

EMPLOYMENT COMMITTEE

**Meeting to be held in Meeting Room Suite 21, Merrion House, Leeds on
Monday, 23rd March, 2020 at 1.00 pm**

MEMBERSHIP

Councillors

J Bentley

M Harland

M Rafique

D Ragan

P Wadsworth

N Walshaw

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			ELECTION OF CHAIR To elect a Chair for the duration of the meeting.	
2			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded) (*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)	
3			EXCLUSION OF PUBLIC To resolve that the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.	
4			DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
5			APOLOGIES To receive any apologies for absence from the meeting.	
6			GOVERNANCE ARRANGEMENTS REGARDING RECRUITMENT TO THE POSITION OF CHIEF OFFICER ENVIRONMENTAL SERVICES To consider the report of the City Solicitor which provides an overview of the governance arrangements and format of this specific Employment Committee which will have the responsibility for the recruitment to the position of Chief Officer Environmental Services. (Report & Appendix attached)	5 - 16
7		10.4 (1 & 2) (Appendix 3 only)	APPOINTMENT OF CHIEF OFFICER ENVIRONMENTAL SERVICES To receive a report of the HR Service Manager which presents a proposal to the Employment Committee to appoint to the position of Chief Officer Environmental Services. (Cover report and appendices 1 & 2 attached. Appendix 3 to follow) (Please note that Appendix 3 to this report (candidates' details) is designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) and (2))	17 - 30

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			THIRD PARTY RECORDING Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda. Use of Recordings by Third Parties– code of practice a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.	

Report of City Solicitor

Report to the Employment Committee

Date: 23rd March 2020

Subject: Governance Arrangements regarding Recruitment to the Position of Chief Officer Environmental Services

Are specific electoral wards affected?	☐ Yes ☒ No
If yes, name(s) of ward(s):	
Has consultation been carried out?	☒ Yes ☐ No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes ☒ No
Will the decision be open for call-in?	☐ Yes ☒ No
Does the report contain confidential or exempt information?	☐ Yes ☒ No
If relevant, access to information procedure rule number:	
Appendix number:	

Summary

1. Main issues

- The Employment Committee has been established by full council to 'appoint or dismiss or take disciplinary action against' those senior officers, as defined within the Officer Employment Procedure Rules and the Committee's Terms of Reference.
- The purpose of this report is to provide Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Chief Officer Environmental Services.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Recruiting to this position is in line with the priorities of the Best Council Plan.

3. Resource Implications

- There are no resource implications arising from this report.

Recommendations

The Committee is recommended to note:-

- a) The governance arrangements and format relating to the Employment Committee; and
- b) The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information.

1. Main issues

- 1.1 Quorum and Membership – The Constitution requires that the membership of an Employment Committee be a minimum of 3 and must include one member of the Executive. Agreement has been reached for the membership of this Employment Committee to be 6, with members being appointed in the following proportions, in line with the overall political composition of the Council:

Labour	Conservative	Liberal Democrat
4	1	1

- 1.2 Meetings - This recruitment exercise includes two distinct committee meetings: one to conduct a short listing exercise (23 March 2020) and one to conduct the formal interview of the shortlisted candidates (15 April 2020).
- 1.3 Quorum - Members are asked to also note that the quorum for an Employment Committee is 2 Members, including 1 Member of the Executive Board.
- 1.4 Exempt Information - The Council's Access to Information Procedure Rules allow for a Committee to resolve to exclude the public and press from those parts of the meeting where it is likely that in view of the nature of the business to be transacted, confidential or 'exempt' information will be disclosed and that the Committee deems that maintaining the exemption outweighs the public interest in disclosing the information. Given the nature of the information being considered as part of this recruitment exercise, it will be necessary for the committee to consider making such a resolution prior to considering the information contained within agenda item 7.
- 1.5 Process following interviews – The Committee is invited to note, that before an offer of employment can be made, the Executive will be notified of the name (and any other details deemed relevant) of the individual that the Committee wishes to offer the post to. Executive Members would then have a designated period of time to raise any objections they may have to the making of an offer to that individual. Should any objections be raised, it would then be up to the Employment Committee to determine whether it is material and/or well founded. (Procedure Rule 4, within the Appendix provides further detail).

