

# Agenda

# Council

## Annual Meeting

## Summons

A meeting of the City Council will be held to transact the business set out below on

Date: **Thursday 16 May 2024**

Time: **5.00 pm**

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



Proper Officer

### Members of the public can attend to observe this meeting and:

- may register in advance to speak to the meeting in accordance with the [public speaking rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

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Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

This meeting can be viewed live or afterwards on the council's [YouTube channel](#).

### For further information please contact:

Jonathan Malton, Committee and Member Services Manager, Committee and Member Services Officer

📞 01865 529117

✉️ [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

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## Membership of Council

Councillors: Membership 48: Quorum 12.

**Lord Mayor** Councillor Lubna Arshad

**Deputy Lord Mayor** Councillor James Fry

**Sheriff** Councillor Mark Lygo

<b>Members</b>	Councillor Asima Qayyum	Councillor Dr Amar Latif
	Councillor Mohammed Azad	Councillor Sajjad Malik
	Councillor Theodore Jupp	Councillor Katherine Miles
	Councillor Max Morris	Councillor Alistair Morris
	Councillor Denise Regisford	Councillor Lois Muddiman
	Councillor Anne Stares	Councillor Edward Mundy
	Councillor Ian Yeatman	Councillor Chewe Munkonge
	Councillor Judith Harley	Councillor Susanna Pressel
	Councillor David Henwood	Councillor Anna Railton
	Councillor Mohammed Altaf-Khan	Councillor Rosie Rawle
	Councillor Susan Brown	Councillor Ajaz Rehman
	Councillor Nigel Chapman	Councillor Jo Sandelson
	Councillor Mary Clarkson	Councillor Linda Smith
	Councillor Tiago Corais	Councillor Roz Smith
	Councillor Barbara Coyne	Councillor Dr Christopher Snowton
	Councillor Lizzy Diggins	Councillor Ed Turner
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Louise Upton
	Councillor Laurence Fouweather	Councillor Naomi Waite
	Councillor Andrew Gant	Councillor Stephen Goddard
	Councillor Alex Hollingsworth	Councillor Simon Ottino
	Councillor Jemima Hunt	Councillor Alex Powell
	Councillor Chris Jarvis	Councillor Mike Rowley
	Councillor Emily Kerr	

Apologies will be reported at the meeting.

# Agenda

The business to be transacted is set out below

Pages

## PART 1 - PUBLIC BUSINESS

### 1 Election of Lord Mayor for the Council year 2024/25

Council is recommended to resolve to elect a Lord Mayor to the start of the Annual Council meeting in May 2024

### 2 Appointment of Deputy Lord Mayor for the Council year 2024/25

Council is recommended to resolve to elect a Deputy Lord Mayor to the start of the Annual Council meeting in May 2024.

### 3 Appointment of Sheriff for the Council year 2024/25

Council is recommended to resolve to appoint a Sheriff to the start of the Annual Council meeting in May 2024

### 4 Apologies for absence

### 5 Declarations of interest

To make any declarations of disposable pecuniary interests relating to items on this agenda (see *guidance note attached to agenda frontsheet*).

### 6 Announcements

Announcements by:

1. The Lord Mayor
2. The Sheriff
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)
4. The Chief Executive, Chief Finance Officer, Monitoring Officer

### 7 Report of the Leader of the Council

**Council will receive and note a report from the Leader on:**

1. the appointment of the deputy Leader of the Council;
2. the appointment of up to 8 additional members of the Cabinet;
3. the responsibilities of the Leader, Deputy Leader, and other Cabinet Members;
4. the Council's representative and their substitute on the Future Oxfordshire Partnership (both members of this Council's Cabinet);
5. the Council's representative (and their substitutes) on the Future Oxfordshire Partnership's four advisory sub-groups (drawn from members of this Council's Cabinet);
  - a. Housing
  - b. Infrastructure
  - c. Environment
  - d. Planning
6. the appointment of Members of the Shareholder and Joint Venture Group which has responsibility for acting as shareholder of the Council's companies and for safeguarding and furthering the Council's interests and investments in its companies and joint ventures.
7. the Executive Scheme of Delegation as set out in Section 4 of the Council's Constitution dated 1 March 2024 (and agreed by Council on 27 November 2023); and
8. any other matters.

**8 Appointment to Council Committees 2024/25**

9 - 14

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 2024-25 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.

Recommendation(s): 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 2024/25;
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 2024-25;

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 2024-25;

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 Oxfordshire Growth Board Scrutiny Panel (see Appendix 3: Committee nominations 2024-25);

6. **Appoint** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see Appendix 3: Committee nominations 2024-25).

### **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 day before the meeting and can be accessed along with the agenda on the council's website.

