

# Agenda



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Date: 31 March 2022

A RECONVENED MEETING OF THE

## **Joint Staff Committee (adjourned on 31 March 2022)**

WILL BE HELD ON FRIDAY 1 APRIL 2022 AT 1.20 PM

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON, OX14 4SB

### **Members of the Committee:**

Maggie Filipova-Rivers - Chair  
(South Oxfordshire District Council)

Debby Hallett  
(Vale of White Horse District Council)

Jane Murphy  
(South Oxfordshire District Council)

Emily Smith  
(Vale of White Horse District Council)

David Rouane  
(South Oxfordshire District Council)

Elaine Ware  
(Vale of White Horse District Council)

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**1 Apologies and notification of substitutes**

**2 Declaration of interest**

**3 Exclusion of the public**

**Purpose:** To consider whether to exclude members of the press and public from the meeting for the following items of business under Section 100A and 100I of the Local Government Act 1972 on the grounds that:

- (i) It is likely that there will be disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**4 Interviews for head of housing and environment post (item 5 on the original agenda) (Pages 3 - 4)**

To conduct interviews and make an appointment to the head of housing and environment post.

Patrick Arran  
Head of Legal and Democratic



# Joint Staff Committee



Report of Deputy Chief Executive – Place

Author: Suzanne Malcolm

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Date: 31 March 2022

## Appointment of head of housing and environment

### Recommendation

That the committee conducts an interview, and if appropriate, appoints a head of housing and environment subject to confirmation from each Cabinet that there are no objections.

### Purpose of Report

1. This report invites the Joint Staff Committee to conduct a formal interview, and if appropriate, appoint to the head of housing and environment position.

### Appointment process

2. On 22 February 2022, the head of housing and environment position was advertised internally and externally, with a closing date of 13 March 2022.
3. The external recruitment was managed as a head-hunting exercise through GatenbySanderson. The vacancy was advertised in The MJ, Inside Housing, The Guardian, Environment Job, LinkedIn and GatenbySanderson's own website. In accordance with the agreed proposal, GatenbySanderson also targeted known candidates in the profession to either discuss the role or seek recommendations for the role.
4. On 15 March 2022, GatenbySanderson provided a long-list of candidates, rated 'A' to 'B' according to the perceived fit with our candidate specification. No internal candidates applied.

5. The first stage of the selection process was an officer-led interview with Suzanne Malcolm (Deputy Chief Executive – Place), Adrianna Partridge (Deputy Chief Executive – Transformation and Operations) and David Fairall (People and Culture Manager). Suzanne, as line manager for this position, selected 4 ‘A’-rated candidates for first interview.
6. Following these interviews, candidates will be invited for a second interview with the Joint Staff Committee.
7. The Joint Staff Committee is asked to conduct interviews with the invited candidates, and if appropriate, to appoint to the position.
8. As required by the councils’ officer employment procedure rules and the Local Authorities (Standing Orders) (England) Regulations 2001, all members of the cabinets will be informed of the decision to appoint and given an opportunity to raise any objections.
9. The head of housing and environment job description is attached as *appendix 1* and the candidate applications will follow when the final shortlist has been agreed. Possible interview questions that committee members may wish to use will be made available prior to the interview.

### **Financial implications**

10. The successful candidate will be appointed on the same budgeted salary as all heads of service, which is £100,281 per annum (£102,186 from 1 April 2022 including the agreed 1.9% pay award). The employee costs will be met by South Oxfordshire District Council and half the costs will be recharged to Vale of White Horse District Council in accordance with the existing Section 113 agreement between the two councils.

### **Legal implications**

11. Informing all members of the cabinets of the recommendations and giving them an opportunity to raise any objections will meet the requirements of the councils’ officer employment procedure rules and the Local Authorities (Standing Orders) (England) Regulations 2001.

### **Conclusion**

12. The committee is invited to conduct formal interviews, and, if appropriate, appoint the head of housing and environment.