



# **County Council**

**10 July 2018**

## **Agenda**

## Declarations of Interest

### The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

### Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

### What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

### List of Disclosable Pecuniary Interests:

**Employment** (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines.

<http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@oxfordshire.gov.uk) for a hard copy of the document.

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

To: Members of the County Council

## ***Notice of a Meeting of the County Council***

**Tuesday, 10 July 2018 at 3.30 pm or on the rising of Council**

**Council Chamber - County Hall, New Road, Oxford OX1 1ND**



P.G. Clark  
Chief Executive

June 2018

Committee Officer: **Deborah Miller**  
Tel: 07920 084239; E-Mail: [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk)

In order to comply with the Data Protection Act 1998, notice is given that Items 3, 7 and 12 will be recorded. The purpose of recording proceedings is to provide an *aide-memoire* to assist the clerk of the meeting in the drafting of minutes.

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***Members are asked to sign the attendance book which will be available in the corridor outside the Council Chamber. A list of members present at the meeting will be compiled from this book.***

***A buffet luncheon will be provided***

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interest - see guidance note**

Members are reminded that they must declare their interests orally at the meeting and specify (a) the nature of the interest and (b) which items on the agenda are the relevant items. This applies also to items where members have interests by virtue of their membership of a district council in Oxfordshire.

### **3. Petitions and Public Address**

### **4. Appointment of a Joint Chief Executive for Oxfordshire County Council and Cherwell District Council (Pages 1 - 10)**

This report applies in the event that, earlier on 10 July, Full Council reaches a decision to make an appointment to the post of 'Joint Chief Executive and Head of Paid Service', in partnership with Cherwell District Council. Following any such decision, Cabinet members will have been consulted during the day about these intentions, in accordance with the Council's Constitutional, and statutory rules.

This report therefore sets out the decisions that would need to be confirmed if Full Council is now minded, in the light of any comments from Cabinet members, to proceed with an appointment and subsequent redundancy. The rationale and context is supplied in the report of the same title on the Full Council agenda, at the meeting held earlier today.

An addenda to this agenda will be circulated, to summarise the views of Cabinet members as to whether they have any objections or not.

#### ***Council is RECOMMENDED:***

- 1. *Having received the views of Cabinet in consequence of Full Council's earlier decisions then, as appropriate:***
  - (a) confirm the appointment of Yvonne Rees as Joint Chief Executive and Head of Paid Service of Oxfordshire County Council in accordance with paragraphs 8 and 9; and as a consequence***
  - (b) confirm the ending of the current Chief Executive and Head of Paid Service role on the grounds of redundancy in accordance with paragraphs 14-15 and Annex 2, and that a Notice of Termination be issued on the 30 September 2018 ending Mr Clark's employment; and***
  - (c) ask the Director of Human Resources to issue the necessary offer of appointment to Yvonne Rees;***
  - (d) ask the Monitoring Officer to amend the Constitution to reflect these decisions, as appropriate;***
  - (e) agree that these decisions are subject to Cherwell District Council confirming its decision to enter into joint working with Oxfordshire County Council, which it is currently scheduled to do on 16 July 2018.***

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#### **Pre-Meeting Briefing**

There will be a pre-meeting briefing at County Hall on **Monday 9 July 2018 at 10.15 am** for the Chairman, Vice-Chairman, Group Leaders and Deputy Group Leaders

Division(s): N/A

## COUNTY COUNCIL – 10 JULY 2018

### APPOINTMENT OF A JOINT CHIEF EXECUTIVE FOR OXFORDSHIRE COUNTY COUNCIL AND CHERWELL DISTRICT COUNCIL

Report by Director of Law & Governance, Director of Finance and Director of  
Human Resources

#### Introduction

1. This report applies in the event that, earlier on 10 July, Full Council reaches a decision to make an appointment to the post of 'Joint Chief Executive and Head of Paid Service', in partnership with Cherwell District Council.
2. Following any such decision, Cabinet members will have been consulted during the day about these intentions, in accordance with the Council's Constitutional, and statutory rules.
3. This report therefore sets out the decisions that would need to be confirmed if Full Council is now minded, in the light of any comments from Cabinet members, to proceed with an appointment and subsequent redundancy.
4. The rationale and context is supplied in the report of the same title on the Full Council agenda, at the meeting held earlier today.
5. An ***addenda will be circulated***, in connection with the present agenda, to summarise the views of Cabinet members, as to whether they have any objections or not.

#### Appointment Process

6. The job description for the role of Joint Chief Executive and Head of Paid Service can be found at Annex 1.
7. Full Council is now asked to consider the views submitted by Cabinet members and to determine, in the light of these, whether to confirm an appointment to the post of 'Joint Chief Executive and Head of Paid Service', and the ending of the current position of Chief Executive.

