

Agenda



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Date: 3 July 2024

A MEETING OF THE

Joint Staff Committee

WILL BE HELD ON TUESDAY 16 JULY 2024 AT 9.50 AM

MEETING ROOM 1, ABBEY HOUSE, ABBEY CLOSE, ABINGDON, OX14 3JE

Members of the Committee:

South Oxfordshire District Council

Maggie Filipova-Rivers
Kate Gregory
David Rouane
Andrea Powell
Anne-Marie Simpson

Vale of White Horse District Council

Mark Coleman
Neil Fawcett
Andy Foulsham
Viral Patel
Bethia Thomas

1 Election of chair

To elect a chair of the committee for the 2024/25 municipal year.

2 Election of vice-chair

To elect a vice-chair of the committee for the 2024/25 municipal year.

3 Apologies and notification of substitutes

4 Declarations of interest

5 Minutes (Pages 3 - 4)

To adopt and sign as a correct record the minutes of the committee's meeting held on 12 October 2023 - **attached**.

6 Exclusion of the public

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.

7 Appointment of head of legal and democratic and monitoring officer (Pages 5 - 27)

To conduct interviews and make an appointment to the head of legal and democratic, and to make a recommendation to each Council that this person be confirmed as the Council's monitoring officer, to be remunerated in compliance with the Councils approved Pay Policy Statement – **report attached**.

8 Minutes (Page 28)

To adopt and sign as a correct record the confidential minutes of the committee's meeting held on 12 October 2023 - **attached**.

9 Update on the chief executive's appraisal and targets (Page 29)

To receive an update on the chief executive's appraisal and targets.

Vivien Williams
Head of Legal and Democratic (Interim)



Minutes



Listening Learning Leading



OF A MEETING OF THE

Joint Staff Committee

HELD AT 2.30 PM ON THURSDAY 12 OCTOBER 2023

MEETING ROOM 1, ABBEY HOUSE, ABBEY CLOSE, ABINGDON, OX14 3JE

Present:

Neil Fawcett, Maggie Filipova-Rivers, David Rouane, Andrea Powell, Anne-Marie Simpson, Neil Fawcett, Andy Foulsham, Viral Patel and Bethia Thomas

Apologies:

Kate Gregory and Sue Caul tendered apologies.

Officers: Steven Corrigan, Democratic Services Manager and Adrianna Partridge, Deputy Chief Executive – Transformation and Operations

1 Election of chair

Councillor Filipova-Rivers was elected Chair of the committee for the 2023/24 municipal year.

2 Election of vice-chair

Councillor Patel was elected Vice-Chair of the committee for the 2023/24 municipal year.

3 Apologies for absence

Apologies for absence were submitted on behalf of Councillors Caul and Gregory.

4 Declarations of interest

None.

5 Minutes of previous meeting

RESOLVED: to adopt and sign as a correct record the minutes of the committee's meeting held on 29 September 2022.

6 Exclusion of the public

RESOLVED: to exclude members of the press and public from the meeting for the following item of business under Schedule 12A of the Local Government Act 1972 as amended on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraph 1, Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

7 Performance and development review of the chief executive (Exempt minute see page 3)

The committee considered the performance and development review of Mark Stone, Chief Executive that had been undertaken by the Leaders of South Oxfordshire and Vale of White Horse district councils. The committee reviewed and supported the performance review form completed by the chief executive and the Leaders, which included the objectives for the next 12 months set by the Leaders, noting that some may be adjusted through the year to reflect the national and local context.

The meeting closed at 3:50pm

Chair

Date

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Joint Staff Committee



Report of Head of Corporate Services

Author: Abi Witting

Telephone: 07511 046758

E-mail: Abigail.witting@wouthandvale.gov.uk

Date: 16 July 2024

Appointment of head of legal and democratic and monitoring officer

Recommendation

That the committee

- a) conducts an interview, and if appropriate, asks the Chief Executive to complete the process necessary to appoint their preferred candidate as head of legal and democratic services subject to, confirmation from each Cabinet that there are no objections.
- b) if an appointment is made, recommends to each Council to appoint the head of legal and democratic as the councils' monitoring officer.