2 Corporate considerations

2.1 Consultation and engagement

- 2.1.1 At the commencement of each Employment Committee cycle, the relevant Group Whips are consulted upon the membership arrangements for that Committee.

2.2 Equality and diversity / cohesion and integration

- 2.2.1 No implications

2.3 Council policies and the Best Council Plan

- 2.3.1 The aim of this report, which is to ensure consistency and transparency of decision making throughout each Employment Committee recruitment process supports Leeds' Best City Priorities within the Best Council Plan.

Climate Emergency

- 2.3.2 There are implications regarding the Climate Emergency arising from this report.

2.4 Resources, procurement and value for money

- 2.4.1 No implications.

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

- 2.5.1 The aim of this report is to inform Members of the Constitutional and legal requirements are met as part of the Employment Committee decision making process.
- 2.5.2 The Council's Access to Information Procedure Rules allow for a Committee to resolve to exclude the public and press from those parts of the meeting where it is likely that in view of the nature of the business to be transacted, confidential or 'exempt' information will be disclosed and that the Committee deems that maintaining the exemption outweighs the public interest in disclosing the information. Given the nature of the matters considered by Employment Committee, this report provides Members with background and guidance on the consideration and disclosure of exempt and confidential information.
- 2.5.3 The report is not subject to Call In.

2.6 Risk management

- 2.6.1 The purpose of this report is to minimise any risks around the Committee's decision making processes and to ensure that the Committee's decisions are taken in line with all Constitutional and legal requirements.

3 Conclusions

- 3.1 The report provides Members with an overview of the governance arrangements and format for the Employment Committee.

4 Recommendations

4.1 The Committee is recommended to note:-

- The governance arrangements and format relating to the Employment Committee; and
- The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information.

5 Background documents¹

5.1 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.

OFFICER EMPLOYMENT PROCEDURE RULES

1.0 RECRUITMENT AND APPOINTMENT

1.1 Declarations

- (a) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons. A candidate who fails to declare such relationship will be automatically disqualified from such appointment with immediate effect.
- (b) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Director or an officer nominated by him/her for that purpose.
- (c) Every Member and senior officer of the Council shall disclose to the relevant Director any relationship known to that person to exist with a candidate for any appointment. It shall be the duty of the relevant Director to report to the Council or to the appropriate Committee or Sub-Committee including any Member or officer to whom power has been delegated to make an appointment, any such disclosure made by a candidate, Member, or senior officer.
- (d) Directors shall record in a book to be kept for the purpose particulars of such disclosure made under this Rule.
- (e) Where relationship to a Member of the Council is disclosed, that Member shall withdraw from the meeting while the appointment is under consideration.

1.2 Seeking support for appointment

- (a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (b) No Councillor will seek support for any person for any appointment with the Council.

1.3 Equal Opportunities

The Council will not unlawfully discriminate in the recruitment and appointment of officers and all appointments shall be made on merit.

2.0 RECRUITMENT OF HEAD OF PAID SERVICE AND DIRECTORS

2.1 Where the Council proposes to appoint a Head of Paid Service or a Director¹ the Council will:

- (a) draw up a statement specifying:
 - (i) the duties of the officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.

2.2 Where a post has been advertised as provided in Rule 2.1, the authority shall:-

- (a) interview all qualified applicants for the post, or
- (b) select a shortlist of such qualified applicants and interview those included on the shortlist.
- (c) Members of the Executive will be given the names of those candidates to be interviewed.

2.3 Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with Rule 2.1(b).

¹ "Directors" for the purpose of paragraph 4.1 and "Director" for the purposes of paragraphs 2.1, 4.2 to 4.2.5 and 7.3 and 7.4 shall mean any officer(s) referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:

- , those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the Chief Executive in relation to most or all of the duties of their posts; and
- any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.

3.0 APPOINTMENT OF HEAD OF PAID SERVICE

- 3.1 Following a recommendation of the Employment Committee that a particular candidate should be appointed to the post of Head of Paid Service, the Proper Officer shall notify every member of the Executive of the following:
- 3.1.1 The name of the person to whom the Employment Committee recommends that the post be offered;
 - 3.1.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer²;
 - 3.1.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
- 3.2 The full Council may only make an offer of appointment to the post of Head of Paid Service to the person recommended by the Employment Committee provided that:
- 3.2.1 The Proper Officer has, within the period specified in the notice under paragraph 3.1.3, notified the full Council that each member of the Executive has stated that they do not have any objection to the making of the offer; or
 - 3.2.2 The Proper Officer has notified the full Council that no objection was received by him from any member of the Executive within the specified period; or
 - 3.2.3 The full Council is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee³.

² It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the identity of the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.

³ It will be a matter for the full Council to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

4.0 APPOINTMENT OF DIRECTORS

- 4.1 The Employment Committee will appoint Directors.
- 4.2 Before the Employment Committee makes an offer of appointment to the post of Director, the Proper Officer shall notify every member of the Executive of the following:
 - 4.2.1 The name of the person to whom the Employment Committee intends to offer the post;
 - 4.2.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer⁴;
 - 4.2.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.
 - 4.2.4 The Employment Committee may only make the offer of appointment provided that:
 - 4.2.5 The Proper Officer has, within the period specified in the notice under paragraph 4.2.3, notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the making of the offer; or
 - 4.2.6 The Proper Officer has notified the Employment Committee that no objection was received by him from any member of the Executive within the specified period; or
 - 4.2.7 The Employment Committee is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee⁵.

⁴ It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.

⁵ It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

5.0 OTHER APPOINTMENTS

- 5.1 **Officers below Director.** Appointment of officers below Directors (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.
- 5.2 **Assistants to political groups.** Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

6.0 DISCIPLINARY ACTION

- 6.1 **Suspension.** The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct.
- 6.2 Councillors will not be involved in the disciplinary process in respect of any officer below Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct.

7.0 DISMISSAL AND OTHER DISCIPLINARY ACTION

- 7.1 Councillors will not be involved in the dismissal of any officer below Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct.
- 7.2 **The Head of Paid Service, Chief Finance Officer and Monitoring Officer**
- 7.2.1 Subject to the provisions of paragraph 7.4, the Employment Committee may take disciplinary action short of dismissal or recommend to full Council that the Head of Paid Service, Chief Finance Officer or Monitoring Officer be dismissed. Only full council can approve the dismissal of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer (referred to below in each case as “the relevant officer”).
- 7.2.2 Before taking a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular-
- (a) any advice, views or recommendations of an independent panel⁶.
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representations from the relevant officer.

⁶ Appointed under s.102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

7.2.3 The independent panel referred to must be appointed by the authority at least 20 days before the relevant meeting and should comprise a minimum of two independent panel members.

7.3 Directors

7.3.1 Subject to paragraph 7.4 and (in the case of the Chief Finance Officer and the Monitoring Officer) paragraphs 7.2.1 to 7.2.3, the Employment Committee may dismiss or take disciplinary action short of dismissal in respect of Directors.

7.4 Notice of dismissal of a Director (falling within the definition under footnote 1 above) must not be given until the Proper Officer has notified every member of the Executive of the following:

7.4.1 the name of the person who the Employment Committee proposes to dismiss;

7.4.2 any other particulars relevant to the dismissal⁷; and

7.4.3 the period within which any objection to the dismissal is to be made by any member of the Executive to the Proper Officer; and either:

7.4.4 the Proper Officer has within the specified period notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the dismissal; or

7.4.5 the Proper Officer has notified the Employment Committee that no objection was received by him within the specified period from any member of the Executive; or

7.4.6 the Employment Committee is satisfied that any objection received is not material and/or is not well-founded⁸.

