



To: **Members of the Audit & Governance Committee**

***Notice of a Meeting of the Audit & Governance
Committee***

Wednesday, 14 December 2016 at 2.00 pm

Room 2&3 - County Hall, New Road, Oxford

Peter G. Clark
County Director

December 2016

Contact Officers: *Colm Ó Caomhánaigh, Tel 07393 001096; E-mail:
colm.ocaomhanaigh@oxfordshire.gov.uk*

Membership

Chairman – Councillor Sandy Lovatt
Deputy Chairman - Councillor David Wilmshurst

Councillors

David Bartholomew
Yvonne Constance OBE
Tim Hallchurch MBE

Nick Hards
Alison Rooke
Roz Smith

John Tanner

Co-optee

Dr Geoff Jones

Notes:

- ***There will be NO pre-briefing meeting for this extra Committee meeting.***
- ***There will be a meeting of the Audit Working Group immediately after the Committee meeting in the same room.***
- ***Date of the next Committee meeting: 11 January 2017***

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 Glenn Watson on **07776 997946** or glenn.watson@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. Declaration of Interests - see guidance note

3. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 9 November 2016 (**AG3**) and to receive information arising from them.

4. Petitions and Public Address

5. Senior Management Review (Pages 7 - 22)

2.10pm

Report by the County Director (**AG5**)

This report asks the Audit & Governance Committee to note progress made with the Senior Management Review and to approve the proposed recommendations including a new structure. Views from this Committee will be considered by Cabinet on the 20 December in advance of final decisions at that meeting. The report references associated work carried out on the unitary debate as well as transformation of services and identifies potential savings to be gained from reductions in senior management posts.

The Committee is RECOMMENDED to:

- a) **note the progress made to date on the Senior Management Review; and**
- b) **endorse the Senior Management Review recommendations and proposed structure and / or provide comments on any governance aspects for consideration by Cabinet.**

6. Scale of Election Fees and Expenditure 2017-18 (Pages 23 - 32)

2.50pm

Report by the Chief Legal Officer and Monitoring Officer (**AG6**)

Each year the Council needs to set a scale of election fees and expenditure for the holding of elections of county councillors. In September 2016, the Committee agreed a scale of fees to apply for the remainder of the 2016/17 year. It was noted then that a fuller review would be needed for the scale of fees and expenditure to apply in 2017/18,

particularly for the May 2017 County Council elections.

A full review has therefore been undertaken in consultation with the City and District Councils which have, of course, held various elections and the EU Referendum since the 2013 County Council election. This report therefore presents a revised scale of fees and expenditure which brings the scheme up to date.

The Committee is RECOMMENDED to approve the Scale of Expenditure for the financial year 2017/2018, as shown in Annex A to this report, for the election of County Councillors and any other local referendums.

Close of meeting

An explanation of abbreviations and acronyms is available on request from the Chief Internal Auditor.
