

County Council

21 May 2024

Agenda



**OXFORDSHIRE
COUNTY COUNCIL**

To: **Members of the County COUNCIL**

Notice of a Meeting of the County Council

Tuesday, 21 May 2024 at 10.30 am

Council Chamber - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings, please click on this [Live Stream Link](#). Please note, that will not allow you to participate in the meeting.

A handwritten signature in grey ink that reads "Reeves".

Martin Reeves
Chief Executive

May 2024

Committee Officer:

Colm Ó Caomhánaigh

Tel: 07393 001096; E-Mail:

colm.oconomhanaigh@oxfordshire.gov.uk

AGENDA

1. **Election of Chair for the 2024-25 Council Year**
2. **Election of Vice-Chair for the 2024-25 Council Year**
3. **Minutes** (Pages 1 - 10)

To approve the minutes of the meeting held on 16 April 2024 (**CC3**) and to receive information arising from them.

4. **Apologies for Absence**
5. **Declarations of Interest - see guidance note**

Members are reminded that they must declare their interests orally at the meeting and specify (a) the nature of the interest and (b) which items on the agenda are the relevant items. This applies also to items where members have interests by virtue of their membership of a district council in Oxfordshire.

6. **Official Communications**
7. **Appointments**

To make any changes to the membership of scrutiny and other committees on the nomination of political groups and to note any changes to the Cabinet made by the Leader of the Council.

8. **Petitions and Public Address**

Members of the public who wish to speak on an item on the agenda at this meeting, or present a petition, can attend the meeting in person or 'virtually' through an online connection. Requests must be submitted no later than 9am one working day before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am on the day of the meeting. Written submissions should be no longer than 1 A4 sheet.

9. **Report of the Cabinet** (Pages 11 - 14)

Report by the Leader of the Council.

The report summarises the decisions from the Cabinet meeting on 23 April 2024.

10. Cabinet Membership and Delegation of Cabinet Functions (Pages 15 - 18)

Report by the Leader of the Council

Council is RECOMMENDED to note the names, addresses and electoral divisions of the people appointed to the Cabinet by the Leader of the Council for the coming year and their respective portfolios.

11. Audit & Governance Committee Annual Report (Pages 19 - 30)

Report from the Chair of the Audit & Governance Committee.

The Annual Report sets out the role of the Audit & Governance Committee and summarises the work that has been undertaken both as a Committee and through the support of the Audit Working Group in 2023/24.

The Council is RECOMMENDED to note the contents of the Annual Report of the Audit & Governance Committee 2023/24.

12. Committees and Review of Political Balance (Pages 31 - 40)

Report by the Director of Law & Governance & Monitoring Officer.

The Council is required by the Local Government & Housing Act 1989 to review the political balance on its committees on an annual basis.

Council is RECOMMENDED

- a) **To note how the rules relating to political proportionality have been applied to the appointment of Council committees.**
- b) **To appoint members to the committees of the Council and other bodies listed at Annex 1. A fully populated list with nominations from the political groups for the vacant seats will be circulated ahead of the meeting.**

13. Scheme of Delegation to Officers (Pages 41 - 54)

Report of the Director of Law & Governance and Monitoring Officer

The Council is required annually to agree the scheme of delegation of Council responsibilities to Officers for inclusion in the Constitution.

COUNCIL IS RECOMMENDED to approve the Scheme of Delegation to Officers as

it relates to Council functions.

14. Committee Dates 2024-25 (Pages 55 - 62)

Report of the Director of Law & Governance and Monitoring Officer

The calendar of meetings for each civic year is presented to Council for approval. The 2024-25 calendar was approved by Council on 7 November 2023. Since that decision, the Education & Young People Overview & Scrutiny Committee was formed by a Council decision on 12 December 2023. Dates need to be agreed for that Committee for 2024-25.

COUNCIL IS RECOMMENDED to

- a) **approve the schedule of meetings for the 2024-25 Council Year for the Education & Young People Overview & Scrutiny Committee in Annex 1;**
- b) **note the changed dates for Delegated Decisions by the Cabinet Member for Finance in Annex 1;**
- c) **note the other dates as approved by Council on 7 November 2023 in Annex 1.**

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 (i.e. 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.

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.

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'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships
- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.

- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- a) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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Agenda Item 3

OXFORDSHIRE COUNTY COUNCIL

MINUTES of the meeting held on Tuesday, 16 April 2024 commencing at 10.30 am and finishing at 3.30 pm

Present:

Councillor Felix Bloomfield – in the Chair

Councillors:

Alison Rooke	Andrew Gant	Calum Miller
Brad Baines	Stefan Gawrysiak	Michael O'Connor
David Bartholomew	Andy Graham	Glynis Phillips
Tim Bearder	Kate Gregory	Sally Povolotsky
Robin Bennett	Jane Hanna OBE	Susanna Pressel
Liz Brighthouse OBE	Jenny Hannaby	Eddie Reeves
Nigel Champken-Woods	Damian Haywood	G.A. Reynolds
Mark Cherry	Charlie Hicks	Judy Roberts
Andrew Coles	John Howson	David Rouane
Ian Corkin	Tony Ilott	Geoff Saul
Imade Edosomwan	Liz Leffman	Les Sibley
Trish Elphinstone	Nick Leverton	Nigel Simpson
Duncan Enright	Dan Levy	Roz Smith
Mohamed Fadlalla	Dr Nathan Ley	Dr Pete Sudbury
Arash Fatemian	Mark Lygo	Bethia Thomas
Neil Fawcett	Kieron Mallon	Michael Waine
Ted Fenton	Ian Middleton	Liam Walker
Donna Ford	Freddie van Mierlo	

The Council considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports, copies of which are attached to the signed Minutes.

9/24 MINUTES

(Agenda Item 1)

The minutes of the meeting held on 20 February 2024 were approved as an accurate record.

10/24 APOLOGIES FOR ABSENCE

(Agenda Item 2)

Apologies were received from Councillors Ash, Banfield, Constance, Field-Johnson, Johnston, Snowdon and Webber.

11/24 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE

(Agenda Item 3)

Anita Bradley, Director of Law & Governance and Monitoring Officer, stated that she had a direct financial interest in Item 16 as a member of the strategic leadership team being consulted with and will leave the meeting for that discussion.

12/24 OFFICIAL COMMUNICATIONS

(Agenda Item 4)

Ofsted has judged Oxfordshire County Council's Children's Services as 'good' following the inspection that took place in February 2024.

Ofsted commented that "Strong political and corporate support has continued and has ensured that the children's directorate has received ongoing investment to develop and strengthen services for vulnerable children.

Since the last Full Council meeting in February, the Chair has had the following invitations -

- 12th March Opening of Edmonds Park Pavilion, Didcot
- 16th March South Oxfordshire District Council quiz night, Chalgrove
- 22nd March SODC Chair's Civic charity dinner, Chalgrove
- 28th March Oxfordshire music theatre production, Abingdon
- 5th April Mayor of Henley's Civic dinner, Henley
- 13th April Mayor of Thame Civic event, Thame

On the 15th of March Cllr Bloomfield held his annual Civic event raising over £3,000 for his chosen charities.

Upcoming events are –

- 16th April Oxfordshire employment and annual celebration event, Oxford
- 17th April Blue Plaque meeting, Oxford
- 19th April Millstream extension opening
- 21st April Faringdon Civic service
- 7th May Mayor of Didcot's Mayor making
- 14th May Inauguration of the Banbury Town Mayor, Banbury
- 17th May Chair of West Oxfordshire District Council charity quiz, Witney

13/24 APPOINTMENTS

(Agenda Item 5)

There were none notified.

14/24 PETITIONS AND PUBLIC ADDRESS

(Agenda Item 6)

Item 9: Annual Report of the Director of Public Health

Professor Hugh Montgomery

Professor Sir Andrew Haine

Item 17: Motion by Councillor Reeves

Claire Wilding

Helen Evans

Krista Beighton

Clare Nelis

Helen Evans

Item 20: Motion by Councillor Gawrysiak

Janet Waters

Caroline Newton

Item 21: Motion by Councillor Reeves

Kimberly Morgan

Tressa Verrier

Item 26: Motion by Councillor Povolotsky

Claire Brenner

Katie Nellist

15/24 QUESTIONS WITH NOTICE FROM MEMBERS OF THE PUBLIC

(Agenda Item 7)

Three questions were asked. The questions, responses and supplementary questions are recorded in an Annex below.

16/24 QUESTIONS WITH NOTICE FROM MEMBERS OF THE COUNCIL

(Agenda Item 8)

Twenty-five questions were asked. The questions, responses and supplementary questions are recorded in an Annex below.

17/24 ANNUAL REPORT OF THE DIRECTOR OF PUBLIC HEALTH

(Agenda Item 9)

Directors of Public Health have a statutory duty to publish an annual report on a subject of their choice that they feel demonstrates the state of health within their community. Council considered this report which shone the spotlight on the impact of climate change on health and the health and wellbeing benefits of positive climate action.

Before the report was proposed, Council heard from two experts on climate change and the health impacts, Professor Hugh Montgomery, Director, UCL Institute for Human Health and Performance and Professor Sir Andrew Haine, Centre on Climate Change and Planetary Health.

The report was proposed by Councillor Nathan Ley, Cabinet Member for Public Health, Inequalities & Community Safety and seconded by Councillor Liz Leffman, Leader of the Council. Following discussion the recommendations were agreed unanimously.

RESOLVED (unanimously): to note the Director of Public Health Annual Report and to take every opportunity to support actions and initiatives that will progress related work.

18/24 DISPENSATION FROM ATTENDING MEETINGS

(Agenda Item 10)

Full Council has the discretion to approve a dispensation, based on the circumstances of the case, which means that the councillor does not cease to be a member of the Council for failing to attend a meeting during a six-month period. The report before Council sought a dispensation for Councillor Yvonne Constance due to illness.

The proposal was moved by Councillor Reeves and seconded by Councillor Leffman. Following a brief discussion the recommendations were agreed unanimously and Members wished Councillor Constance well.