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee and Member Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks Councillors and members of the press and public recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recordings may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **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". 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:** 16 May 2024  
**Report of:** Head of Law and Governance  
**Title of Report:** Appointment of Committees for the Council Year 2024/25

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	For Council to appoint committees and the members serving on those committees for the Council year 2024-25
<b>Legislation:</b>	Local Government and Housing Act 1989 (Section 15)
<b>Recommendation(s): Council is recommended to:</b>	
1.	<b>Approve</b> the structure of the Council committees, as defined within the Council's Constitution and set out in <i>Appendix 1: Committee structure 2024/25</i> ;
2.	<b>Approve</b> the methods, calculations and conventions used in determining political representation on committees as outlined in the report and shown in <i>Appendix 2: Political proportionalities on Council committees 2024-25</i> ;
3.	<b>Appoint</b> to committee seats in accordance with the requirements of political proportionality and the nominations made by political groups, as shown in <i>Appendix 3: Committee nominations 2024-25</i> ;
4.	<b>Agree</b> 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.	<b>Appoint</b> three non-executive members to the Oxfordshire Growth Board Scrutiny Panel (see <i>Appendix 3: Committee nominations 2024-25</i> );
6.	<b>Appoint</b> one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see <i>Appendix 3: Committee nominations 2024-25</i> ).

<b>Appendices</b>	
Appendix 1	Committee structure 2024/25
Appendix 2	Political proportionalities on committees 2024/25
Appendix 3	Committee nominations 2024/25 (to be circulated separately in the Briefing Note)

## **Introduction and background**

1. This report invites Annual Council to appoint non-executive committees for the 2024/25 Council year in accordance with the Council procedures set out in the Constitution (Section 11.1 (i) and (j)).
2. The committee structure that Council is asked to approve is attached as Appendix 1. There are no changes to the committee structure from last year. The programme of committee meeting dates was agreed by Council on 27 November 2023.
3. The Local Government and Housing Act 1989 (Section 15) (“The Act”) provides a statutory basis for the allocation of committee 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 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 may 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 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 be offered any seats that remain unallocated once all groups have received their full proportional allocation of seats.
12. Appendix 2 shows the numbers of committee seats allocated to political groups for the 2024/25 council year on the basis of the methods, calculations and conventions described in paragraphs 8-11. A total of 85 committee seats are included in political balance calculations.
13. 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. For simplicity Council has agreed that political groups will be encouraged to nominate the same members to both licensing committees.

### **Appointments to Council Committees**

14. Appendix 3 shows the nominations to committee seats made by political groups, in accordance with the seat allocations shown in Appendix 2. Council is recommended to appoint 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.

### **Future Oxfordshire Partnership appointments**

17. Appointments to the Future Oxfordshire Partnership (previously Oxfordshire Growth Board) and its four advisory sub-groups are matters for the executive and will be announced separately by the Leader.
18. Council is invited and recommended to appoint three non-executive members to the Future Oxfordshire Partnership Scrutiny Panel, having regard to the political balance of Council. This is a non-statutory body that exists to scrutinise the work of the Future Oxfordshire Partnership. It comprises three members from each of the six constituent councils and the quorum is one member from each council. Meetings of the Future Oxfordshire Partnership Scrutiny Panel have been scheduled on the following dates (all 6.30pm):

18 June 2024  
23 July 2024

25 August 2024  
19 November 2024  
20 January 2025  
12 March 2025

19. The convention established when the Panel was formed in 2018 is to appoint one member from each of the three political groups.

### **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. Meetings have been scheduled on the following dates (all 10.00am):

6 June 2024  
12 September 2024  
21 November 2024  
30 January 2025  
3 April 2025

### **Appointments to Scrutiny Panels and Review Groups**

21. The Scrutiny Committee may establish informal standing panels or review groups (otherwise known as ‘task and finish’ groups) and appoint members to them in accordance with ‘operating principals’ agreed by the Committee. 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 strictly apply. Nominations to these bodies will be handled separately, once those bodies have been established by the Scrutiny Committee.

### **Financial issues**

22. There are no financial issues to consider. The recommendations in this report do not have any financial impacts.

### **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

## Committee structure 2024/25

**Table 1: Committee structure**

<b>Body</b>	<b>Number of seats</b>	<b>In political balance calculation?</b>	<b>Notes</b>
Council	48	No	Formed by election.
Cabinet	10	No	Appointed by the Leader of the Council. Must have 3-10 members including the Leader and Deputy Leader(s).
Licensing and Gambling Acts Committee	15	Yes	<b>For appointment by Council</b> Political groups are invited to nominate the same members to the Licensing and Gambling Acts Committee and the General Purposes Licensing Committee.
General Purposes Licensing Committee	15	Yes	<b>For appointment by Council</b> Political groups are invited to nominate the same members to the Licensing and Gambling Acts Committee and the General Purposes Licensing Committee.
Appointments Committee	5	Yes	<b>For appointment by Council</b> Must include a member of Cabinet.
Audit and Governance Committee	7	Yes	<b>For appointment by Council</b> Chair must not be a member of Cabinet.
Investigation and Disciplinary Committee	4	Yes	<b>For appointment by Council</b> Must include a member of Cabinet.
Planning Committee	11	Yes	<b>For appointment by Council</b> Council may not appoint a member to more than one planning Committee.
Planning Review Committee	9	Yes	<b>For appointment by Council</b> Council may not appoint a member to more than one planning Committee.
Scrutiny Committee	12	Yes	<b>For appointment by Council</b> Cabinet members cannot be members of the Scrutiny Committee.
Standards Committee	7	Yes	<b>For appointment by Council</b>

**85 seats included in political balance calculation**

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