Purpose of Report

1. This report invites the Joint Staff Committee to conduct a formal interview, and if appropriate, appoint to the head of legal and democratic position. If an appointment is made, to recommend to each Council that the successful candidate also be appointed as the councils' monitoring officer.

Appointment process

2. On 22 April 2024, the head of legal and democratic and monitoring officer position was advertised internally and externally, with a closing date of 5pm Monday 27 May 2024.
3. The external recruitment was managed as a head-hunting exercise through GatenbySanderson, following a selection process requesting quotations from three

such agencies. The vacancy was advertised in The MJ, Law Society Gazette, the Guardian, LinkedIn, Diversity Network (an online jobs board particularly targeting websites to attract candidates with disabilities, from a variety of ethnic groups and the LGBTQI+ communities) and GatenbySanderson's own website. In accordance with the agreed proposal, GatenbySanderson also targeted 111 known candidates in the profession to either discuss the role or seek recommendations for the role.

4. On 3 June, GatenbySanderson provided a long list of 15 candidates, rated 'A' 'B' and 'C' according to the perceived fit with the candidate specification. One internal candidate applied. Following a longlisting meeting with Mark Stone (Chief Executive), Suzanne Malcolm (Deputy Chief Executive – Place) and Abi Witting (People & Culture Manager) 7 candidates were selected to progress to the technical interview stage including the internal candidate. One external candidate withdrew from the process.
5. The technical interview stage was a formal interview with a panel comprising of Kembi Coakelin (GatenbySanderson consultant), Daniel Bainbridge (Group Head of Law and Governance at Arun District Council) and Abi Witting (People and Culture Manager). The questions explored the following topics: motivation, finances and budgets, strategic leadership, navigating problems and disagreements, qualities of a monitoring officer and team management and innovation.
6. On 19 June, GatenbySanderson provided a short-list of six candidates, rated 'A' and 'C' according to the perceived fit with the candidate specification. Following a shortlisting meeting with Suzanne Malcolm (Deputy Chief Executive – Place), Mark Minion (Head of Corporate Services and deputising for Adrianna Partridge), Simon Hewings (Head of Finance and S151 Officer) and Abi Witting (People and Culture Manager) four candidates were selected to progress to the technical interview stage this did not include the internal candidate.
7. A briefing session was held for members of the Joint Staffing Committee on 20 June 2024 to provide an overview of the service and to brief them on the next steps. A copy of the slides are attached as appendix 2. Interview questions that committee members can use will be made available prior to the interview, although committee members may decide to ask follow-up questions.
8. The next phase (scheduled for 15 July) of the selection process will be a two-stage process.
 - Stage one is an officer-led informal interview with Suzanne Malcolm (Deputy Chief Executive – Place), Adrian Duffield (Head of Planning), Tim Oruye (Head of Policy and Programmes) and Paul Fielding (Head of Housing and Environment).
 - The second stage is a formal officer lead interview including a presentation. The panel will be Mark Stone (Chief Executive) Adrianna Partridge (Deputy Chief Executive – Corporate and Communities), Mark Minion (Head of Corporate Services), Simon Hewings (Head of Finance and S151 Officer) and Abi Witting (People and Culture Manager).
9. Following these interviews, up to four candidates will be invited for a second, formal interview with members.

10. The Joint Staff Committee is asked to conduct these interviews with the invited candidates, and if appropriate, to appoint to the position.
11. 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. If there are no material or well-founded objections by cabinet members to the proposed appointment, the appointment will be made and the recommendation to appoint the successful candidate as the councils' monitoring officer will be submitted to Vale Council meeting on 17 July 2024 and a special South Council meeting provisionally scheduled for 18 July 2024.
12. The agreed head of legal and democratic and monitoring officer job description is attached as appendix 1.