8.0 POLITICAL ASSISTANTS

8.1 Not more than one political assistant's post shall be allocated by the Council, from time to time, to each of the qualifying political groups into which the Council is divided.

⁷ It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes.

⁸ It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

- 8.2 No appointment to a political assistant's post shall be made until the Council has allocated such a post to each qualifying political group.
- 8.3 For the purpose of this Rule, a "qualifying political group" means a political group which qualifies for the allocation to it of a political assistant's post in accordance with sub-sections 6 and 7 of Section 9 of the Local Government and Housing Act 1989.

9.0 POLITICAL RESTRICTIONS ON COUNCIL EMPLOYEES

- 9.1 All persons exercising powers of appointment, shall do so only in accordance with the legislative provisions restricting political activity as detailed in the Local Government Act 1972 and the Local Government and Housing Act 1989.
- 9.2 The Head of Paid Service will, in accordance with the Local Government and Housing Act 1989 and if requested to do so, determine whether to grant or revoke exemptions to posts from inclusion on the list of politically restricted posts maintained by the Council. In carrying out these functions, the Head of Paid Service will consult the Monitoring Officer.
- 9.3 Directors have a duty to apply to the Head of Paid Service to revoke any exemption to inclusion on the list of politically restricted posts, for a post within their service area, where the duties of that post have substantially changed and/or where the Director believes that the exemption is no longer appropriate.
- 9.4 The Chief Officer (Human Resources) will maintain a list of all politically restricted posts within the Council. Directors have a duty to inform the Chief Officer (Human Resources) of any post within their structures which should be included on the list of politically restricted posts under the Local Government and Housing Act 1989.

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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):	☐ Yes x No
Has consultation been carried out?	☐ Yes x No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes x No
Will the decision be open for call-in?	☐ 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	☒ 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 breadth 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 fundamental 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.

CHIEF OFFICER OF ENVIRONMENTAL SERVICES

ROLE SPECIFICATION

Directorate:	Communities and Environment
Service Area:	Environmental Services
Job Title:	Chief Officer (Environmental Services)
Grade:	JNC Dir 75%
Responsible To:	Director of Communities and Environment
Responsible For:	Heads of Service within Environmental Services

Job Purpose:

The Chief Officer is strategically responsible for the leadership, management and continuous improvement of the Environmental Action and Waste Management Services group and their functions with accountability and responsibility for the delivery of agreed outcomes, targets and objectives in line with Council priorities. The role has overall responsibility for fulfilling the Council's statutory obligations in relation to the functions within the post remit, including environmental crime, waste collection, disposal and Household Waste Sorting Sites.

The post holder will take responsibility for maintaining effective communications and engagement with staff, service users, Elected Members, Trade unions, partners and other stakeholders which supports open including responsive and accountable government.

The post holder is accountable for the safety of staff, service users and contractors in accordance with legislation and the Council Health and Safety policy. You will ensure that the relevant legislation and regulatory requirements are adhered to in order to enhance and protect the environment

Key Requirements:

- Significant successful senior leadership experience within a high profile, large, front line service, preferably including service delivery of local (street level) environmental improvements and waste management.
- Substantial experience of operating in a political environment, including across multiple local authorities.
- Evidence of working in a multi-agency environment and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Extensive successful experience of exercising sound judgement and providing clear advice at Senior level.
- Comprehensive knowledge and understanding of the current local and national issues and the legislative and political context relevant to the remit of the post.
- Highly developed influencing skills; able to create and shape strategic alliances to benefit the Leeds City Region.
- Excellent communication skills with the ability to influence, negotiate and establish credibility for the Council, to enhance its reputation and to form positive partnerships and relationships.

