

Agenda

Annual Council

Date: **Monday 13 May 2019**

Time: **6.00 pm**

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

For any further information please contact:

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

Telephone: 01865 252275

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If you intend to record the meeting, it would be helpful if you speak to the Committee Services Officer before the start of the meeting.

This meeting will also be available via a webcast. The webcast will be available to view on the City Council's website after the meeting.

Council

Membership

Lord Mayor **Councillor Colin Cook**

Deputy Lord Mayor **Councillor Sajjad Malik**

Sheriff **Councillor Craig Simmons**

Members	Councillor Mohammed Altaf-Khan	Councillor Rae Humberstone
	Councillor Lubna Arshad	Councillor Dan Iley-Williamson
	Councillor Jamila Begum Azad	Councillor Pat Kennedy
	Councillor Shaista Aziz	Councillor Tom Landell Mills
	Councillor Nadine Bely-Summers	Councillor Ben Lloyd-Shogbesan
	Councillor Susan Brown	Councillor Mark Lygo
	Councillor Nigel Chapman	Councillor Dr Joe McManners
	Councillor Mary Clarkson	Councillor Chewe Munkonge
	Councillor Tiago Corais	Councillor Susanna Pressel
	Councillor Steven Curran	Councillor Mike Rowley
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Martyn Rush
	Councillor Alex Donnelly	Councillor Christine Simm
	Councillor James Fry	Councillor Linda Smith
	Councillor Andrew Gant	Councillor Roz Smith
	Councillor Stef Garden	Councillor John Tanner
	Councillor Stephen Goddard	Councillor Richard Tarver
	Councillor Michael Gotch	Councillor Sian Taylor
	Councillor Mick Haines	Councillor Marie Tidball
	Councillor Paul Harris	Councillor Ed Turner
	Councillor Tom Hayes	Councillor Louise Upton
	Councillor David Henwood	Councillor Elizabeth Wade
	Councillor Alex Hollingsworth	Councillor Dick Wolff
	Councillor Richard Howlett	

The quorum for this meeting is 12 members

Copies of this agenda

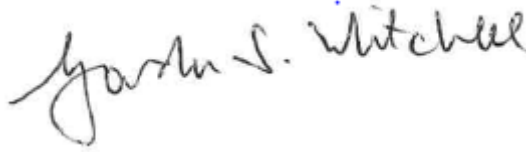
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- viewed on our website – mycouncil.oxford.gov.uk
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Summons

A meeting of the City Council will be held in the Council Chamber - Oxford Town Hall, on Monday 13 May 2019 at 6.00 pm to transact the business set out below.



Proper Officer

AGENDA

Pages

PART 1 - PUBLIC BUSINESS

1 Election of Lord Mayor for the Council year 2019/20

2 Election of Deputy Lord Mayor for the Council year 2019/20

3 Election of Sheriff for the Council year 2019/20

4 Apologies for absence

5 Declarations of interest

6 Announcements

Announcements by:

1. The Lord Mayor
2. The Chief Executive (if any)

7 Council Leader from May 2018 to May 2020

Council will recall that on 15 May 2018 Councillor Brown was elected as Leader of the Council for a term of office ending on the day of the Annual Council meeting in 2020 (following all-out elections scheduled in May 2020)

8 Report of the Leader of Council

Council will receive and note a report from the Leader, Councillor Brown, on:

1. the appointment of the deputy Leader of the Council;
2. the appointment of up to 8 additional members of the City Executive Board;
3. the responsibilities of the Leader, Deputy Leader, and other City Executive Board Members;
4. the Council's representative on the Oxfordshire Growth Board;
5. the Council's representatives (and substitutes if any) on the three advisory sub-groups:
 - Oxfordshire Plan 2050
 - Affordable Housing
 - Infrastructure
6. the appointment of Shareholders for:
 - Oxford City Housing Limited (comprising OCH Ltd; OCH (Development) Ltd, OCH (Investment) Ltd;
 - Oxford West End Development Ltd
 - Oxford Direct Services (comprising ODS Ltd; ODS (Trading) Ltd)
7. the Executive Scheme of Delegation as set out in the Section 4 of the Council's Constitution; and
8. any other matters.

The Constitution is available on the [Council's website](#)

9 Appointment to Council Committees 2019/20

7 - 12

The Head of Law and Governance has submitted a report asking Council to appoint committees and the members serving on those committees for the Council year 2019-20 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 on 10 May, and any outstanding nominations to committee seats may be announced, or agreed, as appropriate at the meeting.

