

Council



Briefing note and supplementary papers

Date: **Wednesday 20 May 2026**

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.

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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
9 Appointment to Council Committees 2026/2027	5 - 8
<p>The Director of Law, Governance and Strategy has submitted a report asking Council to appoint committees and the members serving on those committees for the Council year 2026-2027 in accordance with the provisions of the Local Government and Housing Act 1989 (Section 15) and other relevant legislation. Appendices 2 and 3 will be circulated in the Briefing Note published before the meeting, and any outstanding nominations to committee seats may be announced, or agreed, as appropriate at the meeting.</p> <p>Recommendation: Council is recommended to:</p> <ol style="list-style-type: none">1. Approve the structure of the Council committees, as defined within the Council's Constitution and set out in Appendix 1: Committee Structure 2026-2027;2. Approve the methods, calculations and conventions used in determining political representation on committees as outlined in the report and shown in Appendix 2: Political Proportionalities on Council Committees 2026-2027;3. Appoint to committee seats in accordance with the requirements of political proportionality and the nominations made by political groups, as shown in Appendix 3: Committee Nominations 2026-2027;4. Agree to appoint Councillor David Newman of Blackbird Leys Parish Council as the co-opted, non-voting member of the Standards Committee representing the four Parish Councils in Oxford until May 2027;5. 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;6. Appoint one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee, as shown in Appendix 3: Committee Nominations 2026-2027.	

10 Constitution Update - May 2026

9 - 10

The Director of Law, Governance and Strategy has submitted a report asking Council to approve amendments to the Constitution, including updated delegations to approve Ward Member Budget spend applications

Recommendation: Council is recommended to:

1. **Approve** the changes to the Constitution, as listed in Appendix 1;
2. **Delegate** authority to the Director of Law, Governance and Strategy (Monitoring Officer) to make any other consequential amendments to the Constitution to reflect the changes in appendix 1 to the extent that they have not been identified in the above, provided such changes are purely required as a direct consequence.

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 2: Political Proportionalities on Council Committees 2026-2027

The allocation of seats to political groups has been reviewed based on the political composition of the Council following the local election held on Thursday, 7 May 2026. The allocations are shown in the table below.

- Labour Group: 20
- Green Group: 13
- Liberal Democrats Group: 9
- Independent Oxford Alliance Group (IOA): 4
- Real Independents Group (RIG): 2

Committee	Seats	Labour	Green	Liberal Democrats	Independent Oxford Alliance	Real Independents	Total	Balance
General Purposes Licensing Committee	15	6	4	3	1	1	15	0
Licensing and Gambling Acts Committee	15	6	4	3	1	1	15	0
Appointments Committee	5	2	1	1	1	0	5	0
Audit and Governance Committee	7	3	2	1	1	0	7	0
Investigation and Disciplinary Committee	4	2	1	1	0	0	4	0
Planning Committee	11	5	3	2	1	0	11	0
Planning Review Committee	9	4	2	2	1	0	9	0
Scrutiny Committee	12	5	3	2	1	1	12	0
Standards Committee	7	3	2	1	1	0	7	0
Total seats allocated	85	35	22	16	8	3	85	0
Rounded entitlement	85	36	23	16	7	3	85	0
Real entitlement	85.00	35.42	23.02	15.94	7.08	3.17	84.63	
Percentage of seats allocated		30.11%	19.57	13.55%	6.02%	2.70%		

Notes on the allocation of seats to political groups:

- There was:
 - One unallocated seat on Appointments Committee
- To resolve these issues the following steps were followed:
 - The Independent Oxford Alliance Group was allocated the seat on Appointments Committee.