RESOLVED (unanimously):

- a) To grant a dispensation to Cllr Yvonne Constance from the statutory requirement to attend a meeting of the Council within a six-month period from the last noted attendance due to illness.**
- b) To approve that the dispensation last up to and including 30 November 2024**

19/24 REPORT OF THE CABINET

(Agenda Item 11)

Council received the report of Cabinet covering the meetings held on 19 December 2023, 23 January 2024, 30 January 2024, 27 February 2024 and 19 March 2024.

In response to queries raised by Councillors on item 1, Future Council Governance Group – Final Report, regarding the amount of public participation and involvement during the decision making process as part of the future of transport in central Oxford, the Leader of the Council responded that a wider review of transport policies across the County would be sought, and participation of such would be agreed as part of the citizens' panel. She emphasised the need to focus this review across the County, rather than just on travel initiatives within the city.

On item 2, the Local Enterprise Partnership (LEP) Functions, Transition Arrangements, Councillor Phillips asked the Leader of the Council how well the Council has assimilated the responsibilities of the LEP since taking on the LEP functions with specific reference to the commercial strategy. The Leader of the Council responded that the LEP functions had been

assimilated in their existing format and would be reviewed over the next six months to determine how the commercial strategy would be reviewed as part of the Council's economic development.

On item 3, Award for All-Age Advocacy Contracts, Councillor Pressel asked the Cabinet Member regarding procurement for the future provision of the All-Age Advocacy Contracts on progress made since the contract commenced on 1 April 2024. The Leader of the Council advised that she would request that Councillor Bearder provide further details on progress made since its implementation.

On item 4, Department for Science, Innovation and Technology (DSIT) 5G Innovation Region Funding, Councillor Pressel asked if future reports could include information on addressing the gap between those residents that were less connected and the actions that could be taken to address this. Councillor Fawcett outlined the Council's current schemes under the Council's digital strategy including those developed as part of the work done around the rail corridor and how technology could be utilised to expand access to technology.

On item 5, the Workforce Report and Staffing Data – Quarter 2 – July to September 2023, Councillor Pressel asked if information could be provided on the data analysis undertaken to ascertain if the Council's workforce represented the communities in which it served. Councillor Fawcett responded that detailed information was included within the report but noted that improvement had been shown in gender analysis, however more work was required to address the disparity in different ethnic groups.

On item 6, People and Culture Strategy, Councillor van Mierlo asked if the Council policies regarding paternity leave would be reviewed to attract more employees to the Council. Councillor Fawcett responded that policies were currently being reviewed by Officers, however the Council's current policies were above the national standard.

On item 8, Workforce Report and Staffing Data – Q3 October – December 2023, Councillor Phillips asked what was being done to increase the number of non-white staff working at the Council. Councillor Fawcett responded that whilst small improvements had been made, work was underway to move this forward which would be reported in future Workforce Reports.

Councillor Baines requested the Cabinet Member outline the number of full-time equivalent posts removed as part of the staff cuts committed to by the administration. Councillor Fawcett responded that a full consultation with staff was underway with no set target for staff cuts, however this would be reviewed as part of the wider restructure in consultation with the Trade Unions.

In response to a question from Councillor Mallon regarding the representation of 'white working-class males' in the workforce, Councillor Fawcett highlighted that 'class' was not recognised as a fixed group, as

advances were possible for individuals and drew the Council's attention to strategies that could be undertaken by employees, including the positive work of the apprenticeship scheme.

On item 9, Infrastructure Funding Statement 2022/23, Councillor Enright asked if the statement demonstrated if the Council was delivering the infrastructure required for new development. Councillor Roberts responded that the statement was a factual report, however improvements to efficiencies had been made, especially in respect to the reporting of S106 funding.

On item 11, Business Management & Monitoring Report – October/November 2023, Councillor Baines asked if the budgeted savings identified for agency staff had been incorporated into the savings specified for staff cuts, and if the Council had given up on reducing the amount spent on agency staff. Councillor Levy responded that the Council would continue to limit the amount of spend on agency staff and were determined to continue to make the Council as efficient as possible.

On item 13, Freehold Disposal Chilterns End Former Care Home, Henley on Thames, Councillor Baines asked if the Council was opposed to an asset disposal policy that would ensure that Officers could evaluate assets for disposal against a pre-described list of future social value uses. Councillor Levy responded that the Council was legally obliged to obtain the best value for disposal of assets, however where possible, the Council would always seek to assist to do so in the most socially valuable way.

On item 14, Oxford City Centre Accommodation Strategy, Councillor Bartholomew asked if reconsideration would be given to the removal of parking spaces for Councillors as part of the property strategy, particularly the move to Speedwell House. Councillor Levy responded that the Oxford City Centre Accommodation Strategy aimed to ensure that parking spaces be reduced in line with the net zero carbon initiatives, and like residents of Oxford city, full use should be made of the wide range of public transport available.

In response to a question from Councillor Pressel regarding an update to the market engagement exercise, Councillor Levy advised that further discussions were taking place and would update Councillors when appropriate.

On item 15, Budget & Business Planning Report – 2024/25 – January 2024, Councillor Baines asked the Cabinet Member to outline the proposed approach to close the £14M gap for 2025/26 identified in the Medium Term Financial Strategy (MTFS). Councillor Levy responded that the Council would seek to close any budget gap by ensuring efficiencies were identified and implemented.

On item 17, Commercial Strategy, Councillor O'Connor asked for greater clarification on the strategy and assurances that the needs of Oxfordshire's

residents would be paramount to any future decision-making. Councillor Levy advised that as a Local Authority, the Council was not a profit-making organisation and any funds raised would be transferred to running public services.

In response to queries raised by Councillors Brighthouse, Reeves, Lygo and Pressel regarding the land identified for development of a stadium in Kidlington, Councillor Levy advised that the Heads of Terms had not yet been agreed, however they would be signed prior to any planning application being undertaken. However, due to commercial confidentiality, he could not confirm any further information to the Council at this stage.

On item 19, Business Management & Monitoring Report – January 2024, Councillor Baines asked if information could be provided on the projected number of Education, Health & Care Plan's issued over the MTFS period. Councillor Levy advised that he would provide a response to this following the meeting.

In response to a question from Councillor Elphinstone regarding the expansion of Mabel Pritchard School, Councillor Levy replied that a timeline would be provided to Councillors.

On item 21, Reports received from Scrutiny Committees, Councillor Baines asked if the Council had committed to delivering a comprehensive social value and community welfare strategy as recommended by the Performance and Corporate Services Overview and Scrutiny Committee. The Leader of the Council advised that a report would come back to Cabinet as Council progressed through the current financial year.

20/24 REVIEW OF ARRANGEMENTS FOR DEALING WITH COMPLAINTS AGAINST MEMBERS

(Agenda Item 12)

On 13 March 2024, the Audit and Governance Committee considered the revised arrangements for dealing with complaints against members and recommended that they be adopted by the Council.

The report was moved by Councillor Roz Smith, Chair of the Audit & Governance Committee, and seconded by Councillor Brad Baines, Deputy Chair. Following discussion, the recommendations were approved unanimously.

RESOLVED (unanimously): to approve and adopt the revised arrangements for dealing with Code of Conduct complaints against members attached to this report together with annexes 1 to 5.

21/24 AUDIT & GOVERNANCE COMMITTEE TERMS OF REFERENCE - WHISTLEBLOWING POLICY

(Agenda Item 13)

At its meeting on 13 March 2024, the Audit and Governance Committee received an updated Whistleblowing Policy and recommended its approval.

The report to Council was moved by Councillor Roz Smith, Chair of the Audit & Governance Committee, and seconded by Councillor Brad Baines, Deputy Chair. Following discussion, the recommendations were approved unanimously.

RESOLVED (unanimously): to amend the terms of reference for the Audit and Governance Committee to include the following addition: 'To monitor whistleblowing arrangements and to approve the Whistleblowing Policy'.

22/24 FURTHER DRAFT RECOMMENDATIONS RE ELECTORAL ARRANGEMENTS FOR OXFORDSHIRE COUNTY COUNCIL

(Agenda Item 14)

Council considered the Local Government Boundary Commission for England amended proposals for Oxfordshire County Council elections affecting all divisions in Cherwell and most in Vale of White Horse.

The report was proposed by Councillor Gawrysiak and seconded by Councillor Mallon. Following discussion, the recommendations were approved with two abstentions.

RESOLVED: to support the further draft recommendations of the Local Government Boundary Commission for England (LGBCE) relating to the division boundaries for the Cherwell District and Vale of White Horse District and to submit a response to the further LGBCE consultation confirming this position.

23/24 REVIEW OF POLITICAL BALANCE

(Agenda Item 15)

Following the formation of a new political group in the Council and the proposed replacement of the Corporate Parenting Committee with a Corporate Parenting Panel, Council considered the review of political balance.

The report was moved by Councillor Bloomfield, the Chair of the Council, and seconded by Councillor Rooke, the Vice-Chair.

One amendment was agreed to the membership of committees:

Audit & Governance Committee – Councillor Champken-Woods to replace Councillor Constance.

Following discussion, the recommendations were approved unanimously.

RESOLVED (unanimously):

- a) To note the review of political balance of committees to reflect the formation of a new political group ‘The Independent Voice of Oxfordshire (TIVOO)’ comprising three members: Cllr Stefan Gawrysiak, Cllr Damian Haywood (Deputy Group Leader) and Cllr Sally Povolotsky (Group Leader).
- b) To appoint members to the committees of the Council listed at Annex 1 as amended.
- c) To remove the Corporate Parenting Committee from the list of Council committees.

24/24 PROPOSED LEADERSHIP RESTRUCTURING

(Agenda Item 16)

RESOLVED: that the public be excluded for the duration of item 16 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Anita Bradley, Director of Law & Governance and Monitoring Officer, had declared an interest in this item at the start of the meeting and absented herself for the discussion and vote.

The report was moved by Councillor Leffman, Chair of the Remuneration Committee, and seconded by Councillor Gawrysiak.

Following discussion in private, the recommendations in the exempt report were approved with 20 votes in favour, 12 against and 15 abstentions.

25/24 MOTIONS BY COUNCILLOR EDDIE REEVES

(Agenda Items 17 to 28)

The time being 3.30 pm, Items 17 to 28 were considered dropped in accordance with Council Procedure Rule 5.2.

