

To: Members of the Democracy & Organisation Committee

***Notice of a Meeting of the Democracy & Organisation
Committee***

Tuesday, 10 July 2012 on the conclusion of Council

County Hall, New Road, Oxford

Peter G. Clark.

Peter G. Clark
County Solicitor

June 2012

Contact Officer: **Geoff Malcolm**
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Membership

Chairman – Councillor Neil Owen
Deputy Chairman - Councillor Marilyn Badcock

Councillors

Anne Purse
Alyas Ahmed
Lynda Atkins
Mike Badcock
Maurice Billington

Iain Brown
Michael Gibbard
Janet Godden
Ray Jelf
A.M. Lovatt

G.A. Reynolds
Richard Stevens
Alan Thompson

Notes:

- **Date of next meeting: 18 October 2012**

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Rachel Dunn on (01865) 815279 or Rachel.dunn@oxfordshire.gov.uk for a hard copy of the document.

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

AGENDA

1. Apologies for Absence and Temporary Appointments

2. Minutes (Pages 1 - 4)

To approve the minutes of the meetings held on 1 November 2011 and 15 May 2012 (DO3) and to receive information arising from them.

3. Petitions and Public Address

4. Declarations of Interest - see guidance note

5. Outside Body Appointments

The County Solicitor & Monitoring Officer reports as follows:

The Council's Constitution allocates to the Committee the responsibility for appointments to 'non-strategic' outside bodies.

There are two matters for consideration:

Oxford Preservation Trust

The Committee is RECOMMENDED to appoint Councillor Ian Hudspeth, Leader of the Council in place of Councillor Keith Mitchell CBE.

Oxfordshire Museums Council

The Committee is RECOMMENDED to appoint Councillor Charles Mathew in place of Councillor Don Seale.

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DEMOCRACY & ORGANISATION COMMITTEE

MINUTES of the meeting held on Tuesday, 1 November 2011 commencing at 3.30 pm and finishing at 3.45 pm

Present:

Voting Members: Councillor Neil Owen – in the Chair

Councillor Sandy Lovatt (Deputy Chairman)
Councillor Anne Purse
Councillor Alyas Ahmed
Councillor Lynda Atkins
Councillor Mike Badcock
Councillor Maurice Billington
Councillor Liz Brighthouse OBE
Councillor Iain Brown
Councillor Michael Gibbard
Councillor Janet Godden
Councillor Ray Jelf
Councillor G.A. Reynolds
Councillor Richard Stevens
Councillor Alan Thompson

Officers:

Whole of meeting Rachel Dunn, Senior Democracy Officer;
Geoff Malcolm, Committee Officer

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except as 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.

16/11 MINUTES
(Agenda No. 2)

The Minutes of the meeting held on 14 June 2011 (DO3) were approved and signed.

17/11 SCALE OF FEES FOR COUNTY COUNCIL ELECTIONS AND REFERENDA 2011/13
(Agenda No. 5)

Each year the Council set a scale of expenditure for the holding of elections of county councillors.

The Committee considered a report (DO5) on the proposed Scale of Expenditure for any by-elections of County Councillors that may be held during 2011/12 and 2012/13, the mileage rate and the Scale of Expenditure for any referendum or mayoral election required to be held under the Local Government Act 2000. Ms Dunn confirmed that it was proposed to review the scale of fees for the next scheduled elections in 2013, with a view to submitting a report to the Committee for consideration in Autumn 2012.

Councillor Godden sought information about the percentage increase for cost inflation included in the budget for election expenses, and whether consideration should be given to a greater percentage increase for 2013 in the light of the huge increase in the costs of, for example, paper and printing. Ms. Dunn undertook to respond following the conclusion of the meeting.

RESOLVED: to

- (a) approve the Scale of Expenditure for the financial years 2011/2012 and for 2012/13 for the election of County Councillors;**
- (b) approve the Scale of Expenditure for the financial years 2011/2012 and for 2012/13 for a referendum or mayoral election required under the Local Government Act 2000; and**
- (c) approve the review of the Scale of Expenditure for 2013/14 in time for the next scheduled County Council Elections in 2013.**

..... in the Chair

Date of signing

DEMOCRACY & ORGANISATION COMMITTEE

MINUTES of the meeting held on Tuesday, 15 May 2012 commencing at 12.00 pm and finishing at 11.34 am

Present:

Voting Members:

Councillor Marilyn Badcock
Councillor Anne Purse
Councillor Alyas Ahmed
Councillor Lynda Atkins
Councillor Mike Badcock
Councillor Maurice Billington
Councillor Iain Brown
Councillor Michael Gibbard
Councillor Janet Godden
Councillor Ray Jelf
Councillor Sandy Lovatt
Councillor Neil Owen
Councillor G.A. Reynolds
Councillor Richard Stevens
Councillor Alan Thompson

Officers: Peter Clark, County Solicitor & Monitoring Officer; Sue Whitehead (Chief Executive's Office)

The Committee considered the matters referred to in the agenda for the meeting, and decided as set out below

18/12 ELECTION OF CHAIRMAN FOR THE 2012/13 COUNCIL YEAR

(Agenda No. 1)

Councillor Marilyn Badcock moved and it was seconded that Councillor Owen be elected Chairman of the Committee for the 2012/13 Council Year.

Councillor Purse moved and Councillor Godden seconded that Councillor Purse be elected Chairman of the Committee for the 2012/13 Council Year.

Following a vote by a show of hands it was:

RESOLVED: that Councillor Owen be elected Chairman of the Committee for the 2012/13 Council Year.

19/12 ELECTION OF DEPUTY CHAIRMAN FOR THE 2012/13 COUNCIL YEAR

(Agenda No. 2)

Councillor Owen moved and Councillor Mike Badcock seconded that Councillor Marilyn Badcock be elected Deputy Chairman of the Committee for the 2012/13 Council Year.

Councillor Purse moved and it was seconded that Councillor Stevens be elected Deputy Chairman of the Committee for the 2012/13 Council Year.

Following a vote by a show of hands it was:

RESOLVED: that Councillor Marilyn Badcock be elected Deputy Chairman of the Committee for the 2012/13 Council Year.

..... in the Chair

Date of signing