



To: **Members of the Joint Audit & Governance and Performance Scrutiny
(Transformation) Sub-Committee**

***Notice of a Meeting of the Joint Audit & Governance
and Performance Scrutiny (Transformation) Sub-
Committee***

Thursday, 17 January 2019 at 10.00 am

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

A handwritten signature in blue ink, appearing to read 'Yvonne Rees'.

Yvonne Rees
Chief Executive

January 2019

Committee Officer: **Colm Ó Caomhánaigh, Tel 07393 001096; E-mail:
colm.oocaomhanaigh@oxfordshire.gov.uk**

Membership

Chairman – tbd
Deputy Chairman - tbd

Councillors

Liz Brighthouse OBE
Paul Buckley
Nick Carter

Mike Fox-Davies
Tony Ilott
Liz Leffman

Charles Mathew
Glynis Phillips

Notes:

- **Date of next meeting: tbd**

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. Welcome and introductions**
- 3. Election of Chairman of the SubCommittee for the remainder of the Council Year 2018/19.**
- 4. Election of Deputy Chairman of the SubCommittee for the remainder of the Council Year 2018/19.**
- 5. Declarations of Interest - see guidance note**
- 6. Petitions and Public Address**
- 7. Terms of Reference (Pages 1 - 2)**

The Terms of Reference for the Joint Sub-Committee have previously been agreed by the Performance Scrutiny Committee and the Audit and Governance Committee and are attached for information.

8. Programme Update and Future Plans

To receive a presentation from the Interim Transformation Programme Director to reach an agreed understanding of the progress to date with the Transformation programme, to understand the governance arrangements, the role of the sub-committee and areas of future input

9. Transformation Budget Implications

To receive a presentation in order to give the sub-committee the opportunity to provide comments on the proposed savings/budget implications associated with the transformation project as part of this year's budget setting process. Comments will be included as an addendum to the Performance Scrutiny Committee's comments which will be considered by Cabinet on 22 January.

10. Future Meetings

To agree future meeting dates of the Sub-committee which will take place at 10am on Thursdays:

- 18 April
 - 13 June
 - 25 July
 - 17 October
 - 5 December
-

Division(s): N/A

TRANSFORMATION JOINT SUB-COMMITTEE – 17 January 2019

TERMS OF REFERENCE FOR THE JOINT SUB-COMMITTEE FOR TRANSFORMATION PROGRAMME

The Joint Committee will bring to bear the perspectives of their parent committees with regard to the governance and performance of the Fit for the Future Programme in terms of its management and its implementation.

In particular, in terms of *performance* the Sub-Committee will review the:

- Delivery and performance of the programme
- Impact of the programme on outcomes for residents, i.e. Corporate Plan priorities;
- Impact of the programme on service performance;
- Impact of changes on staff;
- Predicted costs and savings as compared to actual costs and realised savings
- Predicted non-financial benefits.

In terms of *governance, accountability and internal control*, the Sub-Committee will consider:

- Risks identified and mitigations proposed and actioned;
- Systems of internal control, to include assurance that a robust framework is in place;
- Governance of the project
- Any ethical governance implications

Frequency of meeting

The Sub-Committee will determine its own meeting cycle. Notwithstanding this, it is anticipated that the Sub-Committee will meet at least quarterly.

Membership and Quorum

The membership will be 8 Councillors to include equal numbers from both main committees. The quorum will be 4 of the Sub-Committee's membership.

NB. Given that the Sub-Committee will be undertaking certain overview and scrutiny functions, no member of the Audit and Governance Committee who may, from time to time, also be a member of the Cabinet will be eligible for membership of the Sub-Committee

Chairman and deputy chairman

The Sub-Committee shall appoint a Chairman and a Deputy Chairman – one of whom will be from the membership of the Audit and Governance Committee and one

from the Performance Scrutiny Committee as the Sub-Committee may determine. These roles to rotate at successive meetings where possible.

Procedure Rules

The Sub-Committee will operate in accordance with the Scrutiny Procedure Rules under the Council's Constitution.