..... in the Chair

Date of signing

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Divisions-N/A

COUNTY COUNCIL – 21 May 2024

REPORT OF THE CABINET

Cabinet Member: Deputy Leader of the Council with Responsibility for Climate Change, Environment and Future Generations

1. Future Generations Mission Statement

(Cabinet: 23 April 2024)

Cabinet considered a report on a proposed mission statement on Future Generations. The Council had passed a motion setting out a commitment to considering Future Generations in decision-making, and as part of this there has been the appointment of a Future Generations Member Champion and Future Generations included in a Cabinet portfolio.

The next steps were to set out the approach and ambition to be one of the leading English councils in this space. A mission statement had been developed to set out the scale of the Council's goals, along with some initial actions of where to start work in this space.

Cabinet agreed the principle of Future Generations and approved the mission statement that set the direction of Oxfordshire County Council's work in this space.

2. Climate Action Programme Update

(Cabinet: 23 April 2024)

Cabinet had before it a report which provided an update on work to address the Climate Emergency, including delivery of the 2023/24 Climate Action Programme workstreams.

The report noted the council's success in becoming the highest ranked county council in the UK for its Climate Action in Climate Emergency UK's Climate Scorecard and receiving an A- score in a shadow submission to the industry-leading CDP (formerly Carbon Disclosure Project) reporting framework. The report also provided an update on delivery of the council's Carbon Management Plan for 2023/24.

Members welcomed the progress detailed in the report and that the Council was being recognised, nationally, for its performance on climate change initiatives.

Cabinet noted the biannual update on the delivery of the workstreams in the Climate Action Programme and approved adjustments to the programme for 2024/25 and the draft outcome measures for monitoring progress to a net zero Oxfordshire.

Cabinet Member: Community & Corporate Services

3. Approval of a new Managed Service Recruitment Contract

(Cabinet: 23 April 2024)

Cabinet had before it a report on the award of a managed service recruitment contract to a strategic supplier for the Council's contingent labour workforce.

Cabinet approved the award of the contract and delegated the finalisation of terms and conditions to the Director of Workforce and Organisational Development in consultation with the Head of Legal and Deputy Monitoring Officer and Head of Procurement.

Cabinet Member: Finance

4. Capital Programme Approvals – April 2024

(Cabinet: 23 April 2024)

Cabinet had before it a report which set out changes to the Capital Programme requiring Cabinet approval that would be incorporated into the agreed programme and included in the next update to the Capital Programme in June 2024.

Cabinet approved the inclusion of the £2.384m Active Travel Fund 4 Extension (ATF4e) Grant into the capital programme to deliver active travel schemes across Oxfordshire and £1.260m grant funding from the Department for Transport Safer Roads Funds to carry out a specific package of road safety works. The drawdown of £2.000m of funds from the Parking Account to reinvest into three Park and Ride sites requiring maintenance work; and the inclusion of Faringdon Community College, a scheme to replace temporary buildings with permanent accommodation, into the Capital Programme with an indicative budget of £6.006m to be fully funded from held & secure s106 contributions; were also approved.

Cabinet Member: Transport Management

5. Vision Zero Strategy

(Cabinet: 23 April 2024)

Cabinet had before it a report on the Vision Zero Strategy and action plan which set out how the Council aimed to achieve its target of a reduction in collisions to zero fatalities and life changing injuries from road traffic collisions by 2050: with an interim target of 25% reduction by 2026 and 50% reduction by 2030. The strategy aimed to ensure that the Council's highway network was safely designed, implemented, and maintained with Vision Zero at the heart of decision making.

Members heard from a number of speakers at the meeting and referred to the valuable role played by the Council's co-production partners in the development of these strategies.

Cabinet approved the Vision Zero Strategy and Action Plan 'Oxfordshire – Safe Roads through Vision Zero to 2030'

6. Reports received from Scrutiny Committees

(Cabinet: 23 April 2024)

Cabinet received the following Scrutiny reports and will respond in due course.

Place Overview & Scrutiny Committee report on Vision Zero.

Education and Young People Overview and Scrutiny Committee report on Draft Action Plan.

LIZ LEFFMAN

Leader of the Council

May 2024

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COUNCIL – 21 MAY 2024

DELEGATION – CABINET FUNCTIONS

Report by the Leader of the Council

Under the Council’s Constitution, I am required to inform the Annual Meeting of Council of the delegations that I have made, as Leader of the Council, in relation to the functions of the Cabinet. This report outlines the delegations that I have made.

Appointments to the Cabinet

Name	Address	Electoral Division	Portfolio	Extent of authority
Liz Leffman	c/o County Hall, New Road, Oxford, OX1 1ND	Charlbury & Wychwood	Leader of the Council	<ul style="list-style-type: none"> • strategy • corporate and community leadership • regional and strategic infrastructure and planning • liaison with other Oxfordshire councils and system partners • asylum and immigration • Visitor Economy • LEP Integration • strategic communications; • major external partnerships; • Delivering the Future Together (DTFT)
Dr Pete Sudbury	c/o County Hall, New Road, Oxford, OX1 1ND	Wallingford	Deputy Leader with responsibility for Climate Change, Environment & Future Generations	<ul style="list-style-type: none"> • climate change mitigation • climate adaptation and resilience • lead flood authority including Oxford flood alleviation • planetary boundaries and circular economy • ecology, nature recovery and enhancement • future generations • minerals strategy, waste disposal and recycling centre • Countryside operations and volunteers • ecology/archaeology/heritage • water strategy including Thames Water (TW) reservoirs • energy strategy

				<ul style="list-style-type: none"> • tree strategy • highways verge and vegetation management strategy
John Howson	2 Venneit Close, Oxford, OX1 1HZ	St. Margaret's	Children, Education and Young People's Services	<ul style="list-style-type: none"> • Children Social Care • Education • 0 - 5 Offer • Youth Offer
Kate Gregory	c/o County Hall, New Road, Oxford, OX1 1ND	Thame & Chinnor	SEND Improvement	<ul style="list-style-type: none"> • SEND Improvement Plan
Neil Fawcett	c/o County Hall, New Road, Oxford, OX1 1ND	Abingdon South	Community & Corporate Services	<ul style="list-style-type: none"> • Governance and legal • HR and industrial relations • Broadband / ICT • Customer services • Communications • Cultural services • Registration service • Library service
Nathan Ley	c/o County Hall, New Road, Oxford, OX1 1ND	Abingdon North	Public Health Inequalities & Community Safety	<ul style="list-style-type: none"> • Public health • COVID renewal • Voluntary sector • Inequalities • Fire and rescue service • Emergency planning • Community safety • Trading standards • Gypsies and travellers

Andrew Gant	c/o County Hall, New Road, Oxford, OX1 1ND	Wolvercote & Summertown	Transport Management	<ul style="list-style-type: none"> • Highways Delivery Operations – structures and maintenance • Network management • Public Rights of way • Supported Transport • Fix My Street • Walking and Cycling – Maintenance • Local cycling and walking infrastructure plans / low-traffic neighbourhoods • Street lighting • Public transport – Bus Strategy/Universal Payment/Maps • Cycle Parking • School Streets • 20 Is Plenty - implementation • Enforcement • Car Parking Strategy
Judy Roberts	c/o County Hall, New Road, Oxford, OX1 1ND	North Hinksey	Infrastructure & Development Strategy	<ul style="list-style-type: none"> • Strategic economic, social and environmental development • Integration of LEP functions • Infrastructure strategy (OXIS) • Rail – Cowley / Grove / Worcester Line / Witney • Connecting Oxford • Travel hubs • Waterways • HGV weight routes
Dan Levy	c/o County Hall, New Road, Oxford, OX1 1ND	Eynsham	Finance	<ul style="list-style-type: none"> • Finance • Property/Investments • Procurement

Tim Bearder	c/o County Hall, New Road, Oxford, OX1 1ND	Wheatley	Adult Social Care	<ul style="list-style-type: none"> • Adult Social Care • Carers services • Support to: <ul style="list-style-type: none"> ○ People with learning disabilities ○ Physical disability services ○ People living with impact of a brain injury ○ People living with a long-term condition ○ Older people services ○ Safeguarding adult services ○ Homelessness ○ Hospital discharge • Mental health • Health Partnerships
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Council
21 May 2024

Annual Report of the Audit & Governance Committee 2023/24

Report by Executive Director of Resources / Director of Law & Governance

RECOMMENDATION

1. **The Council is RECOMMENDED** to note the contents of the Annual Report of the Audit & Governance Committee 2023/24.

Executive Summary

2. The Audit & Governance Committee Annual Report 2023/24 is attached at Appendix 1. The Annual Report contains information relating to the work of Audit & Governance Committee during 2023/24. It is presented to Council, by the Chair of the Audit & Governance Committee, Councillor Roz Smith.

Annual Report

3. Within recommended practice for Audit Committees (CIPFA, Chartered Institute of Public Finance and Accountancy – Audit Committees Practical Guidance 2022), the committee should report on an annual basis to Council on how the committee has discharged its responsibilities.
4. The Annual Report 2023/24 was approved at the March Audit & Governance Committee.

Financial Implications

5. There are no financial implications arising from this report.

Comments checked by: Lorna Baxter, Executive Director of Resources,
lorna.baxter@oxfordshire.gov.uk

Legal Implications

6. There are no direct legal implications arising from this report although it should be noted that the effective operation of the Audit and Governance Committee plays an important role in the Council's compliance with its Code Of Corporate Governance based upon the CIPFA & SOLACE guidance and framework

“Delivering Good Governance in Local Government: Framework 2016 Edition.”

Specifically principles A) Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law and (G) Implementing good practices in transparency, reporting, and audit to deliver effective accountability.

Comments checked by: Anita Bradley, Director of Law & Governance
anita.bradley@oxfordshire.gov.uk

Staff Implications

7. There are no staffing implications arising from this report.

Equality & Inclusion Implications

8. There are no equality and inclusion implications arising from this report.

Sustainability Implications

9. There are no sustainability implications arising from this report.

Risk Management

10. There are no risk management implications arising from this report.

Lorna Baxter, Executive Director of Resources
Anita Bradley, Director of Law & Governance

Annex: Annual Report of the Audit and Governance Committee
2023/24.

