporary) and which presented the details of the candidate to be interviewed.</p>	13 - 30

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 author: Gerard Watson  
Tel: 0113 3788664

**Report of the City Solicitor**

**Report to the Employment Committee**

**Date: 12 June 2017**

**Subject: Governance Arrangements Regarding Recruitment to the Position of Chief Officer Learning Improvement, Children & Families (Temporary)**

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 number:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**1 Purpose of this report**

- 1.1 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.
- 1.2 The purpose of this report is to provide Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Chief Officer Learning Improvement, Children & Families (Temporary).

**1.3 Main issues**

- 1.1 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 6, with members being appointed in the following proportions:

Labour	Conservative	Liberal Democratic
4	1	1

- 1.2 Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 1.3 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 deems 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.
- 1.4 Officer Employment Procedure Rules Attached at Appendix A are the Officer Employment Procedure Rule, the committee must conduct proceedings and make decisions in accordance with these rules.

## **2 Corporate Considerations**

### **2.1 Consultation and Engagement**

- 2.1.1 The necessary consultation has been undertaken with relevant legal officers upon the decision making processes, as outlined within this report.
- 2.1.2 At the commencement of each Employment Committee cycle, the relevant Group Whips are consulted upon the membership arrangements for that Committee.

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

- 2.2.1 No implications

### **2.3 Council policies and City Priorities**

- 2.3.1 The aim of this report, which is to ensure consistency and transparency of decision making throughout each Employment Committee recruitment process supports the ambition to be "The Best City and Best Council" and is consistent with Council values.

### **2.4 Resources and value for money**

- 2.4.1 No implications

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

- 2.5.1 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.
- 2.5.2 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.

2.5.3 The report is not subject to Call In.

## **2.6 Risk Management**

2.6.1 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.

## **3 Conclusions**

3.7 This report provides Members with an overview of the governance arrangements and format for the Employment Committee.

## **4 Recommendations**

The Committee is recommended to:-

- (i) Note the governance arrangements and format relating to the Employment Committee;
- (ii) Note the Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information,

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

5.1 None

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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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## 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:

- the Deputy Chief Executive, 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.
- 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**

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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)

- 7.3.1 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.
- 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**

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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.

- 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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**Report of Chief HR Officer**

**Report to Employment Committee**

**Date:** 12<sup>th</sup> June 2017

**Subject:** Appointment of Chief Officer Learning Improvement, Children & Families (Temporary)

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 rationale for the establishment of and recruitment to the post of the temporary position of Chief Officer Learning Improvement in the Children & Families Directorate

The role of Deputy Director (Learning) is presently vacant as a result of the previous postholder, resigning in March 2016. A recruitment process was held on 1<sup>st</sup> November 2016, however, it was not possible to appoint to the post and it remains vacant. Work is ongoing with Head Teachers about the future shape and scope of this role.

Currently, the Head of Learning Improvement is covering many of the responsibilities of the Deputy Director (Learning) with some support from the Chief Officer (Employment and Skills). As the Chief Officer (Employment & Skills) has been realigned to City Development there is now a need to put alternative arrangements in place on a temporary basis to support the Children and Families leadership team and schools.

**Recommendations**

The Employment Committee is asked to agree the following:

- Agree to the recruitment of Chief Officer Learning Improvement on a temporary basis up to 12 months
- Following the interview and selection process make a recommendation for appointment

## **1 Purpose of this report**

- 1.1 This report outlines the rationale for the recruitment to the temporary Chief Officer Learning Improvement (Dir 75%) post, for up to 12 months.

## **2 Background information**

- 2.1 There is a rapidly changing landscape within the schools and education setting and it is important that the Authority maintains and develops its leadership role to help maintain the strong and improvement education provision in the city.
- 2.2 The original management structure for Children's Services was established in 2011. This followed the poor outcomes of Ofsted Inspections of Children's Services in 2009 and 2010, which led to the decision to end Education Leeds and bring education services back into the council.
- 2.3 The new structure was designed to drive change and to establish solid foundations for continued improvement. The success of these arrangements was recognised in the outcome of 2015 Ofsted inspection which judged that Leeds Children's Services were 'Good' overall with outstanding Leadership.
- 2.4 Since the outcome of the inspection there have been a number of changes to the leadership team with the departure of the Director and Deputy Director (Learning), which has resulted in a number of temporary arrangements. Until these posts are recruited to on a permanent basis, it is important that the interim arrangements are also extended to Learning Improvement to ensure that the leadership capacity for the education provision is strong to enable Children & Families in Leeds to move from 'Good' to 'Great'.