- Ability to raise the profile of the city of Leeds nationally and internationally.
- Excellent communication skills with the ability to influence, negotiate and continually improve the credibility of the service, to enhance its reputation, and to form positive relationships with all stakeholders which includes working directly with elected Members.
- Evidence of ability to make reasoned and logical decisions.
- In line with the Budget Management Accountability Framework, to be responsible and accountable for developing appropriate, proportionate and effective financial solutions to be implemented within the service and to support this work across the Directorate.

Leeds City Council Values:

Working as a Team for Leeds

- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills

Being Open, Honest & Trusted

- Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice

Working with Communities

- Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment

Treating People Fairly

- Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

Spending Money Wisely

- Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

Working Context

- The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events. The post holder will be reasonably expected to respond upon contact out of hours as needed.

CHIEF OFFICER OF ENVIRONMENTAL SERVICES

ROLE PROFILE

Purpose of Role

People in roles at this level are responsible for the strategic leadership and direction and delivery of specific functions and services as appropriate.

Specifically Chief Officer supports the Director to promote and progress the Leeds corporate vision and support the Chief Executive of Leeds City Council in their role to deliver the Corporate Plan for the city and region. The Chief Officer is accountable to the Director, and is strategically responsible for the leadership, development and coordination of a coherent agenda of city-wide change and ongoing service development with partners for continuous improvement of services.

Working as part of the Best Council leadership team; roles at this level live and model values and behaviours to help the council to achieve the ambition to become the best city council in the country and the best city in the UK.

For roles at this level, you must be able to show:

1. Knowledge

Appropriate professional qualification or equivalent in depth diverse expertise with significant managerial/ practical experience across service areas

Extensive knowledge of local, regional and national issues that influence the city and region and impact upon health and social care strategy, policy and practice.

Thorough understanding of the economic, business, cultural and political environment within the city and region and the ability to give direction to changing programmes and priorities

As a result:

You use your knowledge and expertise to plan and develop strategies and frameworks to shape future service provision in partnership with others

You identify links between societal and economic trends and anticipate emerging issues to influence the strategic direction and delivery of shared outcomes

You understand the significance of building strong and dynamic relationships at all levels that build trust and enhance profile and reputation

2. Leadership & Strategic Planning

Lead by example, cultivating strong relationships and effective joint working within the Council, politicians and with partners and stakeholders across the City, region and nationally

Set and deliver complex change and transformational goals with broad perspectives and long term timelines, that impact across the Council

Develop innovative strategies that support the achievement of a high performing culture, where everyone can realise their potential and 'feel they count' and where there is a drive to deliver excellent service performance, planned outcomes, targets and objectives

This will result in:

You develop and enhance public and private sector partnership relationships to help to bring the city together and to join up the approaches of different stakeholders

You use a range of leadership styles which focus on achieving results, building trust and generating energy and support during periods of significant cross sector, services and system change

You demonstrate visible and supportive leadership with excellent communication skills creating a climate of learning and improvement leading to high levels of performance and improved outcomes

3. Collaboration & Innovation

In partnership with others, develop strategies and frameworks to shape future service provision, share best practice, add value and improve outcomes in line with significant strategic programmes and plans

Develop opportunities to work collaboratively across the local authority and partners to facilitate and support an approach that is needs led and focussed on client feedback

In partnership develop and lead innovative and enterprising models of service delivery across sectors and services. Engage with multi agency teams, partners and communities to influence and shape the vision to meet city priorities

This will result in:

You use your influence to develop ways of working that lead to creative and innovative solutions to complex strategic problems

You develop ways of working that encourages and supports engagement with stakeholders and which leads to the delivery of services with a focus on individual needs and outcomes

There is evidence of how you effectively collaborate and engage with all stakeholders that leads to priorities and objectives being met

