



Report of: Acting Chief HR Officer

Report to: Employment Committee

Date: 17 July 2019

Subject: Appointment of Chief Officer Operations

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 Officer Operations in City Development Directorate.

The Employment Committee is asked to:

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

2 Background information

- 2.1 The post of Chief Officer Operations has recently been created to bring together two activity areas, which had previously been covered by separate Chief Officers, as detailed below:

a) Chief Officer for Resources & Strategy

The support service activities are managed on behalf of City Development by the Chief Officer for Resources & Strategy. This role advises and supports the Director and the leadership team in terms of Finance, HR, DIS, Accommodation/Facilities, Business Support and Performance

Furthermore, the role involves directly managing some resources and matrix management of other services provided from Resources and Housing (e.g. Heads of Finance, HR, DIS etc.). They also lead on key directorate and cross cutting projects; deputising for the Director accordingly.

b) Chief Officer Service Development

The previous postholder left the employment of the Council on 31st December 2018 and was responsible for City Centre Management and the Markets of the Directorate. They also led on service planning on behalf of the Directorate and worked closely with the Chief Officer for Resources & Strategy on these topics.

- 2.2 The current Chief Officer for Resources & Strategy will be retiring from the Council on 31st December 2019, the Director of City Development proposes to commence the recruitment process now for the refreshed role of Chief Officer Operations.

3 Main issues

- 3.1 The newly created post of Chief Officer Operations will be responsible for the efficient and effective operational functions, as listed below, which meet the needs of our customers.

- City Centre Management and the Markets functions;
- The matrix management and coordination of Support Services (Human Resources, Finance, Performance Management and Digital Information Service); and
- Continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with and on behalf of the Directorate Leadership Team.

- 3.2 Having considered salary benchmarks, the job description has subsequently been updated and re-evaluated at JNC Dir 65% (same grade as the 2 previous Chief Officer roles).

- 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 The post has been advertised externally on the Leeds City Council job site and in Municipal Journal (online and paper publication) and Guardian.
- 3.6 The recruitment process is being co-ordinated by Human Resources. The Recruitment timeline is as follows:
- Job advert closed – 12th May 2019;
 - Long List/Short List by Employment Committee – 17th July 2019;
 - Assessment Centre and Interviews by Employment Committee – 28th August 2019;

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 maximise the diversity of applicants.

4.3 Council policies and the Best Council Plan

- 4.3.1 Recruiting to this role will provide a fit for purpose and sustainable senior management structure that will build on achievements to date and continue to deliver positive outcomes for Leeds.

Climate Emergency

- 4.3.2 Making this appointment will also ensure relevant issues in relation to City Centre management and the markets functions are aligned to the climate emergency. Equally this postholder will have a key role in ensuring effective support services are also aligned to address relevant issues in relation to the climate emergency – for example staff accommodation in City Development.

4.4 Resources and value for money

- 4.4.1 Overall savings has been made through the merger of the two former Chief Officer roles.

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 leading responsibilities for the Markets and City Centre Management functions and failure to recruit to this 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 Officer Operations; 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.

