

**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 19<sup>th</sup> 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.

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