Background papers: None.

Contact Officer: Sarah Cox, Chief Internal Auditor,
sarah.cox@oxfordshire.gov.uk

May 2024.

ANNEX 1

Audit & Governance Committee Annual Report

Report of the work of the Audit & Governance Committee during 2023-24

Contents

Section	Page
Chair's Introduction	3
Role of the Audit and Governance Committee	4
Key Activities	5

Chair's Introduction

As Chair of the Audit and Governance Committee, I am very pleased to present this annual report which sets out the role of the Audit & Governance Committee and summarises the work we have undertaken both as a committee, and through the support of the Audit Working Group during the financial year 2023/24.

The Committee operates in accordance with the good practice guidance produced by the Chartered Institute of Public Finance Accountancy (CIPFA), revised 2022. The Committee is operating effectively in accordance with the standards, providing an independent and high-level resource which supports good governance and strong public financial management.

Members of the Committee continue to be well supported by Officers, providing a high standard of reports and presentations. I would like to thank the Internal Audit, External Audit, Law and Governance and Finance teams for their input.

We reviewed the Committee's terms of reference to ensure that they continue to be fit for purpose in line with the latest CIPFA guidance.

I should like to take this opportunity to give my personal thanks to all the officers, Dr Geoff Jones, Chair of the Audit Working Group, the Deputy Chair Councillor Brad Baines and all fellow Committee members who have contributed and supported the work of the Committee in such a meaningful and positive way throughout the past year.

COUNCILLOR ROZ SMITH

Chair, Audit & Governance Committee

Role of the Audit & Governance Committee

The Audit and Governance Committee operates in accordance with the 'Audit Committees, Practical Guidance for Local Authorities' produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) 2022. The Committee complies with the CIPFA's position statement. The Guidance defines the purpose of an Audit Committee as follows:

Audit committees are a key component of an authority's governance framework. Their purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. The committee's role in ensuring that there is sufficient assurance over governance risk and control gives greater confidence to all those charged with governance that those arrangements are effective.

The committee has oversight of both internal and external audit together with the financial and governance reports, helping to ensure that there are adequate arrangements in place for both internal challenge and public accountability.

The key functions of the Audit and Governance Committee are defined within the Council's Constitution. In discharging these functions, the Committee is supported by the Audit Working Group.

How the Committee has discharged its responsibilities during 2023/24

Key A&G Committee Activities	May 23	July 23	Sept 23	Nov 23	Jan 24	March 24
Financial Reporting						
Accounting policies – statement of accounts						
Statement of accounts 2022/23						
Review of Treasury Management Outturn 2022/23						
Treasury Management Performance Report						
Treasury Management Annual Investment Strategy 2024/25						
Treasury Management mid-term review						
Financial Management Code Compliance Assessment						
Update on the Procurement Hub and the Implementation of the Social Value Policy						
Internal Audit						
Annual Report of the Chief Internal Auditor 2022/23						
Internal Audit Strategy and Plan 2023/24						
Reports from Audit Working Group						
Review of Internal Audit Reports and monitor of in-year progress						
Review of Internal Audit Charter and Quality Assurance Programme						
Results from external assessment of Internal Audit						
External Audit						
External audit updates						
Draft Audit Results Report 2020/21						
Pension Fund Audit						
Governance & Risk Management						
Annual Governance Statement (AGS) for 2022/23						
Review of AGS action plan						
Audit & Governance terms of reference						
Risk Management update						

Key A&G Committee Activities	May 23	July 23	Sept 23	Nov 23	Jan 24	March 24
Oxfordshire Fire & Rescue Statement of Assurance						
Oxford Fire & Rescue Annual Report						
Local Government Ombudsman annual report						
Monitoring Officer annual report						
Annual Report of A&G committee – draft						
Whistleblowing Policy & annual report						
Annual report of Health and Safety						
Future Council Governance Group						
LEP Transition						
Pension Fund – changes to constitution						
Oxfordshire Code of Corporate Governance						
Member Code of Conduct arrangements						
Delivering the Future Together – Governance Arrangements						
Effectiveness of Internal Audit Review						
Counter-Fraud						
Approval of Counter-Fraud Strategy and plan for 2023/24						
Counter-Fraud Plan update						

The Committee is supported by the Audit Working Group (AWG):

Key Audit Working Group activities	April 23	Sept 23	Nov 23	March 24
Payments to Home Care Providers				
Audit of Fleet Management Compliance				
Capital Assets Disposal Process				
IT Governance – new system implementation				
Counter Fraud Team – case update				
Audit of Physical Security Systems – Building Controls / CCTV				
Audit of Corporate and Statutory Complaints				

2023/24 Key Achievements:

- The Committee and the Audit Working Group (AWG) have continued to review and monitor material weaknesses identified from the internal audit reports with Senior Managers attending to provide assurance on how the issues were being addressed. This has supported the implementation of the actions plans to deliver the required improvements in key areas for the Council.
- The Committee is pleased to note through review of the Internal Audit reports and monitoring by the Committee and AWG, of the agreed management actions that significant weaknesses in the system of internal control are being prioritised and addressed.
- The Committee has provided effective scrutiny of the treasury management strategy and policies. Receiving regular reports of activity, reviewing the treasury risk profile and adequacy of treasury risk management processes has contributed to good performance in this area.
- The Committee and AWG continue to consider key topics / areas of risk, seeking assurance from lead officers in the relevant areas that robust processes are in place. Areas considered during 2023/24 have included the Whistleblowing Policy, Delivering the Future Together governance arrangements, follow up of audits of Fleet Management, Physical Security Systems and Corporate and Statutory Complaints.

Our work in 2023/24

The key activities of both the Committee and the Audit Working Group are captured in the tables above. In summary:

Financial Reporting

The Committee is responsible for the review and approval of the annual statement of accounts on behalf of the Council. The Committee has received regular updates on progress from the external auditors and officers.

The Committee receives and reviews the results of the Financial Management Code annual self-assessment.

The Committee receives reports from the Treasury Management Team, exercising its stewardship role. The Committee reviewed the Treasury Management Outturn Report 2022/23, the Treasury Management Mid-term Performance Report 2023/24 and the Treasury Management Strategy Statement and Annual Investment Strategy 2024/25.

The Committee received an update on the Procurement Hub and the implementation of the Social Value Policy.

Internal Audit

The Committee approved the Internal Audit Strategy for 2023/24, including the annual audit plan. The Committee receives regular progress reports from the Chief Internal Auditor, including summaries of the outcomes from Internal Audit work. Through the Audit Working Group, the Committee monitors the progress with the implementation of management actions arising from audit reports.

In response to Internal Audit reports the Committee and the Audit Working Group, has looked in detail at the following areas: Physical Security Systems (overall conclusion graded red) Fleet Management (overall conclusion graded amber) and Corporate and Statutory Complaints (overall conclusion graded amber).

The Committee has continued to monitor the resourcing of Internal Audit. The Committee recognise the challenges in recruitment in this area and continue to be updated regarding the recruitment and retention strategies being adopted, which includes the recruitment of apprentice auditors within the team.

The completion of the Internal Audit Plan and the annual statement of the Chief Internal Auditor is produced for the Committee at the end of the financial year. Based on the evidence of the reports presented to the Audit Working Group and the Committee, the team continues to provide an effective challenge and therefore assurance on the key risk activities.

The Committee also met with the Chief Internal Auditor in a private session during January 2024 and are satisfied Internal Audit are free to carry out their duties without restrictions.

The Committee approve the Internal Audit Charter on an annual basis, this was approved at the July 2023 meeting.

A review of the effectiveness of internal audit was undertaken by the Monitoring Officer during Autumn 2023 and reported to the November 2023 committee meeting. This concluded a strong level of satisfaction about the nature and effectiveness of the service. An external assessment of internal audit was also completed (this is undertaken once every five years) which was reported to the January 2024 committee meeting. The results of the external assessment were that internal audit are fully compliant with Public Sector Internal Audit Standards, and there were no recommendations arising.

External Audit

The Council's external auditors, Ernst and Young, attended committee meetings, providing regular updates on their work plan and any matters arising.

The Committee met with the external auditors in a private session in November 2023. The Committee is satisfied that they are free to carry out their duties without restrictions. We are also assured that if identified they would bring any material issues to the attention of the Committee.

Nationally there have been delays in the completion of historic audits due to initially a technical issue on the valuation methodology of infrastructure assets which subsequently caused delays to commencing the 21/22 audit. The 20/21 Statement of Account was signed off, with an unqualified opinion, in September 2023. The audit of the 21/22 Statement of Account began in January 2023 and was concluded in January 2024, with an unqualified opinion. The Committee was pleased this work has been completed and looks forward to progress being made to complete 22/23 audit as soon as possible.

Governance & Risk Management

The Committee approved the Annual Governance Statement (AGS) for 2022/23. This included improvement actions for 2023/24, within the following areas: Directorate Schemes of Delegation, HR Policies, Governance Policies and Procedures, Constitution Review, Member Training, Review of Customer Feedback, Recording of Decisions, and Financial Management Strategy.

The Committee and AWG receives and considers updates from officers on key topics/areas of risk such as seeking assurance that robust risk management, governance and internal control processes are in place. Regular risk management updates are provided to the Committee.

The Committee also considered the annual report of the Monitoring Officer; the annual report of the Local Government and Social Care Ombudsman; the annual report of Health & Safety; and the Fire and Rescue Service Annual Statement of Assurance, Whistleblowing Policy, Code of Corporate Governance. There were no material issues or concerns arising.

Counter-Fraud

The Audit & Governance Committee receive annually the Counter Fraud Strategy and work plan. The Committee are regularly updated on progress on delivery of the work plan for counter fraud.

The Chief Internal Auditor provided regular updates to the Committee and the AWG on any reported matters of suspected fraud, including investigations. Outcomes of investigations are reported to and monitored by the Committee. The Committee plays a key role in monitoring the effectiveness of the Council's counter fraud arrangements.

The Committee received a report on Whistleblowing from the Monitoring Officer, that highlighted there have been very few cases. The Whistleblowing Policy is currently being reviewed to ensure that it meets the needs of the Council and follows best practice.

