

**Report of: Director of A&H**

**Report to:** Employment Committee

**Date:** 27 October 2020

**Subject:** Appointment of Chief Officer Resources and Strategy, Adults and Health.

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

## Summary of main issues

This report outlines the reasons for the permanent recruitment to the post of Chief Officer Resources and Strategy in the Adults and Health Directorate.

The Employment Committee is asked to:

Note the process for the recruitment of the post of Chief Officer; 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 Resources and Strategy Adults and Health Directorate.

### 2 Background information

- 2.1 This report outlines the immediate need to recruit to the Chief Officer Resources and Strategy in the Adults and Health Directorate. This has arisen due to the post holder retiring at the end of March 2021. This post will work across Leeds City Council and the Directorate. The requirements for this post have an impact in

delivering the Council's Adults and Health strategic responsibilities and achieving the aims and outcomes for the Council, city, region and nationally.

### **3 Main issues**

- 3.1 The Chief Officer R&S will support the Lead Member for Adults and Health and the Chief Executive of Leeds City Council in order to deliver programmes of strategic significance to the Council in order to deliver services and interventions in line with Council & Directorate priorities.
- 3.2 This post is a key post within the Adults and Health Directorate. It provides strategic leadership on the use of resources within the Directorate, with a major focus on the financial management of the Directorate's business. The post also provides leadership to the support services supporting the directorate ensuring alignment of both directorate and corporate priorities, in conjunction with their respective corporate Chief Officers. The post-holder provides advice and expertise to decision makers across the Council. The post-holder also works with key partners at a national, regional and local level and in collaboration with the Directorate Leadership Team supports the delivery of real change across the city.
- 3.3 The grade of the Chief Officer Resources and Strategy is DIR70% which equates to between £79,526.22 and £87,478.67 per annum (excl. oncosts) and this is provided for within the directorate's budget.
- 3.4 Given the unprecedented financial challenge being faced by the Council and the significant savings, together with the associated significant changes which will be required across the Directorate in association with the delivery of those savings, the retirement of the existing post-holder at this time without a robust succession plan has been identified as a key risk. This proposal also ensures that the post could be recruited to internally, in accordance with the current protocols of not recruiting externally at this financially challenging time, but also to allow for sufficient time for an external recruitment exercise to be completed and the post-holder installed prior to 31<sup>st</sup> March 2021 when the current incumbent retires, if necessary. The further advantages of internal recruitment is that, if successful, it would not incur the potentially extensive costs (circa £20k to £30k for similar posts) and it can take place relatively quickly. If someone internal to the council is appointed to the post, a saving could also potentially be realised elsewhere within the Council which would contribute positively to reducing the wage bill.
- 3.5 If internal recruitment is successful, we would anticipate that up to a 3 month handover would be advisable to ensure that the new post-holder is fully embedded in the new role in preparation for the key challenges of the new financial year. Further information regarding funding is provided below.
- 3.6 The potential additional costs of enabling a 3 month handover arrangement are difficult to estimate as it will depend on the existing grade and salary of the successful candidate.
- 3.7 Option 1: successful candidate is already situated within the directorate.

The potential additional costs of enabling a three month handover arrangement are difficult to estimate as it will depend on the existing grade and salary of the successful candidate. However, assuming that the successful candidate is currently a Head of Service, the additional costs would be in the region of £5k (including on costs). It is proposed that these costs are met from the Directorate's available resources.

3.8 Option 2: successful candidate is based within another the directorate.

The potential additional costs of enabling a three month handover arrangement are difficult to estimate as it will depend on the existing grade and salary of the successful candidate. However, assuming that the successful candidate is currently a Head of Service, the additional costs would be in the region of £26k (including oncosts). It is proposed that these costs are met from the Directorate's available resources.

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

- Job advert close – 30<sup>th</sup> October 2020.
- Short/Long List by Employment Committee 9<sup>th</sup> November 2020.
- Assessment and Interviews – 19<sup>th</sup> November 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. Consultations have also taken place with the trade unions.

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

This is a senior role and has been subject to internal advertisement.

### **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.

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

4.4.1 The post is an established post and is within the budget provision for 2020/2021.

### **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 The Council has responsibilities for the health and wellbeing of all residents and failure to recruit to this key senior leadership 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 Resources and Strategy, Adults and Health; 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 1a - Advert. Appendix 1b - 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.

