

# Agenda

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## Appointments Committee

This meeting will be held on:

Date: **Tuesday 3 December 2024**

Time: **6.00 pm**

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

**For further information** please contact:

Jonathan Malton, Committee & Member Services Manager

☎ 01865 602767

✉ [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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## **Committee Membership**

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

Councillor Susan Brown (Chair)

Councillor Chewe Munkonge

Councillor Laurence Fouweather

Councillor Judith Harley

Councillor Kate Robinson

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 Declarations of Interest	
3 Minutes (Appointments Committee)	7 - 8
<b>Recommendation:</b> That the minutes of the meeting held on 18 June 2024 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

**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.

*Report to follow*

## **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 Tuesday 18 June 2024

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### Committee members present:

Councillor Brown

Councillor Munkonge

Councillor Jarvis

Councillor Harley

### Officers present for all or part of the meeting:

Caroline Green, Chief Executive

Jonathan Malton, Committee and Member Services Manager

### Apologies:

Councillor(s) None sent apologies.

Substitutes are shown above.

No apologies were received

### 1. Apologies for absence and substitutions (Appointments Committee)

There were no apologies for absence received ahead of this meeting.

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

Councillor Susan Brown was elected as the Chair of the committee for the municipal year.

Councillor Chewe Munkonge was elected as the Vice-Chair of the committee for the municipal year.

### 3. Minutes (Appointments Committee)

The minutes of the Appointment Committee held on 5 December were approved as a true and accurate record.

### 4. Extension of Contract for the Executive Director - Communities and People (Interim) (Appointments Committee)

The Chief Executive introduced the report as set out in the agenda, noting the initial appointment to the Council in May 2023.

After a short discussion surrounding the length of contract and salary, the Committee:  
**Approved** the extension of contract for the Interim Executive Director Communities and People  
**Approved** the proposed salary arrangements as set out at paragraph 9 of the report.

**The meeting started at 6.00 pm and ended at 6.17 pm**

**Chair .....**  
**2024**

**Date: Tuesday 3 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.*