

# Agenda

www.oxford.gov.uk



## Annual Council

Date: **Monday 9 June 2014**

---

Time: **4.00 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](mailto: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

<b>Lord Mayor</b>	<b>To be elected at the meeting</b>
<b>Deputy Lord Mayor</b>	<b>To be appointed at the meeting</b>
<b>Sheriff</b>	<b>To be appointed at the meeting</b>

<b>Councillor Mohammed Abbasi</b>	<b>Councillor Ben Lloyd-Shogbesan</b>
<b>Councillor Mohammed Altaf-Khan</b>	<b>Councillor Mark Lygo</b>
<b>Councillor Farida Anwar</b>	<b>Councillor Sajjad Malik</b>
<b>Councillor Laurence Baxter</b>	<b>Councillor Helen O'Hara</b>
<b>Councillor Elise Benjamin</b>	<b>Councillor Michele Paule</b>
<b>Councillor Ruth Brandt</b>	<b>Councillor Susanna Pressel</b>
<b>Councillor Susan Brown</b>	<b>Councillor Bob Price</b>
<b>Councillor Anne-Marie Canning</b>	<b>Councillor Mike Rowley</b>
<b>Councillor Bev Clack</b>	<b>Councillor Gwynneth Royce</b>
<b>Councillor Mary Clarkson</b>	<b>Councillor Gill Sanders</b>
<b>Councillor Colin Cook</b>	<b>Councillor Scott Seamons</b>
<b>Councillor Van Coulter</b>	<b>Councillor Christine Simm</b>
<b>Councillor Steven Curran</b>	<b>Councillor Craig Simmons</b>
<b>Councillor Roy Darke</b>	<b>Councillor Dee Sinclair</b>
<b>Councillor Jean Fooks</b>	<b>Councillor Val Smith</b>
<b>Councillor James Fry</b>	<b>Councillor John Tanner</b>
<b>Councillor Andrew Gant</b>	<b>Councillor Richard Tarver</b>
<b>Councillor Stephen Goddard</b>	<b>Councillor David Thomas</b>
<b>Councillor Michael Gotch</b>	<b>Councillor Ed Turner</b>
<b>Councillor Mick Haines</b>	<b>Councillor Louise Upton</b>
<b>Councillor Thomas Hayes</b>	<b>Councillor Oscar Van Nooijen</b>
<b>Councillor Sam Hollick</b>	<b>Councillor Elizabeth Wade</b>
<b>Councillor Rae Humberstone</b>	<b>Councillor Ruth Wilkinson</b>
<b>Councillor Pat Kennedy</b>	<b>Councillor Dick Wolff</b>

### **HOW TO OBTAIN 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](http://mycouncil.oxford.gov.uk)
- Downloaded from our website
- Subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- Sent to you in hard copy form upon payment of an annual subscription.

## SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 9 June 2014 at 4.00 pm to transact the business set out below.

*Peter Sloman*

Proper Officer

## AGENDA

Pages

- |   |                                                                      |  |
|---|----------------------------------------------------------------------|--|
| 1 | <b>ELECTION OF LORD MAYOR FOR THE COUNCIL YEAR 2014/15</b>           |  |
| 2 | <b>APPOINTMENT OF DEPUTY LORD MAYOR FOR THE COUNCIL YEAR 2014/15</b> |  |
| 3 | <b>APPOINTMENT OF SHERIFF FOR THE COUNCIL YEAR 2014/15</b>           |  |
| 4 | <b>APOLOGIES FOR ABSENCE</b>                                         |  |
| 5 | <b>ANNOUNCEMENTS BY THE LORD MAYOR</b>                               |  |
| 6 | <b>ANNOUNCEMENTS BY THE CHIEF EXECUTIVE</b>                          |  |
| 7 | <b>ELECTION OF THE LEADER OF THE COUNCIL</b>                         |  |

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.

- |   |                                                               |        |
|---|---------------------------------------------------------------|--------|
| 8 | <b>APPOINTMENT OF COMMITTEES FOR THE COUNCIL YEAR 2014/15</b> | 7 - 14 |
|---|---------------------------------------------------------------|--------|

The Head of Law and Governance has submitted a report which invites Council to appointment Committees for the Council Year 2014/15 and Members to serve upon.

Council is asked:

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

## **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 2014/15 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.

---

<sup>1</sup>Disclosable 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.

This page is intentionally left blank

**To: Annual Council**

**Date: 9<sup>th</sup>. June 2014**

**Report of: Head of Law and Governance**

**Title of Report: Appointment of Committees for the Council year 2014-2015**

### **Summary and Recommendations**

**Purpose of report:** To appoint committees and the members serving on them for the Council year 2014-2015.

**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. To appoint the bodies as currently defined within the Council's constitution and included in the table at paragraph 9 of this report.**
- 3. To agree the nominations to committees made by political groups and attached within a document circulated separately.**
- 4. To appoint a member to the Joint Oxfordshire Health Overview and Scrutiny Committee.**
- 5. To agree that all members of Council will form the pool of members able to observe on appeals and some grievances.**
- 6. To 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; 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 secretaries have been issued with the appropriate forms to allow this to happen.
8. The Council currently has 1 Independent Member, he does not 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, any resulting allocations within this formula but 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 2014-2015.

### **Appointments to Committees**

11. The table below contains the current bodies appointed within the Councils 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.

<b>Body</b>	<b>Seats No.</b>	<b>In PB calculations</b>	<b>Comment</b>
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	<b>For appointment by Council</b>  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	15	No	<p><b>For appointment by Council</b></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><b>For appointment by Council</b></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	<b>For appointment by Council</b>
Appointments Committee	5	Yes	<p><b>For appointment by Council</b></p> <p>This must include 1 City Executive Board Member.</p>
Audit and Governance Committee	7	Yes	<b>For appointment by Council</b>
Standards	7	Yes	<b>For appointment by Council</b>

Committee			
-----------	--	--	--

East Area Planning Committee	9	Yes	<b>For appointment by Council</b> 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	<b>For appointment by Council</b> 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	<b>For appointment by Council</b> Members of this committee cannot be a member of either East or West Planning Committee.
Scrutiny Committee	12	Yes	<b>For appointment by Council</b> City Executive Board members cannot be members of this committee. The Council must appoint 1 Scrutiny Committee.
Disciplinary Committee	4	Yes	<b>For appointment by Council</b> 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.

**Name and contact details of author:-**

Name: Patricia Jones

Job title: Committee and Member Services Manager

Service Area: Law and Governance

Tel: 01865 252191

Email: [phjones@oxford.gov.uk](mailto:phjones@oxford.gov.uk)

**List of background papers: None**

**Version:2**

**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	No member can be a member of more than 1 planning committee or a member of the Planning

		G-1	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.