

Agenda

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Appointments Committee

This meeting will be held on:

Date: **Wednesday 10 May 2023**

Time: **1.00 pm**

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

For further information please contact:

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

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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.

Committee Membership

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

Councillor Susan Brown

Councillor Nigel Chapman

Councillor Andrew Gant

Councillor Emily Kerr

Councillor Chewe Munkonge

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

Part 1 - Public Business

1 Apologies for absence and substitutions

Apologies received from:

- Cllr Andrew Gant
- Cllr Tom Hayes (Cllr Nigel Chapman to substitute)
- Cllr Ed Turner (Cllr Chewe Munkonge to substitute)

Any other apologies and substitutions will be confirmed at the meeting.

2 Appointment of Chair and Vice Chair

The Committee may choose not to appoint a Vice Chair.

3 Declarations of Interest

4 Minutes of Previous Meeting

Recommendation: That the minutes of the meeting held on 06 December 2022 be approved as a true and accurate record.

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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).

5 Report on Senior Management Arrangements

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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.

6 Appointment to Head of Law and Governance

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 Committee to consider the appointment to the post of Head of Law and Governance.

Interview paperwork and schedule will be circulated separately to Committee members.

The Committee is recommended to:

- Agree the selection of a preferred candidate for the post of Head of Law and Governance.
- Recommend to Council that the candidate appointed to the post of Head of Law and Governance is designated Monitoring Officer with effect from their start date.
- Delegate the making of an offer and the agreement of all terms and conditions including salary to the Executive Director (Corporate Resources), subject to confirmation within a time set by the Interim Head of Law and Governance that no member of the Cabinet has any objection to the appointment, or the Appointments Committee is satisfied that any objection is not material or well-founded (Constitution Parts 7.8 and 20.6).

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". 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 Registrable 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 Tuesday 6 December 2022



Committee members present:

Councillor Brown (Chair)

Councillor Turner

Councillor Kerr

Officers present for all or part of the meeting:

Caroline Green, Chief Executive

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

4. Apologies for absence and substitutions (Appointments Committee)

Apologies were received from Cllr Gant.

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

It was agreed that Cllr Brown would Chair the informal meeting of the members of the Appointments Committee.

6. Minutes (Appointments Committee)

The members of the Appointments Committee agreed the minutes of the informal remote meeting of the members of the Appointments Committee held on 27 June 2022 as a true and accurate record.

7. Report on Senior Management Arrangements

The Chief Executive introduced the report as set out in the agenda reports pack and highlighted that:

- A new Head of Planning had been appointed and was due to commence employment at the Council in January 2023, leading on the development of the Local Plan and driving forward innovation and modernisation within the Planning Service.
- The joint Monitoring Officer arrangements which the Council had entered into with West Oxfordshire had worked well, but would come to an end at the conclusion of the agreed one year period.

In discussion it was noted that:

- The conclusion of the joint Monitoring Officer arrangements with West Oxfordshire at the end of the one year period suited the needs of both councils.

- The joint Monitoring Officer arrangements had generated income for the Council which had not been accounted for in the Council's base budget.
- Appraisals for the Chief Executive and Executive Directors were being undertaken quarterly. The Chief Executive had informally sought feedback from relevant Cabinet Members to inform appraisals, but would seek to do so in a more structured way going forward, ensuring that questions reflected the nature of the Member-officer relationship.

The meeting started at 6.04 pm and ended at 6.19 pm

Chair

Date: Tuesday 27 June 2023

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 5

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

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