Financial implications

13. The successful candidate will be appointed on the same budgeted salary as all heads of service who have additional statutory roles, which is £122,475 per annum. Half of the employee costs will be met by South Oxfordshire District Council and half the costs will be met by Vale of White Horse District Council in accordance with the existing Section 113 agreement between the two councils.

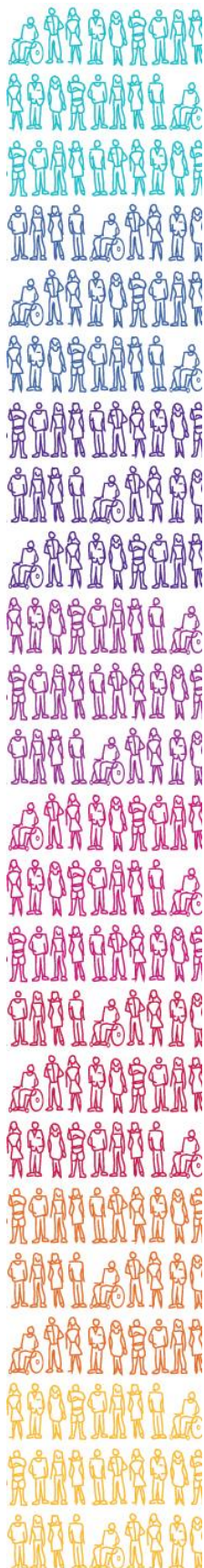
Legal implications

14. Designating the head of legal and democratic as the councils' monitoring officer will fulfil the councils' duty under Section 5 of the Local Government and Housing Act 1989.
15. 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

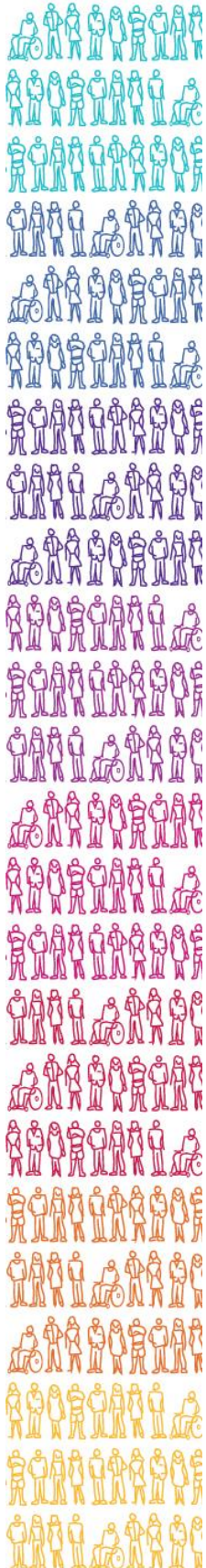
16. The committee is invited to conduct formal interviews, and, if appropriate, select a preferred candidate for appointment as head of legal and democratic and to recommend each Council on the appointment of that individual as monitoring officer.

Job description



Head of Legal & Democratic Services (Monitoring Officer)	
Immediate team	Chief Executive
Service team	Legal Services, Democratic Services
Line manager's job title	Spot Grade, £122,475
Number of direct reports	Permanent
Salary and grade	37 hours per week or as required.
Duration of role	The designated office base is Abbey
Hours per week	South Oxfordshire
Location	Six months
Employing council	Three months
Probationary period	No
Notice period	October 2023
DBS check required	Chief Executive
Date job description updated	Legal Services, Democratic Services
Statutory Roles	Monitoring Officer Data Protection Officer

About the role and what we're looking for
<p>Job purpose:</p> <ul style="list-style-type: none"> subject to full council approval, to fulfil the statutory function of monitoring officer for both councils. to ensure that the strategic objectives of each council are met and that all residents receive services which provide service improvement and value for money through the delivery of direct and commissioned services. to provide effective leadership and development for the service areas within your scope (Legal Services, Democratic Services), ensuring the necessary changes to culture and practice, to take forward the joint working arrangements of the councils. as the principal advisor to both councils on the service areas within your scope, to facilitate informed decision making by ensuring that officers and members are appraised of issues and receive relevant, best-practice professional advice. to assist the Chief Executive in the strategic management of the



service areas within your scope.

