



Report of: Human Resources Service Manager

Report to: Employment Committee

Date: 23 March 2020

Subject: Appointment of Chief Officer Environmental Services

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes x No
Has consultation been carried out?	<input type="checkbox"/> Yes x No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes x No
Will the decision be open for call-in?	<input type="checkbox"/> Yes x No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: 10.4 (1) & (2) Appendix number: 3	<input checked="" type="checkbox"/> Yes No

Summary

This report outlines the reasons for the permanent recruitment to the post of Chief Officer Environmental Services within the Communities and Environment directorate.

The Employment Committee is asked to:

Note the process for the recruitment to the post; 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 Environmental Services.

2. Background information

- 2.1 The incumbent Chief Officer Environmental Services is due to retire from the Council in May 2020. Due to the statutory responsibilities of the post the Director of Communities and Environments proposes to commence the recruitment process now.

3. Main issues

- 3.1 The post of Chief Officer Environmental Services is responsible for strategic direction, leadership and management of the Environmental Services portfolio in Leeds delivering environmental cleanliness and delivering good waste management collection and disposal services for domestic waste. This collective of services takes its direction from the interim waste strategy for the city, approved in 2019.
- 3.2 The post holder will be accountable to the Director of Communities and Environment and working as part of the Best Councils Leadership Team will live and model values and behaviours to ensure Leeds be the best city council in the country.
- 3.3 The job description has been reviewed, following changed portfolios (transfer of Parking Service in its entirety to the Elections and Regulatory Group, within the Communities and Environment Directorate) and the revised job description has been benchmarked against other comparable roles in the authority. The post of Chief Officer Environmental Services will now be JNC Dir.75% as opposed to the JNC Dir. 80% grade of the current wider role.
- 3.4 The job advert, role profile and role specification for this is attached -Appendix 1a, 1b
- 3.5 The post has been advertised externally on the Leeds City Council job site and in Municipal Journal both online and paper publication – Appendix 2

The recruitment process is being co-ordinated by Human Resources. The Recruitment timeline is as follows:

Job advert close – 12 March 2020;
Long list by Director of Communities and Environment and HR-16 March 2020;
Short List by Employment Committee – 23 March 2020;
Stakeholder Panel and Interviews by Employment Committee –15 April 2020

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. Additionally consultation has taken place with the Trade Unions.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 This is a senior post and has been subject to external advertisement for an inclusive search to maximise the breath of talent and diversity of applicants. An Equality Impact Screening Assessment was undertaken to support the Delegated Decision Report which sanctioned the variation of the JNC grade.

4.3 Council policies and the Best Council Plan

- 4.3.1 Working as part of the Best Council Leadership Team this is a key post that will help the council to achieve the ambition to become the best city council in the

country. Specifically the post is responsible for shaping, influencing and delivering the Councils Environmental and Waste Strategies which supports the 'sustainable infrastructure' priority within the Best Council Plan (BCP) which includes 'promoting a more competitive, less wasteful, more resource efficient, low carbon economy'. A Key Performance Indicator within the BCP 'percentage of waste recycled' will be a contributing measurement of this.

Climate Emergency

- 4.3.2 The management of the city's waste combined with the influence to change the behaviours of business and residential communities is key to achieving the Councils goal of carbon neutrality by 2030.

4.4 Resources, procurement and value for money

- 4.4.1 This an established post therefore is within the budget provision for 2020/21 and beyond as set out in the mid-term financial plan.

4.5 Legal implications, access to information, and call-in

- 4.5.1 The 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 Following the application deadline of 12 March, candidate information as part of this recruitment exercise (detailed within Appendix 3) will be circulated to Committee Members on 17 March in preparation for the short list meeting on 23 March. As such, Appendix 3 to this report is designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) & (2), given that it will include information relating to individual's personal details.

4.6 Risk management

- 4.6.1 Failure to recruit to this post will impact the Council on its ability to fulfil the Environmental and Waste strategies that are fundament to Leeds business and residential communities.

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:

Note the process for the recruitment of the post of Chief Officer Environmental Services in Communities and Environment.

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 documents¹

7.1 None

¹ 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.