



Application for Review of Politically Restriction

You can use this form to apply to the Standards Committee for them to consider adding or removing a post from the list of politically restricted posts maintained by the Council (“the List”).

You should read the Process for Standards Committee consideration of Politically Restricted Posts, which highlights the relevant legislation.

1. About you

If you are making an application to have the Standards Committee consider whether a post (which is not currently on the List) should be added to the list, you do not have to tell us who you are; but it may aid the Committee to be able to contact you if there are any details about which they would like further information. Only the postholder can apply for an exemption for a post (unless the post is empty, in which case the Director may apply).

Your name: Jean Dent

Are you: The postholder / the Director / someone else *

If the Standards Committee were to want to hear from you in person would you be willing to attend a meeting of the Committee? Yes / ~~No~~ *

Can we contact you about this application? Yes / ~~No~~ *

If so, please provide contact details (e.g. phone number, email):

2477828 jean.dent@leeds.gov.uk

2. The post you want to be reviewed

Please give the job title, and any details of the team and Service where the post is located. If you are able to provide detail of the pay scale of the post, or the current postholder, this will help ensure that the Standards Committee considers the post you intend it to consider.

The Economic Policy and Information Manager manages a team of 5 Economic and Information officers. The primary function of the post is to manage and oversee the work of the team and to be responsible for economic policy and review work relating to economic development, physical development, worklessness/employment and property. Much of this work to produce economic information is both technical and complex conducted in a partnership context. The Economic Policy and Information Team sits within the Renaissance Unit which, in turn, sits within the Economic Development Service in City Development. The Economic and Information Manager is therefore accountable to the Head of Renaissance Unit who in turn accountable to the Chief Officer for Economic Development. The Chief Officer for Economic Development is accountable to the Strategic Director, City Development.

3. Your application

Please indicate which **one** of the following best describes your application:

- The post is not on the List. It should be added to the List because it is one of the posts specified in the legislation. This post falls within what the council refers to as Category A.
- The post is not on the List. It should be added to the List because the post is sensitive. Any exemption should be removed. This post falls within what the council refers to as Category B or C.

* delete as appropriate

- ✓ The post is on the List. I am the “postholder”. The post should be granted an exemption and be removed from the list because (1) it is not one of the posts specified in the legislation, and (2) the duties of the post are not sensitive. This post falls within what the council refers to as Category B or C.

4. Supporting Information

Please give as much detail as you can supporting your application. In particular (unless your application is simply that the post is one of the specified posts) you should, where possible, give details of the job description and actual duties of the postholder.

The purpose of the Economic Policy and Information Manager is –

To manage and oversee the work of the Economic Policy & Information Team. To be responsible for the economic policy and review work undertaken within Economic Services to develop and review strategies, policies and programmes relating to economic development, physical development, worklessness/employment and property. Much of this work will require a partnership approach to best utilise the city's resources in pursuit of economic development including its land, labour force and knowledge base. To monitor and evaluate the effectiveness of those strategies, policies and programmes through evidenced based approaches and to undertake and / or commission research.

The previous post holder retired in December 2008. Clearly with the onset of recession the demand for accurate, up to date information relating to the economy has become increasingly vital for both investors and policy makers. For this reason the post was released in April 2008 and following a competitive interview process, a preferred candidate was identified. The candidate has indicated that their acceptance of any job offer would be subject to the post being exempted from the list of Politically Restricted Posts.

The Chief Officer of Economic Development and the Head of Service responsible for the management of the post in question have made the request to the Strategic Director, City Development in the context of the job description and the responsibilities required as essential to the effective fulfilment of the Economic Development Service. In their view the general and specific responsibilities of the post are not considered to be politically sensitive under the terms of the Act. The job description has been attached as an appendix to this report.

Whilst the principal accountabilities make reference to the post holder's responsibilities for effective communication with listed groups including members and with partnerships there is no formal requirement for the post holder to formally report to or be directly accountable to any of the Council's committees. The post holder will not be regularly required to deal with either the press or media.

Moreover, whilst the specific responsibilities of the post require the post holder to formulate strategies, policies and programmes to assist with the development and implementation of Council priorities for economic development this would be under the close direction of the Chief Officer for Economic Development and detailed supervision by the Head of Renaissance Unit.

If you have any documents which would support your application, please attach copies, and list those documents here.

Documents attached:

- Job Description for the Economic Policy and Information Manager

If you are aware of any individuals who may be able to assist the Standards Committee in deciding issues of fact in regard to your application, please provide details here. You should provide details of the person, and also the information you believe they have. It may help if you can indicate the context in which they

- Alex Watson – HR Manager, Corporate Human Resources Services, 2243077

- Paul Stephens – Chief Officer Economic Development, 2474462
- Colin Mawhinney – Head of Renaissance Unit, 2477861

5. Sending the form in

Send this form to

The Standards Committee (Review of Politically Restricted Posts)
Leeds Civic Hall
Calverley Street
LEEDS
LS1 1UR

Leeds City Council

JOB DESCRIPTION

Job Title:	Economic Policy & Information Manager	Department:	City Development
Grade:	PO6	Salary:	Sc 46 – 49 (to £41,204)
Reports to:	Head of Renaissance Unit	Date:	March 2009

Job Purpose

To manage and oversee the work of the Economic Policy & Information Team. To be responsible for the economic policy and review work undertaken within Economic Services to develop and review strategies, policies and programmes relating to economic development, physical development, worklessness/employment and property. Much of this work will require a partnership approach to best utilise the city's resources in pursuit of economic development including its land, labour force and knowledge base. To monitor and evaluate the effectiveness of those strategies, policies and programmes through evidenced based approaches and to undertake and / or commission research.

Principal Accountabilities:

- To manage the Economic Policy & Information team to ensure delivery of Best Value services to customers, to meet the objectives of the Council's Corporate Plan and comply with Government Standards.
- To motivate, develop and coach within your area of the directorate to achieve Corporate Plan, Service Plan objectives.
- To undertake and manage the delivery of specified elements of the Service Plan and Corporate Plan in relation to a defined activity or small range of activities, in order to meet targets and achieve improvements.
- Promote and deliver positive solutions to achieving diversity and equality in all aspects of service delivery, community engagement areas, focussing on equality of outcome.
- Actively support continuous improvement initiatives through contributing to cross Council projects and supporting Service Management Team
- Within a small service area or number of areas, to take responsibility for maintaining effective communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council good practice and with regard to implementing e-government objectives
- To work with elected members, service users and community representatives in ways which support open, responsive and accountable government.

- To develop and maintain good working relationships with internal and external customers and other stakeholders to achieve corporate objectives and to maintain a position of service provider of first choice.
- To be accountable for the safety of staff, service users and contractors in accordance with the Department Health and Safety Policy.
- To provide appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.

Specific Responsibilities:

- The commissioning and / or undertaking of research.
- The analysis of information and research functions.
- The formulation of strategies, policies and programme to assist the development and implementation of Council priorities for economic development.
- Monitoring and reviewing the Economic Strategy.
- To oversee the production and dissemination of economic publications and literature.
- As appropriate, the monitoring and evaluating the effectiveness of the Council's economic development and the production of associated reports.
- Assistance with the provision of advice and information in support in promoting the City's regional economic role.
- Analysing the economic development, employment and property implications of major government, other agencies and private sector proposals.
- Liaising with external organisations and the facilitation of Partnership working in the delivery of specific outputs and outcomes.

Approval: I confirm that this document conveys a full and accurate description of the job as Economic Policy & Information Manager.

Signed:

Date: **March 2009**