Recommendations: Council is recommended to:

1. **Approve** the structure of the Council committees, as defined within the Council's constitution and set out in Appendix 1: Committee structure;
2. **Approve** the methods, calculations and conventions used in determining political representation on committees as outlined in the report and set out in Appendix 2: Political proportionalities on Council committees (other than those to be appointed on an ad hoc basis) 2019-20;
3. **Approve** the appointment of nominated members to Council committees in accordance with the requirements of political proportionality and the nominations made by political groups, as set out in Appendix 3: Committee nominations 2019-20;
4. **Agree** that all members of Council will form the pool of members able to observe on appeals and some grievance panels;
5. **Appoint** three non-executive members to the Oxfordshire Growth Board Scrutiny Panel;
6. **Appoint** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see Appendix 3: Committee nominations 2019-20).

10 Council scheme of delegation for 2019/20

The Chief Executive **recommends Council to** agree the Council's scheme of delegation for its responsibilities set out in Section 5 of the Council's Constitution as agreed on 26 November 2018 and published with minor amendments on the website in April 2019.

The Constitution is available on the [Council's website](#)

Please note:

This Council meeting is followed by the civic Mayor Making ceremony **starting at 7.15pm.**

Councillors and invited guests are asked to be seated **before 7.10pm.**

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

Additional information, councillors' questions, public addresses and amendments to motions are published in a supplementary briefing note. The agenda and briefing note should be read together. The Briefing Note is published as a supplement to the agenda. It is available on the Friday before the meeting and can be accessed along with the agenda on the council's website.

Councillors 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; licenses 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.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

To: Annual Council
Date: 13 May 2019
Report of: Head of Law and Governance
Title of Report: Appointment of Committees for the Council Year 2019-20

Summary and recommendations	
Purpose of report:	For Council to appoint committees and the members serving on those committees for the Council year 2019-20
Legislation:	Local Government and Housing Act 1989 (Section 15)
Recommendation(s): Council is recommended to:	
<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 <i>Appendix 1: Committee structure</i>; 2. Approve the methods, calculations and conventions used in determining political representation on committees as outlined in the report and set out in <i>Appendix 2: Political proportionalities on Council committees (other than those to be appointed on an ad hoc basis) 2019-20</i>; 3. Approve the appointment of nominated members to Council committees in accordance with the requirements of political proportionality and the nominations made by political groups, as set out in <i>Appendix 3: Committee nominations 2019-20</i>; 4. Agree that all members of Council will form the pool of members able to observe on appeals and some grievance panels; 5. Appoint three non-executive members to the Oxfordshire Growth Board Scrutiny Panel; 6. Appoint one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see <i>Appendix 3: Committee nominations 2019-20</i>). 	

Appendices	
Appendix 1	Committee structure
Appendix 2	Political proportionalities on Council committees 2019-20 (to be circulated separately in the Briefing Note)
Appendix 3	Committee nominations 2019-20 (to be circulated separately in the Briefing Note)

Introduction and background

1. This report invites Annual Council to appoint non-executive and regulatory committees for the 2019-20 Council year in accordance with the Council Procedures set out in the Constitution (Section 11.1 (i) and (j)).
2. The proposed committee structure that Council is asked to approve is attached as Appendix 1 and is unchanged from last year.
3. The Local Government and Housing Act 1989 (Section 15) (“The Act”) provides a statutory basis for the allocation of seats to political groups based on principles of political proportionality. To enable this the Council has to provide for:
 - a. Political Groups to be formed and Group Leaders elected.
 - b. Seats on committees to be allocated to political groups in accordance with the requirements of the Act.
4. The political balance of the Council and its committees has been reviewed in accordance with the provisions of the Act. Appendix 2 (to be circulated in the Briefing Note) shows the political proportionalities on the committees the Council is asked to appoint to.
5. Appendix 3 (to be circulated in the Briefing Note) shows the nominations to the seats on committees.

Political Groups

6. Individual members are required to indicate a wish to be a member of a particular political group (or cease to be a member of a political group). Political groups comprise two or more members who have indicated that they wish to be a member of that group by signing a notice to the proper officer, the Head of Law and Governance. The Group Secretaries of established groups will normally hold and co-ordinate these notices (commonly known as political group forms). The notice must include the name of the Group Leader and can also include the name of the Deputy Group Leader.
7. Once political groups have been formed, changes to the membership and leadership of groups can be made by notice to the Head of Law and Governance. A change of group leader must be notified by a majority of group members.

Political balance calculations

8. Council has a duty to appoint to most committees using the principles of political proportionality set out in the Act. These principles should be read hierarchically:
 - Where there is more than one political group, all seats must not be allocated to the same 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.

