



Report of: Human Resources Service Manager

Report to: Employment Committee

Date: 23rd May 2019

Subject: Appointment of Chief Officer Human Resources

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	☐ Yes	X No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes	X No
Is the decision eligible for Call-In?	☐ Yes	X 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))	X Yes	☐ No

Summary of main issues

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

The Employment Committee is asked to:

- Note the process for the recruitment of the post of Chief Officer Human Resources; 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 Human Resources in Resources and Housing Directorate.

2 Background information

- 2.1 The previous Chief Officer Human Resources left the employment of the Council on 31st March 2019, the Director of Resources and Housing proposes to commence the recruitment process now.

3 Main issues

- 3.1 The post of Chief Officer Human Resources provides strategic direction, leadership and professional advice on all aspects of HR to the Council's Corporate Leadership Team and Elected Members, enabling the effective delivery of corporate objectives.
- 3.2 The postholder will assume the direct managerial responsibility for the HR Service and have professional responsibility for HR related functions undertaken within the Business Support Centre.
- 3.3 The postholder will be accountable to the Director of Resources and Housing and working as part of the Resources and Housing Leadership Team will live and model values and behaviours to help Leeds be the best city council in the country.
- 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 February to assist with the recruitment process. Proventure Consulting Ltd were successful with their tender bid.
- 3.6 The post has been advertised externally on the Leeds City Council job site and in Municipal Journal (online and paper publication), The Guardian and People Management Jobs. 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 – 23/04/2019;
 - Long List by Employment Committee – 08/05/2019;
 - Long List Technical Assessments by Proventure – 13 & 14 May 2019;
 - Short List by Employment Committee – 23/05/2019;
 - Assessment Centre and Interviews by Employment Committee – 18/06/2019;
- 3.8 At the Long Listing meeting on 8th May, the Employment Committee agreed to put forward 7 candidates from a total of 13 applications that was received to the next

stage of the process – Long List Technical Assessment, which will be undertaken by Proventure and an external technical assessor.

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

- 4.2.2 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.

4.4 Resources and value for money

- 4.4.1 The post is an established post and is within the budget provision for 2019/20.

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 council on its ability to fulfil the HR strategies that are fundamentally aligned to business need and business planning.

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 Human Resources; 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.