Main duties and responsibilities:

Corporate management

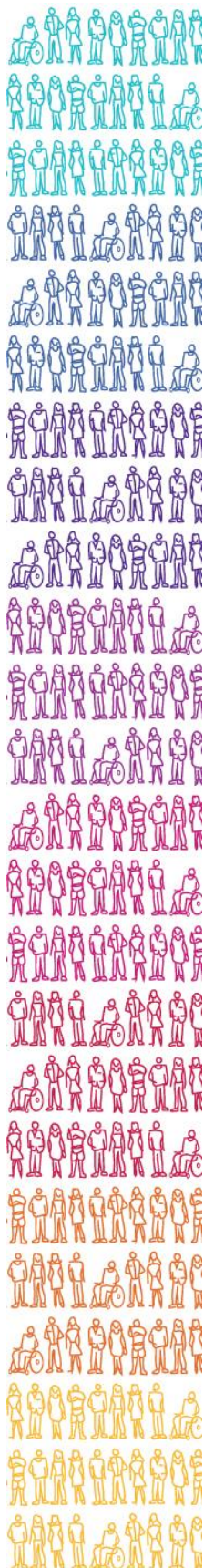
To assist the Chief Executive in providing strong and effective corporate management of both councils through:

- working closely with corporate management to help create and embed the necessary changes in culture and practice to meet the needs of both councils.
- to interact with portfolio members and provide regular reports and briefings to Cabinet and lead opposition members.
- contribute to the achievement of both councils' overall objectives by aligning the service to its vision and priorities, working with colleagues across both councils to deliver joined-up programmes, projects, policies, and initiatives effectively and efficiently, optimising the effective and efficient use and deployment of resources.
- to establish and maintain effective working relationships with all elected members as appropriate.
- to build effective working relationships with internal and external partners, stakeholders, and communities of interest in order to develop and improve services.
- to promote a positive image of both councils externally and represent the councils in discussions with partner organisations and stakeholders.

Service management

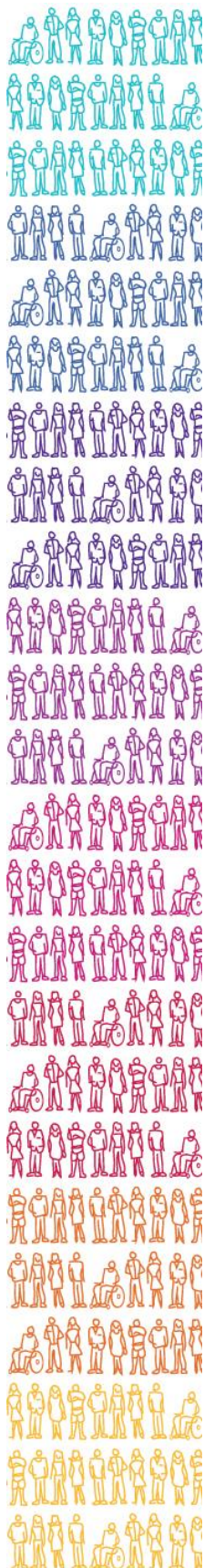
To ensure sound and robust management of the service through:

