



**OXFORDSHIRE  
COUNTY COUNCIL**

**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

To: **Members of the Joint Shared Services & Personnel Committee**

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

**Thursday, 25 March 2021 at 9.00 am**

**Virtual**

Please note that only agenda items 1 to 5 are open to the press and public via telephone conferencing facilities. Relevant details on how to access will be provided on request to the Committee Officer listed below. All requests are to be received by 9.00 am on Monday 22 March 2021.

Yvonne Rees  
Chief Executive

March 2021

*Committee Officer:* **Sue Whitehead**  
*Email@* [sue.whitehead@oxfordshire.gov.uk](mailto:sue.whitehead@oxfordshire.gov.uk) *Tel:* 07393 001213

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**Membership**

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

*Councillors*

Ted Fenton	Liz Leffman	Sean Woodcock
Ian Hudspeth	Ian Middleton	vacancy
Mike Kerford-Byrnes	Barry Wood	

## 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 - 2)**

To approve the minutes of the meeting held on 16 December 2020 (**JSSPC3**) and to receive information arising from them.

4. **Petitions and Public Address**
5. **Exempt Information**

*It is RECOMMENDED that the public be excluded for the duration of item RC6 – Joint Property Restructure Consultation 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 AND ANNEXES TO THE ITEM HAVE 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. **Joint Property Restructure Consultation**

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

- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority

*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 distort the proper process of consultation between the authority with another party for the purposes described and would prejudice the position of the authority in holding those consultations and other consultations of a similar nature in future.*

Report of the Corporate Director Commercial Developments, Assets and Investment (JSSP6 (to be circulated separately))

The report sets out a business case for a joint property management team. As a result, the Corporate Director - Commercial Development, Assets & Investment seeks authorisation to commence consultation with staff on the proposed new structure.