Audit & Governance Committee self-assessment 2023

At the end of 2022, CIPFA (The Chartered Institute of Public Finance & Accountancy), issued updated guidelines and position statement to local authority audit committees. As part of those guidelines it is recommended that the committee undertake a regular self-assessment exercise against the recommended standards set out in the CIPFA 2022 guidelines. The Audit & Governance Committee met in February 2023 and completed the self-assessment of good practice, which included review of core knowledge and skills.

The self-assessment exercise concluded that the committee has a high degree of performance against good practice principles, that it is soundly based and has in place knowledge membership. The committee complies with the CIPFA position statement 2022 and has fulfilled its terms of reference and the key issues escalated during the year.

Where matters for improvement were identified, these have been captured within an action plan. The Chair of the Audit & Governance Committee is overseeing the completion of the planned actions.

One of the key recommendations of the CIPFA 2022 guidance is that all audit committees within local authorities have two independent members. The Audit and Governance Committee had already identified this as a required action. Recruitment is currently underway. The Committee already has one independent member who has a well-developed knowledge of how the Council operates.

Divisions affected – All

COUNCIL

21 MAY 2024

REVIEW OF POLITICAL BALANCE

Report of the Director of Law & Governance and Monitoring Officer

RECOMMENDATION

1. Council is RECOMMENDED

- a) To note how the rules relating to political proportionality have been applied to the appointment of Council committees.
- b) To appoint members to the committees of the Council and other bodies listed at Annex 1. A fully populated list with nominations from the political groups for the vacant seats will be circulated ahead of the meeting.

Background

2. A review of political balance took place at the Council meeting on 16 April 2024 to reflect the formation of a new political group, The Independent Voice of Oxfordshire (TVOO), and the removal of the Corporate Parenting Committee.
3. Seats are allocated to political groups in accordance with the groups' proportionate strength on the Council as a whole. Any seats left over are distributed to any non-aligned Independent members who are not members of a political group.
4. The following rules, in priority order, apply for political proportionality:
 - (i) Where a group has an overall majority on the Council, that group is entitled to a majority of the seats on each committee and sub-committee.
 - (ii) Each political group is entitled to its proportion of the total number of seats on all the committees added together, according to the ratio of the number of members of the group to the number of members of the Council.
 - (iii) Subject to (i) and (ii) above, each group is entitled to its proportion of the number of seats on each individual committee.

- (iv) For sub-committees and some other bodies, a group is entitled to its proportion of the number of seats regardless of the total number of seats involved (but still subject to the majority rule in (i) above).
- 5. As the Council does not have a majority administration, (i) is not applicable but (ii), (iii) and (iv) do need to be applied to the allocation of seats.
- 6. The committee representation agreed by Council on 16 April 2024 reflected the political proportionately of the Council at that time – 23 Liberal Democrat Green Alliance: 22 Conservative Independent Alliance: 14 Labour & Cooperative Party Group: 3 The Independent Voice of Oxfordshire. There was one seat remaining for Cllr Hannah Banfield as a non-aligned Independent councillor: Horton Health Overview and Scrutiny Committee.

Review of political balance

- 7. Since the Council meeting on 16 April 2024, Cllr Richard Webber has resigned as a member of the Council. Cllr Webber represented the Sutton Courtenay and Marcham Division and was a member of the Liberal Democrat Green Alliance. Cllr Webber was a member of two committees: Planning & Regulation Committee and Place Overview & Scrutiny Committee.
- 8. The political balance calculation is now based on the following political group sizes:
 - 22 Liberal Democrat Green Alliance
 - 22 Conservative Independent Alliance
 - 14 Labour & Cooperative Party
 - 3 The Independent Voice of Oxfordshire
 - 1 Non-aligned Independent
- 9. The revised political proportionality calculations are shown in Annex 2. The Labour and Cooperative Party Group have gained the seat on Place Overview & Scrutiny Committee vacated by Cllr Webber (Liberal Democrat Green Alliance). The seat vacated by Cllr Webber on the Planning & Regulation Committee has been left with the Liberal Democrat Green Alliance.
- 10. There is one seat remaining for Cllr Hannah Banfield as a non-aligned Independent councillor: Horton Health Overview and Scrutiny Committee.
- 11. With 22 members in the Liberal Democrat Green Alliance and Conservative Independent Alliance, the theoretical entitlements to seats on committees for both political groups is the same (34.42). For the time being, 35 seats have been allocated to the Liberal Democrat Green Alliance and 34 seats allocated to the Conservative Independent Alliance. The additional seat is on the Planning and Regulation Committee on the basis that the Liberal Democrat

Green Alliance held this seat before Cllr Webber resigned. It is shown in Annex 1 as a Liberal Democrat Green Alliance vacancy.

12. The political balance will be reviewed following the by-election for the Sutton Courtenay and Marcham Division and, if necessary, a report will be brought to a future meeting of Council.

Other appointments

13. Annex 1 also includes a list of other bodies that have historically been appointed to at the Annual Meeting of Council. Current membership is shown along with vacant positions.

Legal Implications

14. The rules on political balance are contained in Sections 15, 16 and 17 of the Local Government and Housing Act 1989 ('the Act') and the Local Government (Committees and Political Groups) Regulations 1990. The applicable rules from Section 15(5) of the Act are summarised in paragraph 4 of the report and these have been applied to the calculations in the annexes. Other legal considerations are contained in the main body of this report.

Comments checked by: Paul Grant, Head of Legal and Deputy Monitoring Officer

Financial Implications

15. There are no financial implications arising from the recommendations in this report.

Checked by: Prem Salhan, Interim Strategic Finance Business Partner – prem.salhan@oxfordshire.gov.uk

Anita Bradley

Director of Law & Governance and Monitoring Officer

Annex 1 – Committee membership and other appointments

Annex 2 – Political proportionality calculations

Contact officer: Simon Harper, Head of Governance,
simon.harper@oxfordshire.gov.uk

May 2024

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Committee membership – May 2024

	LDG	CIA	Lab Coop	TIVOO	NA Ind
Audit & Governance (9)	4	3	2		
	Roz Smith	Ted Fenton	Brad Baines		
	Jenny Hannaby	Nigel Champken -Woods	Glynis Phillips		
	Vacancy	Nick Leverton			
	Ian Middleton				
BOB HOSC (7)	3	2	1	1	
	Jane Hanna	Nick Leverton	Michael O'Connor	Damian Haywood	
	Jenny Hannaby	Nigel Champken -Woods			
	Freddie van Mierlo				
Charlotte Coxe Trust (5)	2	2	1		
	Robin Bennett	Felix Bloomfield	Geoff Saul		
	Freddie van Mierlo	Jane Murphy			
E&YP OSC (9)	3	3	2	1	
	Andy Graham	Eddie Reeves	Liz Brighthouse	Sally Povolotsky	
	Jenny Hannaby	Michael Waine	Trish Elphinstone		
	Roz Smith	Ian Corkin			
Horton HOSC (8)	3	3	1		1
	Jane Hanna	Arash Fatemian	Mark Cherry		Hannah Banfield

	Vacancy	Kieron Mallon			
	Vacancy	Eddie Reeves			
Oxfordshire Joint HOSC (7)	3	2	2		
	Jane Hanna	Nick Leverton	Mark Lygo		
	Jenny Hannaby	Nigel Champken-Woods	Michael O'Connor		
	Freddie van Mierlo				
Pension Fund (7)	3	2	2		
	Bob Johnston	Nick Field-Johnson	Imade Edosomwan		
	John Howson	Kevin Bulmer	Michael O'Connor		
	Ian Middleton				
People OSC (9)	3	4	2		
	Andy Graham	Ian Corkin	Trish Elphinstone		
	Jenny Hannaby	Michael Waine	Imade Edosomwan		
	Alison Rooke	Nigel Simpson			
		Nick Leverton			
Performance & Corporate Services OSC (9)	3	3	2	1	
	Ian Middleton	Eddie Reeves	Brad Baines	Damian Haywood	
	Calum Miller	Kieron Mallon	Glynis Phillips		
	Bob Johnston	Donna Ford			

Place OSC (9)	2	4	3		
	Freddie van Mierlo	Nigel Simpson	Charlie Hicks`		
	Robin Bennett	Ted Fenton	Duncan Enright		
		Kieron Mallon	Vacancy		
		Liam Walker			
Planning & Regulation (12)	4	4	3	1	
	Judy Roberts	Les Sibley	Geoff Saul	Stefan Gawrysiak	
	David Rouane	Ted Fenton	Mohamed Fadlalla		
	Robin Bennett	Ian Snowdon	Imade Edosomwan		
	Vacancy	Yvonne Constance			
Remuneration (6)	2	2	1	1	
	Liz Leffman	Donna Ford	Liz Brighthouse	Stefan Gawrysiak	
	John Howson	Eddie Reeves			

Other appointments – May 2024

OCC & Employees JCC (7)	2	3	2		
	Neil Fawcett	David Bartholomew	Trish Elphinstone		
	Ian Middleton	Donna Ford	Glynis Phillips		
		Tony Ilott			
OCC & Teachers JCC (5)	2	2	1		
	Andy Graham	Ian Corkin	Susanna Pressel		
	Kate Gregory	Michael Waine			
OCC JCC for Uniformed Members of the Fire Service (7)	3	2	2		
	Kate Gregory	Ted Fenton	Andrew Coles		
	Nathan Ley	Nick Leverton	Mark Lygo		
	Alison Rooke				
Future Oxfordshire Partnership Scrutiny Panel (3)	1	1	1		
	Vacancy	Yvonne Constance	Charlie Hicks		
Thames Valley Police & Crime Panel (1)	1				
	Vacancy				

Political proportionately calculations

The political groups' notional entitlements to membership of committees is shown in red below. The proposed number of seats is in black.

