

# Minutes

## OF A SPECIAL MEETING OF THE Council



Listening Learning Leading

**HELD ON THURSDAY 29 JUNE 2017 AT 6.00 PM**

**Meeting Room 1, 135 Milton Park, OX14 4SB**

### **Present:**

Jeannette Matelot (Chairman)

Anna Badcock, Charles Bailey, Felix Bloomfield, Kevin Bulmer, Steve Connel, John Cotton, Pat Dawe, Anthony Dearlove, David Dodds, Stefan Gawrysiak, Elizabeth Gillespie, Tony Harbour, Paul Harrison, Lorraine Hillier, Elaine Hornsby, Sue Lawson, Lynn Lloyd, Imran Lokhon, Anthony Nash, David Nimmo-Smith, Richard Pullen, Robert Simister, Alan Thompson, David Turner, John Walsh and Ian White

### **Apologies:**

Nigel Champken-Woods, Will Hall, Stephen Harrod, Toby Newman and Bill Service tendered apologies.

### **Officers:**

Steven Corrigan, Andrew Down, William Jacobs, Margaret Reed and Mark Stone

## **14 Declarations of disclosable pecuniary interest**

None.

## **15 Exclusion of the public**

**RESOLVED:** to exclude members of the press and public from the meeting for the following item of business under Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- i. it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A of the Act, and
- ii. the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## 16 Staffing matters

Council considered the confidential report of the head of HR, IT and technical services and the head of legal and democratic services and monitoring officer on the appointments of an acting chief executive, head of paid service, electoral registration officer, deputy electoral registration officer and returning officer following the resignation of the current chief executive and the recommendations of the Joint Staff Committee which met on 28 June 2017.

### **RESOLVED:**

1. to agree the recommendations of the Joint Staff Committee to appoint Mark Stone as acting chief executive of South Oxfordshire District Council with effect from 1 July 2017, with the job description circulated at the meeting, on a salary of £140,000 per annum pro rata for a term expiring on 31 March 2018, with a notice period of three months from the employee and one month from the employer and with a six month probationary period;
2. to authorise the head of HR, IT and technical services in consultation with the chief finance (section 151) officer and the monitoring officer to finalise the terms and conditions and the contract of employment of the acting chief executive in accordance with the terms set out in (1) above;
3. to agree to place the acting chief executive at the disposal of Vale of White Horse District Council and to share the employee costs in accordance with the existing agreement between the two councils under section 113 of the Local Government Act 1972;
4. to appoint the acting chief executive as the council's head of paid service with effect from 1 July 2017 and authorise him to nominate appropriate officers to deputise in his absence;
5. to authorise the head of HR, IT and technical services to make any necessary amendments to the council's published pay policy statement arising from the agreed terms and conditions of appointment of the acting chief executive;
6. to note the need for a review of the inter-authority agreement between the council and Vale of White Horse District Council to clarify the employment situation and sharing of historic and future staff and related costs and requests officers to conduct a review and bring recommendations to Council by October 2017;
7. that in terms of the Representation of the People Act 1983 and all related legislation to appoint Margaret Reed as electoral registration officer and Steven Corrigan as deputy electoral registration officer, with effect from 1 July 2017;
8. that in terms of section 35 of the Representation of the People Act 1983 and all related legislation to appoint Margaret Reed as returning officer, with authority to act in that capacity for elections to the council and all or any parish and town councils within the council's area, with effect from 1 July 2017;
9. to authorise the council's electoral registration officer to act in respect of all related electoral, poll or referendum duties, including in relation to county council elections, elections to the European Parliament and national, regional and local polls or referendums;
10. to agree in relation to the duties of returning officer or any other electoral, referendum or polling duties arising from such appointment, to remunerate the returning officer for local elections, polls or referendums in accordance with the scale of fees approved from time to time by the council and to note that the returning officer will be entitled to the relevant scale of fees prescribed by a fees

order in respect of national, regional or European Parliament elections, polls or referendums;

11. to agree that in all cases where it is a legal requirement or normal practice to do so, the fees paid to the returning officer shall be superannuable and that South Oxfordshire District Council as the employing authority shall pay the appropriate employer's contribution to the superannuation fund, recovering such employer's contributions from central government or other local authorities or agencies where this can be done;
12. to agree that in relation to the conduct of local authority elections and polls, and elections to the United Kingdom Parliament, and all other electoral duties where the council is entitled by law to do so, the council shall take out and maintain in force insurance indemnifying the council and the returning officer against legal expenses reasonably incurred in connection with the defence of any proceedings brought against the council or the returning officer and/or the cost of holding another election in the event of the original election being declared invalid (provided that such proceedings or invalidation are the result of the accidental contravention of the Representation of the People Acts or other legislation governing the electoral process, or accidental breach of any ministerial or other duty by the returning officer or any other person employed by or officially acting for her in connection with the election or poll);
13. to agree that in the event of such insurance carrying an 'excess' clause by which an initial portion of risk is not insured, the council will indemnify the returning officer up to the value of such excess.

The meeting closed at 7.30pm

Chairman

Date