

Agenda

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Annual Council

Date: **Monday 20 May 2013**

Time: **4.30 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

Mathew Metcalfe, Democratic and Electoral Services Officer

Telephone: 01865 252214

Email: fullcouncil@oxford.gov.uk

The meeting will also be available via a webcast. This means that people may choose to watch all or part of the meeting over the internet rather than attend in person. The webcast will be available to view on the City Council's website after the meeting.

Council

Membership

Lord Mayor	To be elected at the meeting
Deputy Lord Mayor	To be appointed at the meeting
Sheriff	To be appointed at the meeting

Councillor Mohammed Abbasi	Councillor Shah Khan
Councillor Mohammed Altaf-Khan	Councillor Ben Lloyd-Shogbesan
Councillor Alan Armitage	Councillor Mark Lygo
Councillor Laurence Baxter	Councillor Sajjad Malik
Councillor Elise Benjamin	Councillor Stuart McCready
Councillor Tony Brett	Councillor Mark Mills
Councillor Susan Brown	Councillor Helen O'Hara
Councillor Jim Campbell	Councillor Michele Paule
Councillor Anne-Marie Canning	Councillor Susanna Pressel
Councillor Bev Clack	Councillor Bob Price
Councillor Mary Clarkson	Councillor Mike Rowley
Councillor Colin Cook	Councillor Gwynneth Royce
Councillor Van Coulter	Councillor David Rundle
Councillor Steven Curran	Councillor Gill Sanders
Councillor Roy Darke	Councillor Scott Seamons
Councillor Jean Fooks	Councillor Craig Simmons
Councillor James Fry	Councillor Dee Sinclair
Councillor John Goddard	Councillor Val Smith
Councillor Michael Gotch	Councillor John Tanner
Councillor Mick Haines	Councillor Ed Turner
Councillor Sam Hollick	Councillor Oscar Van Nooijen
Councillor Rae Humberstone	Councillor Ruth Wilkinson
Councillor Graham Jones	Councillor David Williams
Councillor Pat Kennedy	Councillor Dick Wolff

HOW TO OBTAIN AGENDA

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SUMMONS

The Annual Meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 20 May 2013 at 4.30 pm to transact the business set out below.

Peter Sloman

Proper Officer

AGENDA

Pages

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| 1 | ELECTION OF LORD MAYOR FOR THE COUNCIL YEAR 2013/14 | |
| 2 | APPOINTMENT OF DEPUTY LORD MAYOR FOR THE COUNCIL YEAR 2013/14 | |
| 3 | APPOINTMENT OF SHERIFF FOR THE COUNCIL YEAR 2013/14 | |
| 4 | APOLOGIES FOR ABSENCE | |
| 5 | ANNOUNCEMENTS BY THE LORD MAYOR | |
| 6 | ANNOUNCEMENTS BY THE CHIEF EXECUTIVE | |
| 7 | ELECTION OF THE LEADER OF THE COUNCIL | |

At the Annual Meeting of Council in 2012 (minute 9) Council elected Councillor Price as Leader of the Council for a four year term to 2016, as the law requires.

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| 8 | APPOINTMENT OF COMMITTEES FOR THE COUNCIL YEAR 2013/14 | 1 - 4 |
|---|--|-------|

The Head of Law and Governance has submitted a report which invites Council to appoint committees for the Council Year 2013/14 and members to serve upon.

Council is asked:

- (a) To appoint a Licensing Committee (last year called the Licensing and Gambling Acts Committee) to discharge the responsibilities contained in the Licensing Act 2003 and the Gambling Act 2005, with powers and duties as set out in paragraphs 5.4 and 5.5 of the Constitution and members to it.
- (b) To consider the appointment of an East Area Planning Committee, a West Area Planning Committee, a Planning Review Committee, an Audit and Governance Committee, a General Purposes Licensing Committee, a Standards Committee, an Appointments Committee and a Disciplinary Committee for the Chief Executive, Directors and Heads of Service (each of these committees were appointed for the 2012 - 13 Council Year), with powers and duties as set out in Sections 5 and 7 of the Constitution, and members to serve upon them (and with one co-opted member on the Standards Committee, namely a parish council member from one of the Oxford parish councils to represent parish council interests).
- (c) To appoint at least one scrutiny committee and members to serve upon it.
- (d) To consider whether to appoint a pool of members to be the observer representative on appeals bodies as described in paragraph 4 of this report.
- (e) To appoint a member to the Oxfordshire Joint Health Overview and Scrutiny Committee – paragraph 5 of this report refers.
- (f) To authorise the Head of Law and Governance to make any changes to the Constitution in consequence of Council's decisions on committee appointments and powers and duties.