Committees	LDG	CIA	Lab Coop	TIVOO	NA Ind
Audit & Governance (9)	3.19 4	3.193	2.03 2		
BOB HOSC (7)	2.48 3	2.48 2	1.58 1	0.34 1	
Charlotte Coxe Trust (5)	1.77 2	1.77 2	1.13 1		
Education and Young People OSC (9)	3.19 3	3.19 3	2.03 2	0.44 1	
Horton HOSC (8)	2.84 3	2.84 3	1.81 1		0.13 1
OJHOSC (7)	2.48 3	2.48 2	1.58 2		
Pension Fund (7)	2.48 3	2.48 2	1.58 2		
People OSC (9)	3.19 3	3.19 4	2.03 2		
Performance & Corporate Services OSC (9)	3.19 3	3.19 3	2.03 2	0.44 1	
Place OSC (9)	3.19 2	3.19 4	2.03 3		
Planning & Regulation (12)	4.26 4	4.26 4	2.71 3	0.58 1	
Remuneration (6)	2.13 2	2.13 2	1.35 1	0.29 1	
Overall entitlement (97 seats)	34.42 35	34.42 34	21.90 22	4.69 5	1.56 1

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Divisions: ALL

COUNCIL – 21 May 2024

SCHEME OF DELEGATION TO OFFICERS

Report of the Director of Law & Governance and Monitoring Officer

RECOMMENDATION

COUNCIL IS RECOMMENDED to approve the Scheme of Delegation to Officers as it relates to Council functions.

Executive Summary

1. The Council is required annually to agree the Scheme of Delegation to Officers within the Constitution as it relates to Council functions.
2. The Scheme of Delegation is updated to include a previous delegation given to the Director of Law & Governance and Monitoring Officer to put in place appropriate indemnity and insurance to enable councillors to undertake their functions.
3. It also brings into the Scheme of Delegation the existing delegations given to the Director of Law & Governance and Monitoring Officer to make changes to the Constitution in the limited circumstances referred to in Part 1.1 as follows:

“The Monitoring Officer is authorised to make any changes to the Constitution which are required:
 - a) to comply with the law; or
 - b) to give effect to decisions of the Council or (so far as within their powers) the Cabinet, scrutiny committees and ordinary committees; or
 - c) to correct errors and otherwise for accuracy or rectification.”
4. The delegation to the Director of Law & Governance and Monitoring Officer to put in place appropriate indemnity and insurance to enable councillors to undertake their functions was granted by the Cabinet on 24 November 2009 but had been omitted from previous versions of the Scheme of Delegation.

Financial implications

5. None arising directly from this report.

Comments checked by: Prem Salhan

Interim Strategic Finance Business Partner –
prem.salhan@oxfordshire.gov.uk

Legal implications

6. The consideration of this report and subsequent decision on its content fulfils a legal obligation of the Council. A local authority is under a duty to prepare and keep up to date its constitution under s.9P Local Government Act 2000 as amended. As set out in The Local Government Act 2000 (Constitutions) (England) Direction 2000 the Constitution must include a description of those powers of the Council and of the local authority executive which are exercisable by an officer. This is set out in the Officer Scheme of Delegation and Council is requested to agree the Scheme of Delegation as it relates to Council functions.

Comments checked by: Anita Bradley, Director of Law & Governance and Monitoring Officer, anita.bradley@oxfordshire.gov.uk

Equality and inclusion implications

9. None arising directly from this report

Sustainability implications

10. None arising directly from this report

Risk management

11. None arising directly from this report

Anita Bradley

Director of Law & Governance and Monitoring Officer

Annex 1: Revised Scheme of Delegation with amendments from the 2023 document indicated.

Contact Officer: Colm Ó Caomhánaigh, Democratic Services Manager,
colm.oacaomhanaigh@oxfordshire.gov.uk

May 2024

Scheme of Delegation to Officers

1. Introduction

- 1.1. This scheme of delegation authorises the relevant officers to exercise the functions of the Council as set out in this scheme and the Constitution. For the purpose of this scheme, 'officers' includes those officers included in Part 7.1 of the Constitution.
- 1.2. This scheme is without prejudice to the exercise of the Council's functions by the Council, the Cabinet, the Council's committees and sub-committees and their own powers of delegation and by the officers mentioned within 1.1 above.
- 1.3. For the avoidance of doubt anything which is not covered by this scheme, including the appointment of a proper officer for the purpose of any statutory function, will be determined by the Chief Executive.
- 1.4. The Council has given a ~~general indemnity~~ **General Indemnity** to any officer acting in the purported discharge of any authority delegated to ~~him~~ **them** for any action, costs, claim or liability incurred by ~~him or her~~ **them**.
- 1.5. For the avoidance of doubt:
 - (a) the Chief Executive has over all other officers the powers which they are entitled to exercise under this Scheme;
 - (b) an officer may refer any matter to the Council, the Cabinet, or a committee of the Council as appropriate either:
 - (i) in lieu of exercising ~~his/her~~ **their** powers in relation to that matter; or
 - (ii) for consultative purposes before exercising those powers;
 - (c) the power to exercise any function includes the power to exercise that function in a positive or negative manner or to refuse to exercise the function;
 - (d) nothing in this Scheme prevents the Council, the Cabinet or a committee of the Council from exercising a function in place of an officer;
 - (e) in this Scheme references to the Cabinet shall be taken to include the relevant Cabinet Member, or a committee of the Cabinet insofar as the function concerned has for the time being been delegated to such member or committee;
 - (f) any exercise of delegation making incorrect references to any part of the Constitution, relevant statute, legislation or bylaw shall not of itself invalidate the authorised delegation.

2. Principles of Delegation

- 2.1. The Chief Executive and other officers (as defined in paragraph 1.1 of this Scheme) – are empowered to make decisions on behalf of the Council in accordance with the following general principles:
- (a) If a function, power or responsibility has not been specifically reserved to the Council, a committee, or the Cabinet, the other officers within whose remit the matter falls is authorised to act.
 - (b) The Council, its committees and the Cabinet will make decisions on matters of significant policy. The Chief Executive and the other officers have express authority to take all necessary actions to implement Council, committee and Cabinet decisions that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate.
 - (c) The Chief Executive and the other officers are empowered to take all operational decisions, within agreed policies, in relation to the services for which they are responsible.
 - (d) The Chief Executive and the other officers are empowered to take all necessary decisions in cases of emergency¹.
 - (e) In relation to all delegated authority conferred on the other officers by this scheme, the Chief Executive may allocate or re-allocate responsibility for exercising particular powers to any officer of the Council in the interests of effective corporate management as ~~he or she thinks~~ **they think** fit.
 - (f) Where an officer is absent from the workplace for a period of time that requires others to exercise delegated authority in the officer's absence, another officer should be nominated by the Chief Executive. This nomination should be formally recorded in writing.
 - (g) Where there is doubt over the responsibility for the exercise of a delegated power, the Chief Executive or their nominee is authorised to act;
 - (h) All officers are empowered to act as deputies of the Chief Executive in ~~his/her~~ **their** absence, subject to the following:
 - (i) In the first instance, the person deputised to act will be the other officer named on the duty rota operated by the Council

¹ For the purposes of this scheme, emergency shall mean any situation in which the relevant officer believes that failure to act would seriously prejudice the Council's or the public's interests. Such interests are to be interpreted widely and include (but are not limited to) the risk of damage to property or threat to the health or wellbeing of an individual.

- (ii) In the absence of both the Chief Executive and the duty rota officer, any other officers may deputise for the Chief Executive in consultation with the Director of Law & Governance **and Monitoring Officer** and Chief Finance Officer.
 - (i) Anything delegated to an officer is also delegated to the Chief Executive ;
 - (j) These delegations should be interpreted widely to aid the smooth running of the organisation, the effective deployment of resources, the efficient delivery of services, and the achievement of the Council's goals.
 - (k) The exercise of delegated functions shall be in accordance with the managerial requirements of the Chief Executive otherwise than in matters of professional expertise, and subject to the legal requirements of the Director of Law & Governance and **Monitoring Officer** and the financial requirements of the **Executive Director of Finance Resources**.
- 2.2. In deciding whether or not to exercise such delegated powers, the Chief Executive and the other officers should consider whether to consult the appropriate Cabinet member(s) or committee ~~chairman~~ **chair** and have regard to their views. Officers shall always be entitled to refer matters for decision to the appropriate member body where they consider it expedient to do so.
- 2.3. The Chief Executive and the officers may authorise officers in their service areas to exercise, on their behalf, powers delegated under this scheme.

3. Recording of Delegations and Decisions

- 3.1. All delegations conferred under this scheme must be recorded in writing by the Chief Executive and the other officer in such a form as the Director of Law ~~and~~ **& Governance and Monitoring Officer** may prescribe (including for the avoidance of doubt any delegation under paragraph 2.1(e) above). Any decision taken under such authority shall remain their responsibility, and must be taken in their name.
- 3.2. Each officer will maintain a separate record of sub-delegations pertaining to ~~his/her~~ **their** directorate and will provide copies to the Director of Law ~~and~~ **& Governance and Monitoring Officer** for retention.
- 3.3. The Director of Law ~~and~~ **& Governance and Monitoring Officer** will maintain a central record of all delegations under this scheme and make this available for public inspection. The record shall be kept up to date according to any additions or other variations to the powers and functions which are delegated to officers.
- 3.4. Any decision of an officer having substantive effect shall be recorded in such a manner that all those who may have an interest in that decision have certain knowledge of its effect. Any key decision shall be recorded as required by the Access to Information Rules and notification given in accordance with the Scrutiny Procedure Rules at Part 6.2 of this Constitution.