## Proposal

8. Following a successful assessment process the Remuneration Committee unanimously agreed to recommend to Full Council that Yvonne Rees should be appointed to the role of Joint Chief Executive and Head of Paid Service for Oxfordshire County Council and Cherwell District Council; that the salary for said Joint Chief Executive role should be £190,000 per annum. This is based on the Director for Human Resources' assessment, through benchmarking, of comparable roles reflecting the additional duties and complexities of the role. It is intended that the start date should be 1 October 2018
9. In the event that Full Council agreed to make this appointment, at its first meeting on 10 July, it is now for Full Council to confirm this. The County Council's contribution towards the annual salary would be £115,900 which will be subject to review in six months.
10. It is also proposed that the Section 113 Agreement will reflect that the appointment will be reviewed in six months. The initial cost sharing arrangement will also be reviewed with a view to agreeing costs for respective budgets in 2019/20 in light of the first six months of operation.
11. If the appointment is approved, Audit & Governance Committee, as delegated by Council, must make an appointment in September to the statutory role of County Returning Officer so that there is no discontinuity. While the decision is for Audit & Governance Committee, established practice would normally be to appoint the chief executive to the role, particularly if the post holder already experience in such a role, as is the case with Yvonne Rees.

## Employment of the current Chief Executive

12. As a consequence of any decision to appoint Yvonne Rees, the employment of the current Chief Executive of Oxfordshire County Council, Peter Clark, would be ended on the grounds of redundancy when the new post of "Joint Chief Executive and Head of Paid Service" comes into effect. The Council is at an important stage of the design and implementation plan of its Fit for the Future programme. It will require a commitment for the next 2 to 3 years to ensure the success of this and of the joint working arrangements, a commitment that Peter Clark is unable to give: as such, he considered it would be a better course if he did not put himself forward for the role.
13. In this case, the redundancy occurs, legally, because the County Council's role of "Chief Executive and Head of Paid Service" is being deleted and that role will be replaced by a shared post. The new role will be different to that of the current role in that it entails a management of two authorities rather than one. However, consideration has to be given to redeployment and alternative roles within the Council. That process has been undertaken in consultation with the current post holder and no suitable alternative roles have been identified which can be undertaken by the County Council's Chief Executive.

14. In the circumstances, it is therefore appropriate for the current post to be ended on the grounds of redundancy with the resultant payment of redundancy and notice that follows from that decision. A fuller note on the redundancy is at Annex 2.
15. It is envisaged that the Notice of Termination would be served on 30 September 2018. It is considered necessary to maintain the current arrangements until that point in order to ensure continuity of service delivery, until the new Joint Chief Executive starts on 1 October. The costs associated with this are at Annex 2.
16. Full Council is invited to confirm the decision to end the employment of Peter Clark, on the grounds of redundancy.

### **Legal and Financial Implications**

17. Any final decisions taken by Full Council on this matter, will be subject to decisions to be taken by Cherwell District Council on 16 July, in particular the recommendations to Cherwell District Council formally to:
  - (a) give South Northamptonshire District Council notice to end the Section 113 agreement that underpins the joint working between the two authorities;
  - (b) agree to develop joint working arrangements with Oxfordshire County Council and to enter into a Section 113 Agreement as the basis by which the joint working partnership will be delivered; and to
  - (c) agree to the establishment of a Cherwell and Oxfordshire County Council Chief Executive and Head of Paid Service
18. There are expected to be efficiencies from the joint working arrangement as they are approved. At this stage, the savings for the County Council in the appointment of a Joint Chief Executive will be the contribution that Cherwell District Council will now be making towards the salary of the post, as indicated in paragraphs 8 and 9. The redundancy costs for the current post of Chief Executive and Head of Paid Service are in Annex 2.

### **RECOMMENDATIONS**

19. **Council is RECOMMENDED:**
  1. **Having received the views of Cabinet in consequence of Full Council's earlier decisions then, as appropriate:**
    - (a) **confirm the appointment of Yvonne Rees as Joint Chief Executive and Head of Paid Service of Oxfordshire County Council in accordance with paragraphs 8 and 9; and as a consequence**
    - (b) **confirm the ending of the current Chief Executive and Head of Paid Service role on the grounds of redundancy in accordance**

with paragraphs 14-15 and Annex 2, and that a Notice of Termination be issued on the 30 September 2018 ending Mr Clark's employment; and

- (c) ask the Director of Human Resources to issue the necessary offer of appointment to Yvonne Rees;
- (d) ask the Monitoring Officer to amend the Constitution to reflect these decisions, as appropriate;
- (e) agree that these decisions are subject to Cherwell District Council confirming its decision to enter into joint working with Oxfordshire County Council, which it is currently scheduled to do on 16 July 2018.

