



To: Members of the Joint Shared Services & Personnel Committee

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

Wednesday, 16 December 2020 at 9.30 am

Virtual

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

Yvonne Rees
Chief Executive

December 2020

Committee Officer: **Sue Whitehead**
Email@ sue.whitehead@oxfordshire.gov.uk Tel: 07393 001213

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	Ian Middleton	

Notes:

- ***A pre-meeting for all members will be held starting at 9.00am.***

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. **Declarations of Interest - see guidance note**
3. **Minutes (Pages 1 - 2)**

To approve the minutes of the meeting held on 11 August 2020 (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 – Environment & Place.

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 Tuesday, 11 August 2020 commencing at 1.00 pm and finishing at 4.45 pm

Present:

Councillor Ian Corkin – in the Chair

Councillors:

Liz Brighthouse OBE
Ted Fenton
Mrs Judith Heathcoat

Ian Hudspeth
Mike Kerford-Byrnes
Liz Leffman

Ian Middleton
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.

15/20 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda Item 1)

Apologies were received from Councillor Jeannette Matelot (Councillor Judith Heathcoat substituting) and Councillor Sean Woodcock (Councillor Barry Richards substituting).

16/20 MINUTES

(Agenda Item 3)

The minutes of the meeting held on 20 January 2020 were approved and signed as a correct record.

17/20 EXEMPT ITEMS

(Agenda Item 5)

RESOLVED: that the public be excluded for the duration of agenda item 6 since it was 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 outweighed the public interest in disclosing the information.

18/20 SENIOR OFFICER APPOINTMENT

(Agenda Item 6)

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 was considered that in this case the public interest in maintaining the exemption outweighed 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.

The Committee gave consideration to and appointed the Director of Law & Governance.

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

..... in the Chair

Date of signing 2020