

# Agenda

# Council



## Summons

A meeting of the City Council will be held to transact the business set out below on

Date: **Tuesday 5 January 2021**

Time: **5.30 pm**

Place: **Zoom - Remote meeting**

**Proper Officer**

### Members of the public can attend to observe this meeting and:

- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to discuss recording the meeting; or with any other queries.

This meeting can be viewed live or afterwards on the council's [YouTube channel](#).

### For further information please contact:

Jennifer Thompson, Committee and Members Services Officer, Committee and Member Services Officer

01865 252275

[democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

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## Membership of Council

Councillors: Membership 48: Quorum 12.

**Lord Mayor** Councillor Mark Lygo

**Deputy Lord Mayor** Councillor Stephen Goddard

**Sheriff** Councillor Dick Wolff

<b>Members</b>	Councillor Mohammed Altaf-Khan	Councillor Rae Humberstone
	Councillor Lubna Arshad	Councillor Dan Iley-Williamson
	Councillor Jamila Begum Azad	Councillor Pat Kennedy
	Councillor Shaista Aziz	Councillor Tom Landell Mills
	Councillor Nadine Bely-Summers	Councillor Ben Lloyd-Shogbesan
	Councillor Susan Brown	Councillor Sajjad Malik
	Councillor Nigel Chapman	Councillor Dr Joe McManners
	Councillor Mary Clarkson	Councillor Chewe Munkonge
	Councillor Colin Cook	Councillor Susanna Pressel
	Councillor Tiago Corais	Councillor Mike Rowley
	Councillor Steven Curran	Councillor Christine Simm
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Craig Simmons
	Councillor James Fry	Councillor Linda Smith
	Councillor Andrew Gant	Councillor Roz Smith
	Councillor Stef Garden	Councillor John Tanner
	Councillor Michael Gotch	Councillor Richard Tarver
	Councillor Mick Haines	Councillor Sian Taylor
	Councillor Paul Harris	Councillor Marie Tidball
	Councillor Tom Hayes	Councillor Ed Turner
	Councillor David Henwood	Councillor Louise Upton
	Councillor Alex Hollingsworth	Councillor Elizabeth Wade
	Councillor Richard Howlett	Vacancy (Councillor) x2

Apologies will be reported at the meeting.

# Agenda

The business to be transacted is set out below

	Pages
<b>1 Apologies for absence</b>	
<b>2 Declarations of interest</b>	
<b>COMMITTEE RECOMMENDATIONS</b>	
<b>3 Recruitment of Head of Paid (Chief Executive)</b>	7 - 10
<p>Further to the report to Council on 5 October 2020 the Head of Business Improvement has submitted a report on behalf of the Chair of the Appointments Committee recommending the appointment of a permanent Chief Executive and Head of Paid Service.</p> <p>Following interviews, the Appointments Committee met on 15 December 2020, and agreed to recommend to Council the appointment of Caroline Green, currently the Council's Assistant Chief Executive, as the Chief Executive and Head of Paid Service.</p> <p>Cllr Brown, Leader of the Council and Chair of the Appointments Committee, will present the report.</p> <p><b>Recommendation:</b> the Appointments Committee recommends that Council resolves to:</p> <ol style="list-style-type: none"><li>1. Appoint Caroline Green as Chief Executive and Head of Paid Service from <b><u>1 March 2021</u></b>.</li></ol>	
<b>4 Matters exempt from publication and exclusion of the public</b>	
<p>If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>(The Access to Information Procedure Rules – Section 15 of the Council's Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)</p>	

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee and Member Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks Councillors and members of the press and public recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recordings may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

**To:** Council  
**Date:** 5 January 2021  
**Report of:** Head of Business Improvement  
**Title of Report:** Appointment of Chief Executive and Head of Paid Service

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To appoint a permanent Chief Executive and Head of Paid Service.
<b>Lead Member:</b>	Councillor Susan Brown, Chair of the Appointments Committee
<b>Corporate Priority:</b>	All
<b>Recommendation of the Appointments Committee: That Council resolves to:</b>	
1. <b>Appoint</b> Caroline Green as Chief Executive and Head of Paid Service from 1 March 2021.	