- the development, delivery and monitoring of an annual service and business plan which aligns with both councils' corporate plans, objectives, and priorities. Plans to be delivered within timeframes agreed by the strategic management team and members, sufficient to inform the councils budgetary processes.
- leading, motivating, and developing the teams within your scope, both individually and collectively, ensuring that the employees of each council are aware of the aims and objectives of their council, the standards of behaviour and performance expected of them and the achievements of the separate organisations.
- leading and managing the services within your scope, delivering excellence across the service through the development of high performing teams, effective delegation, communication, cross-authority



working, prioritising customer service and satisfaction across all areas

- leadership and innovation in the development of innovative approaches to service delivery to ensure continuous improvement in performance, value for money, and quality of services for customers.
- ensuring performance management is embedded into the day-to-day work of the services within your scope. Performance reviews to be undertaken by the due dates and recorded as required by the review processes. Also, ensure all service plan and workplan monitoring is undertaken by the due dates and entered onto the performance management system(s).
- identifying training and development needs in discussion with service managers for all staff in the services within your scope; and to encourage participation in any training and development activities. This to include coaching, mentoring and evaluation of all training undertaken.
- to plan, monitor and manage the service’s budget to achieve financial and performance targets and work with corporate management to ensure budgets are aligned to both councils’ corporate strategies, objectives, and priorities.
- to build and lead successful joint-working arrangements and partnerships with and between councils, internal and external service providers, other Councils, and agencies to deliver high-quality and cost-effective, customer-focused services.
- to maintain an awareness and understanding of new legislation and/or best practice, relevant to the services within your scope, interpreting the resulting implications and developing appropriate policies, procedures, and practice to ensure that both councils comply with their statutory obligations as well as secure performance improvement and increased customer satisfaction.
- to ensure both council’s policies and procedures, particularly health and safety, equalities, customer care, emergencies, security, and work standards are embedded throughout the services within your scope.
- to represent both councils equally and without bias to all outside bodies.
- to avoid any conflicts in connection with the policies and activities of each council which may be different as a result of being led by different political parties.
- to undertake all such duties and responsibilities determined by the Chief Executive that is commensurate with the nature of the post.



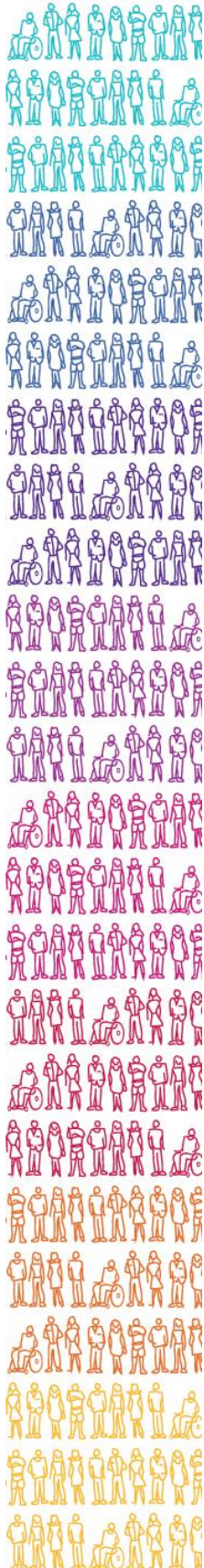
About you

Experience

- relevant professional qualification as a fully qualified solicitor or equivalent.
- demonstrable vocational experience and evidence of continuing professional development.
- an in-depth knowledge and management experience of at least one of the significant services specified in the job description in a demanding, complex, and politically sensitive environment.
- a good understanding of a wide range of policy and operational issues, as well as experience of achieving significant service outcomes, in at least one of the significant services specified in the job description.
- proven success in leading a large multi-disciplined team through major change, managing the integration of functions into a customer-focused service that significantly contributes to the achievement of corporate priorities.
- a strong track record of achievement in developing, managing and implementing service strategies that underpin the delivery of progressively higher standards of service and cost reductions within challenging organisational circumstances.
- experience of planning, monitoring, and managing service budgets.
- evidence of having used diversity (in its broadest sense), in a very practical way, to increase levels of organisational performance.
- demonstrates a commitment to self and staff development.

