

Appointment of the Chief Digital Information Officer

Date: 28th November 2024

Report of: Interim Assistant Chief Executive – People, Digital & Change

Report to: Employment Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report outlines the reasons for the recruitment and selection to the post of Chief Digital Information Officer.

Recruiting to this role will secure vital capacity to provide strategic and operational leadership for the Integrated Digital Service (IDS) and for the supply of services to the ICB Leeds, specifically the GP IT and Open Digital Architecture (ODA) functions. The primary focus of the role is to deliver integration, efficiencies and savings to the council and the NHS and support the delivery of real change across the city.

The post is an established post and within budget provision for 2024/25 and beyond which has been revised in scope and grade to align to current business needs.

Recommendations

- a) Note the process for the recruitment and selection to the post of Chief Digital Information Officer in the Strategy and Resources Directorate on a permanent basis.

and
- b) Following the selection 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.

What is this report about?

- 1 This report outlines the reasons for the recruitment to the post of Chief Digital Information Officer.

- 2 Following the departure of the outgoing Chief Digital Information Officer, the role has been reviewed and the breadth reduced. This decision was made to focus on the challenging digital technological priorities the Council needs to deliver to support financial efficiencies both internally and with the NHS. The revised scope of the role also reflects recent team changes across the Strategy & Resources Directorate.
- 3 The Chief Digital and Information Officer is a key senior leader role, having strategic and operational accountability for Leeds City Council's Integrated Digital Services and for the supply of services to the ICB Leeds. The postholder is responsible for placing LCC and Leeds Place ICB at the forefront of developments with regards to the application of digital technology, working with other support services. The postholder is also responsible for the development and delivery of the Digital Strategy to underpin the achievement of the City's Health and Wellbeing, Inclusive Growth, Climate Emergency strategies.
- 4 The post holder is accountable to the Interim Assistant Chief Executive – People, Digital and Change and their work falls under the remit of the Executive Member for Resources. The role is also accountable to the Accountable Officer (Leeds place) ICB.

What impact will this proposal have?

- 5 Appointment to this post will secure the sufficient level of capacity, experience, knowledge and skills to provide clear leadership and deliver vital programmes of work, ensuring continued contribution to the Best City Ambition - our overall vision for the future of Leeds.
- 6 Recruitment on a permanent basis will enable the current temporary arrangements to end and provide stability for the service at a senior leadership level and ensure the long-term vision for the service is driven and maintained. The appointment will also enable the CDIO to conclude the IDS senior structure and delete vacant posts to realise MTFS goals.

How does this proposal impact the three pillars of the Best City Ambition?

- Health and Wellbeing
 Inclusive Growth
 Zero Carbon

- 7 Making this appointment will also ensure relevant issues in relation to the above three pillars are considered across the Integrated Digital Service.

What consultation and engagement has taken place?

Wards affected: None
Have ward members been consulted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- 8 Approval to recruit to the post has been obtained in accordance with the Council's vacancy control process and is supported by the Executive Board Members.

What are the resource implications?

- 9 The Chief Digital Information Officer has been benchmarked at Dir 75% grade. The post is an established post on the Strategy and Resources structure and is within budget provision for

2024/25 and beyond. The post has been revised in scope and grade to align to current business needs.

What are the key risks and how are they being managed?

10 Without a permanent Chief Digital Information Officer in place, the service may struggle to deliver on significant technological priorities for the Council and the NHS. In turn this will impact efficiencies and further impact the financial savings that could be achieved.

What are the legal implications?

11 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.

12 The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained within appendix 2 to this report which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.

Options, timescales and measuring success

What other options were considered?

13 It is vital for the Council to have a Chief Digital Information Officer to deliver its significant technological priorities. Consideration was given to potentially using external search agencies and undertaking an external recruitment campaign. However, given the financial challenges and significant internal experience, it was felt appropriate to manage a local recruitment process and advertise the post internally to LCC employees.

How will success be measured?

14 Recruiting to this role will build on the commitment to deliver an information and technology strategy on behalf of the Council, and linked to the wider system, to ensure we have the capabilities and skills to play a leading role in delivering better outcomes for people through IDS.

What is the timetable and who will be responsible for implementation?

15 The recruitment and selection process is being co-ordinated by the Human Resources team. The post has been advertised on the Leeds City Council jobsite as an internal vacancy. The recruitment and selection timeline is as follows:

- Job advertisement live on LCC Jobsite – 5th November 2024.
- Job advertisement closed – 11th November 2024.
- Shortlist by Employment Committee – 28th November 2024.

- Stakeholder Panel – 12th December 2024.
- Selection interview by Employment Committee – 12th December 2024.

16 Following the selection process, should an appropriate candidate be identified, the Employment Committee is asked to make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

Appendices

- Appendix 1 Candidate information pack.
- Appendix 2 - Applicant details - designated as being confidential under the provisions of Access to Information Procedure Rule 9.

Background papers

- None