

Agenda

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Annual Council

Date: **Monday 18 May 2015**

Time: **4.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

**Jennifer Thompson, Committee and Members Services
Officer**

Telephone: 01865 252275

Email: democraticservices@oxford.gov.uk

As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

This 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	Councillor Mohammed Abbasi	
Deputy Lord Mayor	Councillor Craig Simmons	
Sheriff	Councillor Rae Humberstone	
Members	Councillor Mohammed Altaf-Khan	Councillor Sajjad Malik
	Councillor Farida Anwar	Councillor Chewe Munkonge
	Councillor Elise Benjamin	Councillor Michele Paule
	Councillor Ruthi Brandt	Councillor Susanna Pressel
	Councillor Susan Brown	Councillor Bob Price
	Councillor Bev Clack	Councillor Mike Rowley
	Councillor Mary Clarkson	Councillor Gwynneth Royce
	Councillor Colin Cook	Councillor Gill Sanders
	Councillor Van Coulter	Councillor Scott Seamons
	Councillor Roy Darke	Councillor Christine Simm
	Councillor Jean Fooks	Councillor Dee Sinclair
	Councillor James Fry	Councillor Linda Smith
	Councillor Andrew Gant	Councillor John Tanner
	Councillor Stephen Goddard	Councillor Richard Tarver
	Councillor Michael Gotch	Councillor Sian Taylor
	Councillor Mick Haines	Councillor David Thomas
	Councillor Tom Hayes	Councillor Ed Turner
	Councillor David Henwood	Councillor Louise Upton
	Councillor Sam Hollick	Councillor Oscar Van Nooijen
	Councillor Alex Hollingsworth	Councillor Elizabeth Wade
	Councillor Pat Kennedy	Councillor Ruth Wilkinson
	Councillor Ben Lloyd-Shogbesan	Councillor Dick Wolff
	Councillor Mark Lygo	

The quorum for this meeting is 12 members.

HOW TO OBTAIN A COPY OF THE AGENDA

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

- Viewed on our website – mycouncil.oxford.gov.uk
- Downloaded from our website
- Subscribed to electronically by registering online at mycouncil.oxford.gov.uk
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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 18 May 2015 at 4.00 pm to transact the business set out below.

Peter Sloman

Proper Officer

AGENDA

Pages

- | | | |
|---|--|--------|
| 1 | ELECTION OF LORD MAYOR FOR THE COUNCIL YEAR 2015/16 | |
| 2 | APPOINTMENT OF DEPUTY LORD MAYOR FOR THE COUNCIL YEAR 2015/16 | |
| 3 | APPOINTMENT OF SHERIFF FOR THE COUNCIL YEAR 2015/16 | |
| 4 | APOLOGIES FOR ABSENCE | |
| 5 | ANNOUNCEMENTS BY THE LORD MAYOR | |
| 6 | ANNOUNCEMENTS BY THE CHIEF EXECUTIVE | |
| 7 | APPOINTMENT OF COMMITTEES FOR THE COUNCIL YEAR 2015/16 | 7 - 14 |

The Head of Law and Governance has submitted a report inviting Council to appoint committees for the council year 2015/16 and members to serve on these.

Council is recommended to:

1. note the arrangements for determining Political Groups and achieving political balance within the Political Governance arrangements;
2. appoint the bodies as currently defined within the Council's constitution and included in the table at paragraph 9 of this report;
3. agree the nominations to committees made by political groups and attached within a document circulated separately;
4. appoint a member to the Joint Oxfordshire Health Overview and Scrutiny Committee;

5. agree that all members of Council will form the pool of members able to observe on appeals and some grievances; and
6. authorise the Head of Law and Governance to make any changes to the constitution as a consequence of these decisions.

8 REPORT OF THE LEADER OF THE COUNCIL

Council will receive and note 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.