## **3 Main issues**

- 3.1 To ensure that there is an appropriate structure in place for the management of local authority services to support schools and the education of children and young people in the city a new temporary post of Chief Officer Learning Improvement has been established.
- 3.2 The local authority is currently taking forward a number of significant developments in education. Education Services are critical in the development and delivery of Future in Mind, the Leeds Social Emotional Mental Health Strategy. Leeds is working in partnership with the Springwell Academy Trust, supported by investment of 45 million pounds by Leeds City Council, to build four new schools to support the city's most vulnerable learners. The first of these schools will come on stream in January 2018. Linked to this the local authority and Area Inclusion Partnerships are undertaking a review of existing provision for children and young person who require an alternative pathway to mainstream education. The purpose of this review is to ensure that Leeds has the necessary range of good quality alternative pathways in place to meet the needs of children and young people in the city.
- 3.3 Alongside this work is being undertaken to address pressures within the High Needs Block and to prepare for changes in education funding through the removal

of the Education Support Grant and the introduction of the National Funding Formula. A revised cost model for education services is being developed to ensure full cost recovery for all services purchased by schools and to develop a framework for traded services that will make it easy for commission these services.

- 3.4 Work is ongoing to revise and update the Child Friendly Leeds strategy. Whilst successful in many areas; reducing the number of looked after children, increasing attendance at both primary and secondary levels and ensuring that young people leaving school have a destination in education, employment or training, the strategy has not had an impact on the gap in attainment between disadvantaged children and other children in Leeds. It is noticeable that although the attainment of both groups has improved in recent years the gap between these groups has not reduced.
- 3.5 There is a considerable body of research highlighting the impact of educational achievement on an individual's life chances. It is proposed therefore that the revised Child Friendly Leeds strategy will have a strong emphasis on narrowing the gap between disadvantaged children and other children in Leeds. It is essential therefore that there are appropriate management arrangements in place to take forward this agenda and to fulfil the local authority's statutory duties in relation to Education.
- 3.6 Currently, the Head of Learning Improvement is covering many of the responsibilities of the Deputy Director (Learning) role with some support from the Chief Officer (Employment and Skills). However, as this post has transferred to the City Development Directorate there is a need to put alternative leadership arrangements in place.
- 3.7 The Job Description for this post has been benchmarked in line with Leeds City Councils processes for JNC posts and is attached at Appendix 1.
- 3.8 The recruitment process is being coordinated by Human Resources. The post was advertised internally across the Council. The advert is attached at appendix 2. Closing date for expressions of interest in the role was 26th May 2017.
- 3.9 One expression of interest was received and a copy is attached as appendix 3 to this report.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The proposals contained in this report have been discussed with the Executive Member for Children's & Families, CLT members and with key partners. Consultation meetings also took place with the Trade Unions in relation to this appointment.

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

- 4.2.1 Due regard has been given to equality and diversity and a copy of the screening document is attached at appendix 4 to this report.

### **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 This temporary post was established on the structure by a Delegated Decision Report dated 16<sup>th</sup> May and is within budget provision for 2017/18. The overall proposal to recruit to this post for up to a 12 month period and leave the Deputy Director (Learning) vacant during this time along with other temporary arrangements across the Children's & Families leadership team result in an overall saving.

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

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

4.5.2 The candidate information in the report is exempt. Appendix 3 attached to this report relates to the personal details of Council employees applying for employment within the authority.

4.5.3 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.

4.5.4 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

4.5.5 It is therefore considered that this element of the report should be treated as exempt under Rule 10.4.(1) and (2) of the Access to Information Procedure Rules.

### **4.6 Risk Management**

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

## **5 Recommendations**

5.1 The Employment Committee is asked to agree the following:

- Agree to the recruitment of the temporary post of Chief Officer Learning Improvement.
- Following the interview and selection process make a recommendation for appointment.

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

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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.

