

Decision type: Single Member Decision

Decision date: 3 March 2025

Decision maker: Leader and Cabinet Member for Partnership Working

Decision title: Appointment of the Interim Managing Director of Oxford City Housing Limited

Summary

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| Decision being taken: | Clearly and precisely set out the delegated decision(s) that is being taken. |
| Key decision: | No |
| Source of delegation: | 4.6 of the Council's Constitution: The Leader may delegate executive responsibilities to a single Cabinet Member with or without consultation with officers or other Cabinet Members. |
| Cabinet Member: | Councillor Susan Brown, Leader and Cabinet Member for Partnership Working |
| Corporate Priority: | A Well Run Council. |
| Policy Framework: | None. |

The Leader and Cabinet Member for Partnership Working decides as follows:

- Resolve as Shareholder of Oxford City Housing Limited to appoint** Kevin Lowry as the Interim Managing Director of Oxford City Housing Limited

| Appendix No. | Appendix Title | Exempt from Publication |
|--------------|--------------------|---|
| Appendix 1 | CV for Kevin Lowry | Yes This information is exempted from publication under Schedule 12A to the Local Government Act 1972 since it is: <ul style="list-style-type: none"> Information about individuals |

Introduction and background

1. The current Managing Director of OX Place has resigned and will leave the business on 28th February. The Managing Director has been out of the business since January and will not be returning ahead of her final day. She will also resign from the Board of OX Place upon leaving the business. To help support and keep the business moving over the last three weeks, the Chair of OCHL has agreed to undertake two additional days a week in the business. The Board and Oxford City Council Corporate Leadership team agree that this is a temporary measure and that a new Managing Director will need to be appointed as soon as practicable.
2. Given the amount of time it would take to make a permanent appointment, the Board agreed that it should seek to appoint an Interim Managing Director to join as soon as possible. Executive appointments are for the OX Place Board, though their appointment as a Director is reserved to the Shareholder. The Board appointed Campbell Tickell to enable a direct appointment through them for the interim post.
3. Campbell Tickell identified six potential candidates, all with excellent CVs and the Board shortlisted three for interview who had the most complimentary experience. The interview panel comprised me, Rosemary Farrar, and Jane Winfield. The panel decision was unanimous to appoint Kevin Lowry as the Interim Managing Director, for a period of up to six month, working three days a week, starting on 3rd March 2025. He has a pre booked holiday for the last two weeks in March but he was still the best candidate. The Board has agreed the initial priorities for the Interim Managing Director

Reasons for the decision

4. While the OX Place Board are able to appoint executives, appointments to the Board is a matter reserved for Shareholder. The current Managing Director is a Board member, and we are clear that the new Managing Director should also serve on the Board.

Alternative Options Considered

5. The Shareholder could not appoint the interim managing director as a Director of the board however this would be inconsistent with previous post holders and would exclude the executive representation from the Board and decision making.
6. The appointment or use of a Council officer would produce a conflict of interest and not be in line with best practice for wholly owned Council companies.

Implications of making the decision

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| Financial implications | The salary for the post is included within the Housing Company Business Plan | Completed by: Nigel Kennedy, Group Finance Director (Section 151 Officer) Date: 26 February 2025 |
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| Legal implications | The appointment of the MD as a Director is a standard appointment and it is commercially sensible for the Board to seek to do this. | Completed by: Emma Jackman, Director of Law, Governance and Strategy (Monitoring Officer) Date: 26 February 2025 |
| Other implications | None | Completed by: Caroline Green, Chief Executive Date: 27 February 2025 |
| Member declared interests | None | Completed by: Emma Jackman, Director of Law, Governance and Strategy (Monitoring Officer) Date: 26 February 2025 |

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| Background Documents |
| None |

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| Report author | Kerry Kyriacou |
| Job title | Chair |
| Service area or department | OX Place |
| Email contact | kkyriacou@oxford.gov.uk |

Consultee checklist

| Consultees | Name and job title | Date |
|---|---------------------------------|-------------|
| Senior officer e.g. the relevant service manager / Head of Service where the decision maker is the Chief Executive or | Caroline Green, Chief Executive | 27/02/2025 |

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| an Executive Director. | | |
| Head of Financial Services Where required by the Constitution or conditions of the delegation | Nigel Kennedy, Group Finance Director (Section 151 Officer) | 26/02/2025 |
| Head of Law and Governance Where required by the Constitution or conditions of the delegation | Emma Jackman, Director of Law, Governance and Strategy (Monitoring Officer) | 26/02/2025 |
| Cabinet Member(s) Where required by the conditions of the delegation | Councillor Susan Brown, Leader and Cabinet Member for Partnership Working | 03/03/2025 |
| Ward Members Where required by the Constitution or conditions of the delegation | N/A | |

Decision Maker Approval

| <i>Name and job title</i> | <i>Date</i> |
|---|--------------------|
| Councillor Susan Brown, Leader and Cabinet Member for Partnership Working | 03/03/2025 |

This form must be completed and sent to Committee and Member Services **on the date that the decision maker signs it. This must be only done once all consultees have given their approval. The decision shall be effective from the date of publication; therefore, it is important that you send to Committee and Member Services as soon as it is completed and dated by the decision maker. Please note that it is not effective until it is published and the call in period has passed.**

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NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements apply to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- in accordance with Part 4.4 of the Constitution as follows:
 - Awarding a contract where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Acquiring or disposing of freeholds or leaseholds granting new leaseholds (excluding assignments and rent reviews) where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Making a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order
 - Where the effect of a decision is to grant a licence or permission or it affects the rights of citizens
 - Discharging any other express delegation from Cabinet or a Cabinet Member a committee or Council.

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

All other officer decisions should be recorded on an officer decision form but do not need to be published. They must though be stored so as to ensure that they are not lost should an officer leave the authority.

Exempt or Confidential information

Information relating to a delegated officer or single member decision does not have to be made public if it is exempt or confidential. Summary information from this decision

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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sheet (excluding all exempt or confidential information) will be published on the Council's website.

Key or Non Key Decision

A key decision is an executive decision which is likely to:

- Have a significant effect on people living or working in a least two wards or
- Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is:
 - Expenditure, income, or savings of £750,000 or greater in the context of the medium term financial strategy,
 - Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
 - Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
 - Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year

A key decision can only be taken and recorded here if notice of it has been published on the Forward Plan for at least 28 clear days. Key decisions taken by officers may be "called in" by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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