<b>Appendices</b>
None

## **Introduction and background**

1. The Chief Executive Gordon Mitchell was appointed originally as Interim Chief Executive and Head of Paid Service on a fixed term contract from 15 May 2017 until 31 December 2017. This fixed term contract was extended by Council on 27 November 2017 and was further extended by Council on 5 October 2020 until 30 April 2021.

## **Recruitment and selection process**

2. The Appointments Committee agreed to commence an open recruitment process for the role of Chief Executive (also Head of Paid Service) on 21 September 2020 and has overseen the arrangements for recruitment and selection.
3. The Council engaged the services of recruitment agency Penna to assist with the recruitment and selection process for the role of Chief Executive.
4. A survey was circulated to all members to seek views on the key issues for the Council and the experience, attributes, values and behaviours members would

expect from a new Chief Executive. The survey responses were used to inform the recruitment campaign and selection process.

5. The campaign featured a microsite and a half-page advertorial in the Municipal Journal (the MJ). Applications were open for a four-week period closing on 20 November 2020.
6. The initial longlisting of candidates was delegated by the Appointments Committee to the Head of Business Improvement, in consultation with the Chair of the Appointments Committee and, by extension, the other members of the Appointments Committee.
7. Longlisted candidates were set a video presentation task and undertook preliminary interviews conducted by a technical assessor to inform the shortlisting which was undertaken by the members of the Appointments Committee.
8. Four shortlisted candidates undertook psychometric testing before being put through a rigorous assessment programme on 14 December 2020 which included panel interviews with partners, members, employees and the corporate management team. All of the assessment information including feedback from the panels was considered by the members of the Appointments Committee.
9. Final interviews were conducted by the Appointments Committee on 15 December 2020 and Caroline Green was selected as the successful candidate.
10. The proposed appointment was notified to members of Cabinet as required under Part 20.4 of the Council's Constitution and no objections were raised. Caroline Green has received a conditional offer of employment, subject to normal pre-employment checks, and Council ratification.

### **Successful candidate**

11. Caroline has fifteen years' experience of senior leadership in local government, serving the Council since 2015 and prior to that leading on housing, planning and environmental work at the Local Government Association.
12. Over the past five years Caroline has had a significant role in managing the Council's engagement with neighbouring authorities and Government that resulted in the Oxfordshire Housing and Growth Deal which has led to over £500 million of investment in housing and infrastructure countywide. She oversaw the Council's Housing Services directorate, shaping the business plan for delivery of 1,900 homes, and transforming the shape of homelessness provision in the city. Caroline has also led the Council's work across a wide range of its strategic partnerships, spanning community safety, safeguarding and Fast Growth Cities and deputised for the Chief Executive throughout. Since March this year she has coordinated the Council's overall response to the COVID-19 pandemic.
13. Prior to working at the City, Caroline worked at the LGA as a Lead Adviser, where amongst other successes she successfully campaigned for the fundamental reform of Local Authority Housing Finance.

### **Financial implications**

14. The Chief Executive's salary is budgeted at around £160k per annum plus on-costs and there is sufficient budget held within the Council's General Fund to cover the cost of this established post.

## Legal issues

15. The Chief Executive is Head of Paid Service under Part 9.2 of the Constitution.
16. The Appointments Committee is responsible for undertaking the recruitment and selection process for the designated Head of Paid Service (Chief Executive) and for recommending the appointment to Council (Constitution Part 7.8).
17. The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) set out the legal requirements for appointing a Head of Paid Service (Chief Executive). These requirements are also included in Part 20.4 of the Council's Constitution. A proposed appointment of a Head of Paid Service must be notified to all Members of Cabinet, who will have the opportunity to raise any objections for consideration by the Appointments Committee. The appointment must also be approved by Council before a formal offer of appointment is made.
18. In accordance with Section 7 of the Local Government and Housing Act 1989 when appointing a person to a paid office or employment within the Council the appointment shall be on merit.
19. If Council agrees the recommendation all of these requirements will have been met.

<b>Report author</b>	Andrew Brown
Job title	Committee and Member Services Manager
Service area or department	Law and Governance
Telephone	01865 252230
e-mail	<a href="mailto:abrown2@oxford.gov.uk">abrown2@oxford.gov.uk</a>

<b>Background Papers:</b> None

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