4. Scope of Powers

- 4.1. In exercising these delegated powers the officers concerned shall have broad discretion, subject to complying with all relevant legislation, the Council's Constitution, including its contract and financial procedures and regulations, and overall Council policy, to use the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary, whether within or outside the Council.
- 4.2. Without prejudice to the generality of the foregoing the Chief Executive and the other officers shall have the power:
- (a) to take all lawful action consistent with overall Council policy to deliver agreed strategy, plans and policy within their area of responsibility and within approved budgets. This shall include, but not exhaustively:
 - (i) invitation and acceptance of tenders, subject to the Contract Procedure rules at Part 8.3 of this Constitution;
 - (ii) preparation and submission of bids for external funds or grants for purposes related to the provision of services and acceptance of such funds and grants on such terms and conditions as may be agreed, subject to consulting the Director of Law and Governance **and Monitoring Officer** where contractual obligations are involved;
 - (iii) write-off of irrecoverable amounts (including bad debts) up to such limit as may for the time being be prescribed by the Financial Procedure Rules at Part 8.2 of this Constitution subject in each case to the written approval of the **Executive Director of Finance Resources** (or of a member of ~~his/her~~ **their** staff nominated by him/her for that purpose) and to such approval being shown in the accounting records;
 - (iv) virement (within the budget framework);
 - (v) disposal and acquisition of assets;
 - (vi) subject to the requirements of the Director of Law and Governance **and Monitoring Officer** given either generally or in a particular case, the issue of formal notices, orders, instructions and instruments required under any legislation relating to ~~his/her~~ **their** functions and areas of service or otherwise to give legal effect to the exercise of the powers set out above;
 - (vii) authorising the institution, defence or appearance in criminal or civil proceedings in relation to any legislation which they are responsible for monitoring, enforcing or otherwise implementing

on behalf of the ~~Council~~ **council**, subject to authorisation by the Director of Law ~~and~~ **& Governance and Monitoring Officer**;

- (viii) the negotiation of agreements or arrangements with other directorates of the Council or other companies or organisations relating to the provision of services for ~~his/her~~ **their** directorate;
- (b) to put in place management arrangements, which define the area of responsibility of all officers under their area of responsibility;
- (c) in the case of any overspend to notify the **Executive** Director of ~~Finance~~ **Resources** in the role of Section 151 officer in accordance with the Financial Procedure Rules and regulations;
- (d) subject to the Officer Employment Rules set out at Part 8.4 of this Constitution, to determine staffing arrangements within ~~his or her~~ **their** directorate within approved budgets (except for staff employed in schools with delegated budgets), including:
 - (i) appointments, unless the power to appoint to a particular post rests with the Council or a committee of the Council;
 - (ii) dismissal of any employee subject to the concurrence of the Director of Human Resources (except where the power of dismissal is vested by law in the other officer);
 - (iii) the transfer of posts within the total establishment of ~~his/her~~ **their** directorate;
 - (iv) all disciplinary matters;
 - (v) granting ex-gratia payments up to a limit determined by the Director of Law ~~and~~ **& Governance and Monitoring Officer** to employees who have suffered loss of, or damage to, personal property in the course of their work;
 - (vi) extending an employee's sick leave on half pay for a period not exceeding the equivalent period of half pay already received; and
 - (vii) granting up to 10 days' additional paid leave on compassionate grounds, or up to twelve months unpaid leave;
 - (viii) granting unpaid leave beyond twelve months, and any other exceptional request for leave, subject to the agreement of the Director of Human Resources and the **Executive** Director of ~~Finance~~ **Resources**.

- (e) to take all action to recruit, appoint, develop, manage and reward employees, in accordance with legislation and within approved Council policies and procedures (including operation of policies for voluntary severance, early retirement, redundancy and redeployment) and relevant conditions of service for staff.

5. Delegation in Practice

5.1. In taking any decision, the officer concerned must be satisfied that the following issues have been properly considered and completed where appropriate. All of these issues should be considered at the earliest possible stage:

- (a) a key decision should be taken in accordance with the relevant requirements (including the requirements for the recording of such decisions under Rule 18 of Part 8.1 of this Constitution);
- (b) the views of the relevant Cabinet member(s) and committee chair following the application of the consultation criteria set out in paragraph (c) below;
- (c) the implication of any Council policy, initiative, strategy or procedure. Officers need to be aware of any potential impact of a delegated decision on other services. In such cases, consultation with officers, relevant Cabinet member(s) or committee ~~chair(s)~~ **chairs** from any affected portfolio and local members, where the issue relates to a specific area, should take place;
- (d) consultation in accordance with the Council's consultation strategy and the views emanating from that process;
- (e) the range of available options;
- (f) the staffing, financial and legal implications;
- (g) the assessment of any associated risks in accordance with the Council's risk management strategy;
- (h) the involvement of appropriate statutory officers and/or other officers;
- (i) the relevance of any regional or national guidance from other bodies;
- (j) the Council's Constitution, including the Forward Plan, its contract and financial procedures and regulations, all relevant guidance, legislation, codes of practice and protocols.

- 5.2. Any member may request that executive decisions taken by officers under delegated powers are scrutinised by the appropriate scrutiny committee.

6. Specific Powers and Functions

- 6.1. Subject to the foregoing and without prejudice to the general effect of this scheme, the Chief Executive and the other officers designated for the purpose may exercise such specific powers and functions:
- (a) in the capacity of proper officer; or
 - (b) otherwise on behalf of the Council, the Cabinet or a committee of the Council

as may be delegated to them from time to time. The powers and functions which are for the time being delegated to the Chief Executive, Director of Law and Governance and **Monitoring Officer** and the **Executive** Director of **Finance Resources** are listed in this section.

- 6.2. The Director of Law and Governance and **Monitoring Officer** shall keep this scheme of delegation up to date according to any additions or other variations to the powers and functions of the Chief Executive, Director of Law and Governance and **Monitoring Officer**, the **Executive** Director of **Finance Resources** and the other officers.

- 6.3. The **Chief Executive** is authorised to undertake:

- (a) The functions under Section 4 of the Local Government and Housing Act 1989 as the Head of Paid Service of the Council, and in accordance with Part 7.1 of this Constitution.
- (b) Allocation of accommodation for the purposes of the Council, the Cabinet, committees, sub-committees and members.
- (c) Any function of the Cabinet or of a Council committee or sub-committee, after consultation with the appropriate other officer and thereafter:
 - (i) in the case of an executive function, with the Leader of the Council or, in ~~his/her~~ **their** absence, the Deputy Leader of the Council; or
 - (ii) in any other case, with the Chair of the relevant committee or sub-committee or, in ~~his/her~~ **their** absence, the Deputy Chair of the relevant committee or sub-committee.

Any exercise of these functions shall be reported to the Cabinet or other relevant committee or sub-committee and shall be published on the website as soon as possible.

- (d) Following consultation with employees' representatives and with the Cabinet Member having responsibility for human resources and any other member(s) of the Cabinet whose responsibilities include a service particularly affected, approval of amendments to the County Council's

personnel policies and procedures, subject to reference being made to the Cabinet where either:

- (i) they would have material budget implications; or
 - (ii) material concerns about them have been expressed by the employees' representatives.
- (e) The powers and duties of County Returning Officer for the purposes of Section 35 of the Representation of the People Act 1983.
- (f) Overall responsibility for emergency planning, disaster recovery and resilience as defined in the Civil Contingencies Act 2004.
- (g) Overall responsibility for health and safety as it relates to the functions of the Council (Health and Safety at Work Act 1974).

6.4. The **Director of Law and Governance** is authorised to:

- (a) take any action to implement any decision taken by or on behalf of the Council, including the signature and service of statutory and other notices and any document; and authority to apply the Common Seal of the County Council to deeds in order to execute them;
- (b) institute, defend, settle or participate in any legal proceedings or disputes in any case where such action is necessary to give effect to decisions of the Council or in any case where the Director of Law and Governance considers that such action is necessary to protect the Council's interests;
- (c) consult with and instruct counsel, solicitors and other experts for legal proceedings, public inquiries, and other matters involving the Council, and the negotiation and settlement of legal disputes on behalf of the Council, the Cabinet, committees of the Council or officers and arrangements for their representation in any court, public inquiry or other forum where ~~he/she considers~~ **they consider** formal representation to be proper, including the incurring of such fees in respect thereof as may be appropriate;
- (d) authorisations under Section 223 of the Local Government Act 1972 (appearance by persons other than solicitors in legal proceedings);
- (e) acting as trustee on behalf of the Council in respect of any matter whereon ~~he/she considers~~ **they consider** such action to be appropriate;
- (f) enter objections to any proposal affecting the County, the Council or the inhabitants of the County;
- (g) undertake the following proper officer functions of the Council under the Local Government Act 1972:

- (i) Declaration of Acceptance of Office (Section 83);
 - (ii) Notice of Resignation of Office (Section 84);
 - (iii) Convening of and Summonses to Meetings (Section 88 & Schedule 12);
 - (iv) Filling of Casual Vacancies (Section 89);
 - (v) Ordnance Survey (Section 191);
 - (vi) Charitable Trusts (Section 210);
 - (vii) Deposit of Documents (Section 225);
 - (viii) Certificate of Photographic Copies of Documents (Section 229);
 - (ix) Authentication of Documents (Section 234);
 - (x) Procedure etc. for Bye-Laws (Section 236);
 - (xi) Evidence of Bye-Laws (Section 238);
 - (xii) Enactments relating to Town & Country Planning (Schedule 16 where not repealed)
 - (xiii) Adaptations, Modifications and Amendments of Enactments (Schedule 29);
- (h) the functions of Monitoring Officer within the meaning of Section 5 of the Local Government and Housing Act 1989 and in accordance with Part 7.1 of this Constitution;
- (i) the proper officer functions of the Council for the purposes of giving public notice of the receipt of a report from the Local Government and Social Care Ombudsman, for the purposes of Part III of the Local Government Act 1974;
- (j) following consultation with the **Executive** Director of ~~Finance~~ **Resources** and with the Leader and Deputy Leader of the Council, approval of new or amended operational policies and procedures for the governance of the Council, subject to reference being made to the Cabinet where either:
- (i) they would have material budget or substantive policy implications; or
 - (ii) material concerns about them have been expressed by the employees' representatives;
- (k) such proper officer functions of the Council other than those specified in this section as are not specifically delegated to any other officer;
- (l) the functions under Section 16(1) and Section 16(2) of the Local Government and Housing Act 1989 to give effect to the wishes of the political groups as regards membership of scrutiny committees and committees of the Council;
- (m) the proper officer functions of the Council for the purposes of Part VA of the Local Government Act 1972 (Access to Information);

- (n) making of appointments to outside bodies in accordance with the Council's published arrangements relating to representation on outside bodies;
- (o) making of appointments to school admission and exclusion appeal panels and school transport appeal panels;
- (p) to adjust the terms of reference of a scrutiny committee to reflect detailed changes in the remits of individuals or bodies which are specified in those terms of reference, subject to the concurrence of the Scrutiny Co-ordinating Group in each case;
- (q) authorisation of the reproduction or display of the Council's armorial bearings or any part thereof;
- (r) as Monitoring Officer, the functions of the 'qualified person' under the Freedom of Information Act 2000 (Section 36(5)(o)(iii)) for determining whether the exemptions under Section 36 are engaged);
- (s) **to put in place appropriate indemnity and insurance to enable councillors to undertake their functions;**
- (t) **to make any changes to the Constitution which are required:**
 - i. **to comply with the law; or**
 - ii. **to give effect to decisions of the Council or (so far as within their powers) the Cabinet, scrutiny committees and ordinary committees; or**
 - iii. **to correct errors and otherwise for accuracy or rectification.**
- (u) approve councillor attendance at conferences and councillor claims for expenses including travelling, subsistence and accommodation.

