

To: City Executive Board

Date: 12 June 2013

Report of: Head of Law and Governance

Title of Report: APPOINTMENTS TO OUTSIDE AND OTHER BODIES – 2013/14

Summary and Recommendations

Purpose of report: To agree nominations to outside and other bodies for the 2013/2014 Council Year.

Key decision: No

Policy Framework: None

Board Member: Cllr Bob Price, Corporate Governance, Strategic Partnerships and Economic Development

Recommendations: The City Executive Board is recommended to:

- 1 Retain Council representatives on:-
 - Alice Smith Trust and Sarah Nowell Educational Trust
 - Oxfordshire Ethnic Minorities Enterprise Unit (OEMEU)
 - Florence Park Community Association.
 - Oxford Asian Cultural Association (with reduced membership to 2 representatives).
2. Reduce Council representation to one representative on the following bodies (when representation comes up for renewal):-
 - Headington Parish Charity
 - Katherine Rawson Trust
 - Parochial Charities of St Clements
 - South Oxford Adventure Playground
3. Delete the following appointment because the group is inactive:-
 - Oxford City Local Area Police Board
4. Delete members involvement from the following bodies, because the Council's interests are not served:-

- National Association of British Market Authorities
 - Environmental Protection UK
 - Tourism South East
 - The Pathways Project.
5. Make appointments to outside bodies as shown in **Appendix 3** and to appoint Councillor Kennedy to the Police and Crime Panel.

Appendices:-

Appendix 1 – Council grants breakdown

Appendix 2 – Member comments on bodies served on in 2012/13

Appendix 3 – Appointments to outside bodies for 2013/124

Appendix 4 – Risk assessment

Introduction

1. The Council has in total 125 representatives on 56 outside bodies and 11 charities. The majority of representatives are either current members or former members of the City Council. Outside bodies range from local community associations to national organisations such as the Local Government Association General Assembly.
2. The majority of Council representatives sit on the committee of the body to which they have been appointed, with one or two acting in an advisory role or simply being invited to attend meetings. All the charity representatives are trustees of the charity.
3. Each year;-
 - Outside bodies are asked to review the information that we hold on them and outline their expectations from councillor involvement. Many bodies have replied favourably to Council involvement, welcoming the knowledge and insight that Councillors are able to offer, in particular around council procedures and policies. The analysis of this feedback can be found later in the report.
 - Councillors are asked to provide feedback on the bodies to which they have been appointed so that the Council can monitor progress, and determine whether representation on a body is a good investment of councillors' time.
4. In 2012/13, the Council gave grants totalling £805,701 to 22 of the outside bodies / charities to which we appoint representatives. In total the Council gave £1,455,515 in grants to 60 bodies. A breakdown is attached as **Appendix 1**.

Review of bodies appointed to

5. In July 2012, outside body appointments for 2012/13 were made by the Board Member for Corporate Governance and Strategic Partnerships at a single member decision meeting. An annual review of Council's representation on the following bodies was also agreed, following feedback received from Councillors:-

- Alice Smith Trust and Sarah Nowell Educational Trust
- Oxfordshire Ethnic Minorities Enterprise Unit
- Florence Park Community Association
- Oxford Asian Cultural Association
- National Association of British Market Authorities

6. The decision was to stop appointing to these bodies, if there "is no development, contact or demonstrable value to the Council within 12 months."

7. Most councillor representatives on these bodies have provided feedback on their experiences.

8. Alice Smith Trust and Sarah Nowell Educational Trust

The two charities are managed by the Churches of Cowley. They award money to the areas of Rose Hill, Blackbird Leys, Littlemore and Cowley. The Alice Smith Trust provides small amounts of financial support to families to replace broken appliances that they could not otherwise afford to do. The Sarah Nowell Education Trust grants funds for school trips for disadvantaged children, provides assistance for sports equipment and school uniforms.

Councillor feedback from 2012 "questioned the value of continuing to appoint to this group, invited to meetings but feels that Council's influence is minimal."

Councillor feedback received in 2013 felt that although the work of the charity "fits within the Council's core policy – having a Councillor on there is not essential - but it is helpful to see what contribution the Charity makes."

The Labour group wishes to appoint Councillors Michele Paule and Val Smith (the representative appointed in 2012) to the charities this year and to review the position in 2014.

9. Oxfordshire Ethnic Minorities Enterprise Unit (OEMEU)

OEMEU aims to improve the economic situation of ethnic minority communities in Oxfordshire by offering free and confidential business advice and training courses in business start-up to members of all ethnic minority groups.

In 2012 the Councillor appointed “was not contacted by this group - so didn’t attend any meetings”.

In 2013 the group confirmed it was still running, and the representative “had been in contact with the body and has attended a couple of their meetings.” The member has not confirmed whether having a representative on this body provides any value to Council.

Given the remit of this body, it would seem sensible for the Council to continue to appoint. Nominees for this body are Councillors Ben Lloyd-Shogbesan (Labour) and Craig Simmons (Green).

10. Florence Park Community Association

The Community Association offers educational opportunities to the inhabitants of the Florence Park estate and provides community facilities.

In 2012, the Councillor appointed to the Association reported “no contact since the previous secretary left- so didn’t attend any meetings”.

The body provided new contact details in 2013 which might have been the reason for the break-down in communication last year. Councillor feedback for 2013 suggested there is value in attending this group, “as I have been able to see the progress made by the centre first hand...

