

Minutes of a meeting of the Appointments Committee on Monday 21 September 2020

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Committee members present:

Councillor Brown (Chair)

Councillor Gant

Councillor Hayes

Councillor Hollingsworth

Councillor Turner

Officers present for all or part of the meeting:

Gordon Mitchell, Chief Executive

Anita Bradley, Monitoring Officer

1. Apologies for absence

There were no apologies for absence

2. Declarations of interest

There were no declarations of interest

3. Exclusion of press and public

The Committee resolved to exclude the press and public from the meeting during its consideration of the remaining business in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 because their presence could involve the likely disclosure of exempt information relating to candidates for interview as defined in Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

4. Reports of the Head of Paid Service and Head of Business Improvement on senior management arrangements

a) Report on a contract extension:

The Committee considered in private session a report from the Chief Executive on a contract extension for the Interim Director of Housing.

The Committee resolved to **approve** a 12 month extension effective from 16th September 2020, to the fixed term contract for the current Interim Director for Housing.

b) Verbal update on the recruitment for a new Head of Law and Governance:

The Chief Executive provided a verbal update on the recruitment for a new Head of Law and Governance in private session.

The Council had initiated a recruitment process for a new Head of Law and Governance and a Legal Services Manager, who would deputise for them. Consultants had been engaged to lead the recruitment to both posts in parallel and would be identifying suitable candidates over a four week period. A date for the Appointments Committee to conduct interviews had been set for 27 October 2020. Full Council would then be asked to designate the new Head of Law and Governance as Monitoring Officer.

The Committee resolved to **note** the verbal update.

c) Any other matters reported at the meeting by the Head of Paid Service (Chief Executive) or the Head of Business Improvement:

The Appointments Committee considered in private session a report from the Head of Business Improvement on the Chief Executive appointment process.

The Chief Executive left the meeting at the start of the Committee's consideration of this report.

The Committee resolved to:

1. **Recommend to Council** to extend the Chief Executive's existing fixed term contract to 30 April 2021.
2. **Agree** to commence an open recruitment process for the role of Chief Executive and the Council's Head of Paid Service.
3. **Authorise** the Head of Business Improvement to finalise the recruitment arrangements in consultation with the Chair of the Appointments Committee.
4. **Approve** the indicative job description and person specification.
5. **Authorise** the Head of Business Improvement in consultation with the Chair of the Appointments Committee following input from any Recruitment Consultant to finalise the job description and person specification.
6. **Approve** the outline approach to managing the communications of this process.

5. Minutes

The Committee resolved to **approve** the minutes of the meeting held on 27 July 2020 as a true and accurate record

6. Date of next meeting

The Committee **noted** that the next meeting will be held on 27 October 2020 for interviews for the role of Head of Law and Governance. The Committee requested an update on the recruitment of a new Chief Executive and the work of the Director of Housing role at that meeting.

The meeting started at 6.00 pm and ended at 7.15 pm

Chair
2020

Date: Tuesday 27 October