6.5. The **Executive Director of Finance Resources** is authorised to undertake:

- (a) The proper officer functions of the Council for the purposes of Section 115 of the Local Government Act 1972 (Receipt of Money) and for the administration of the Council's financial affairs under Section 151 of the Act, and in accordance with Part 7.1 of this Constitution.
- (b) The proper officer functions of the Council for the purposes of Section 146 of the Local Government Act 1972 – Transfer of Securities.
- (c) The functions of 'responsible officer' for the purposes of financial administration under the Local Government Finance Act 1988.
- (d) Functions as the officer responsible for maintaining an adequate and effective system of internal audit.

- (e) Implementation of pay awards made nationally or locally under procedures recognised by the Council.
- (f) The making of investments of the County Pension Fund in accordance with the policies determined by the Pension Fund Committee.
- (g) Determination of cases of whether the education or training should be treated as continuous where an eligible child for the payment of a dependent's pension benefit under the Local Government Pension Scheme Regulations is over 17 and has been engaged continuously in full-time education or in training for a trade, profession or vocation has taken a gap year, subject to a report to the Pension Fund Committee on such determinations.

6.6. Other Officers

Each officer is authorised to act on behalf of the Council in relation to any operational matters within the service areas for which ~~s/he is~~ **they are** responsible as set out in Part 7.1, subject to the provisions of Part 7.2 of this Constitution. The Officer will maintain a separate record of sub-delegations pertaining to ~~his/her~~ **their** directorate and will provide copies to the Director of Law ~~and~~ **& Governance and Monitoring Officer** for retention under this Schedule.

- 6.7. For the avoidance of doubt, the delegation to the Corporate Director for Environment and Place includes the power, jointly with the Director of Law ~~and~~ **& Governance and Monitoring Officer**, to determine applications for certificates of lawfulness of existing or proposed use or development.

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Division(s): N/A

COUNCIL – 21 May 2024

CALENDAR OF MEETINGS 2024-25

Report of the Director of Law & Governance and Monitoring Officer

RECOMMENDATION

COUNCIL IS RECOMMENDED to

- a) approve the schedule of meetings for the 2024-25 Council Year for the Education & Young People Overview & Scrutiny Committee in Annex 1;
- b) note the changed dates for Delegated Decisions by the Cabinet Member for Finance in Annex 1;
- c) note the other dates as approved by Council on 7 November 2023 in Annex 1.

Executive Summary

1. The calendar of meetings for each civic year is presented to Council for approval. The 2024-25 calendar was approved by Council on 7 November 2023.
2. Since that decision, the Education & Young People Overview & Scrutiny Committee was formed by a Council decision on 12 December 2023. Dates need to be agreed for that Committee for 2024-25.
3. Also since November Council, the Cabinet Member for Finance agreed to move the decision dates for that portfolio to Fridays instead of on the rise of Cabinet meetings.

Financial Implications

4. There are no direct financial implications arising from this report.

Checked by: Prem Salhan

Interim Strategic Finance Business Partner – prem.salhan@oxfordshire.gov.uk

Legal Implications

5. The Constitution sets out the rules relating to the frequency of meetings:
Full Council - Council Procedure Rule 2
Cabinet - Cabinet Procedure Rule 1.5
Overview and Scrutiny Committees - Overview and Scrutiny Procedure Rule 8
Audit and Governance Committee, Pension Fund Committee and Planning and Regulation Committee – Committees and Subcommittees Procedure Rule 3

Checked by: Paul Grant

Head of Legal and Deputy Monitoring Officer – paul.grant@oxfordshire.gov.uk

Equality and Inclusion Implications

9. There are no direct equality and inclusion implications arising from this report

Sustainability Implications

10. There are no direct sustainability implications arising from this report

Risk Management

11. There are no direct risk management implications arising from this report

Anita Bradley

Director of Law and Governance and Monitoring Officer

Annex 1: 2024-25 Calendar of Meetings

Contact Officers: Colm Ó Caomhanaigh, Democratic Services Manager
Email colm.ocaomhanaigh@oxfordshire.gov.uk

May 2024

Oxfordshire County Council Calendar of Meetings 2024/25¹

Changes to the dates presented to Council on 7 November 2023 are highlighted.

Council	Cabinet	Cabinet Member Decisions for Leader and Community & Corporate Services	Deputy Leader and Cabinet Member Decisions for Climate Change, Environment & Future Generations	Cabinet Member Decisions for SEND Improvement	Cabinet Member Decisions for Children, Education & Young People's Services
Tuesday 10.30am	Tuesday 2.00pm	Tuesday 3.00 pm or on the rise of Cabinet	Thursday 2.30pm	Wednesday 1pm	Wednesday 2pm
2024 21 May – Annual Council 9 Jul 10 Sept 5 Nov 10 Dec 2025 11 Feb 1 Apr 13 May – Annual Council	2024 14 May 18 Jun 16 Jul 17 Sept 15 Oct 19 Nov 17 Dec 2025 21 Jan 25 Feb 25 Mar 29 Apr ²	2024 14 May 18 Jun 16 Jul 17 Sept 15 Oct 19 Nov 17 Dec 2025 21 Jan 25 Feb 25 March 29 Apr ²	2024 23 May 20 Jun 18 Jul 5 Sept 10 Oct 14 Nov 12 Dec 2025 23 Jan 27 Feb 27 Mar 24 Apr	2024 15 May 12 June 10 July 11 Sept 9 Oct 6 Nov 11 Dec 2025 8 Jan 12 Feb 19 Mar 23 Apr	2024 15 May 12 June 10 July 11 Sept 9 Oct 6 Nov 11 Dec 2025 8 Jan 12 Feb 19 Mar 23 Apr

Oxfordshire County Council Calendar of Meetings 2024/25¹

Cabinet Member Decisions for Infrastructure & Development Strategy	Cabinet Member Decisions for Adult Social Care	Cabinet Member Decisions for Public Health, Inequalities & Community Safety	Cabinet Member Decisions for Transport Management	Cabinet Member for Finance
Thursday 2.00pm	Tuesday 9.00am	Tuesday 1.00pm	Thursday 10.00am	Friday 10.00am
2024 23 May 20 Jun 18 Jul 5 Sept 10 Oct 14 Nov 12 Dec 2025 23 Jan 27 Feb 27 Mar 24 Apr	2024 18 Jun 16 Jul 17 Sept 15 Oct 19 Nov 17 Dec 2025 21 Jan 25 Feb 25 March 29 Apr ²	2024 7 May 4 Jun 2 Jul 3 Sept 1 Oct 12 Nov 3 Dec 2025 7 Jan 4 Feb 4 Mar 8 Apr	2024 23 May 20 Jun 18 Jul 5 Sept 10 Oct 14 Nov 12 Dec 2025 23 Jan 27 Feb 27 Mar 24 Apr	2024 14 June 12 July 13 Sept 11 Oct 8 Nov 13 Dec 2025 10 Jan 14 Feb 14 March 11 April

Oxfordshire County Council Calendar of Meetings 2024/25¹

People Overview & Scrutiny Committee	Performance & Corporate Services Overview & Scrutiny Committee	Place Overview & Scrutiny Committee	Education & Young People's Scrutiny Committee	Oxfordshire Joint Health Overview & Scrutiny Committee
Thursday 10.00 am	Friday 10.00am	Wednesday 10.00am	Friday 10.00am except *	Thursday 10.00am
2024 27 Jun 19 Sep 7 Nov 2025 16 Jan 20 Mar	2024 19 Jul 13 Sep 6 Dec 2025 17 Jan 4 Apr	2024 3 Jul 25 Sep 13 Nov 2025 5 Feb 23 April	2024 22 July *Mon 1.30pm 20 Sept 22 Nov 2025 28 Feb 28 March	2024 6 Jun 12 Sept 21 Nov 2025 30 Jan 3 Apr

Oxfordshire County Council Calendar of Meetings 2024/25¹

Audit & Governance Committee	Planning & Regulation Committee	Pension Fund Committee	Health & Wellbeing Board
Wednesday 2.00pm	Monday 2.00pm	Friday 10.00am	Thursday 2.00pm
<p>2024</p> <p>17 Jul</p> <p>18 Sept</p> <p>27 Nov</p> <p>2025</p> <p>15 Jan</p> <p>12 Mar</p>	<p>2024</p> <p>3 Jun</p> <p>15 Jul</p> <p>2 Sept</p> <p>14 Oct</p> <p>25 Nov</p> <p>2025</p> <p>6 Jan</p> <p>24 Feb</p> <p>31 Mar</p>	<p>2024</p> <p>7 Jun</p> <p>6 Sept</p> <p>13 Dec</p> <p>2025</p> <p>7 Mar</p>	<p>2024</p> <p>4 Jul</p> <p>26 Sept</p> <p>5 Dec</p> <p>2025</p> <p>13 Mar</p>

Oxfordshire County Council Calendar of Meetings 2024/25¹

Teachers Joint Consultative	Employees Joint Consultative	Fire Service Joint Consultative	Local Pension Board
Thursday 2.00pm	Thurs 2.00pm	Friday 10.00am	Friday 10.30am
2024 11 Jul 7 Nov 2025 6 Mar	2024 13 Jun 3 Oct 28 Nov 2025 6 Feb	2024 21 Jun 20 Sept 29 Nov 2025 14 Mar	2024 5 Jul 18 Oct 2025 24 Jan 25 Apr

Notes

¹ Dates are subject to change. The website will be updated and Members notified accordingly.

² 15 April is in school holidays, 22 April is the day after Easter Monday.

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