Key competences and behaviours

- a corporate leader who is energetic, determined, and positive to enable the joint working arrangements of the councils.
- the ability to provide professional advice confidently and tactfully, expressing a viewpoint and providing clear policy direction.
- the ability to handle competing priorities and a challenging workload in a complex political environment.
- highly developed communication, networking, and ambassadorial



skills.

- strong personal commitment to the achievement of first-class outcomes.
- an inclusive team player who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others.

the ability to motivate staff at all levels to perform at the highest level possible.

Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Yes
Politically restricted post	Yes
DBS check required	No

About us

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.



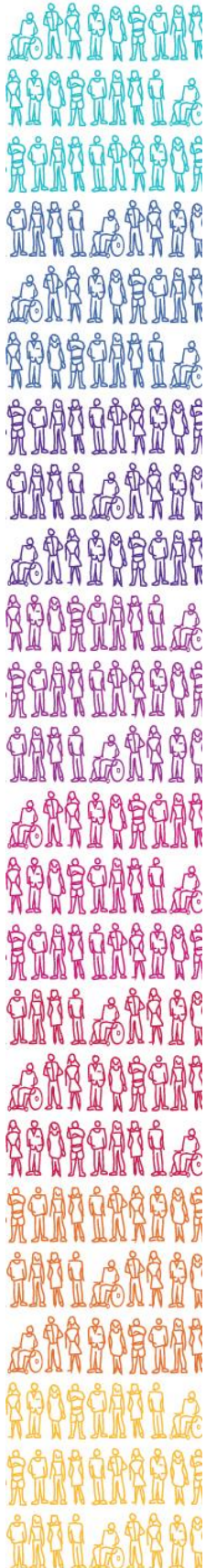
VISION
AND
VALUES

Our vision

We are seen as being customer-focused, approachable and business-like. We are honest and open and are renowned for providing high-quality cost-effective services.

Our values

- We act with integrity and show respect.
- We are all accountable
- We are passionate about our business.
- We strive for simplicity.
- We love success



The benefits we offer

- 34 days **annual leave** per annum, plus bank holidays and time off between Christmas and New Year
- **salary pay awards** – we review salaries each April.
- a generous career average **pension** scheme which includes life insurance of three times your salary
- the opportunity to **purchase a bike** through the tax efficient Cyclescheme.
- various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more).
- a range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to the ability to work flexibly and annual leave.
- we give you two days per year to **volunteer** within the local community.

How to apply

Having read about our role if you have any questions, please email **Manager name** Team at **xxxxx@southandvale.gov.uk**

If this job excites you, please complete our online application at <https://southandvale.livevacancies.co.uk/#/>
We look forward to hearing from you.

Head of Legal and Democratic, Monitoring Officer Recruitment

20 June 2023



South Oxfordshire and
Vale of White Horse District Council

Agenda Item 7

Objective of today's session

To provide Members with assurance that the recruitment process for the Head of Legal and Democratic, Monitoring Officer Recruitment is robust and in line with legislation.



Legislative Requirements & Governance Process

Abi Witting



South Oxfordshire and
Vale of White Horse District Council

Agenda Item 7

Who makes the decision?

Where executive arrangements are in place, the appointment of staff is a function reserved to the Council. This means that these decisions are either taken by the Council itself, a Committee or an officer.

Local Government Act, 1972

All appointments and dismissals that **are not** chief officers or deputy chief officers is the responsibility of the **head of paid service (the chief executive)**. Members are not permitted to be involved in these decisions.