I think that if Councillors were not there this would not be seen and the information might not be fed in as directly.”

Since the group has updated its contact details and is a community association, Council should continue to appoint representatives onto this body. The Labour group wishes to appoint Councillor Helen O’Hara and Bryan Keen.

11. Oxford Asian Cultural Association

Oxford Asian Cultural Association promotes education, and cultural and social understanding of the inhabitants of the Oxford asian community through collaboration with the City and County Councils, voluntary organisations and inhabitants.

In 2012, the following concern was expressed about this group- “There is a feeling that it needs encouragement to involve more people. If matters do not improve, the Council might wish to consider deleting this group.”

In 2013, the Council representatives made the following comments:-

- Helpful to have representatives but don’t think it needs three
- There is a clear and valuable contribution to the Council’s objectives, particularly inclusion and cohesion.

- Ward Councillors provide an external source of support and advice, and are able to benefit from discussions and interaction with many of the city's communities
- It's a nexus for building empowerment /citizenship in the South Asian community.

Because members report that it is worthwhile continuing to have Council representatives on this body, the Board is recommended to continue to appoint to this body, but reduce the number of representatives from 3 to 2.

Nominees for this body are County Councillor Jamila Azad (Labour), Councillor Graham Jones (Liberal Democrat) and Councillor Elise Benjamin (Green).

12. National Association of British Market Authorities (NABMA)

NABMA provides a means of communication between members, Government departments and other public bodies on matters of common interest relating to the administration of markets, fairs, abattoirs or cold stores.

In 2012 the body "expressed disappointment that Oxford had not been represented at meetings during the past year. It hopes that someone would attend in the future". However, the Council has not had NABMA membership since April 2012.

In 2013, the representative "received no information from this body so was unable to attend meetings. If information was received, it would be valuable to have a representative since Oxford has both a covered market and an outside market." It is perhaps not surprising that the representative received no information given that the Council is not currently a member.

NABMA did respond to the Council's request for an update of its records, indicating that it was interested in having a Council representative attend its meetings. The 2013 representative suggested it would be beneficial to have representation on the body.

Corporate Property is planning to appoint an external contractor to run the Gloucester Green market on behalf of the Council. This contractor will have NAMBA membership, and Corporate Property feels there is no need for Council to also hold membership. It is recommended that the Board stops appointing to NABMA, as without becoming a member (at a cost in round terms of £700) the representative will not be able to participate in this body.

Feedback from Councillors and Outside Bodies 2013

13. All members appointed to a body for 2012/13 were asked to comment on the value of their body, its contribution towards the local community and the Council's Corporate Objectives and whether they felt it was valuable having Council representation on the body. Feedback forms were sent to all current Councillors appointed to outside bodies. Out of these, 21 of 38 current members returned the form.
14. A summary of members' comments is attached as **Appendix 2**. Most members supported the work their body was doing in the community, and were in favour of having Council representation on the body.
15. Two members raised concerns about a couple of the City's community associations. The management committee at East Oxford Community Association seems reluctant to have Councillor representation; and the Member on Northway Community Association was concerned about the association's governance arrangements. The Communities and Neighbourhood Team are aware of these issues and are working with the associations to resolve these issues.
16. Several Councillors questioned the need for more than one representative on the body they were on, and suggested one representative would be sufficient. The contact for the South Oxford Adventure Playground also indicated that one representative would be sufficient on their body. It is therefore recommended that the following bodies only have one representative in the future;-
 - Headington Parish Charity
 - Katherine Rawson Trust
 - Parochial Charities of St Clements
 - South Oxford Adventure Playground
17. A few Councillors queried the relevance of having representation on a number of outside bodies, these are as follows:
 - Environmental Protection UK

This body brings together individuals and organisations across the public, private and charitable sectors to discuss and promote ideas, knowledge and solutions to achieve the shared vision of a cleaner, quieter and healthier world. They are active and influential in the fields of air quality and climate change, noise and land quality.

The representative no longer receives information from the body and feels that there is no value in continuing to belong to this organisation.
 - Tourism South East

This body exists to increase the economic and social benefits from tourism in the region whilst safeguarding the urban and rural

environments. It encourages partnership between local government, the commercial sector and central government.

The representative suggests that no further Council appointments be made to Tourism South East as no contact for the past year has been made and representatives from Visit Oxfordshire attend those meetings now.

- Pathways Project

This organisation has made no contact with Council officers or the representative in the last year. The Council has no recent records of this body and it is therefore recommended that no further appointments be made.

18. All the outside bodies were contacted and asked to update their details. As a result, the Oxford City Local Area Police Board needs to be removed as it was disbanded when the Police Authority was abolished in November 2012.

Appointments to be made

19. **Appendix 3** shows the current nominations to outside bodies from the Labour, Liberal Democrat and Green groups. The Board is asked to appoint representative(s) for each body from the list of nominees.

Police and Crime Panel

20. Councillor Sinclair as Board Member, Crime and Community Safety was the Council's appointment to the Panel in 2012/13. The appointment was made by single member decision in May 2012. The Council's appointment to the Panel does not need to be an Executive Member. The majority group wishes to appoint Councillor Kennedy to the Panel.

Level of Risk

21. A risk assessment has been undertaken and the risk register is attached as **Appendix 4**. All risks have been mitigated to an acceptable level.

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