



## EMPLOYMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds on  
Thursday, 19th April, 2018 at 9.30 am

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### MEMBERSHIP

#### Councillors

B Anderson  
D Coupar  
A Garthwaite  
J Lewis  
R Lewis  
1 x Vacancy

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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><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 COMMUNITY SAFETY</b></p> <p>To receive a report of the City Solicitor which provides 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, Community Safety, within Communities &amp; Environment.</p> <p>(Report &amp; Appendix attached)</p>	1 - 12
7			<p><b>APPOINTMENT OF CHIEF OFFICER COMMUNITY SAFETY WITHIN COMMUNITIES &amp; ENVIRONMENT</b></p> <p>To receive a report of the Chief Officer (HR) which presents a proposal to Employment Committee to appoint to the position of Chief Officer, Community Safety, within the Communities &amp; Environment directorate.</p> <p>(Cover Report and Appendix 1 attached)</p> <p>(Please note that Appendix 2, which is designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) &amp; (2), will follow)</p>	13 - 22

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: Kevin Tomkinson  
Tel: 0113 37 88659

**Report of the City Solicitor**

**Report to the Employment Committee**

**Date: 19<sup>th</sup> April 2018**

**Subject: Governance Arrangements Regarding Recruitment to the Position of Chief Officer, Community Safety**

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 type="checkbox"/> Yes	<input checked="" 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, Community Safety.

**2 Main issues**

- 2.1 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

- 2.2 Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 2.3 Meeting Adjournments This recruitment exercise will require two distinct sessions; comprising one session for short listing session (19<sup>th</sup> April 2018) and a formal interview session (25<sup>th</sup> April 2018). The Employment Committee meeting will be formally adjourned at the conclusion of the first session and then reconvened at the commencement of the next. Interim minutes will be produced at the end of the first stage and a final minute published at the conclusion of the recruitment exercise.
- 2.4 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.
- 2.5 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.

### **3 Corporate Considerations**

#### **3.1 Consultation and Engagement**

- 3.1.1 At the commencement of each Employment Committee cycle, the relevant Group Whips are consulted upon the membership arrangements for that Committee.

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

- 3.2.1 No implications

#### **3.3 Council policies and City Priorities**

- 3.3.1 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.

#### **3.4 Resources and value for money**

- 3.4.1 No implications

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

- 3.5.1 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.

3.5.2 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.

3.5.3 The report is not subject to Call In.

### **3.6 Risk Management**

3.6.1 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.

## **4 Conclusions**

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

## **5 Recommendations**

The Committee is recommended to note:-

(i) The governance arrangements and format relating to the Employment Committee;

(ii) The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information,

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

6.1 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:

- , 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:** 19<sup>th</sup> April 2018

**Subject:** Appointment of Chief Officer Community Safety

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

## Summary of main issues

This report outlines the reasons for the permanent recruitment to the post of Chief Officer Community Safety in Communities and Environment.

The Employment Committee is asked to:

- Note the process for the recruitment of the post of Chief Officer Community Safety; and
- Following the interview process, should an appropriate candidate be identified, make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

## **1 Purpose of this report**

- 1.1 This report outlines the reasons for the permanent recruitment to the post of Chief Officer Community Safety in Communities and Environment Directorate.

## **2 Background information**

- 2.1 Following the departure of the former Chief Officer Community Safety, the service now intend to recruit to the post.

## **3 Main issues**

- 3.1 The post of Chief Officer Community Safety will lead on the Council's strategies and policies and take responsibility for the leadership, management and continuous improvement of the services and their functions to deliver agreed outcomes, targets and objectives.
- 3.2 The postholder will develop and lead partnerships and relationships across the city and region to ensure the alignment and delivery of service priorities set out in the Best Council Plan and key projects in relation to community safety. This includes a range of priorities set out through the Safer Leeds Partnership.
- 3.3 The postholder will be accountable to the Director of Communities and Environment to provide strategic direction and support to colleagues and end users creating an organisational culture of shared accountability learning and continuous improvement.
- 3.4 The Advert, Role Profile and Role Specification for the post are attached (Appendix 1a, 1b and 1c respectively).
- 3.5 The post has been advertised externally on the Leeds City Council job site.
- 3.6 The recruitment process is being co-ordinated by Human Resources and the recruitment timeline is as follows:
- Job advert closed – 29/03/18;
  - Shortlist by Employment Committee – 19/04/18;
  - Interviews by Employment Committee – 25/04/18.

## **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 Executive Members. Consultations have also taken place with the trade unions.

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

- 4.2.2 This is a senior role and has been subject to external advertisement for an inclusive search to maximise the diversity of applicants.

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

- 4.3.1 Recruiting to this role are intended to provide a fit for purpose and sustainable senior management structure that will build on achievements to date and continue to deliver positive outcomes for Leeds.

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

- 4.4.1 The post is an established post and is within the budget provision for 2018/19.

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

- 4.5.1 This post is an Employment Committee appointment in line with the criteria set out in the Officer Employment Procedure Rules, and will be recruited to in accordance with those Procedure Rules.
- 4.5.2 Future candidate information as part of this recruitment exercise is detailed within Appendix 2 which is exempt from publication. It is considered that this information will relate to individuals personal details.

Also it is considered that the release of such information in Appendix 2 would, or would be likely to prejudice the Council's ability to recruit effectively to similar posts in the future.

It is therefore considered that future candidate information in Appendix 2 should be treated as exempt from publication under the provisions of paragraphs 10.4 (1) and (2) of the Access to Information Procedure Rules.

### **4.6 Risk Management**

- 4.6.1 The Council has leading responsibilities for Community Safety 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 requested to agree the content of this report.

## **6 Recommendations**

- 6.1 The Employment Committee is asked to:
  - 6.1.1 Note the process for the recruitment of the post of Chief Officer Community Safety; and
  - 6.1.2 Following the interview process, should an appropriate candidate be identified, make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

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

7.1 N/A

### **Appendixes for the report**

Appendix 1 Advert, Role Profile and Role Specification

Appendix 2 Candidate Information – 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.

## **Leeds City Council – Chief Officer Community Safety DIR 70%**

### **About us**

Leeds is an economic powerhouse and is the second largest authority in the UK by population. It has the UK's largest financial and professional services hub outside London. Leeds has four Universities and several colleges, a fast growing digital sector, and is a leading retail, cultural and leisure destination. In recent years, high profile developments have been completed such as First Direct Arena, Trinity Shopping Centre and the opening of the largest John Lewis store outside of London. We are now planning for the arrival of HS2 and the delivery of ambitious housing growth targets in our core strategy.

We're looking for an outstanding senior leader to join us during an exciting time of growth and to help drive our ambitious plans to ensure Leeds is the best city in the country.

### **The Job**

This officer will have direct responsibility for all existing community safety functions and resources as well as the Safer Leeds partnership, plus taking a leadership role in regard to a number of other services to provide a more joined-up and coherent leadership responsibility for key services contributing to ensuring the city centre is a safe, clean, vibrant and inclusive place for all to enjoy.

They will fully and actively engage with West Yorkshire Police, and particularly their senior leadership, in our community safety leadership arrangements and ensure the excellent partnership arrangements currently in place continue and develop further.

### **Your role**

You will lead and manage the Community Safety functions to meet the needs of the City's residents and broader stakeholders. You will create a culture of excellence in service delivery, continuous improvement which maximises the use of resources and actively promotes the Council's values.

Reporting to the Director Communities and Environment, you will play a key role in ensuring a safe and clean city centre and tackling the complex issues arising on a day-to-day basis. You will work across the council and external partnerships to ensure the delivery of all relevant strategic outcomes and objectives.

Applicants will be expected to demonstrate success of leading and managing a team to achieve high quality service outcomes. You will be able to demonstrate the skills and experience required to lead the Council's community safety strategies and will have a proven track record of working successfully within a political environment and will be able to develop practical and creative solutions to service and corporate problems.

You will also be able to demonstrate partnership working to deliver improved outcomes for citizens, customers and stakeholders in a time of unprecedented challenge.

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## Role Profile

# Dir 70%



People in roles at this level are responsible for the strategic leadership and direction and delivery of specific functions and services as appropriate.

Specifically Chief Officer supports the Director to promote and progress the Leeds corporate vision and support the Chief Executive of Leeds City Council in their role to deliver the Corporate Plan for the city and region. The Chief Officer is accountable to the Director, and is strategically responsible for the leadership, development and coordination of a coherent agenda of city-wide change and ongoing service development with partners for continuous improvement of services.

Working as part of the Best Council leadership team; roles at this level live and model values and behaviours to help the council to achieve the ambition to become the best city council in the country and the best city in the UK.

<b>Aspect</b> For roles at this level, you must be able to show you have:	<b>Outcome</b> The result when all aspects are applied effectively
<p><b>Know</b> – Appropriate professional qualification or equivalent in depth diverse expertise with significant managerial/ practical experience across service areas</p> <p>Extensive knowledge of local, regional and national issues that influence the city and region and impact upon health and social care strategy, policy and practice.</p> <p>Thorough understanding of the economic, business, cultural and political environment within the city and region and the ability to give direction to changing programmes and priorities</p>	<p>You use your knowledge and expertise to plan and develop strategies and frameworks to shape future service provision in partnership with others</p> <p>You identify links between societal and economic trends and anticipate emerging issues to influence the strategic direction and delivery of shared outcomes</p> <p>You understand the significance of building strong and dynamic relationships at all levels that build trust and enhance profile and reputation</p>
<p><b>Leadership &amp; strategic planning</b> – Lead by example, cultivating strong relationships and effective joint working within the Council, politicians and with partners and stakeholders across the City, region and nationally</p> <p>Set and deliver complex change and transformational goals with broad perspectives and long term timelines, that impact across the Council</p> <p>Develop innovative strategies that support the achievement of a high performing culture, where everyone can realise their potential and 'feel they count' and where there is a drive to deliver excellent service performance, planned outcomes, targets and objectives.</p>	<p>You develop and enhance public and private sector partnership relationships to help to bring the city together and to join up the approaches of different stakeholders</p> <p>You use a range of leadership styles which focus on achieving results, building trust and generating energy and support during periods of significant cross sector, services and system change</p> <p>You demonstrate visible and supportive leadership with excellent communication skills creating a climate of learning and improvement leading to high levels of performance and improved outcomes</p>

<p><b>Collaboration &amp; innovation</b> – In partnership with others, develop strategies and frameworks to shape future service provision, share best practice, add value and improve outcomes in line with significant strategic programmes and plans.</p> <p>Develop opportunities to work collaboratively across the local authority and partners to facilitate and support an approach that is needs led and focussed on client feedback</p> <p>In partnership develop and lead innovative and enterprising models of service delivery across sectors and services. Engage with multi agency teams, partners and communities to influence and shape the vision to meet city priorities</p>	<p>You use your influence to develop ways of working that lead to creative and innovative solutions to complex strategic problems.</p> <p>You develop ways of working that encourages and supports engagement with stakeholders and which leads to the delivery of services with a focus on individual needs and outcomes</p> <p>There is evidence of how you effectively collaborate and engage with all stakeholders that leads to priorities and objectives being met.</p>
<p><b>Problem solving &amp; decision making</b> - Undertake a key role at Best Council leadership level identifying opportunities, initiating and developing strategic plans and projects and delivering solution focused outcomes across a diverse range of related and unrelated issues</p> <p>Anticipate emerging issues and changing context and develop strategies and policies to solve related or unrelated problems or seize opportunities across services</p>	<p>You demonstrate commitment to working and leading across sectors and services, to enable transformation, and implement change and deliver agreed outcomes, targets and objectives</p> <p>There is evidence that you take diverse issues requiring development of solutions and implement strategies that lead to successful outcomes</p>
<p><b>Deliver</b> - Working in partnership with the Council, you take a lead role in influencing, informing and assisting the development of strategies, policy, functions and structures for the delivery of the Directorate strategy</p> <p>Inform, support and assist the Director, coordinating work across Council directorates and managing relationships across services and with partners and other stakeholders</p>	<p>You ensure that local and regional level plans and policies are influencing and being influenced by developments nationally and locally</p> <p>There is evidence of your ability to lead and manage large scale change. You demonstrate credibility, integrity and openness and ability to work collaboratively to deliver outcomes</p>
<p><b>Resource management</b> - Set and deliver transformational goals with broad perspectives and long term timelines, which maximises effective resource management, ensures financial compliance and is responsive to sector and city priorities.</p> <p>Support a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the effectiveness of the workforce through workforce planning and actively promotes organisational values, supports adaptable ways of working and creates strong flexible teams</p>	<p>Plans are in place to meet priorities, budgets are maximised and there is an efficient and sustainable use of resources.</p> <p>You empower, enable and develop individuals and teams, promoting a 'can do' attitude within an environment of supported and continuous improvement</p>

## Role Specification



# Dir 70%



**Job title:** Chief Officer Community Safety

**Date:** 27/02/18

**Ref:**LS

### Job Purpose

The Chief Officer Community Safety is a member of the Communities and Environment Directorate leadership team. The post holder will lead on the Council's strategies and policies for the services and take responsibility for the leadership, management and continuous improvement of the services and their functions to deliver agreed outcomes, targets and objectives in line with Council priorities and agreed budget.

The postholder will develop and lead partnerships and relationships across the city and region to ensure the alignment and delivery of service priorities set out in the Best Council Plan and key projects. You will be accountable to the Director of Communities and Environment to provide strategic direction and support to colleagues and end users creating an organisational culture of shared accountability learning and continuous improvement.

### Key Requirements

- In depth and diverse experience of leading and managing a range of community safety services ensuring ongoing delivery and continuous improvement of those services which meet the needs of citizens and stakeholders and delivery of the outcomes set out in the strategic plans for the Directorate and the LCC best Council plan.
- To develop and lead partnerships and relationships across the city and region to ensure the alignment and delivery of the priorities for the services.
- To create, develop and maintain relationships with partners and stakeholders to provide a range of effective and responsive services to the community.
- In depth knowledge of legislation , regulations, policies inspections and performance information available applicable to the relevant strategic functions
- Substantial experience of effective leadership and management including performance management, change management, service improvement and delivery
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### LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> <li>• Provide leadership and team working skills including ability to work with others, implement and drive corporate decisions</li> </ul>
Being Open, Honest & Trusted	<ul style="list-style-type: none"> <li>• Ensure citizens and council members are provided with all relevant information to make decisions, learn from mistakes and seek to promote continuous improvement and best practice</li> </ul>
Working with Communities	<ul style="list-style-type: none"> <li>• Work effectively with the variety of partners to deliver services, communicate and involve 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>• Set high expectations of achievement across a range of strategic</li> </ul>

	outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users
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### Working Context

- *Working environment including any specific risks*

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