

Decision type: Decision Specifically Delegated to Officers
Decision date: 5 May 2026
Decision maker: Caroline Green, Chief Executive
Decision title: Appointment of Interim Director of Community and Citizen Services

Summary	
Decision being taken:	To appoint Monica Needs as the Interim Director of Community and Citizen Services on a job-sharing basis.
Key decision:	No
Source of delegation:	9.3 of the Constitution The Chief Executive can make interim appointments, of up to twelve months in total, to the senior management structure in order to facilitate projects or fill a skills gap. The Chief Executive shall consult with all political group leaders prior to the implementation of any changes to the senior management structure, and report to the Appointments Committee within six months of any change being implemented.
Cabinet Member:	Councillor Susan Brown, Leader and Cabinet Member for Partnership Working
Corporate Priority:	A Well Run Council
Policy Framework:	None

The Chief Executive decides as follows:

- To appoint** Monica Needs as the Interim Director of Community and Citizen Services on a job-sharing basis.

Appendix No.	Appendix Title	Exempt from Publication
N/A	N/A	N/A

Introduction and background

- Helen Bishop, the City Council's Director of Community and Citizen Services has requested to move to part time working three days per week.

2. This role provides leadership and management of important council services including community services and community centres, leisure, customer services and clienting and commissioning of services provided by Oxford Direct Services (ODS).
3. It is also an area where additional work will be required in transition to unitary councils through Local Government Reorganisation (LGR).

Reasons for the decision

4. Monica Needs has been working with the Council since August 2025 to support Pride in Place, LGR and community development. Monica is very experienced in the communities space, having worked at a senior level in two London Boroughs, has a national profile on these topics and is extremely well networked. The additional expertise and experience Monica brings will be a valuable contribution to support the Council through the LGR process. Monica would be available to start immediately and as she already worked with Helen and the team, this would make a seamless transition.
5. The decision to appoint Monica to the role for two days a week on an interim basis for 12 months will ensure there is no gap in leadership capacity at a critical time for the services. Monica and Helen are content with the job share arrangements.
6. The Political Group Leaders have been consulted as required and received no objection.

Alternative Options Considered

7. Doing nothing would lead to a skills and capacity gap in the senior leadership team at a critical time for the services.
8. Attempting to permanently recruit to the part time role would be difficult in the current market and with the uncertainty of LGR, bears a high risk of being unsuccessful. It would also take time and leave a capacity and skills gap at a critical time.

Implications of Local Government Reorganisation

9. Recruiting a part-time role where the first tranche of work relating to LGR is due to take place could make over the next 12 months could be unsuccessful, which would leave the Council unable to deliver the required leadership of Communities and Citizen Services and the work towards LGR.

Equalities Impact

10. This interim appointment provides for immediate project support to a key priority, while also allowing the flexibility to meet the request of a long-standing member of staff. There are no other suitably experienced internal candidates.

Risks

11. Not appointing an interim Director of Community and Citizen Services would leave a skills gap during a critical period for the City Council during LGR and continuing to run front-line services.

Carbon and Environmental Considerations

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12. Not applicable for the decision.

Implications of making the decision

Financial implications	The cost of the appointment will be met from within the existing budget, with the job share equating to the previous 1 FTE post that existed prior to this appointment.	Completed by: Alistair Rush Group Finance Director Date: 30 April 2026
Legal implications	The implications are as set out in the report. Any contracts for interim appointment should be conducted in line with the usual constitutional requirements, including procurement where a recruitment agency is being utilised.	Completed by: Emma Jackman, Director of Law, Governance and Strategy (Monitoring Officer) Date: 30 April 2026
Other implications	N/A	
Member declared interests	N/A	

Background Documents
None

Report author	Jonathan Malton
Job title	Committee and Member Services Manager
Service area or department	Law, Governance and Strategy
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Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / Director where	Tom Hook, Deputy Chief Executive for City and Citizen Services	30/04/26

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the decision maker is the Chief Executive or a Deputy Chief Executive.		
Group Finance Director Where required by the Constitution or conditions of the delegation	Alistair Rush, Interim Group Finance Director (Section 151 Officer)	30/04/26
Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation	Emma Jackman, Director of Law, Governance and Strategy (Monitoring Officer)	30/04/26

Decision Maker Approval

<i>Name and job title</i>	<i>Date</i>
Caroline Green, Chief Executive	05/05/2026

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

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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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 £750,000 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.

All key decisions are subject to a two-day call-in period which starts the day after the decision has been published (i.e. if a decision was published on a Monday, then call-in starts on Tuesday and expires at the end of Wednesday). No action can be taken until Committee and Member Services have confirmed the call-in period has expired.

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