N/A

## **7 Appendices**

Appendix 1 Chief Officer Learning Improvement Role Specification & Profile

Appendix 2 Job Advert

Appendix 3 Expressions of Interest from Shortlisted candidates to be distributed under separate cover

Appendix 4 Equality Impact Assessment Screening Document

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### Purpose of Role

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 and the best council in the country. Your role will be crucial in ensuring the Council plays its full leadership role, in the city and beyond to deliver better services, make a difference to local people and have a profile regionally, nationally, and internationally

	<b>Aspect</b> For roles at this level, you must be able to show you can...	<b>Outcome</b> The result when all aspects are applied effectively
	Set and deliver transformational goals with broad perspectives and long term timelines, within a context of budget pressures and funding restrictions.	Evidence of an ability to manage and transform performance to achieve outcomes and objectives within agreed boundaries
	Lead by example, fostering effective joint working within the Council and across the City. Provide direction and support to immediate line reports and beyond, creating an organisational culture of shared accountabilities, learning and continuous improvement	Credibility in a senior management position working collaboratively to deliver outcomes for citizens, customers and stakeholders
	Develop support strategies, plans and policies to resolve highly complex issues, ensuring professional development and delivery of highly effective services to the council. These services have to be aligned with, and support the Council's policies and priorities, whilst meeting all legal and professional requirements	Ability to promote the Council, its reputation and status at a local, regional and national level
	Ensure that colleagues work in a team ethos and are highly effective in their roles by recruiting appropriately, developing staff and putting in place the necessary coaching and training to achieve this outcome	Success of leading and managing a large and diverse team to achieve significant sustainable service improvements and outstanding results in a multidisciplinary environment. Evidence of development of a culture of high performance which puts customers first and empowers and values colleagues
	Understanding, sensitivity and experience of working successfully within a political context and governance framework Experience of productive collaborative working at senior leadership level and of working on issues of significant importance with elected members in an open and honest way.	Demonstrates clear passion about promoting Leeds as a major centre, on the national and international stage, developing trust with an engaging, collaborative and inclusive way of working







<b>Job title:</b> Chief Officer – Learning Improvement	<b>Date:</b> 30/03/17	<b>Ref:</b>
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Leeds’ ambition is to be a strong economy in a compassionate city. As part of Children’s Services Leadership Team, the Chief Officer will work with partners including schools, further and higher education providers, health and the local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives, with children being at the heart of the growth strategy. The Chief Officer is responsible for ensuring all children and young people 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. This post is directly responsible for learning and support in schools and other learning and universal settings,

**Key Requirements**

- Degree and post graduate qualification [reflecting Education & Children’s Services] together with in depth experience at a senior level within education, children’s services or relevant environment
- Experience of having developed and implemented highly complex strategies leading to successful outcomes for children and young people
- Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships with all stakeholders which includes working directly with elected members.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills

**LCC Values**

Working as a Team for Leeds	<ul style="list-style-type: none"> <li>• Evidence of ability to make reasoned and logical decisions allied with high level organisational skills</li> </ul>
Being Open, Honest & Trusted	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Working with Communities	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Treating People Fairly	<ul style="list-style-type: none"> <li>• Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens</li> </ul>
Spending Money Wisely	<ul style="list-style-type: none"> <li>• Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens</li> </ul>

## Working Context

- The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events.

The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility

Dear Colleague,

We would like to invite internal applications for a temporary position (up to 12 months) of Chief Officer Learning Improvement (Dir 75%).

This postholder would be responsible for managing the local authorities' key statutory functions in relation to education. The post would be part of the Children's Services Senior Leadership Team and will manage the Head of Service Learning Systems, Head of the Virtual School and Learning Improvement Services.

With legislative changes in the pipeline, we are clear that strong relationships with all schools and learning setting in Leeds – whatever their status – are key to our success.

Given the scale and scope of this agenda this is a key role for Leeds. Candidates will need considerable and credible experience of working at a strategic level with all types of schools and learning settings, with the ability to mobilise excellent partnerships. You will also have the vision to understand the key influence that the education and wellbeing of our 187,000 children and young people will have on our ambitions as a city. The role profile and specification is attached.

If you are interested in this role, please submit an expression of interest (no longer than 2 sides) to Gemma Taskas, Head of HR – Children and Families no later than **noon on Friday 26<sup>th</sup> May 2017**.

The appointment is subject to an Employment Committee decision which will take place on 12<sup>th</sup> June 2017.

Steve Walker  
Director of Children's Services  
Leeds City Council  
0113 37 83628

[www.leeds.gov.uk](http://www.leeds.gov.uk)



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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 3783628</b>

## 1. Title: Appointment to Chief Officer Learning Improvement (temporary)

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 temporary post of Chief Officer Learning Improvement

### 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 Role Profile and Specification for this post give clear expectations of this role. 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 and statutory role within 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
Gemma Taskas	Head of HR	26/05/17
<b>Date screening completed</b> 26/05/17		

**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 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: