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## EMPLOYMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds on  
Monday, 6th April, 2020 at 10.00 am

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### MEMBERSHIP

#### Councillors

H Bithell	-
H Hayden	
J Pryor	
R. Stephenson	
F Venner	
1 x Vacancy	

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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 DEPUTY DIRECTOR (SAFEGUARDING AND TARGETED SERVICES) - CHILDREN AND FAMILIES.</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 recruitment to the position of Deputy Director (Safeguarding and Targeted Services), Children and Families.</p>	5 - 16
7			<p><b>APPOINTMENT OF DEPUTY DIRECTOR (SAFEGUARDING AND TARGETED SERVICES)</b></p> <p>To receive a report of the Director of Resources and Housing which presents a proposal to the Employment Committee re the temporary appointment to the post of Deputy Director (Safeguarding and Targeted Services) in Children and Families.</p>	17 - 24

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p><b>THIRD PARTY RECORDING</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

**Report of City Solicitor**

**Report to the Employment Committee**

**Date: 6<sup>th</sup> April 2020**

**Subject: Governance Arrangements Regarding Recruitment to the Position of Deputy Director (Safeguarding and Targeted Services) - Children & Families.**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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

**Summary**

**1. Main issues**

- The Employment Committee has been established by full council to ‘appoint or dismiss or take disciplinary action against’ those senior officers, as defined within the Officer Employment Procedure Rules and the Committee’s Terms of Reference.
- The purpose of this report is to provide Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Deputy Director (Safeguarding and Targeted Services) – Children & Families.

**2. Best Council Plan Implications** (click [here](#) for the latest version of the Best Council Plan)

- Recruiting to this statutory position is in line with the priorities of the Best Council Plan.

**3. Resource Implications**

- There are no resource implications arising from this report.

## Recommendations

The Committee is recommended to note:-

- a) The governance arrangements and format relating to the Employment Committee; and
- b) The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information.

### 1. 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, in line with the overall political composition of the Council:

Labour	Conservative	Liberal Democrat
4	1	1

- 1.2 Meetings - This recruitment exercise will require one distinct session for shortlisting and interviewing (Monday 6th April 2020).
- 1.3 Quorum - Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 1.4 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.
- 1.5 Process following interviews – The Committee is invited to note, that before an offer of employment can be made, the Executive will be notified of the name (and any other details deemed relevant) of the individual that the Committee wishes to offer the post to. Executive Members would then have a designated period of time to raise any objections they may have to the making of an offer to that individual. Should any objections be raised, it would then be up to the Employment Committee to determine whether it is material and/or well founded. (Procedure Rule 4, within the Appendix provides further detail).

### 2 Corporate considerations

#### 2.1 Consultation and engagement

- 2.1.1 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 the Best Council Plan**

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 Leeds' Best City Priorities within the Best Council Plan.

### Climate Emergency

2.3.2 There are implications regarding the Climate Emergency arising from this report.

## **2.4 Resources, procurement 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**

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

## **4 Recommendations**

4.1 The Committee is recommended to note:-

- The governance arrangements and format relating to the Employment Committee; and
- 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.

## OFFICER EMPLOYMENT PROCEDURE RULES

### 1.0 RECRUITMENT AND APPOINTMENT

#### 1.1 Declarations

- (a) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons. A candidate who fails to declare such relationship will be automatically disqualified from such appointment with immediate effect.
- (b) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Director or an officer nominated by him/her for that purpose.
- (c) Every Member and senior officer of the Council shall disclose to the relevant Director any relationship known to that person to exist with a candidate for any appointment. It shall be the duty of the relevant Director to report to the Council or to the appropriate Committee or Sub-Committee including any Member or officer to whom power has been delegated to make an appointment, any such disclosure made by a candidate, Member, or senior officer.
- (d) Directors shall record in a book to be kept for the purpose particulars of such disclosure made under this Rule.
- (e) Where relationship to a Member of the Council is disclosed, that Member shall withdraw from the meeting while the appointment is under consideration.

#### 1.2 Seeking support for appointment

- (a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (b) No Councillor will seek support for any person for any appointment with the Council.

#### 1.3 Equal Opportunities

The Council will not unlawfully discriminate in the recruitment and appointment of officers and all appointments shall be made on merit.

## **2.0 RECRUITMENT OF HEAD OF PAID SERVICE AND DIRECTORS**

2.1 Where the Council proposes to appoint a Head of Paid Service or a Director<sup>1</sup> the Council will:

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

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

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

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

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

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

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

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

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

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

#### **4.0 APPOINTMENT OF DIRECTORS**

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

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

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

## **5.0 OTHER APPOINTMENTS**

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

## **6.0 DISCIPLINARY ACTION**

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

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

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

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

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

### **7.3 Directors**

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

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

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

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

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

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

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

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

### **8.0 POLITICAL ASSISTANTS**

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

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

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

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

## **9.0 POLITICAL RESTRICTIONS ON COUNCIL EMPLOYEES**

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

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Report author: Alex Watson  
Tel: 276514

## Report of the Director of Resources & Housing

### Report to the Employment Committee

Date: 6<sup>th</sup> April 2020

### Subject: Appointment of Deputy Director (Safeguarding and Targeted Services)

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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

### Summary of main issues

Following the appointment of the current Deputy Director (Safeguarding and Targeted Services) to the post of Director of Children and Families, there is a need to ensure adequate leadership capacity. Consequently it is proposed to fill the vacant Deputy Director post.

This report details the approach to this.

### Recommendations

It is recommended that the Employment Committee consider information in this report to aid their decisions to appoint a Deputy Director.

## **1.0 Purpose of this report**

- 1.1 To advise the Employment Committee in the temporary appointment to the post of Deputy Director (Safeguarding and Targeted Services) in Children and Families.

## **2.0 Background information**

- 2.1 Leeds' "outstanding" OfSTED rating for childrens' social care, has enabled LCC to take part in the national DfE funded Strengthening Families Safeguarding Children (SFSC) programme. This will help other councils make improvements to childrens' social care. Funding is provided for staff from Leeds to assist partner authorities. Resourcing the programme has required senior management changes with the former Director deployed to lead the programme for Leeds and the current Deputy Director appointed on a 12 month basis to lead services in Children and Families. This took place in January this year. To ensure there is adequate capacity to lead on social care functions it is proposed to fill the vacant Deputy Director post also on a temporary basis.

## **3.0 Main Issues**

- 3.1 The recruitment process is being coordinated by Human Resources and the post was advertised internally on 18<sup>th</sup> February. The advert closed on 2<sup>nd</sup> March and only one application was received. Subject to members' views it is recommended that the Committee could shortlist and interview the candidate at this meeting. Members will be advised of this accordingly and information shared on the proposed interview process together with applicant details.
- 3.2 Ahead of this meeting Executive Board members will be notified of the applicant as required under the Officer Employment Procedure Rules.
- 3.3 In terms of the Deputy Director role, the Committee is asked to note that a role profile for the post is attached as Appendix I. This details the key work needed on childrens' social care. Members will be asked to assess the candidate against this. Any offer of employment would be temporary for up to 12 months, reflecting the current arrangements for the Director post.

## **4.0 Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 The trade unions have been consulted on the management implications of the SFSC programme and consequent recruitment.

### **4.2 Equality and diversity / cohesion and integration**

4.4.1 The Executive Board decision to adopt the SFSC programme was subject to an Equality Impact Assessment.

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

4.3.1 Appointing to this post will ensure there is leadership capacity to support the Best Council Plan in terms of childrens' social care.

#### Climate Emergency

4.3.2 As mentioned above, an appointment will ensure there is leadership capacity to address issues in Children and Families as they relate to the Climate Emergency.

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

4.4.1 No additional costs will be incurred in making an appointment as this relates to arrangements covered by the SFSC funding.

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

4.5.1 There are no specific legal implications associated with the content of this report. However this post is an Employment Committee appointment set out in the Officer Employment Procedure rules and will be recruited to in accordance with these. Candidate information as part of this recruitment exercise will relate to individual personal details. It is therefore considered that candidate information 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 There are no specific risks associated with the issues outlined in this report.

## **5.0 Conclusions**

5.1 Appointing to the Deputy Director post is key to the effective operation of Children and Families.

## **6.0 Recommendations**

6.1 The Employment Committee is asked to:

Agree the shortlisting and interviewing process for applicants and

Ensure that any offer of a temporary appointment is subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

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

7.1 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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# Role Specification



**Dir 95%**



<b>Job title:</b> Deputy Director (Safeguarding and Targeted Services)	<b>Date:</b> 12.02.2016	<b>Ref:</b> LS95011
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## Job Purpose

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

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

The Deputy Director for Safeguarding and Targeted Services will build strong and dynamic relationships and trust with politicians, partners, stakeholders, children and families, communities and external agencies to enhance profile and reputation.

## Key Requirements

- Degree and post graduate qualification, a diploma in Social Work or equivalent, membership of relevant professional bodies and evidence of ongoing professional development.
- Evidence of significant successful leadership experience at a senior level within children’s services or another relevant environment including experience of change management and resource management.
- Experience of having developed and implemented 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.
- 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>

<p>Treating People Fairly</p>	<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>
<p>Spending Money Wisely</p>	<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>
<p><b><u>Working Context</u></b></p>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<p>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</p>	

DRAFT