

To: Members of the Democracy & Organisation Committee

Notice of a Meeting of the Democracy & Organisation Committee

**Tuesday, 14 June 2011 at 3.30 pm
or on the rising of Council, whichever is later**

County Hall, New Road, Oxford



Peter G. Clark
County Solicitor

June 2011

Contact Officer: **Geoff Malcolm**
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Membership

Councillors

Anne Purse
Neil Owen
A.M. Lovatt
Alyas Ahmed
Lynda Atkins

Mike Badcock
Maurice Billington
Liz Brighthouse OBE
Iain Brown
Michael Gibbard

Janet Godden
Ray Jelf
G.A. Reynolds
Richard Stevens
Alan Thompson

Notes:

- ***Date of next meeting: 13 October 2011***

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, ie where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. **Election of Chairman for the 2011/12 Council Year**
2. **Election of Deputy Chairman for the 2011/12 Council Year**
3. **Subordinate Bodies**

The Committee is asked to note that the following existing subordinate bodies fall within the responsibility of this Committee. Appointments to them are not needed at this time.

Appeals Sub-Committee

To hear and determine appeals in cases where the relevant procedure rules require this function to be performed by a formally constituted committee or sub-committee.

Tribunal Panels

(Drawn from a pool comprising all members of the Democracy & Organisation Committee or named substitutes)

To hear and determine appeals in other cases under the relevant procedure rules.

Fire Service Discipline Sub-Committee

To act as the Disciplinary Tribunal hearing and determining cases against Principal Officers in the first instance in accordance with the provisions of the Fire Services (Discipline) Regulations 1985.

Appointments Sub-Committee

To appoint Directors and Deputy Directors and make recommendations to the Council as to the appointment of the Head of the Paid Service.

Gradings Sub-Committee

To agree changes to the salaries and remuneration of Directors and other officers on Chief Officer or equivalent grades.

Pension Benefits Sub-Committee

To determine, as the Employing Authority, the benefits for individual applications for early retirement.

4. **Apologies for Absence and Temporary Appointments**
5. **Declarations of Interest - see guidance note**
6. **Minutes**

To approve the minutes of the meeting held on 15 July 2010 (**DO6**) and to receive for information any matters arising therefrom.

7. Petitions and Public Address
