

# Agenda

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## Appointments Committee

This meeting will be held on:

Date: **Tuesday 15 December 2020**

Time: **9.30 am**

Place: **Assembly Room - Oxford Town Hall**

**For further information** please contact:

Andrew Brown, Committee & Member Services Manager, Committee Services Officer

☎ 01865 252230

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

**Access to all or the majority of this meeting is limited to committee members; officers attending to assist the committee or present reports; and those invited to attend. The reasons for these restrictions are set out for each item later in the agenda**

**Members of the public may only observe during the open part(s) of the meeting and must leave the meeting during the restricted parts.**

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*All public papers are available from the calendar link to this meeting once published*

## **Committee Membership**

Councillors: Membership 5: Quorum 3: substitutes are permitted.

Councillor Susan Brown (Chair)

Councillor Andrew Gant

Councillor Tom Hayes

Councillor Alex Hollingsworth

Councillor Ed Turner

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

# Agenda

Pages

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **Minutes of previous meeting**

7 - 10

To approve the minutes of the meeting held on 27 October 2020.

## Part II: Matters Exempt from publication

If the Committee wishes to exclude the press and public from the meeting during its consideration of the item on the exempt from publication part of the agenda, it will be necessary for the Committee 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 defined in 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.

(The Access to Information Procedure Rules at Section 15.4 of the Council's Constitution set out the conditions under which the public can be excluded from meetings).

### 4 **Recruitment of Head of Paid (Chief Executive)**

The Committee to adjourn the meeting to undertake interviews for the post of Chief Executive (Head of Paid Service).

The Committee to reconvene at an agreed time to:

1. **Agree** the selection of a preferred candidate for the post of Chief Executive (Head of Paid Service).
2. **Request** that the Head of Business Improvement notifies every member of Cabinet of the proposed appointment as required by Parts 7.8 and 20.4 of the Constitution.

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:

3. **Recommend to Council** to appoint the preferred candidate as Chief Executive (Head of Paid Service).
4. **Delegate** the making of an offer and the agreement of all terms and conditions including salary and start date to the Chief Executive.

## **Information for those attending**

### **Recording and reporting**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public.

**It is not permitted to record or report or make public any part which is not open to the public apart from the formal record of the meeting.**

The Council asks those recording to follow the protocol which can be found on the Council's [website](#). Those speaking in the open part of the meeting should be aware that they may be recorded during their speech and any follow-up. Those attending a meeting should be aware that recording may take place and that they 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". What this means is that 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.

## 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.*

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# Agenda Item 4

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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