9 COUNCIL SCHEME OF DELEGATION FOR 2015/16

The Chief Executive recommends Council to reaffirm for the Council year 2015/16 its agreement to the Council's scheme of delegation as set out in Section 5 of the Council's Constitution (available on [the Council's website](#))

UPDATES AND ADDITIONAL INFORMATION TO SUPPLEMENT THIS AGENDA IS PUBLISHED IN THE COUNCIL BRIEFING NOTE.

The Agenda and Briefing Note should be read together. The Briefing Note is available on the Friday before the meeting and can be accessed from the calendar of meetings page on the council's website.

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: 18th. May 2015

Report of: Head of Law and Governance

Title of Report: Appointment of Committees for the Council year 2015-2016

Summary and Recommendations

Purpose of report: To appoint committees and the members serving on them for the Council year 2015-2016.

Executive Lead Member: Not applicable

Council is recommended to:

- 1. note the arrangements for determining Political Groups and achieving political balance within the Political Governance arrangements;**
- 2. appoint the bodies as currently defined within the Council's constitution and included in the table at paragraph 9 of this report;**
- 3. agree the nominations to committees made by political groups and attached within a document circulated separately;**
- 4. appoint a member to the Joint Oxfordshire Health Overview and Scrutiny Committee;**
- 5. agree that all members of Council will form the pool of members able to observe on appeals and some grievances; and**
- 6. authorise the Head of Law and Governance to make any changes to the constitution as a consequence of these decisions.**

Introduction

1. This report is being submitted to Annual Council under Council Procedure Rule 11.1 (g), (h) and confirms the bodies appointed by the Council, the arrangements for political groups to be formed, the arrangements to achieve political balance and the nominations to each body appointed by the Council.

Background

2. The Local Government and Housing Act 1989 provides a statutory basis for the rights of minority groups to secure representation on Council committees in proportion to their representative political strengths within the Council. To enable this the Council has to provide for:
 - Political Groups to be formed and Group Leaders elected.
 - Seats on committees to be allocated in accordance with “political balance”.

Forming Political Groups

3. Key here is the requirement of individual members to indicate a wish to be a member of any particular Political Group or cease to be a member of a Political Group. These group formations are then used within political balance calculations. A Political Group comprises 2 or more members who have indicated, by notice to the Head of Law and Governance, that they wish to be part of that group. The notice must include the name of the Group Leader. Optionally groups can also name a Deputy Group Leader.
4. Members elected as “independent” are able to come together, should they wish, to form a group using the same process.
5. Once formed, changes can be made by giving notice to the Head of Law and Governance. The wishes of the group can be made know by the Group Leader or the majority of the group unless a proposal is made to change Leadership. A change of Leadership must be notified by a majority of group members.
6. Changes to group membership would require a review of the allocation of seats on committees.
7. Current group leaders have been issued with the appropriate forms to allow this to happen.
8. The Council currently has 1 Independent Member. A single Member cannot constitute a group.

Political Balance (PB) Calculations

9. With a few exceptions Council is bound to appoint to committees using the principles of political balance. This is contained within the Local Government and Housing Act 1989 and includes the following overriding principles which should be read hierarchically:

- Where there is more than one group, all seats must not be allocated to the same political group.
- The majority of seats must be allocated to the group with the majority on the Council.
- When considering all seats available for allocation the total of those given to each group should match their representation on the Council overall.
- The number of seats on each individual committee allocated to groups should match their representation on the Council overall

When making calculations officers will “round up”, at .5 and above. Whilst allocations will be made within this formula, clearly there will be occasions when a precise mathematical allocation cannot be implemented. When this is the case Group Leaders will work with the Head of Law and Governance to agree a satisfactory arrangement that fits within the principles of the hierarchy detailed above.

10. Appendix 1 outlines the allocations to Party Groups for 2015-2016. There were no elections to the City Council on May 7th. 2015 but 5 by elections took place during 14/15. The outcomes from these did not change the political balance on the Council.

Appointments to Committees

11. The table below contains the current bodies appointed to within the Council’s governance structure and the requirements of the constitution. Since May 2012 the Council has operated within the Strong Leader and Cabinet model of Executive arrangements and Councillor Price was elected as Leader of the Council for 4 years. Elsewhere on the agenda Councillor Price will notify Council of the members he has appointed to the City Executive Board and their portfolios.