**LORNA BAXTER**  
Director of Finance

**NICK GRAHAM**  
Director of Law & Governance

**STEVE MUNN**  
Director of Human  
Resources

Background papers: Nil.

Contact Officer: Nick Graham

June 2018



## Job Description and Leadership Qualities

### Job Description

**Job Title:** Joint Chief Executive – Oxfordshire County Council and Cherwell District Council

**Location:** Oxford/Banbury - to work across the county/district locations as appropriate

**Contract:** Permanent

**Reports To:** Oxfordshire County Council & Cherwell District Council

Members

**Responsible For:** All employees in Oxfordshire County Council and Cherwell District Council

### Strategic Purpose

Accountable for the strategic leadership, direction and oversight of services delivered for and on behalf of the two Councils to deliver the best possible outcomes for residents, customers and local communities as directed by the administration of each Council.

### Key Relationships

The two Leaders, Cabinet Members and other Elected Members, Senior Officers from both Councils, other local authorities, businesses, community, voluntary and other organisations, in particular Police, Health and Local Economic Partnerships. National relationships to include central government and key national bodies such as the Local Government Association.

### Job Purpose

Work in partnership with the two Leaders and other Elected Members in the design and delivery of a strategic vision and plan for the two Councils that secures the best possible long term outcomes for the localities and residents they serve.

Exercise the statutory duties and responsibilities of Head of Paid Service for both Councils as defined within the Local Government and Housing Act 1989.

Provide leadership to secure a collaborative approach by colleagues across both Councils on all strategic matters in relation to a shared direction; organisational performance; encouraging a learning organisational culture focused upon improvement and high performance.

Ensure that the strategic aims, objectives and priorities of each Council are met and that residents and businesses across both localities receive excellent services in accordance with the policy, budgetary, statutory, quality and value for money requirements of each Council.

Lead the development of proposals exploring and promoting appropriate joint working opportunities between the two Councils and other public bodies. Informed and guided by the established joint working governance arrangements, with the aim of delivering improvements to service, quality and public value.

Oversee the strategy to build and maintain successful internal and external partnerships and relationships, and to oversee each Council's communications strategy to promote a positive image of each Council to partners, citizens, and national and regional bodies.

### **Main Duties and Responsibilities**

Be the principal advisor to each Council on matters of general policy, development, implementation and maintenance of corporate and strategic policies and to ensure effective and pro-active forward planning.

Work with leading Elected Members and Senior Officers at both Councils to ensure that the strategic aims and values of each Council are clearly understood by their Elected Members, employees and partners and are reflected in all that each Council does.

Oversee the maintenance and continuous improvement of a coherent framework of performance management which ensures that the objectives, desired outcomes and improvement aspirations of both Councils are met and employees in both organisations understand clearly what is expected of them.

Ensure that constructive relationships are developed and maintained between each Council and with central government, together with the other local authorities, businesses, community, voluntary and other organisations, (including in particular Health, Police and Local Economic Partnerships), which are important to meeting the objectives of both Councils.

Provide clear direction for the management of human, financial and other resources; to ensure that under the shared management team both Councils maintain and improve their reputations for being fair, responsible employers and providing value for money services.

Lead the development and delivery of major programmes of transformation and organisational change, including operating models that put customers at the heart of services, ensuring effective joint working and developing integrated approaches to local public services.

Ensure that the Elected Members and employees of both Councils are provided with appropriate support and opportunities for personal development to ensure that both Councils are in the best possible position to deliver the broadest possible benefits of joint working.

Work with partners to deliver wider collaboration within the public sector, to encourage and lead joint activity for mutual benefit, building directly on the joint working

Lead and chair the Corporate Management Teams in each Council in a way that provides the strategic direction and leadership necessary to achieve the business, financial and service objectives of both Councils.

Serve and represent both Councils equally and without bias.

Exercise the statutory duties and responsibilities of the Electoral Registration Officer and Returning Officer on behalf of both Councils

Leadership Quality	Summary of Quality
<b>Support and Challenge</b>	<ul style="list-style-type: none"> <li>• Projecting credibility and delivering important messages with impact, whilst also supporting and encouraging others.</li> <li>• Having the courage of conviction to challenge others, as well as being approachable to others for advice and support.</li> <li>• Asserting views in an appropriate but definite manner, ensuring colleagues understand exactly what is needed.</li> <li>• Understanding the skills and capabilities of their team, providing feedback and encouraging development.</li> </ul>

