

Council



Briefing note and supplementary papers

Date: **Wednesday 17 May 2023**

Time: **5.00 pm**

Place: **Council Chamber - Oxford Town Hall**

The Council agenda, reports, this briefing note, and any other supplementary papers should be considered together.

This briefing note forms part of the papers to be considered at the Council meeting. It contains additional information; councillors' questions, public addresses; and amendments to motions.

All papers for this meeting can be accessed through the council's website.

For further information please contact:

Committee & Member Services,

 01865 529117

 democraticservices@oxford.gov.uk

*View or subscribe to updates for agendas, reports and minutes at
mycouncil.oxford.gov.uk.*

All public papers are available from the calendar link to this meeting once published

Briefing note

Information for councillors and additional papers to be considered.

	Pages
1 Election of Lord Mayor for the Council year 2023/24	
2 Appointment of Deputy Lord Mayor for the Council year 2023/24	
3 Appointment of Sheriff for the Council year 2023/24	
4 Apologies for absence	
5 Declarations of interest	
To make any declarations of disposable pecuniary interests relating to items on this agenda (<i>see guidance note attached to agenda frontsheet</i>).	
6 Announcements	
Announcements by:	
1. The Lord Mayor	
2. The Chief Executive	
7 Report of the Leader of the Council	
Council will receive and note a report from the Leader.	
OFFICER REPORTS	
8 Appointments to Council Committees 2023/24	
The Head of Law and Governance has submitted a report requesting Council appoint committees and the members serving on those for the Council year 2023-24 in accordance with the provisions of the Local Government and Housing Act 1989 (Section 15) and other relevant legislation.	
Recommendations: Council is recommended to:	
1. Approve the structure of the Council committees, as defined within	
	Main agenda pack and pages 7 – 8 of the briefing

- the Council's Constitution and set out in *Appendix A: Committee structure 2023/24*;
2. **Approve** the methods, calculations and conventions used in determining political representation on committees as outlined in the report and shown in *Appendix B: Political proportionalities on Council committees 2023-24*;
 3. **Appoint** to committee seats in accordance with the requirements of political proportionality and the nominations made by political groups, as shown in *Appendix C: Committee nominations 2023-24*;
 4. **Agree** that all members of Council will form the pool of members able to observe on appeals and some grievances panels in accordance with the Council's policies;
 5. **Appoint** three non-executive members to the Future Oxfordshire Partnership Scrutiny Panel (see *Appendix C: Committee nominations 2023-24*);
 6. **Appoint** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see *Appendix C: Committee nominations 2023-24*).

CABINET RECOMMENDATIONS

9 Matters exempt or part exempt from publication and exclusion of the public

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules – Section 15 of the Council's Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

9a Local Authority Housing Fund

Appendix 3 to this item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendix 3 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from

the meeting (as set out at agenda item 9).

The Executive Director (Communities and People) submitted a report to Cabinet on 19 April 2023 seeking project approval and delegations to enable the Council to proceed with entering into the national Local Authority Housing Fund, and make available the required budget provision.

Recommendation: Cabinet recommends that Council resolves to:

1. **Approve** the allocation of £2,330,320 capital budget from the Housing Revenue Account, for the Council's investment to purchase the properties as part of Local Authority Housing Fund.

9b Approval of a bid to run the South and Vale Home Improvement Agency on behalf of Oxfordshire County Council and to provide assistance to deal with their Disabled Facilities Grant application backlog

Appendices 1-6 to this item include exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendices 1-6 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 9).

The Executive Director (Communities and People) submitted a report to the Cabinet Member for Housing on 10 March 2023 seeking approval for the submission of a bid for the contract to deliver the South and Vale Home Improvement Agency and approve the provision of assistance to South and Vale to deal with a backlog of applications for Disabled Facilities Grants (DFG).

Recommendation: That the Council resolves to:

1. **Amend** the budget to take into account the provision of HIA service to deliver the contract.

10 Designation of Monitoring Officer

9 - 14

Appendix 1 to this item includes exempt information pursuant to Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendix 1 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 9).

The Interim Head of Law and Governance has submitted a report to Council seeking approval to designate the Council's Monitoring Officer and Head of Law and Governance.

Councillor Susan Brown, Leader of the Council will present the report and propose the recommendations.

Recommendations: That Council resolves to:

1. **Designate** the newly appointed Head of Law & Governance as the Council's Monitoring Officer with effect from their start date

This briefing note is published as a supplement to the agenda and should be considered along with the agenda; reports; and other supplementary papers.

Appendix C: Committee nominations 2023-24

Committee	Labour Group	Liberal Democrat Group	Green Group	Independent (non-grouped)
Oxfordshire Joint Health Overview and Scrutiny Committee (1 seat)	1. Sandy Douglas			
Future Oxfordshire Partnership Scrutiny Panel (3)	1. Tiago Corais	1. Katherine Miles	1. Lois Muddiman	
General Purposes Licensing Committee (15) And Licensing and Gambling Acts Committee (15)	1. Mary Clarkson 2. Barbara Coyne 3. Rae Humberstone 4. Jemima Hunt 5. Mark Lygo 6. Edward Mundy 7. Susanna Pressel 8. Louise Upton 9. Naomi Waite 10. Diko Walcott	1. Andrew Gant 2. Katherine Miles 3. Jo Sandelson	1. Lois Muddiman 2. Rosie Rawle	
Appointments Committee (5)	1. Susan Brown 2. Chewe Munkonge 3. Ed Turner	1. Andrew Gant	1. Alistair Morris	
Audit and Governance Committee (7)	1. Tiago Corais 2. James Fry 3. Duncan Hall 4. Amar Latif 5. Imogen Thomas	1. Roz Smith	1. Chris Jarvis	
Investigation and Disciplinary Committee (4)	1. Susan Brown 2. Chewe Munkonge 3. Diko Walcott	1. Andrew Gant		

