

Report of: Acting Chief HR Officer

Report to: Employment Committee

Date: 25 June 2019

Subject: Appointment of Chief Planning Officer

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

Summary of main issues

This report outlines the reasons for the permanent recruitment to the post of Chief Planning Officer in City Development Directorate.

The Employment Committee is asked to:

- Note the process for the recruitment of the post of Chief Planning 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 Planning Officer in City Development Directorate.

2 Background information

- 2.1 The current Chief Planning Officer will be retiring from the Council on 31st July 2019, the Director of City Development proposes to commence the recruitment process now.

3 Main issues

- 3.1 The post of Chief Planning Officer is strategically and operationally responsible for the Council's planning functions and the delivery of agreed outcomes, targets and objectives as determined by the Best Council Plan.
- 3.2 A review of the labour market for Planning Directors suggested a need to review the current grade of the post – JNC Dir 80%. Having considered salary benchmarked, the job description has subsequently been updated and re-evaluated with a revised grade of JNC Dir 85%.
- 3.3 The advert, role profile and role specification for this is attached and has been evaluated in line with Leeds City Councils processes for JNC posts. (Appendix 1a, 1b & 1c).
- 3.4 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.
- 3.5 The post has been advertised externally on the Leeds City Council job site and in Municipal Journal (online and paper publication), Guardian and Planning Resource. Executive Search and Selection agency has been engaged in assisting the Council with the recruitment and selection.
- 3.6 The recruitment process is being co-ordinated by Human Resources. The Recruitment timeline is as follows:
- Job advert close – 29th April 2019;
 - Long List by Employment Committee – 21st May 2019;
 - Long List Technical Assessments by Proventure – 28th & 29th May 2019;
 - Short List by Employment Committee – 10th June 2019;
 - Assessment Centre and Interviews by Employment Committee – 25th June 2019;
- 3.6 At the Long Listing meeting on 21st May, the Employment Committee agreed to put forward 8 candidates from a total of 10 applications that was received to the next stage of the process – Long List Technical Assessment, undertaken by Proventure and an external technical assessor. Prior to the commencement of the Long List Technical Assessment, two candidates withdrew their applications.

- 3.7 Members of the Employment Committee, at the meeting on 10th June, shortlisted 4 candidates to the next stage of the process – assessment centre, which will comprise of stakeholder panels, one to one with the Director of City Development and final interviews by the Employment Committee.

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 The Council has responsibilities for the planning functions in the City and a 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 Planning Officer; 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.