

Agenda

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Appointments Committee

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 5 December 2023**

Time: **6.00 pm**

Place: **Informal Remote Meeting - Remote meeting**

For further information please contact:

Jonathan Malton, Committee & Member Services Manager, Committee Services Officer

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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.

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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	Leader of the Council	
Councillor Chewe Munkonge	Deputy Leader, Cabinet Member for Leisure and Parks	
Councillor Andrew Gant		
Councillor Alistair Morris		
Councillor Imogen Thomas		

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	Declarations of Interest	
4	Minutes (Appointments Committee) Recommendation: That the minutes of the meetings held on 10 May, 16 May and 22 May 2023 be approved as true and accurate records.	7 - 12
Part 2 - Matters Exempt from publication		
	<p>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.</p> <p>(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).</p>	
5	Report on Senior Management Arrangements 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	13 - 16

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

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.

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Minutes of a meeting of the Appointments Committee on Wednesday 10 May 2023



Committee members present:

Councillor Brown (Chair)	Councillor Chapman (for Councillor Hayes)
Councillor Fouweather (for Councillor Gant)	Councillor Kerr
Councillor Munkonge (for Councillor Turner)	

Officers present for all or part of the meeting:

Caroline Green, Chief Executive
Tom Hook, Executive Director (Corporate Resources)

8. Apologies for absence and substitutions

Apologies were received from Cllr Turner (substitute Cllr Munkonge), Cllr Hayes (substitute Cllr Chapman) and Cllr Gant (substitute Cllr Fouweather).

9. Appointment of Chair and Vice Chair

Cllr Brown was appointed as Chair of the Committee for the remainder of the municipal year.

The Committee did not appoint a Vice Chair for the remainder of the municipal year.

10. Declarations of Interest

None.

11. Minutes of Previous Meeting

The Committee agreed the minutes of the informal remote meeting of the members of the Appointments Committee held on 06 December 2022 as a true and accurate record.

12. Report on Senior Management Arrangements

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

- Recruitment to the permanent role of Head of Law and Governance was underway.
- In accordance with Oxford City Council's Constitution Part 9.3(a)(i), recruitment to the interim role of Executive Director (Communities and People) was underway.

- In line with the Council's HR procedures and Constitution, the Head of Housing Services, who had been employed on a fixed term secondment basis which proved successful, was appointed to the permanent role in February 2023.

The Committee noted the report.

13. Appointment to Head of Law and Governance

The Committee held interviews for the position of Head of Law and Governance. The Committee was informed that one of the candidates was unable to attend due to health reasons.

The Committee resolved to:

- **Adjourn** the selection of a preferred candidate for the post of Head of Law and Governance until Tuesday 16 May 2023, 11am.

The meeting started at 1.00 pm and ended at 4.00 pm

Chair

Date: Tuesday 5 December 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.

Minutes of a meeting of the Appointments Committee [reconvened] on Tuesday 16 May 2023

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Committee members present:

Councillor Brown (Chair) Councillor Chapman (for Councillor Hayes)
Councillor Fouweather (for Councillor Gant) Councillor Kerr
Councillor Munkonge (for Councillor Turner)

Officers present for all or part of the meeting:

Caroline Green, Chief Executive
Tom Hook, Executive Director (Corporate Resources)

14. Apologies for absence and substitutions

Apologies were received from Cllr Turner (substitute Cllr Munkonge), Cllr Hayes (substitute Cllr Chapman) and Cllr Gant (substitute Cllr Fouweather).

15. Declarations of Interest

None.

16. Minutes of Previous Meeting

The Committee deferred consideration of the minutes of the Appointments Committee held on 10 May 2023 to the meeting of the Committee scheduled for 05 December 2023.

17. Appointment to Head of Law and Governance

The Committee held the remaining interview for the position of Head of Law and Governance.

The Committee resolved to:

- **Agree** the selection of Emma-Louise Jackman as the preferred candidate for the post of Head of Law and Governance.
- **Recommend** to Council that Emma-Louise Jackman is designated Monitoring Officer with effect from her 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).

The meeting started at 11.00 am and ended at 12.00 pm

Chair

Date: Tuesday 5 December 2023

Minutes of a meeting of the Appointments Committee on Monday 22 May 2023

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Committee members present:

Councillor Aziz

Councillor Munkonge

Councillor Linda Smith

Councillor Smowton

Officers present for all or part of the meeting:

Caroline Green, Chief Executive

Tom Bridgman, Executive Director (Development)

Apologies:

No apologies were received

18. Apologies for absence and substitutions

There were no apologies received ahead of the meeting.

19. Appointment of Chair and Vice Chair

Councillor Munkonge was appointed as the Chair for this Appointment Committee.

20. Appointment of Interim Executive Director, Communities and People

The Committee held the interviews for the position of Interim Executive Director of People and Communities.

The Committee resolved to:

- **Recommend** to the Chief Executive, Peter Matthew as the preferred candidate for the post of Interim Executive Director of People and Communities.
- **Delegated** 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 Cabinet has any objection to the appointment, or the Appointments Committee being satisfied that any objection is not material or well-founded.

21. Minutes

The Committee deferred consideration of the minutes of the Appointments Committee held on 10 May 2023 to the meeting of the Committee scheduled for 05 December 2023.

The meeting started at 11.00 am and ended at 12.00 pm

Chair
2023

Date: Tuesday 5 December

When decisions take effect:

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

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Agenda Item 5

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