



Report of: Human Resources Service Manager

Report to: Employment Committee – Longlisting

Date: 30th July 2020

Subject: Appointment of Chief Digital and Information Officer

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: 2 is exempt under rule (10.4 (1) & (2))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary

1. Main issues

- This report outlines the reasons for the permanent recruitment to the post of Chief Digital and Information Officer in Resources and Housing.

2. Best Council Plan Implications (see the [latest version of the Best Council Plan](#))

- Recruiting to this role will build on achievements around the digital journey to date and continue to deliver positive outcomes for Leeds;
- Delivers agreed outcomes and objectives in accordance with the values, vision and service priorities.

3. Resource Implications

- The post is an established post and is within the budget provision for 2020/21.

Recommendations

- a) Note the process for the recruitment of the post of Chief Digital and Information Officer; and
- b) 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 Digital and Information Officer in Resources and Housing Directorate.

2. Background information

- 2.1 The current Chief Digital and Information Officer will be leaving the employment of the Council on 9th August 2020, the Director of Resources and Housing proposes to commence the recruitment process now.

3. Main issues

- 3.1 The post of Chief Digital and Information Officer (CDIO) working as part of the Resources and Housing Leadership Team provides strategic digital and technology leadership to Leeds City Council, NHS Leeds Clinical Commissioning Group (CCG) and the Leeds Digital Partnerships team.
- 3.2 The postholder is accountable to the Director of Resources and Housing and to the Chief Executive of NHS Leeds CCG and will live and model values and behaviours to help Leeds be the best city in the country.
- 3.3 The CDIO, as the principal digital and ICT advisor:
- Provides outstanding leadership to develop a high performing, highly motivated workforce and manage resources to achieve service and overarching objectives in line with the city's agreed prioritisation;
 - Ensures that organisational developments and improvements remain focused on delivering improved outcomes for local people;
 - Ensuring that Leeds City Council and its partners develop a strong reputation for outstanding partnership; and
 - Place Leeds at the forefront of developments and as a result, inform national policy and strategy with regards to the application of Digital, Information and Technology to improve the delivery of better outcomes for people, communities and localities.
- 3.4 The job description has been reviewed to ensure it is fit for purpose and the revised job description has been benchmarked against other comparable roles in the authority.
- 3.5 Tenders were invited for Executive Search and Selection in May to assist with the recruitment process. Gatenby Sanderson were successful with their tender bid.
- 3.6 The post has been advertised externally on the Leeds City Council job site, The Guardian, CW Jobs and social media. Executive Search and Selection agency has been engaged in assisting the Council with the recruitment and selection.
- 3.7 The recruitment process is being co-ordinated by Human Resources. The Recruitment timeline is as follows:
- Job advert close – 20/07/2020;
 - Long List by Employment Committee – 30/07/2020;

- Preliminary Interviews / Technical Assessments by Gatenby Sanderson – TBC;
- Short List by Employment Committee – 25/08/2020;
- Assessment Centre and Interviews by Employment Committee – TBC;

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

- 4.2.1 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 will build on achievements to date and continue to deliver positive outcomes for Leeds. This will be done by creating a culture of excellence in service delivery and continuous improvement that focusses on maximising resources and delivers agreed outcomes and objectives in accordance with the values, vision and service priorities.

Climate Emergency

- 4.3.2 This is a key senior leadership role and will help drive digital innovation and efficiency that will support our plans to address the Climate Emergency. This will include a wide range of themes and especially overlap with more recent developments to adapt services through remote and digital delivery arising from the COVID-19 pandemic (e.g. contributing to home working).

4.4 Resources, procurement and value for money

- 4.4.1 The post is an established post and is within the budget provision for 2020/21.

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 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 Failure to recruit to this post will impact the ability to fulfil the City's digital journey, defining and delivering strategies on behalf of the Council, the NHS and the Leeds Digital Partnerships team that enables to operate more efficiently whilst improving citizen outcomes through the smart use of technology.

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 Digital and Information Officer; 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 documents¹

- 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)

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.