

Agenda

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Appointments Committee

This meeting will be held on:

Date: **Tuesday 18 June 2024**

Time: **6.00 pm**

Place: **St Aldate's Room - Oxford Town Hall**

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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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 Chewe Munkonge

Councillor Laurence Fouweather

Councillor Chris Jarvis

Councillor Judith Harley

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)	5 - 6
Recommendation: That the minutes of the meeting held on 5 December 2023 be approved as a true and accurate record.	
4 Extension of Contract for the Executive Director - Communities and People (Interim) (Appointments Committee)	
The Committee are recommended to extend the contract for the Executive Director - Communities and People (Interim).	
<i>Report to follow.</i>	

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 5 December 2023

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Committee members present:

Councillor Brown (Chair)

Councillor Munkonge

Councillor Thomas

Officers present for all or part of the meeting:

Caroline Green, Chief Executive

Jonathan Malton, Committee and Member Services Manager

Apologies:

Councillor(s) Morris sent apologies.

22. Apologies for absence and substitutions (Appointments Committee)

Apologies of absence was received from Councillor Alistair Morris.

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

Councillor Susan Brown was appointed as the Chair of the Appointments Committee for the remainder of the municipal year.

24. Declarations of Interest

There were no declarations of interests.

25. Minutes (Appointments Committee)

The minutes of the Appointment Committees held on 10 May, 16 May and 22 May 2023 were approved as true and accurate records.

26. 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 Law and Governance had commenced employment at the Council in August 2023.
- An Interim Executive Director for Communities and People had commenced employment in June 2023.

- The Senior Managers structure chart had been updated to reflect these changes.

The meeting started at 6.02 pm and ended at 6.06 pm

Chair

Date: Tuesday 18 June 2024

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.