

Minutes of a meeting of the Appointments Committee on Tuesday 27 October 2020

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Committee members present:

Councillor Brown (Chair)

Councillor Hayes

Councillor Hollingsworth

Councillor Chapman

Councillor Wade

Officers present for all or part of the meeting:

Gordon Mitchell, Chief Executive

Helen Bishop, Head of Business Improvement

Andrew Brown, Committee and Member Services Manager

1. Apologies for absence and substitutions (Appointments Committee)

Apologies were received from Councillor Gant (substitute Councillor Wade) and Councillor Turner (substitute Councillor Chapman).

a) 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.

2. Minutes of previous meeting

The Committee resolved to **APPROVE** the public and private minutes of the meeting held on 06 October 2020 as a true and accurate record.

3. Update on recruitment to the post of Chief Executive (Head of Paid Service)

The Committee considered the report of the Head of Business Improvement on the recruitment to the post of Chief Executive in private session.

The Committee clarified the demands on members' time of being on the interview panel and agreed that members of the Appointments Committee should be invited to sit on the interview panel in the first instance.

The Committee resolved to:

1. **Note** the recruitment arrangements set out in the report;
2. **Authorise** the Head of Business Improvement to make adjustments to the recruitment arrangements and timetable and to agree the membership of the stakeholder panels in consultation with the Chair of the Appointments Committee;
3. **Agree** that an Interview Panel will undertake the selection process and that the Chair of the Appointments Committee will chair the Interview Panel and other members of the Appointments Committee will be invited to sit on the Interview Panel in the first instance;
4. **Authorise** the Head of Business Improvement, in consultation with the Chair of the Appointments Committee and other Group Leaders where applicable, to finalise the membership of the Interview Panel, based on the size and political balance of the Appointments Committee;
5. **Authorise** the Head of Business Improvement, in consultation with the Chair of the Appointments Committee and the other members of the Interview Panel, to undertake the initial longlisting of candidates;
6. **Agree** to hold a meeting of the Appointments Committee on 15 December 2020 to select a preferred candidate and agree a recommendation to Council and any necessary delegations.

4. Appointment of Head of Law and Governance (Monitoring Officer)

The Appointments Committee interviewed candidates for the post of Head of Law and Governance (Monitoring Officer).

The Committee resolved to:

1. **Agree** to select Susan Sale as the preferred candidate for the post of Head of Law and Governance (Monitoring Officer);
2. **Recommend to Council** to designate Susan Sale as Monitoring Officer with effect from a date to be confirmed by the Chief Executive;
3. **Delegate** the making of an offer and the agreement of all terms and conditions including salary to the Chief Executive, subject to confirmation within a time set by the Head of Business Improvement that no member of the Cabinet has any objection to the appointment, or the Appointments Committee being satisfied that any objection is not material or well-founded.

5. Date of next meeting

The Committee **noted** that the next meeting was scheduled for 3 December 2020.

The meeting started at 9.00 am and ended at 6.15pm

Chair
2020

Date: Monday 7 December

When decisions take effect:

Cabinet: after the call-in and review period has expired

*Planning Committees: after the call-in and review period has expired and the formal
decision notice is issued*

All other committees: immediately.

Details are in the Council's Constitution.