The Local Authorities (Standing Orders) (England) Regulations 2001



Statutory Chief Officers

Members **ARE** involved in the appointment of Statutory Chief Officers. These are:

- Head of Paid Service (LGHA 1989)
- Monitoring Officer (LGHA 1989)
- Chief Finance Officer (LGA 1972)

Not applicable for South Oxfordshire and Vale of White Horse District Councils but for reference:

- Director of Children's Services (Children Act 2004)
- Director of Public Health (National Health Service Act 2006)
- Director of Adult Social Services (Local Authority Social Services Act 1970)



Non-Statutory Chief Officers

Members **ARE** involved in the appointment of non-statutory chief officers. A 'non-statutory chief officer' is defined as:

- a person for whom the head of the authority's paid service is directly responsible
- a person who, as respects all or most of the duties of their post, is required to report directly or is directly accountable to the head of the authority's paid service; and
- **excludes** any person whose duties are solely **secretarial** or **clerical** or are otherwise in the nature of **support services**.

Local Government and Housing Act 1989



How this works in practice

- Not practical (or desirable!) for interviews of Chief Officers to be undertaken by Full Council.
- Usual practice is for appointment of Chief Officers to be led by a cross-party Member Appointments Panel, with Council endorsing the appointment based upon their recommendation.



COMMERCIAL IN CONFIDENCE

South Oxfordshire and Vale of White Horse Member Appointment Panel

The Member Appointment Panel (Joint Staffing Committee) is agreed at both Councils' Annual General Meetings. It is chaired by the respective Leaders of the Councils.

South	Vale
David Rouane (leader)	Bethia Thomas (leader)
Kate Gregory	Neil Fawcett
Maggie Fillipova-Rivers	Mark Coleman
Andrea Powell	Andy Foulsham
Anne Marie Simpson	Viral Patel

The Member Appointment Panel for the Monitoring Officer will take place on Tuesday 16th July.





The recruitment process

Kembi Coakelin Gatenby Sanderson



South Oxfordshire and
Vale of White Horse District Council

Agenda Item 7

About our business

Established in
2002

Dedicated
service to the
Public & Not
for Profit
sector

Size and scale

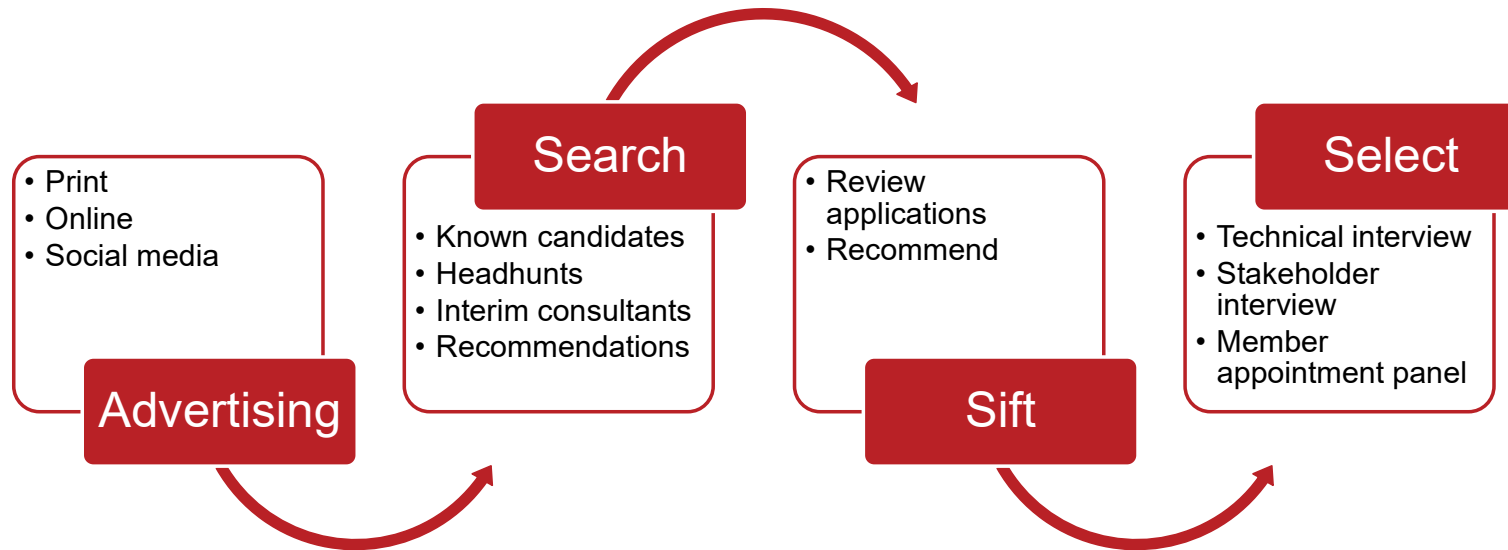
Regularly
deliver high-
profile &
sensitive
appointments