NOTE: The appendix to this report will be circulated later once the Party Groups have decided who to appoint to Committees.

9 REPORT OF THE LEADER OF THE COUNCIL

Council will receive a report from the Leader on the appointment of the Deputy Leader of the Council, the appointment of Board Members and the Executive Scheme of Delegation.

10 COUNCIL SCHEME OF DELEGATION

The Chief Executive recommends Council to reaffirm for the Council Year 2013/14 its agreement to the Council's Scheme of Delegation set out in Section 5 of the Council's Constitution.

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

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To: Annual Council

Date: 20th May 2013

Report of: Head of Law and Governance

**Title of Report: APPOINTMENT OF COMMITTEES FOR THE COUNCIL
YEAR 2013-14**

Summary and Recommendations

Purpose of report: This report invites Council to appoint committees for the Council Year 2013 - 14 and members to serve upon them.

Report Approved by:

Legal: Jeremy Thomas

Policy Framework: Not applicable

Recommendation(s): Council is RECOMMENDED:-

1. To appoint a Licensing Committee (last year called the Licensing and Gambling Acts Committee) to discharge the responsibilities contained in the Licensing Act 2003 and the Gambling Act 2005, with powers and duties as set out in paragraphs 5.4 and 5.5 of the Constitution and members to it.
2. To consider the appointment of an East Area Planning Committee, a West Area Planning Committee, a Planning Review Committee, an Audit and Governance Committee, a General Purposes Licensing Committee, a Standards Committee, an Appointments Committee and a Disciplinary Committee for the Chief Executive, Directors and Heads of Service (each of these committees were appointed for the 2012 - 13 Council Year), with powers and duties as set out in Sections 5 and 7 of the Constitution, and members to serve upon them (and with one co-opted member on the Standards Committee, namely a parish council member from one of the Oxford parish councils to represent parish council interests).
3. To appoint at least one scrutiny committee and members to serve upon it.

4. To consider whether to appoint a pool of members to be the observer representative on appeals bodies as described in paragraph 4 of this report.
5. To appoint a member to the Oxfordshire Joint Health Overview and Scrutiny Committee – paragraph 5 of this report refers.
6. To authorise the Head of Law and Governance to make any changes to the Constitution in consequence of Council's decisions on committee appointments and powers and duties.

This report is submitted to Annual Council under Council Procedure Rule 11.1 (g), (h) and (i).

Appendices

- **Appendix** – details of Committees Council is being invited to appoint for the 2012 - 13 Council Year and the names of members appointed to serve on them as notified by the Party Groups – this Appendix will be circulated later once the Party Groups have decided who to appoint.

Appointment of Committees

1. The committees that Council is being invited to appoint for the 2013 - 14 Council Year are referred to in the **Appendix** to this report. The words that appear below the table in the Appendix are references to special requirements of these committees. So for example, for the three committees that will deal with planning applications it says that members may not serve on more than one of those committees. And for Scrutiny and Licensing it says that in law at least one scrutiny committee must be appointed and that all licensing authorities must appoint a licensing committee to discharge the duties in the Licensing Act 2003 and the Gambling Act 2005.

Political Balance and Statutory Committees

2. Apart from the committee required to be established to discharge duties under the Licensing Act 2003 and the Gambling Act 2005 (this is a statutory committee that must be appointed – the Council calls this committee the Licensing and Gambling Acts Committee), all committees appointed by Council must be politically balanced. Political balance need not apply to the Licensing and Gambling Acts Committee.
3. Further on the Licensing and Gambling Acts Committee, this must by law consist of between 10-15 members. Council last year appointed a Licensing and Gambling Acts Committee consisting of 15 members. The Committee ought to consist of 15 members, the maximum

permitted under the 2003 Act, to enable the casework for which it is responsible to be shared out and not fall unduly on a few members.

Appeals

4. Council on 19th January 2009 adopted some new HR policies. The grievance and disciplinary policies and procedures do not provide for appeals to be made to any member body. However, where an appeal is made against dismissal or in respect of some grievance decisions the matter must be dealt with in the presence of a member observer. Council is being asked if it wishes to nominate a pool of members to serve in that capacity on appeals bodies.

Countywide Health Scrutiny Committee

5. The City Council, and each of the other Oxfordshire Districts, has one seat on the Oxfordshire Joint Health Overview and Scrutiny Committee. Last year Council appointed Councillor Pressel to serve on the Committee. Council is being invited to appoint a councillor to serve on the Committee for the 2013 - 14 Council Year.

Name and contact details of author:-

William Reed
Democratic Services Manager
Town Hall Oxford OX1 4EY
Tel: 01865 252230
e-mail: wreed@oxford.gov.uk

Background papers: None

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