9. Applying these principles may not result in a precise mathematical allocation of seats. In these cases the allocations will be rounded up at 0.5 and above.
10. In the event that achieving political proportionality on all committees results in an overall over-allocation of seats to a particular group, the group with the over-allocation will be asked which seat(s) they wish to relinquish. Any such seats will then be reallocated to group(s) with an overall under-allocation of seats. This process may involve some discussion between political groups.
11. Non-grouped independent members are not treated as political groups but do affect overall proportionality. As such they should ordinarily be offered any seats left over once all groups have received their full proportional allocation of seats. Independent members have been asked whether they would wish to be allocated seats should this scenario arise:
 - Councillor Haines has indicated that he would not wish to sit on any committees.
 - Councillor Henwood has indicated that he would wish to sit on committees.
 - Councillor Malik has expressed a preference for remaining on the Planning Review Committee.
12. The requirements of political proportionality do not apply to the Licensing and Gambling Acts Committee but the convention is that Council will apply the same principles when appointing to this committee.
13. Table 2 in Appendix 2 shows the numbers of committee seats allocated to political groups for the 2019-20 council year on the basis of the methods, calculations and conventions described in paragraphs 8-11. A total of 72 committee seats are included in political balance calculations. Table 3 shows the further 16 seats on committees that do not have to be politically balanced.

Appointments to Council Committees

14. Table 4 in Appendix 3 (to be circulated separately in the Briefing Note) shows the nominations to committee seats made by political groups, in accordance with the seat allocations shown in Appendix 2. Council is recommended to approve the appointment of the nominated members to committees as set out in Appendix 3.
15. There will be a standing item on Council agendas to enable political groups to propose any changes to their committee appointments, should they wish to do so.

Appeals and grievances

16. The Council's HR policies require that should an appeal be received against a decision to dismiss an employee, then a hearing should be observed by an elected member. The same applies to certain appeals within the Council's grievance procedure. A pool of members is required and Council is recommended to agree, as in previous years, that this pool consists of all members of Council.

Oxfordshire Growth Board appointments

17. Council is invited and recommended to appoint three non-executive members to the Oxfordshire Growth Board Scrutiny Panel. This is a non-statutory body that exists to scrutinise the work of the Oxfordshire Growth Board and comprises three members from each of the constituent councils.

18. Council is asked to appoint three members to this body, having regard to its own political balance. The convention established in 2018 is to appoint one member from each of the three political groups. To provide a clear link to the Council's own scrutiny function, it is suggested that these are also members of the Scrutiny Committee, including the Chair (or Chair-elect) of Scrutiny.
19. Appointments to the Oxfordshire Growth Board and its three advisory sub-groups are matters for the executive and will be announced by the Leader.

Appointment to the Joint Oxfordshire Health Overview and Scrutiny Committee

20. Oxfordshire County Council invites the Council to appoint one non-executive member to sit on the Joint Oxfordshire Health Overview and Scrutiny Committee, which delivers the health scrutiny function for Oxfordshire. The member nominated by the controlling political group will be named in Appendix 3 (circulated in the Council Briefing Note).

Appointments to Scrutiny Panels and Review Groups

21. The Scrutiny Committee may establish sub-committees (known as standing panels) or review groups (otherwise known as 'task and finish' groups) and appoint members to them. Membership of these bodies will be cross-party and can be drawn from all non-executive members but the principles of political proportionality do not apply. Nominations to these bodies will be handled separately, once they have been established by the Scrutiny Committee.

Financial issues

22. There are no financial issues to consider.

Legal issues

23. The legal issues including the Council's duty to appoint to committees in accordance with the provisions of S15 of the Local Government and Housing Act 1989 are contained within the report.

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Background Papers: None

Appendix 1: Committee structure 2019/20

Table 1: Committee structure

Body	Number of seats	In political balance calculation?	Notes
Council	48	No	Formed by election
City Executive Board	10	No	Appointed by the Leader of the Council. Must have 3-10 members.
Licensing and Gambling Acts Committee	15	No	For appointment by Council
General Purposes Licensing Committee	10	Yes	For appointment by Council
Appointments Committee	5	Yes	For appointment by Council Must include a member of the City Executive Board.
Audit and Governance Committee	7	Yes	For appointment by Council
Investigation and Disciplinary Committee	4	Yes	For appointment by Council Must include a member of the City Executive Board
East Area Planning Committee	9	Yes	For appointment by Council Council may not appoint a member to more than one planning Committee.
West Area Planning Committee	9	Yes	For appointment by Council Council may not appoint a member to more than one planning Committee.
Planning Review Committee	9	Yes	For appointment by Council Council may not appoint a member to more than one planning Committee.
Scrutiny Committee	12	Yes	For appointment by Council City Executive Board members cannot be members of the Scrutiny Committee
Standards Committee	7	Yes	For appointment by Council

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