4. Problem Solving & Decision Making

Undertake a key role at Best Council leadership level identifying opportunities, initiating and developing strategic plans and projects and delivering solution focused outcomes across a diverse range of related and unrelated issues

Anticipate emerging issues and changing context and develop strategies and policies to solve related or unrelated problems or seize opportunities across services

This will result in:

You demonstrate commitment to working and leading across sectors and services, to enable transformation, and implement change and deliver agreed outcomes, targets and objectives

There is evidence that you take diverse issues requiring development of solutions and implement strategies that lead to successful outcomes

5. Delivery

Working in partnership with the Council, you take a lead role in influencing, informing and assisting the development of strategies, policy, functions and structures for the delivery of the Directorate strategy

Inform, support and assist the Director, coordinating work across Council directorates and managing relationships across services and with partners and other stakeholders

As a result:

You ensure that local and regional level plans and policies are influencing and being influenced by developments nationally and locally

There is evidence of your ability to lead and manage large scale change. You demonstrate credibility, integrity and openness and ability to work collaboratively to deliver outcomes

6. Resource & People Management

Set and deliver transformational goals with broad perspectives and long term timelines, which maximises effective resource management, ensures financial compliance and is responsive to sector and city priorities

Support a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the effectiveness of the workforce through workforce planning and actively promotes organisational values, supports adaptable ways of working and creates strong flexible teams

This will result in:

Plans are in place to meet priorities, budgets are maximised and there is an efficient and sustainable use of resources

You empower, enable and develop individuals and teams, promoting a 'can do' attitude within an environment of supported and continuous improvement

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Chief Officer : Environmental Services

Salary: £85,207 to £93,727

Leeds is a city that's serious about reducing consumption, increasing recycling and promoting a low carbon economy. We aspire to be the Best Council in the Best City in the UK with a very clear focus on inclusive growth, promoting health and well-being and delivering sound environmental practice. The management of the city's waste through services we provide and our influence to change the behaviours of business and residential communities are key to achieving our goal of carbon neutrality by 2030. The city's waste strategy is grounded in reducing carbon, with clear messages for practical change that our city is increasingly ready to hear and heed. We are proud to have a strong ethos of in-house provision and are on the cusp of delivering a significant review of our services of a scale that most will never experience in their careers. Against this backdrop, we need a Chief Officer with that rare blend of strategic perspective with a genuine talent for engaging and supporting our workforce to be their best at work, ensuring the provision of effective and reliable operational services. Someone who can not only bring creative and ambitious ideas, but is able to deliver through real pragmatism and personal resilience. It's an exciting time for the service and whilst we'll have considerable expectations of you, we promise you a supportive and a hugely rewarding experience at work with the chance to make a real and lasting difference to our city.

Please contact either James Rogers (**0113 3788241**) or Helen Freeman (**07891 271073**) at Leeds City Council for a confidential informal discussion about the role.

To find out more and apply please visit www.leeds.gov.uk

Closing date: **12 March 2020**



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Chief Officer, Environmental Services - Dir75%

Leeds City Council - Communities and Environment

SALARY	DIR 75% - £85,206.00 - £93,727.00
HOURS	37
CONTRACT TYPE	Permanent
CLOSES	Thursday 12th March 2020 11.30 PM
JOB REF	req830



[Chief Officer, Environmental Services - Dir75% - Job Description](#)



[Job Risk Analysis](#)

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Closing date: Thursday 12th March 2020

We promote diversity and want a workforce that reflects the population of Leeds. Leeds City Council is a Stonewall Top 100 employer, a Mindful employer and a Disability Confident employer.

All new Leeds City Council appointments are made subject to the satisfactory completion of a six month probationary period.

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Chief Officer: Environmental Services

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Contract Type

Leeds City Council

Leeds, West Yorkshire

£85,207 to £93,727

27 Feb 2020

12 Mar 2020

Corporate Services,
Corporate Management
Team, Environment

Officer

Full time

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