

# 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



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# 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 16<sup>th</sup> July.







# The recruitment process

## Kembi Coakelin Gatenby Sanderson



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# About our business

Established in  
2002

Dedicated  
service to the  
Public & Not  
for Profit  
sector

Size and scale

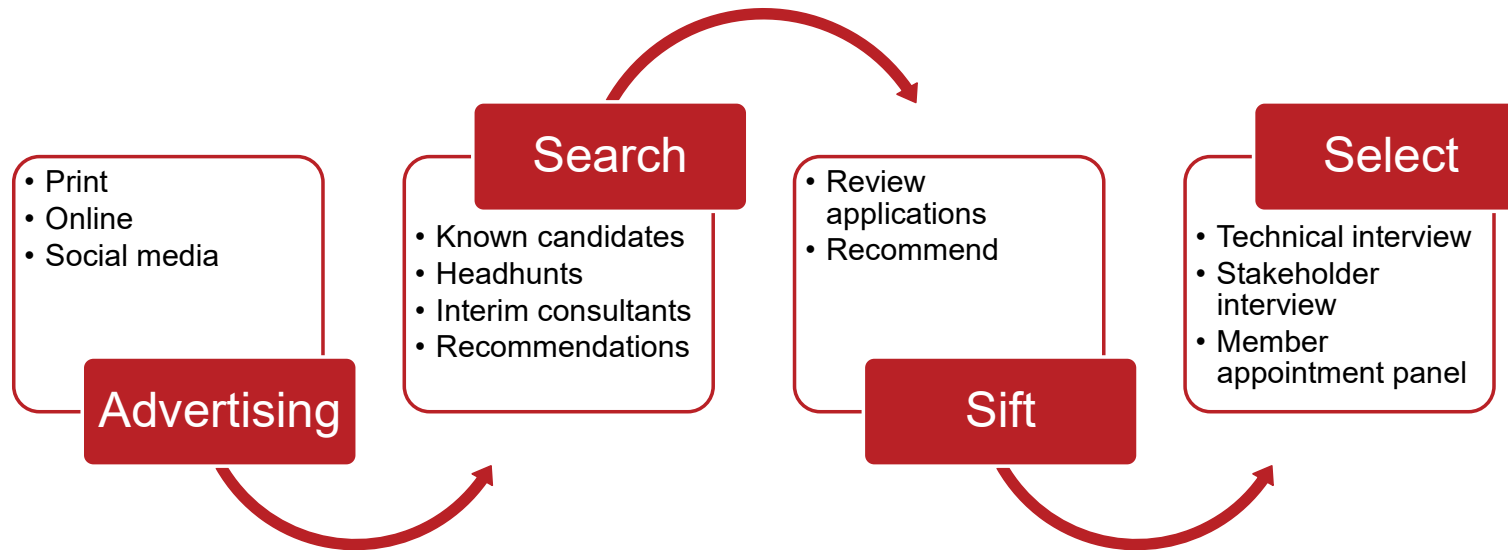
Regularly  
deliver high-  
profile &  
sensitive  
appointments

Extensive due  
diligence

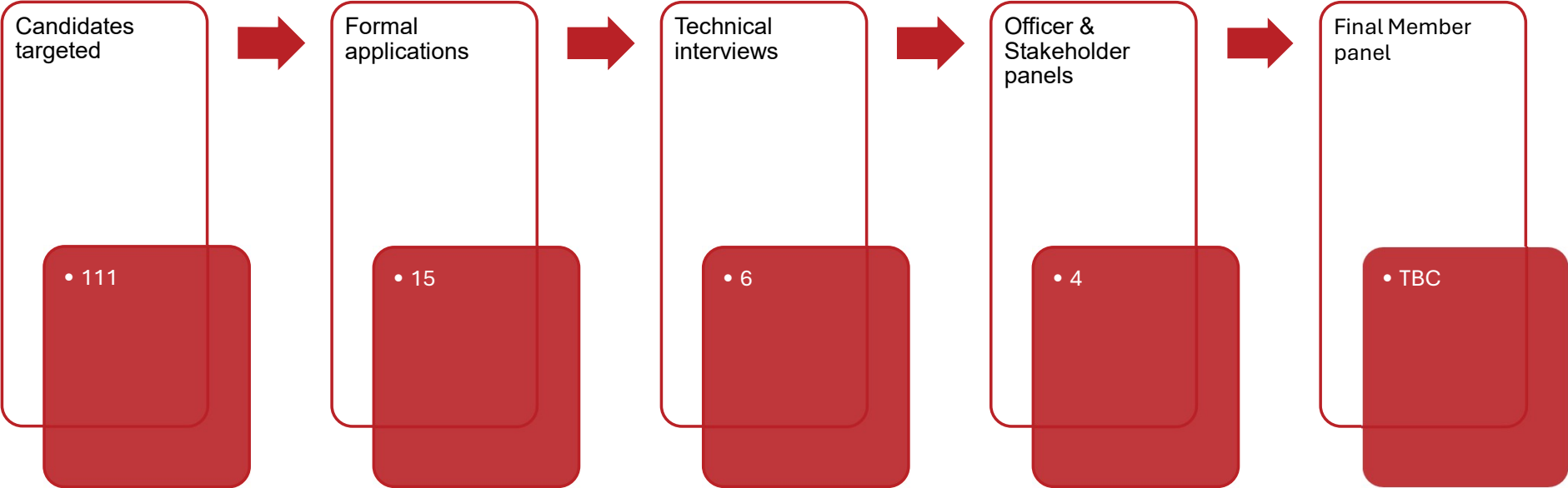
High levels of  
customer  
service

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# The recruitment process



# Feedback



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# 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?



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