



To: Members of the Joint Shared Services & Personnel Committee

***Notice of a Meeting of the Joint Shared Services & Personnel Committee***

**Monday, 20 January 2020 at 3.30 pm**

**Council Chamber, Cherwell District Council, Bodicote House,  
Bodicote, Banbury OX15 4AA**

A handwritten signature in black ink, appearing to read "Yvonne Rees".

Yvonne Rees  
Chief Executive

January 2020

Committee Officer: **Deborah Miller**  
Email [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk) Tel: 07920 084239

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**Membership**

Chairman – Councillor Ian Corkin  
Deputy Chairman - Councillor Liz Brighthouse OBE

*Councillors*

Ted Fenton	Liz Leffman	Barry Wood
Ian Hudspeth	Jeannette Matelot	Sean Woodcock
Mike Kerford-Byrnes	Les Sibley	

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**Notes:**

- ***A pre-meeting will be held at 3.10pm in the Council Chamber, Bodicote House for all members of the Committee.***

## 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 - 4)

To approve the minutes of the meeting held on 29 August 2019 (JSSPC3) and to receive information arising from them.

## 4. Petitions and Public Address

## 5. Exempt Items

*It is RECOMMENDED that the public be excluded for the duration of agenda item 6 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 that item 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.*

**THE REPORT HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

**THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.**

## 6. Senior Officer Appointment

*The public should be excluded during this item because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following categories prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended):*

- 1. Information relating to any individual*
- 2. Information which is likely to reveal the identity of an individual and*
- 3. Information relating to the financial or business affairs of any particular person.*

*and it is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer.*

Consideration of an appointment of the Corporate Director, Commercial Development

## Assets and Investment

The Interview pack will be circulated separately on pink paper and should be regarded as 'confidential' by members and officers entitled to receive them. This also means that the contents should not be discussed with others and no copies should be made.

## OXFORDSHIRE JOINT SHARED SERVICES & PERSONNEL COMMITTEE

**MINUTES** of the meeting held on Thursday, 29 August 2019 commencing at 10.30 am and finishing at 11.40 am

**Present:**

Councillor Ian Corkin – in the Chair

Councillors:

Liz Brighthouse OBE  
John Broad  
Ted Fenton

Mrs Judith Heathcoat  
Ian Hudspeth  
Mike Kerford-Byrnes

Liz Leffman  
Barry Richards  
Barry Wood

*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.*

### **6/19 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda Item 1)

The following apologies were received:

Councillor Matelot (Councillor Heathcoat substituting)  
Councillor Sibley (Councillor Broad substituting)  
Councillor Woodcock (Councillor Richards substituting).

### **7/19 MINUTES**

(Agenda Item 3)

The Minutes of the meeting held on 26 July 2019 were approved and signed as a correct record.

### **8/19 EXEMPT ITEMS**

(Agenda Item 5)

**RESOLVED:** that the public be excluded for the duration of items JSSP 5 and 6 since it is likely that if they were present during those 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 the 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.

**9/19 EXEMPT MINUTE**

(Agenda Item 6)

The exempt minutes of the meeting held on 26 July 2019 were approved and signed as a correct record

*The information contained in the report is exempt in that it falls within the following prescribed category:*

- 1. Information relating to any individual*
- 2. Information which is likely to reveal the identity of an individual and*
- 3. Information relating to the financial or business affairs of any particular person.*

*It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer.*

**10/19 SENIOR OFFICER APPOINTMENT**

(Agenda Item 7)

*The public should be excluded during this item because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following categories prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended):*

- 1. Information relating to any individual*
- 2. Information which is likely to reveal the identity of an individual and*
- 3. Information relating to the financial or business affairs of any particular person.*

*and it is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer.*

Members agreed the appointment of Claire Taylor as the Corporate Director: Customers and Organisational Development.

Following the decision, Cabinet Members, in line with regulations, were given an opportunity to make objections. No objections were received

..... in the Chair

Date of signing ..... 2020

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