Body	Seats No.	In PB calculations	Comment
Full Council	48	No	Formed by election by halves.
City Executive Board	10	No	Appointed by the Leader of the Council
Licensing and Gambling Acts Committee	15	No	For appointment by Council This committee discharges the responsibilities contained within the

			Licensing Act 2003 and the Gambling Act 2005. It must contain between 10 and 15 members. Members must be available to attend casework panels. Convention is that the spirit of political balance will apply to this Committee.
Appeals	All members	No	<p>For appointment by Council</p> <p>The Council's HR policies require that should an appeal be received against a decision to dismiss or some decisions within the grievance procedure then that hearing should be observed by a member.</p> <p>A pool of members is required. In previous years the pool has consisted of all members of Council.</p>
Oxfordshire Health Overview and Scrutiny Committee	1	No	<p>For appointment by Council</p> <p>The County Council invites the Council to appoint 1 member to sit on this Committee which delivers the Health Scrutiny function for Oxfordshire. This includes both public and critical health functions.</p> <p>This is a non-executive member of the administration unless they decide to allocate this to another group.</p>
General Purposes and licencing Committee	10	Yes	For appointment by Council
Appointments Committee	5	Yes	<p>For appointment by Council</p> <p>This must include 1 City Executive Board Member.</p>
Audit and Governance Committee	7	Yes	For appointment by Council
Standards Committee	7	Yes	For appointment by Council

East Area Planning Committee	9	Yes	For appointment by Council No member can be a member of more than 1 planning committee or a member of the Planning Review Committee if appointed to this Committee.
West Area Planning Committee	9	Yes	For appointment by Council No member can be a member of more than 1 planning committee or a member of the Planning Review Committee if appointed to this Committee.
Planning Review Committee	9	Yes	For appointment by Council Members of this committee cannot be a member of either East or West Planning Committee.
Scrutiny Committee	12	Yes	For appointment by Council City Executive Board members cannot be members of this committee. The Council must appoint 1 Scrutiny Committee.
Disciplinary Committee	4	Yes	For appointment by Council This is for disciplinary issues for Directors and Heads of Service. Must include a City Executive Board Member.

12. The number of seats to be used in the political balance calculation is 72.
An additional paper, Appendix 2 to this report, will be issued separately outlining group nominations to seats.

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List of background papers: None

Committees Not Politically Balanced

Committee	Group numbers	Comment
Licensing and Gambling Acts Committee	15 seats L- 10 LD-3 G-2	This does not have to be politically balanced but Council has chosen to apply the spirit of the rule.
Oxfordshire Health Overview and Scrutiny Committee	1 Labour seat, unless they wish to give the seat to another party.	Cannot be an Executive Member
Appeals	All members of Council	To act as an observer on appeals against dismissal or some grievance matters.

Committees Politically Balanced

Committee	Seats No.	Allocations	Comment
General Purposes and Licensing Committee	10	L-7 LD-2 G-1	
Appointments Committee	5	L-4 LD-1	This must include 1 City Executive Board Member.
Audit and Governance Committee	7	L-5 LD-1 G-1	
Standards Committee	7	L-5 LD-1 G-1	

East Area Planning Committee	9	L-6 LD-2 G-1	No member can be a member of more than 1 planning committee or a member of the Planning Review Committee and be appointed to this committee.
West Area Planning Committee	9	L-6 LD-2 G-1	No member can be a member of more than 1 planning committee or a member of the Planning Review Committee and be appointed to this committee.
Planning Review Committee	9	L-6 LD-2 G-1	Members of this committee cannot be a member of either East or West Planning Committee.
Scrutiny Committee	12	L- 9 LD-1 G-2	City Executive Board members cannot be members of this committee. The Council must appoint 1 Scrutiny Committee.
Disciplinary Committee	4	L-3 G-1	This is for disciplinary issues for Directors and Heads of Service. Must include a City Executive Board Member.

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