Planning Committee (11)	<ol style="list-style-type: none"> 1. Nigel Chapman 2. Mary Clarkson 3. Alex Hollingsworth 4. Edward Mundy 5. Anna Railton 6. Ajaz Rehman 7. Louise Upton 	<ol style="list-style-type: none"> 1. Mohammed Altaf-Khan 2. Laurence Fouweather 	<ol style="list-style-type: none"> 1. Emily Kerr 	<ol style="list-style-type: none"> 1. Sajjad Malik
Planning Review Committee (9)	<ol style="list-style-type: none"> 1. Barbara Coyne 2. Hosnieh Djafari-Marbini 3. Mark Lygo 4. Linda Smith 5. Imogen Thomas 6. Naomi Waite 	<ol style="list-style-type: none"> 1. Steve Goddard 2. Roz Smith 	<ol style="list-style-type: none"> 1. Lucy Pegg 	
Scrutiny Committee (12)	<ol style="list-style-type: none"> 1. Lubna Arshad 2. Tiago Corais 3. Lizzy Diggins 4. Sandy Douglas 5. Paula Dunne 6. Mark Lygo 7. Edward Mundy 8. Mike Rowley 	<ol style="list-style-type: none"> 1. Chris Smowton 2. Mohammed Altaf-Khan 	<ol style="list-style-type: none"> 1. Chris Jarvis 2. Lucy Pegg 	
Standards Committee (7)	<ol style="list-style-type: none"> 1. Hosnieh Djafari-Marbini 2. Rae Humberstone 3. Amar Latif 4. Mark Lygo 5. Susanna Pressel 	<ol style="list-style-type: none"> 1. Chris Smowton 	<ol style="list-style-type: none"> 1. Alistair Morris 	



To: Council
Date: 17 May 2023
Report of: Interim Head of Law and Governance
Title of Report: Designation of Monitoring Officer

Summary and recommendations	
Purpose of report:	To designate the Council's Monitoring Officer
Key decision:	No
Cabinet Member with responsibility:	Councillor Susan Brown, Leader of the Council
Corporate Priority:	All
Policy Framework:	N/A
Recommendation(s): That the Council resolves to:	
1. Designate the newly appointed Head of Law & Governance as the Council's Monitoring Officer with effect from their start date	

Appendices	
Appendix A	[EXEMPT] Name of Preferred Candidate

Introduction

1. The current Interim Head of Law and Governance, Rhian Davies joined the Council on 03 April 2023 having been designated Interim Monitoring Officer by Council on 20 March 2023, with effect from 03 April 2023.

Designation of Monitoring Officer

2. The Council has a duty under *section 5(1) of the Local Government and Housing Act 1989* to designate one of its officers as the Monitoring Officer to be responsible for specified statutory functions. The Monitoring Officer may not be the Head of Paid Service nor the section 151 Officer.
3. The Council's Constitution Part 9.2 states that the Head of Law and Governance is the Monitoring Officer. However, the designation of the Head of Law and Governance to the statutory role of Monitoring Officer is not automatic in law and the designation must be confirmed by Council.

4. The duties and responsibilities of the Monitoring Officer are summarised in Part 9 of the Council’s Constitution.
5. The Appointments Committee is responsible for undertaking the recruitment and selection process for the designated Monitoring Officer (Head of Law and Governance) and for making a recommendation to the Council (Constitution Parts 7.8(a) and (c)).
6. The Appointments Committee met on 10 and 16 May 2023 to undertake a recruitment process and selected a preferred candidate for the permanent role of Head of Law and Governance.
7. Part 20.6 of the Constitution requires that before an offer of appointment is made to the post of Head of Law and Governance, Cabinet Members must be notified of the proposed appointment and given a period of time in which to raise objections. The appointment is subject to the appointor being satisfied that any objection raised is not material nor well-founded. Cabinet Members were informed of the proposed appointment of the preferred candidate as Head of Law and Governance on 16 May 2023 and no objections were raised by the response deadline.
8. Subject to the above, the Appointments Committee resolved to recommend to Council to designate the successful candidate as Monitoring Officer with effect from their start date.
9. It is anticipated that the successful candidate will begin their role with Oxford City Council after their three months’ notice period with their current employer has elapsed, working on a full-time basis of 5 days per week.

Financial implications

10. The Head of Law and Governance / Monitoring Officer is an established post and the salary for the permanent role is within the agreed budget.

Legal issues

11. The legal requirements for the Council to have an officer correctly appointed to and holding the role of Monitoring Officer is set out in this report. The role of Monitoring Officer does not need to be held by an employee of Oxford City Council in law.

Equalities impact

12. The recruitment process for the permanent role of Head of Law and Governance was undertaken in compliance with the Council’s policies and usual procedures around recruitment which are aimed at ensuring equality in recruitment.

Report author	Alice Courtney
Job title	Scrutiny Officer
Service area or department	Law and Governance
Telephone	01865 529834
e-mail	acourtney@oxford.gov.uk

Background Papers: None

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank