



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 October 2019 at 10.00 am**

**Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND**

Yvonne Rees  
Chief Executive

October 2019

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

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**Membership**

Chairman – Councillor Liz Brighthouse OBE  
Deputy Chairman - Councillor Nick Carter

*Councillors*

Paul Buckley  
Mike Fox-Davies

Tony Ilott  
Liz Leffman

Charles Mathew  
Glynis Phillips

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**Notes:**

- **Date of next meeting: 30 January 2020**

## 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](mailto: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. Declarations of Interest - see guidance note

## 3. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 25 July 2019 and to receive information arising from them.

## 4. Petitions and Public Address

## 5. Quarterly Review of the Transformation Programme (July to September 2019) (Pages 7 - 34)

This report updates members on progress with the Council's wide-ranging Transformation Programme. It follows the second quarterly report presented to the Joint Sub-Committee on 25<sup>th</sup> July 2019 and reflects progress towards substantial service improvements, whilst delivering £49.7m of annual savings by 2022/23.

**The Sub-committee is RECOMMENDED to note and comment on the report.**

## 6. Finance, Strategic Capability and Provision Cycle

Members will receive a presentation on progress to date with the council's work to redesign its Finance, Provision Cycle and Strategic Capability functions.

## 7. Committee's Work Programme (Pages 35 - 36)

To review the Committee's Work Programme.