Extensive due
diligence

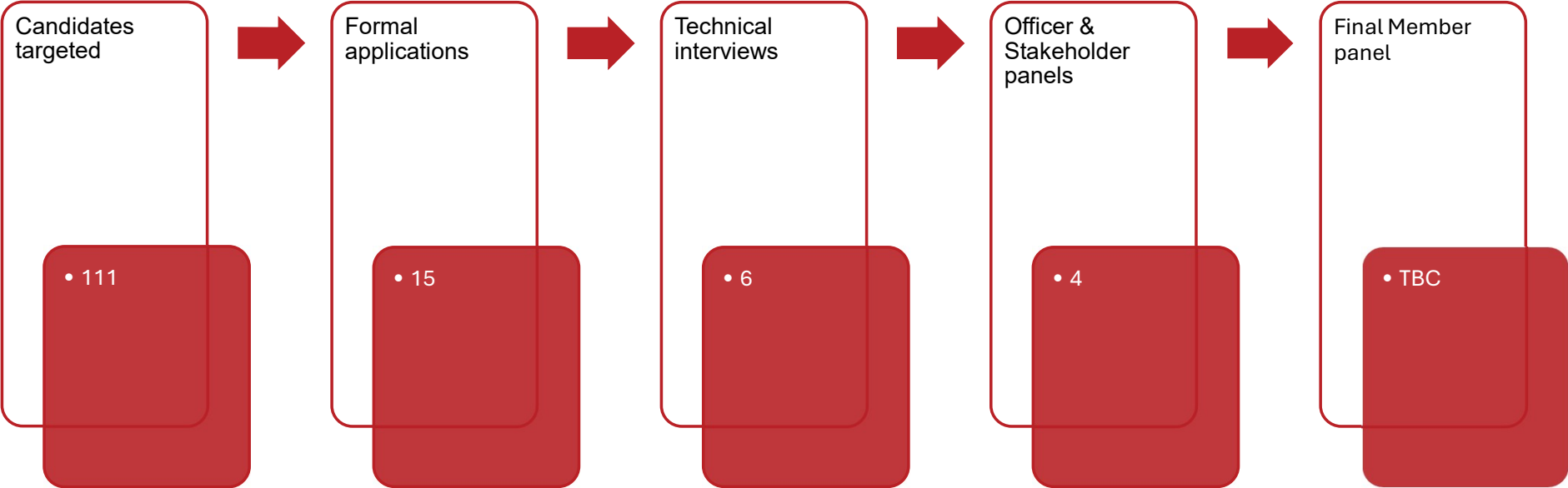
High levels of
customer
service

COMMERCIAL IN CONFIDENCE

The recruitment process



Feedback



COMMERCIAL IN CONFIDENCE

Your recommendation will have been:

- Technically interviewed by internal and external assessors
- Interviewed by senior officers in both a group setting and formal question and answer interview including a presentation.
- Interviewed formally by an equal panel formed of councilors from both councils
- Background checked:
 - References before final stages
 - Social media
 - Adverse media
 - Barred Directors
 - Qualifications and memberships



Any
Questions?



South Oxfordshire and
Vale of White Horse District Council

Agenda Item 7

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 9

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