

Agenda

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Appointments Committee

Informal remote meeting

This is an informal meeting of the members of the Appointments Committee to enable remote attendance. It is not being held as a committee meeting under the provisions of the Local Government Act 1972.

This meeting will be held on:

Date: **Tuesday 6 December 2022**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

For further information please contact:

Alice Courtney, Committee & Member Services Manager (Interim Acting)

☎ 01865 529834

✉ democraticservices@oxford.gov.uk

Members of the public can attend to observe this meeting and.

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

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

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

View or subscribe to updates for agendas, reports and minutes at mycouncil.oxford.gov.uk.

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

Councillor Andrew Gant

Councillor Tom Hayes

Councillor Emily Kerr

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 and substitutions (Appointments Committee)	
2 Appointment of Chair and Vice Chair(Appointments Committee)	
The Committee may choose not to appoint a Vice Chair.	
3 Minutes (Appointments Committee)	7 - 8
Recommendation: That the minutes of the meeting held on 27 June 2022 be approved as a true and accurate record.	
Part 2 - 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 Report on Senior Management Arrangements	9 - 12
Exempt: By Virtue of Paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972: Information relating to any individual. The public interest in maintaining the exemption is so that discussions and deliberations of the Committee about candidates are not compromised and so that the confidentiality of information provided by candidates is protected.	
The Chief Executive has submitted a report on changes to the Council's	

senior management arrangements as required by the Council's Constitution which includes the following responsibility at 7.8(f) which requires the Appointments Committee:

To receive a report from the Chief Executive within six months of any change to the senior management arrangements being implemented by the Chief Executive.

The Committee is recommended to note the contents of the update on senior management arrangements.

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 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 those 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 recording 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.

Members Code – Other Registrable Interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing** of one of your Other Registerable Interests*** then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Members Code – Non Registrable Interests

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

*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.

** Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

*** Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Minutes of a meeting of the Appointments Committee on Monday 27 June 2022

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Committee members present:

Councillor Brown (Chair)

Councillor Gant

Councillor Kerr

Officers present for all or part of the meeting:

Caroline Green, Chief Executive

Andrew Brown, Committee and Member Services Manager

1. Apologies for absence and substitutions (Appointments Committee)

Apologies were received from Councillor Ed Turner.

2. Appointment of Chair and Vice Chair (Appointments Committee)

It was agreed that Councillor Susan Brown would chair the informal meeting of the members of the Appointments Committee.

3. Report on Senior Management Arrangements

The Chief Executive introduced the report, highlighting some recent and planned staffing changes within the senior management structure.

The Chief Executive highlighted that:

- The remit of the new Executive Director for Corporate Resources included responsibility for Financial Services, Law and Governance, and Business Improvement, and would include a focus on the budget, the Council's change programme and company governance.
- The previous Interim Director of Change had left the Council at the end of March 2022 having worked up the change programme.
- The current Head of Planning Services was leaving the Council in the coming months and recruitment was underway to fill this post, with interviews planned for September.
- The previous Head of Housing Services had retired in May which had created opportunities for internal progression within Housing Services.
- The Council had entered into an arrangement with West Oxfordshire to share a Monitoring Officer for one year. This arrangement was generating income for the

Council and was subject to a quarterly review. This had also created development opportunities for staff within the Law and Governance service.

In discussion it was noted that:

- The selection of a preferred candidate for the Head of Planning Services post would not be a decision for the Appointments Committee but would be subject to Cabinet members being notified of the proposed appointment and not raising valid objections to it.
- The current senior management structure was relatively new and there was now a stable senior management team.

The meeting started at 6.00 pm and ended at 6.17 pm

Chair
2022

Date: Tuesday 6 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.

Agenda Item 4

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

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