

To: Council
Date: 5 January 2021
Report of: Head of Business Improvement
Title of Report: Appointment of Chief Executive and Head of Paid Service

Summary and recommendations	
Purpose of report:	To appoint a permanent Chief Executive and Head of Paid Service.
Lead Member:	Councillor Susan Brown, Chair of the Appointments Committee
Corporate Priority:	All
Recommendation of the Appointments Committee: That Council resolves to:	
1. Appoint Caroline Green as Chief Executive and Head of Paid Service from 1 March 2021.	

Appendices
None

Introduction and background

1. The Chief Executive Gordon Mitchell was appointed originally as Interim Chief Executive and Head of Paid Service on a fixed term contract from 15 May 2017 until 31 December 2017. This fixed term contract was extended by Council on 27 November 2017 and was further extended by Council on 5 October 2020 until 30 April 2021.

Recruitment and selection process

2. The Appointments Committee agreed to commence an open recruitment process for the role of Chief Executive (also Head of Paid Service) on 21 September 2020 and has overseen the arrangements for recruitment and selection.
3. The Council engaged the services of recruitment agency Penna to assist with the recruitment and selection process for the role of Chief Executive.
4. A survey was circulated to all members to seek views on the key issues for the Council and the experience, attributes, values and behaviours members would

expect from a new Chief Executive. The survey responses were used to inform the recruitment campaign and selection process.

5. The campaign featured a microsite and a half-page advertorial in the Municipal Journal (the MJ). Applications were open for a four-week period closing on 20 November 2020.
6. The initial longlisting of candidates was delegated by the Appointments Committee to the Head of Business Improvement, in consultation with the Chair of the Appointments Committee and, by extension, the other members of the Appointments Committee.
7. Longlisted candidates were set a video presentation task and undertook preliminary interviews conducted by a technical assessor to inform the shortlisting which was undertaken by the members of the Appointments Committee.
8. Four shortlisted candidates undertook psychometric testing before being put through a rigorous assessment programme on 14 December 2020 which included panel interviews with partners, members, employees and the corporate management team. All of the assessment information including feedback from the panels was considered by the members of the Appointments Committee.
9. Final interviews were conducted by the Appointments Committee on 15 December 2020 and Caroline Green was selected as the successful candidate.
10. The proposed appointment was notified to members of Cabinet as required under Part 20.4 of the Council's Constitution and no objections were raised. Caroline Green has received a conditional offer of employment, subject to normal pre-employment checks, and Council ratification.

Successful candidate

11. Caroline has fifteen years' experience of senior leadership in local government, serving the Council since 2015 and prior to that leading on housing, planning and environmental work at the Local Government Association.
12. Over the past five years Caroline has had a significant role in managing the Council's engagement with neighbouring authorities and Government that resulted in the Oxfordshire Housing and Growth Deal which has led to over £500 million of investment in housing and infrastructure countywide. She oversaw the Council's Housing Services directorate, shaping the business plan for delivery of 1,900 homes, and transforming the shape of homelessness provision in the city. Caroline has also led the Council's work across a wide range of its strategic partnerships, spanning community safety, safeguarding and Fast Growth Cities and deputised for the Chief Executive throughout. Since March this year she has coordinated the Council's overall response to the COVID-19 pandemic.
13. Prior to working at the City, Caroline worked at the LGA as a Lead Adviser, where amongst other successes she successfully campaigned for the fundamental reform of Local Authority Housing Finance.

Financial implications

14. The Chief Executive's salary is budgeted at around £160k per annum plus on-costs and there is sufficient budget held within the Council's General Fund to cover the cost of this established post.

Legal issues

15. The Chief Executive is Head of Paid Service under Part 9.2 of the Constitution.
16. The Appointments Committee is responsible for undertaking the recruitment and selection process for the designated Head of Paid Service (Chief Executive) and for recommending the appointment to Council (Constitution Part 7.8).
17. The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) set out the legal requirements for appointing a Head of Paid Service (Chief Executive). These requirements are also included in Part 20.4 of the Council's Constitution. A proposed appointment of a Head of Paid Service must be notified to all Members of Cabinet, who will have the opportunity to raise any objections for consideration by the Appointments Committee. The appointment must also be approved by Council before a formal offer of appointment is made.
18. In accordance with Section 7 of the Local Government and Housing Act 1989 when appointing a person to a paid office or employment within the Council the appointment shall be on merit.
19. If Council agrees the recommendation all of these requirements will have been met.

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Background Papers: None

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