<p><b>Joined-up thinking</b></p>	<ul style="list-style-type: none"> <li>• Working with other stakeholders to ensure there is synergy between activities in different areas of the council.</li> <li>• Spending time with other teams and departments, understanding differing priorities and creating the best outcomes for both the council and residents.</li> <li>• Being capable of analysing and interpreting relevant business, market data and insights to make and implement decisions that are well thought through.</li> <li>• Being constantly future focused, working alongside other teams and departments, leading on activities and solutions that are joined up and address short, medium and long-term priorities.</li> </ul>
<p><b>Ambition and confidence</b></p>	<ul style="list-style-type: none"> <li>• Having the drive and ambition to go above and beyond to deliver the best possible outcomes for residents.</li> <li>• Having the confidence and tenacity to stay focused on key deliverables, creating a culture in which individuals feel energised, engaged and empowered.</li> <li>• Continually striving for a better future, measuring success and taking action to achieve and maintain excellence.</li> <li>• Remaining positive through challenging situations, instilling trust in others by being genuine and focused on the needs of residents.</li> </ul>
<p><b>Continuous improvement</b></p>	<ul style="list-style-type: none"> <li>• Playing a lead role in change initiatives, ensuring that colleagues and stakeholders feel included, engaged and supported during times of difficult and/or ambiguity.</li> <li>• Working with and through others to ensure change initiatives land smoothly.</li> <li>• Creating and sustaining momentum and enthusiasm for ongoing improvement and change initiatives.</li> <li>• Encouraging team(s) to do the same, creating a learning and improvement culture.</li> </ul>
<p><b>Working in partnership</b></p>	<ul style="list-style-type: none"> <li>• Collaborating and co-designing with colleagues to achieve effective outcomes together.</li> <li>• Taking the time to build relationships that are sustainable and based on trust.</li> <li>• Using initiatives to build valuable and effective networks and relationships internally and externally, consulting widely and co-designing.</li> <li>• Seeking opportunities for partnerships and navigating through blockages to ensure positive outcomes for residents.</li> </ul>

<p><b>Innovation</b></p>	<ul style="list-style-type: none"> <li>• Proactively identifying ways to improve upon existing processes and ways of working to benefit customers.</li> <li>• Thinking outside the box and having the confidence to try something new, being risk aware, not risk-averse.</li> <li>• Creating opportunities for team(s) to develop and share new ideas and ways of working.</li> <li>• Being inquisitive and regularly introducing ideas, leading and delivering on well thought out solutions that improve outcomes for residents.</li> <li>• Generating innovation through others.</li> </ul>
<p><b>Delivers value</b></p>	<ul style="list-style-type: none"> <li>• Seeking to ensure value for money as well as identifying commercial opportunities.</li> <li>• Playing a lead role in the improvement of delivering quality services across the council for the right price, ultimately benefitting and driving value for residents.</li> <li>• Proactively and routinely exploring the viability of new opportunities, approaches and efficiencies across the business area.</li> <li>• Using an understanding of the market and service users to deliver efficiencies and/or cost savings, driving value for residents.</li> </ul>
<p><b>Political acumen</b></p>	<ul style="list-style-type: none"> <li>• Having an awareness of organisational, local and national politics and being able to work with and through various partners to achieve the best outcomes.</li> <li>• Keeping up to date with the political landscape, understanding the needs and expectations of others stakeholder groups and having the confidence to take a stand to ultimately deliver the best outcomes for residents.</li> <li>• Having a thorough understanding of the interpersonal and political dynamics both internally and externally, able to make things happen within this context.</li> <li>• Standing ground when necessary but also being sensitive to the needs of other partners and stakeholders.</li> <li>• Being able to navigate through a broad range of partner organisations.</li> </ul>

## Annex 2 – Redundancy costs for current Chief Executive of Oxfordshire County Council

The statutory entitled costs associated making this post redundant are:

- Redundancy payment - £151,000
- Pension costs - £19,000
- Pay in lieu of six months' notice - £89,250

It is proposed the costs associated with this redundancy are funded by Oxfordshire County Council only.

The statutory definition of redundancy is set out in section 139 of the Employment Rights Act 1996. That provides, in summary, the termination for redundancy arises where the requirements of the employer for employees to carry out work of a particular kind ceases or reduces. In this case, the County Council's role of Chief Executive and Head of Paid Service is being deleted and that role will be replaced by a shared post. The new role will be different to that of the current role in that it entails a management of two authorities rather than one.

So, although the same work will continue fewer employees of the Council will be required to undertake it. In the circumstances, and following legal advice, the definition of redundancy as set out in section 139 of the Employment Rights Act 1996 is considered to be met. However, consideration has to be given to redeployment and alternative roles within the Council. That process has been undertaken in consultation with the current post holder and no suitable alternative roles have been identified which can be undertaken by the County Council's Chief Executive.

In the circumstances, it is appropriate for the termination of the current post holder's role to be made on the grounds of redundancy with the resultant payment of redundancy and notice that follows from that decision.