Appendix 3: Committee Nominations 2026-27

Committee	Labour Group	Green Group	Liberal Democrats Group	Independent Oxford Alliance Group	Real Independent Group
Oxfordshire Joint Health Overview and Scrutiny Committee (1 seat)	1. Louise Upton				
General Purposes Licensing Committee (15) And Licensing and Gambling Acts Committee (15)	1. Simon Ottino 2. Asima Qayyum 3. Siobhan Lancaster 4. Mark Lygo 5. James Taylor 6. Mary Clarkson	7. Ahalya Bala 8. Kate Robinson 9. Lois Muddiman 10. Sushila Dhall	11. Elizabeth Turkson Wood 12. Theodore Jupp 13. Katherine Miles	14. Ian Yeatman	15. Mohammed Azad
Appointments Committee (5)	1. Susan Brown 2. Ed Turner	3. Emily Kerr	4. Laurence Fouweather	5. Judith Harley	
Audit and Governance Committee (7)	1. James Fry 2. Nigel Chapman 3. Tiago Corais	4. Dianne Regisford 5. James Thorniley	6. Laurence Fouweather	7. Judith Harley	
Investigation and Disciplinary Committee (4)	1. Ed Turner 2. Chewe Munkonge	3. Emily Kerr	4. Theodore Jupp		

Planning Committee (11)	1. Mary Clarkson 2. Tiago Corais 3. Anna Railton 4. Louise Upton 5. James Taylor	6. Ahalya Bala 7. Alfie Davis 8. Rosie Rawle	9. Mohammed Altaf-Khan 10. Laurence Fouweather	11. David Henwood	
Planning Review Committee (9)	1. Chewe Munkonge 2. Ed Turner 3. James Fry 4. Linda Smith	5. Edward Mundy 6. Sushila Dhall	7. Chris Snowton 8. Steve Goddard	9. Ian Yeatman	
Scrutiny Committee (12)	1. Trish Elphinstone 2. Siobhan Lancaster 3. Tiago Corais 4. Simon Ottino 5. Asima Qayyum	6. Alex Powell 7. Chris Jarvis 8. Max Morris	9. Mohammed Altaf-Khan 10. Elizabeth Turkson Wood	11. Anne Stares	12. Mohammed Azad
Standards Committee (7)	1. Susanna Pressel 2. Trish Elphinstone 3. Lizzy Diggins	4. Edward Mundy 5. Max Morris	6. Andrew Gant	7. Judith Harley	

Addendum to Appendix 1 – List of Proposed Amendments to the Constitution

Part 7 Role of decision taking committees

Part	Current	Change	Reason
7.5 (b) Audit and Risk	<i>New</i>	Approving the Council’s Internal Audit Annual Opinion	To ensure the Council complies with the Internal Audit Plan, as specified by the Accounts and Audit Regulations 2015

Part 19 Contract Rules

Part	Current	Change	Reason
19.13	<p>An Exemption is an approval that, for a below public procurement regulatory threshold for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.16 only (any other departures require a waiver):</p> <p>...</p> <p>A Waiver is an approval that for the purpose of a specific procurement the procurement procedure requirements contained in any of the rules other than those covered by an exemption and their application will be waived but only as specifically listed ('Waiver').</p>	<p>An Exemption is an approval that, for a below public procurement regulatory threshold for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.16 only (any departures from other provisions require a waiver):</p> <p>...</p> <p>A Waiver is an approval that for the purpose of a specific procurement an identified requirement contained in the Contract Rules (other than those in 19.14, 19.15 and 19.16 for which an exemption would apply) does not need to be followed ('Waiver')</p>	To provide clarity on the circumstances in which an exemption or waiver from provisions in the contract rules might be applied.

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19.13(h)	New	Where there are compelling reasons for an exemption and the Monitoring Officer authorises that the matter can be referred to the relevant decision maker in the table below.	To add a further ground by which an exemption from a provision in the contract rules might be applied.
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Part 26 Councillors' Allowances

Part	Current	Change	Reason
26.13 Local Government Pension Scheme (LGPS)	<i>New</i>	<p>Councillors are entitled to opt in to the Local Government Pension Scheme (LGPS), provided they receive an allowance, by completing the relevant opt-in form and returning to Committee and Member Services for processing.</p> <p>Pensions may be payable on a Councillor's basic and/or special responsibility allowance (SRA).</p>	Following changes to the LGPS, Councillors can now opt in to paying into the pension scheme. As this is part of the Councillors Allowances, this update allows Councillors to start paying into the pension scheme.