

County Council

28 March 2023

Agenda

To: **Members of the County COUNCIL**

Notice of a Meeting of the County Council

Tuesday, 28 March 2023 at 10.30 am

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

If you wish to view proceedings, please click on the link on the website. Please note, that will not allow you to participate in the meeting.



Martin Reeves
Chief Executive

March 2023

Committee Officer: **Chris Reynolds**
Tel: 07542 029441; E-Mail: chris.reynolds@oxfordshire.gov.uk

In order to comply with the Data Protection Act 2018, notice is given that the meeting will be recorded. The purpose of recording proceedings is to provide an *aide-memoire* to assist the clerk of the meeting in the drafting of minutes.

Members are asked to sign the attendance book which will be available in the corridor outside the Council Chamber. A list of members present at the meeting will be compiled from this book.

AGENDA

1. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 14 February 2023 and to receive information arising from them.

2. Apologies for Absence

3. Declarations of Interest - see guidance note

Members are reminded that they must declare their interests orally at the meeting and specify (a) the nature of the interest and (b) which items on the agenda are the relevant items. This applies also to items where members have interests by virtue of their membership of a district council in Oxfordshire.

4. Official Communications

5. Appointments

To make any changes to the membership of the Cabinet, scrutiny and other committees on the nomination of political groups.

6. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection. To facilitate 'hybrid' meetings we are asking that requests to speak are submitted by no later than 9am on the day before the meeting i.e., 9am on Monday 27 March 2023. Requests to speak should be sent to chris.reynolds@oxfordshire.gov.uk If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

7. Questions with Notice from Members of the Public

8. Questions with Notice from Members of the Council

9. Report of the Cabinet (Pages 7 - 14)

Report of the Cabinet meetings of 20 December 2022 & 24 January and 21 February 2023.

10. Annual Report of Director of Public Health (Pages 15 - 68)

Report of the Corporate Director of Public Health and Community Safety

Directors of Public Health have a statutory duty to publish an annual report on a subject of their choice that they feel demonstrates the state of health within their community. The purpose of this item is to share the report for 22/23

Council is RECOMMENDED to

Note the Director of Public Health Annual Report and to take every opportunity to support actions and initiatives that will progress related work.

11. Amendments to the Council's Constitution (Pages 69 - 112)

Report by the Director of Law and Governance and Monitoring Officer

Council is RECOMMENDED to approve:

The proposals for amendment to the Employment Procedure Rules Part 8.4 in the Councils Constitution – Annex 2.

12. Appointment of Interim Executive Director, People, Transformation and Performance (Pages 113 - 122)

Report of the Interim Director of Human Resources and Organisational Development

Following induction exercises, conversations with senior colleagues, and the Leader, the new Chief Executive has determined that the senior leadership structure has a gap in strategic capacity.

As a result, the Chief Executive has taken steps to make a temporary appointment to a role to provide additional strategic capacity in the senior leadership team. The temporary role is Interim Executive Director for People, Transformation & Performance.

The Council is RECOMMENDED to

Approve a spot salary designation of £167,000 for the post of Interim Executive Director, People, Transformation & Performance

13. Councillor Allowances 2022-23 (Pages 123 - 126)

Report by the Director of Law and Governance and Monitoring Officer

The Council is RECOMMENDED

To increase the Basic Allowance and Special Responsibility Allowances by 5.3%

in line with the percentage rise in employee costs for Oxfordshire County Council arising from the 2022-23 Local Government pay award

14. Electoral Review : Division Patterns

Report by the Director of Law and Governance and Monitoring Officer **(To Follow)**

The Council is RECOMMENDED

To submit the attached report on Division patterns to the Local Government Boundary Commission for England. This sets out proposed boundaries and names for the County Divisions in each of the five District areas: Cherwell, Oxford City, South Oxfordshire, Vale of White Horse and West Oxfordshire.

15. Treasury Management - Quarter 3

Report by the Director of Finance **(To Follow)**

Council is RECOMMENDED to note the council's treasury management activity in the third quarter of 2022/23.

MOTIONS WITH NOTICE FROM MEMBERS OF THE COUNCIL

WOULD MEMBERS PLEASE NOTE THAT ANY AMENDMENTS TO MOTIONS WITH NOTICE MUST BE PRESENTED TO THE PROPER OFFICER IN WRITING BY 9.00 AM ON THE FRIDAY BEFORE THE MEETING

16. Motion by Councillor Charlie Hicks

Council believes that it is vital to consider the wellbeing of Future Generations in all decision-making in the Council, as set out in the Alliance's guiding principles.

Therefore, Council requests the Cabinet to undertake the following as soon as reasonably practicable:

- Review how all decision-making and commissioning of services will consider the wellbeing of future generations and put in place appropriate internal controls to ensure this happens,
- Consider the need for any additional internal roles to support this work (e.g. a future generations commissioner for Oxfordshire)
- Implement a 'Future Generations impact assessment' section in all officer reports for elected decision-makers, and
- Set up an Oxfordshire Youth and Future Generations Advisory Council

- Requests that the Future Council Governance Group, as part of its remit, develop recommendations on how to structure political decision-making in the council in a way which best considers the impact of decisions on future generations, including exploring the role of deliberative and participatory processes (including citizens' assemblies) as part of routine council governance and decision-making.

- Asks that all of the above be done in consultation with people and organisations who have experience of delivering future generations work in UK political institutions, including the application future generations principles, defined as “acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs”, and the development of wellbeing goals, with a view to creating equivalent goals for Oxfordshire.

17. Motion by Councillor Calum Miller

The government recommitted in the 2022 Autumn Statement to the delivery of East West Rail (EWR). In 2021, EWR consulted on a series of proposals to address the fact that increased train frequency would, in due course, require the level crossing at London Road, Bicester, to be closed. The Chief Executive of EWR told a meeting of local elected representatives on 13 January that EWR would publish its proposals for the whole line by June.

This Council:

- Strongly supports East West Rail as it will increase opportunities for lower carbon travel and support sustainable growth and jobs;
- Notes that the closure of the London Road would sever the road connection between the south-east of Bicester and the town centre;
- Believes that it must be a priority, working with Cherwell District Council and East West Rail, to find a sustainable, funded solution that continues to provide suitable rail crossings for cars, cycles and pedestrians at or near London Road;
- Recognises that the next three months are critical to ensuring that this solution is adequately funded by EWR and national government, given that the new line is of national importance while the negative impact of closing London Road would fall on the local community in Bicester;
- Resolves to ask the Leader to write to the Chief Executive of East West Rail, stating this Council's support for new railway crossings at or near London Road, suitable for cars, cycles and pedestrians.

18. Motion by Councillor Liam Walker

This Council recognises the deep concerns around the recent information that it did not release specific traffic impact data in relation to the Oxford bus filters consultation.

Given this revelation this Council now calls on the Cabinet to authorise officers to conduct a new six-week consultation for the Oxford bus filters trial with all information

made available to the public, including a clear 'support or oppose' question.

19. Motion by Councillor Eddie Reeves

Oxfordshire's Spare Seats programme has offered children a safe and affordable bus to school for c. 35 years.

This Council apologises unreservedly for its decision to send 'withdrawal' letters to parents under its Spare Seats scheme without parental or wider public consultation. The wording of its withdrawal letters caused significant anxiety and distress to parents in predominantly rural areas, with up to 235 children affected in the short term and as many as 1,384 students in the medium term.

To date, the Council has defended its decision on the basis that it has no legal obligation to operate the scheme, adding that its continuation: *"reinforces children travelling to schools further away than their nearest school"*.

This Council restates its commitment to the Spare Seats scheme and to the underlying principles of safeguarding parental choice, tackling climate change, encouraging social mixing and ensuring children's safety.

This Council requests the Cabinet to write to all parents/guardians whose children benefit from the scheme to reassure them that this Council is giving active consideration to improving Spare Seats and/or encouraging replacement community transport services to ensure that there is no loss of services to parents and pupils.

This Council requests the Cabinet to provide a written explanation to members of this Council surrounding the withdrawal letters and to work with the Chair(s) of relevant committee(s) to ensure that members can discharge their democratic duties as scrutineers of Council policy.

20. Motion by Councillor Donna Ford

This Council supports reasonable steps to mitigate the harmful effects of anthropogenic climate change, on which there exists considerable cross-party consensus in Oxfordshire.

This Council welcomes certain of the Council's investments passed at its budget-setting meeting on 14 February 2023, including the £600,000 investment in mitigating flood risks. However, mindful of the administration's approval of £3 million of expenditure on tree-planting in its most recent budget, this Council accepts in principle that it would be wrong to pass financial liabilities, over which there is no agreement at present, down to our county's Parish and Town Councils without due consultation.

Accordingly, this Council resolves to refer the matter to Cabinet with a view to clarifying where responsibility towards, and liability for, planting and maintenance of such trees lies pursuant to such expenditure.

This Council further resolves to ask Cabinet to write to the Council's Parish and Town

Council partners to ensure that agreements surrounding ongoing liabilities are put in place in a timely manner.

21. Motion by Councillor Freddie van Mierlo

Publishing the voting and attendance records of elected representatives is critical for democratic accountability. It allows residents to make informed decisions during elections and hold elected representatives to account. This council therefore requests the Director of Law and Governance to publish the attendance records and individual votes of members made at full council on the Oxfordshire County Council website at the earliest possible date. Votes taken by show of hands at the Chair's discretion will be not require individual votes to be published. The Director of Law and Governance is not required to retrospectively publish voting or attendance records, but to do so going forwards

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

OXFORDSHIRE COUNTY COUNCIL

MINUTES of the meeting held on Tuesday, 14 February 2023 commencing at 10.30 am and finishing at 3.35 pm

Present:

Councillor Susanna Pressel – in the Chair

Councillors:

Felix Bloomfield	Andy Graham	Glynis Phillips
Brad Baines	Jane Hanna OBE	Sally Povolotsky
David Bartholomew	Jenny Hannaby	Eddie Reeves
Tim Bearder	Charlie Hicks	G.A. Reynolds
Robin Bennett	John Howson	Judy Roberts
Liz Brighthouse OBE	Tony Ilott	Alison Rooke
Nigel Champken-Woods	Bob Johnston	David Rouane
Mark Cherry	Liz Leffman	Geoff Saul
Andrew Coles	Nick Leverton	Les Sibley
Yvonne Constance OBE	Dan Levy	Nigel Simpson
Duncan Enright	Dr Nathan Ley	Roz Smith
Mohamed Fadlalla	Mark Lygo	Ian Snowdon
Arash Fatemian	Kieron Mallon	Dr Pete Sudbury
Neil Fawcett	Ian Middleton	Bethia Thomas
Ted Fenton	Freddie van Mierlo	Michael Waine
Donna Ford	Calum Miller	Liam Walker
Andrew Gant	Jane Murphy	Richard Webber
Stefan Gawrysiak	Michael O'Connor	

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.

1/23 MINUTES

(Agenda Item 1)

The minutes of the meeting held on 13 December 2022 were amended as follows:-

The deletion of Cllr Ash from the list of apologies for absence
and approved as a correct record.

2/23 APOLOGIES FOR ABSENCE

(Agenda Item 2)

Apologies for absence were received from Cllrs Ash, Banfield, Bulmer, Corkin, Edosomwan, Field-Johnson, Gregory & Haywood.

3/23 OFFICIAL COMMUNICATIONS

(Agenda Item 4)

The Chair reported as follows:-

Kim James, Head of Learning and School Improvement, received an MBE in the New Year honours list for her work in helping to minimise school closures during the COVID lock downs.

Local Energy Oxfordshire (project LEO), with Scottish and Southern Electricity Networks (SSEN) won a 'collaborative excellence' award at Utility Week Annual Awards

RAF Brize Norton had received a prestigious award, the Firmin Sword of Peace, that celebrates the most valuable humanitarian contributions by the Royal Navy, Army and Royal Air Force.

This was the last meeting of Council that Stephen Chandler would attend in his role as Interim Chief Executive. The Chair asked that the Council's appreciation of Mr Chandler's work during this period be recorded. The Leader of the Council, Deputy Leader and Leader of the Opposition also spoke in appreciation of the Interim Chief Executive's work for the people of Oxfordshire.

Mr Chandler responded and thanked members for their remarks..

Council paid tribute and observed a minute's silence in memory of former Cllr Margaret Godden who had served on the County Council from 1985 – 1989 and 1997 – 2005.

4/23 PAY POLICY STATEMENT 2023/24

(Agenda Item 7)

In 2012, a stand-alone Remuneration Committee was set up to report each year directly to full Council and to make recommendations regarding the Council's Pay Policy Statement. The Council had before it a report of the Remuneration Committee which updated the Council's Pay Policy Statement.

RESOLVED (on a motion by Councillor Phillips, seconded by Councillor Leffman, with 44 voting in favour, 0 against and 12 abstentions) to:-

a) receive the report of the Remuneration Committee;

b) approve the revised Pay Policy Statement for 2023/24 as set out in the annex to the report

5/23 GENDER PAY GAP REPORT 2021/22

(Agenda Item 8)

From 2017, an employer who had a headcount of 250 or more employees on a 'snapshot date' must comply with regulations on gender pay gap reporting. Gender pay gap calculations are based on employer payroll data drawn from a specific date each year. This specific date is called the 'snapshot date'.

The 'snapshot date' for Oxfordshire County Council (as with most other public authority employers) is 31 March every year.

Council had before it a report on the payroll data for the year ending 31 March 2022.

RESOLVED (on a motion from Councillor Phillips, seconded by Councillor Leffman and approved nem con) to:-

- a) receive the report of the Remuneration Committee.
- b) approve the Gender Pay Gap Report 2022 as set out in the Annex to the report.

6/23 STRATEGIC PLAN

(Agenda Item 9)

Council had before it a report setting out the Strategic Plan, a key element of the Council's Policy Framework that set the Council's strategic priorities, and in turn, influenced the Medium Term Financial Strategy.

The report formed part of the suite of information for the Budget and Business Planning process for 2023/24 to 2025/26.

Councillor Leffman moved and Councillor Brighthouse seconded the Cabinet's recommendations to adopt the Strategic Plan.

Following debate, the motion was put to the vote and carried by 35 votes to 17.

RESOLVED:- (35 votes to 17) to adopt the Strategic Plan as set out in Section 1 of the report.

7/23 BUDGET AND BUSINESS PLANNING 2023/24 - 2025/26
(Agenda Item 10)

Before the Council were the report and annexes, the Leader of the Council's statement, the Conservative Independent Alliance Group amendment and the Schedule of Business.

Councillor Leffman moved and Councillor Miller seconded the Cabinet's recommendations in relation to the revenue budget for 2023/24 and Medium Term Financial Strategy (MTFS) to 2025/26. In moving and seconding the motion, Councillor Leffman and Councillor Miller paid tribute to Lorna Baxter, Kathy Wilcox and the finance team for all their work in preparing the budget.

Councillor Reeves moved and Councillor Bartholomew seconded an amendment to the Council's budget as set out in the additional papers. Councillor Reeves thanked the Director of Finance and her team for their work on the amended budget.

Following debate, the amendment by the Conservative Independent Alliance Group was lost by 36 votes to 18 with no abstentions.

Councillors voting for the amendment (18):

Bartholomew, Bloomfield, Champken-Woods, Constance, Fatemian, Fenton, Ford, Iltott, Leverton, Mallon, Murphy, Reeves, Reynolds, Sibley, Simpson, Snowden, Waine and Walker.

Councillors voting against the amendment (36):

Baines, Bearder, Bennett, Brighouse, Cherry, Coles, Enright, Fadlalla, Fawcett, Gant, Gawrysiak, Graham, Hanna, Hannaby, Hicks, Howson, Johnston, Leffman, Levy, Ley, Lygo, Middleton, van Mierlo, Miller, O'Connor, Phillips, Povolotsky, Pressel, Roberts, Rooke, Rouane, Saul, Smith, Sudbury, Thomas, Webber

Following debate the Substantive motion was put to the vote carried by 36 votes to 14 with no abstentions.

Councillors voting for the motion (36):

Baines, Bearder, Bennett, Brighouse, Cherry, Coles, Enright, Fadlalla, Fawcett, Gant, Gawrysiak, Graham, Hanna, Hannaby, Hicks, Howson, Johnston, Leffman, Levy, Ley, Lygo, Middleton, van Mierlo, Miller, O'Connor, Phillips, Povolotsky, Pressel, Roberts, Rooke, Rouane, Saul, Smith, Sudbury, Thomas, Webber

Councillors voting against the motion (14):

Bartholomew, Champken-Woods, Constance, Fatemian, Fenton, Ford, Ilott, Leverton, Mallon, Reeves, Sibley, Snowdon, Waine and Walker.

It was accordingly

RESOLVED to:

- a. have regard to the statutory report of the Director of Finance (at Section 3) in approving recommendations b to d below;
- b. (in respect of the budget and medium term financial strategy – at Section 4) approve:
 - (1) the council tax and precept calculations for 2023/24 set out in Section 4.3 and in particular:
 - (i) a precept of £466,654,611;
 - (ii) a council tax for band D equivalent properties of £1,734.03;
 - (2) a budget for 2023/24 as set out in Section 4.4;
 - (3) a medium term financial strategy for 2023/24 to 2025/26 as set out in Section 4.1 (which incorporates changes to the existing medium term financial strategy as set out in Section 4.2);
 - (4) the Financial Strategy for 2023/24 at Section 4.5;
 - (5) the Earmarked Reserves and General Balances Policy Statement 2023/24 at Section 4.6 including
 - (i) the Chief Finance Officer's recommended level of General Balances for 2023/24 (Section 4.6), and
 - (ii) the planned level of Earmarked Reserves for 2023/24 to 2025/26 (Section 4.6.1)
- c. (in respect of capital – at Section 5) approve:
 - (1) the Capital & Investment Strategy for 2023/24 to 2032/33 including the Prudential Indicators and Minimum Revenue Provision Methodology Statement as set out in Section 5.1;
 - (2) a Capital Programme for 2022/23 to 2032/33 as set out in Section 5.4 which includes new capital proposals set out in Section 5.3.
- d. (in respect of treasury management – at Section 5) approve:
 - (1) the Treasury Management Strategy Statement and Annual Investment Strategy for 2023/24 at Section 5.2 including the Treasury Management Prudential Indicators and the Specified Investment and Non-Specified Investment Instruments.
 - (2) that any further changes required to the 2023/24 strategy be delegated to the Chief Finance Officer in consultation

CC1

with the Leader of the Council and the Cabinet Member
for Finance;

..... in the Chair

Date of signing

Divisions- N/A

COUNTY COUNCIL – 28 March 2023

REPORT OF THE CABINET

Cabinet Member: Leader

1. Pan Regional Partnership for the Oxford-Cambridge Area

(Cabinet, 21 February 2023)

Cabinet was asked to consider County Council membership of a new pan-regional partnership for the Oxford to Cambridge area being proposed by local authorities and other regional partners and supported by the Secretary of State for Levelling Up, Housing and Communities.

The recommendations were amended to mandate the Leader and Chief Executive to engage positively and proactively with the shadow board of the partnership and to bring back the agreed objectives and governance of the proposed body to Cabinet before making a final decision to join.

Cabinet Member: Deputy Leader and Children, Education & Young People's Services

2. Report from Local Government and Social Care Ombudsman

(Cabinet, 20 December 2022)

Cabinet was invited to consider the findings of the Local Government and Social Care Ombudsman's (LGO) report which upheld a resident's complaint against the Council regarding alternative provision for her son.

Cabinet endorsed the actions completed and undertaken in response by this Council.

3. Formal Approval of Early Years Funding Formula 2023/24

(Cabinet, 21 February 2023)

Cabinet was recommended to set a funding formula for 2-year-old and for 3 and 4-year-old provision in 2023-24 and to pass on the increase in hourly rate in full to providers. Early Years Providers and the Schools Forum were consulted on the Early Years Funding Formula before the Cabinet report was compiled. The recommendations were agreed.

Cabinet Member: Climate Change Delivery & Environment

4. Annual Council Greenhouse Gas Emissions Report & Climate Action Programme - Biannual Update

(Cabinet, 20 December 2022)

The Greenhouse Gas Emissions 2021/2022 report is an annual report on the Council's own operational greenhouse gas emissions and progress towards the

target of net zero by 2030 for the council's own operations. This report covered the financial year 2021/2022 and updated Cabinet on the delivery of the 2022/23 Climate Action Programme delivery plan as approved at Cabinet in June 2022.

Cabinet approved the report and noted the success of the Carbon Literacy Training programme and ambition to achieve bronze accreditation by March 2023 and develop a business case to move to silver accreditation.

5. Oxfordshire Minerals and Waste Local Plan Process

(Cabinet, 20 December 2022)

Cabinet was asked to approve the annual Minerals and Waste Development Scheme (MWDS) setting out the Council's programme for preparing the Minerals and Waste Local Plan.

Cabinet approved the scheme which brought the timescale down to the minimum. The plans had been peer reviewed by Northamptonshire.

6. Home Upgrade Grant- delegated authority to agree

(Cabinet, 24 January 2023)

Cabinet had before it a report regarding a funding application to the Home Upgrade Grant fund to retrofit homes in fuel poverty. This supported the council's climate action and healthy place shaping agendas.

Cabinet approved the submission of the £6.4m funding bid though noted that 310 homes was a small number to benefit from the scheme and the Council should continue to bid for further funding to help meet climate and emissions targets across the County.

7. Consultation plans for water supply – Oxfordshire County Council response

(Cabinet, 24 January 2023)

Cabinet had before it a report proposing responses to regional water resources plans. The meeting approved the responses to

- the draft Water Resources South East (WRSE) regional plan, and
- the Water Resources West (WRW), Water Resources East (WRE) and Affinity Water draft plans

Cabinet also approved responding to the Thames Water draft plan, which was only released on 13 December 2022.

8. Local Aggregate Assessment

(Cabinet, 24 January 2023)

Cabinet had before it a report on the annual Local Aggregate Assessment (LAA). which was required by Mineral Planning Authorities under the National Planning Policy Framework, July 2021 (NPPF).

Cabinet approved the Assessment and authorised the Corporate Director of Environment and Place in consultation with the Cabinet Member for Climate Change Delivery and Environment to make any revisions and publish the Oxfordshire Local Aggregate Assessment for the calendar year 2021 on the Council website.

9. Verge and Vegetation Policy

(Cabinet, 21 February 2023)

Cabinet considered amendment of the verge maintenance policy to improve alignment with the current Council's key priorities and to include improved references to the management of roadside nature reserves and support for areas of local community managed biodiversity.

Cabinet approved the new policy and noted that the one-pager entitled "Urban Meadow and Verge Guidelines" would be very useful to Town and Parish Councils.

Cabinet Member: Corporate Services

10. Workforce Report and Staffing Data - Quarter 2 - July to September 2022

(Cabinet, 20 December 2022)

Cabinet noted the report providing an update on the key strategic workforce priority areas for Quarter 2 and a refreshed workforce profile at Appendix 1.

The report showed improved workforce planning, including work to increase diversity, more development of our own staff and increased agile working. The report also explained the need to extricate the Council from Hampshire's Integrated Business Centre which has proven to be insufficiently adaptable to meet our needs.

11. Local Government Association Communications Peer Review: feedback report

(Cabinet, 20 December 2022)

Cabinet considered the report of the Local Government Association peer review of the Council's communications, marketing and engagement function which was undertaken from 6 to 8 July 2022.

The report stressed that communications need to be embedded in the policy forming process from the outset. This observation was reinforced by the scrutiny committee in its discussion of the report. Cabinet noted the action plan had been developed to implement the recommendations and that the scrutiny committee had asked for an update on progress in April.

Cabinet Member: Finance

12. Financial Monitoring Update – October 2022

(Cabinet, 20 December 2022)

Cabinet considered the fourth financial monitoring update for the 2022/23 financial year, based on information to the end of October 2022. Key issues, as well as risks relating to inflation, demand and other factors, plus areas of emerging pressure were explained in the report.

The report highlighted the impact of inflation and the overspend in Children's Services and outlined the actions in response. Cabinet agreed the recommendations including the use of a further £1.0m from the COVID-19 reserve to offset pressures in Children's Services

13. Capital Programme Monitoring Report – October 2022

(Cabinet, 20 December 2022)

Cabinet had before it a report setting out the monitoring position based on activity to the end of October 2022 - the third update for 2022/23. It also included an update to the Capital Programme approved by Cabinet in October 2022 taking into account additional funding and new and/or changes to schemes.

The report noted the successes in obtaining £32.8m in government grants for zero-emission buses and £5.2m matched funding for new children's homes. Cabinet approved the recommendations.

14. Proposal from Oxford United Football Club to Oxfordshire County Council as Landowner

(Cabinet, 24 January 2023)

Cabinet had before it a report regarding a proposal from Oxford United Football Club for a lease to develop a new football stadium on land to the east of Frieze way / south of Kidlington roundabout.

Having listened to the views of over 20 speakers on the item, Cabinet authorised Officers to enter into negotiations regarding Heads of Terms with Oxford United Football Club (OUFC) to agree the commercial terms on which Oxfordshire County Council (OCC) would lease land to OUFC. Cabinet also resolved that any final agreement to lease or dispose of land to OUFC for the purposes of a stadium will be a Cabinet decision

15. Budget & Business Planning Report 2023-24 - January 2023

(Cabinet, 24 January 2023)

Cabinet had before it proposals for the Strategic Plan and related revenue budget for 2023/24, medium term financial strategy to 2025/26 capital programme to 2032/33 plus supporting policies, strategies and information.

Before considering the item, Cabinet agreed to accept the recommendations in the reports from the Performance & Corporate Services Overview & Scrutiny Committee on Scrutiny of the Post-Consultation Budget Proposals and Scrutiny of the Council's Proposed Strategic Plan.

Cabinet recommended that Council adopt the proposed strategies and financial measures detailed in the report and annexes.

16. Business Management & Monitoring Report- October/November 2022

(Cabinet, 24 January 2023)

Cabinet considered a report presenting the November 2022 performance, risk and finance position for the Council.

Cabinet approved a number of financial measures including a £0.7m increase in the contribution from the County Council to the Children's Integrated Therapy Service and the transfer of £1.8m from the Budget Equalisation Reserve to the Transformation Reserve.

17. Capital Programme Approvals - January 2023

(Cabinet, 24 January 2023)

Cabinet approved a budget increase of £2.911m towards the capital project for St Edburg's CE Primary School and a variation in the timetabling.

Cabinet Member: Highway Management

18. Network Management Plan

(Cabinet, 21 February 2023)

Cabinet had before it a proposed Network Management Plan to assist those working on the network, developers, utilities and the highway service, to plan, coordinate and implement works. Cabinet agreed the recommendations.

Cabinet Member: Travel & Development Strategy

19. Infrastructure Funding Statement

(Cabinet, 20 December 2022)

The Infrastructure Funding Statement is a statutory statement of fact to be reported annually, by 31 December 2022 on developer contributions secured, spent or received during the previous financial year. This report covered 1 April 2021 – 31 March 2022.

Cabinet noted that 20% of the funds currently held by the Council had been allocated to projects and that no funds had had to be repaid in the three most recent financial years thanks to the close monitoring of the funds by officers. Cabinet approved the publication of the statement.

20. Parking Standards for New Developments: review of issues raised by the scrutiny committee and addendum of evidence review

(Cabinet, 24 January 2023)

Cabinet had before it a report on the review of issues raised by the Place Overview and Scrutiny Committee on 'Parking Standards for New Developments' document agreed by the Cabinet meeting held on 18th October 2022.

Cabinet accepted minor amendments to the adopted 'Parking Standards for New Developments' and noted the findings of the update to the research overview report which concluded that the available literature provided support to the general approach to parking provision as set out in the adopted standards.

21. Response to the recommendations of the Citizens' Jury

(Cabinet, 21 February 2023)

Cabinet was requested to agree its response to the Citizens' Jury called Street Voice, convened by Oxford University and held over several weekends in June and July 2022, to explore issues related to transport, health and climate change in Oxford.

Overall, the Council had been able to respond positively to 25 of the 41 priority recommendations. A further five priority recommendations were identified as possible for the council to consider in due course.

Cabinet supported the development of a policy on the future use of juries and their place within the Council's decision-making process, as resolved by the Performance and Corporate Services Overview and Scrutiny Committee

Scrutiny Reports

22. Cabinet responses to reports received from scrutiny committees

(Cabinet, 24 January 2023)

The Cabinet papers included for information the formal response to the following reports:

- LTCP4 Review
- Traffic Filters
- Central Oxfordshire Travel Plan

23. Reports received from scrutiny committees

(Cabinet, 20 December 2022 & 24 January 2023)

Cabinet received reports on, and committed to respond formally to, the following:

- Place Overview & Scrutiny Committee: Scrutiny of Lessons Learnt from LTCP4 (December)
- Performance & Corporate Services Overview & Scrutiny Committee on the Consultation Budget Proposals (December)
- Performance and Corporate Services Overview & Scrutiny Committee: Scrutiny of Post-Consultation Budget Proposals 2023/24 – 2025/26 (January)
- Performance and Corporate Services Overview & Scrutiny Committee: Scrutiny of the Council's Proposed Strategic Plan 2023-25 (January)

CC9

- Oxfordshire Joint Health Overview and Scrutiny Committee on Primary Care
- People Overview & Scrutiny Committee: Scrutiny of SEND Finances

LIZ LEFFMAN

Leader of the Council

February 2023

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Report to FULL COUNCIL

Date: 28 March 2023

Title: Annual Report of Director of Public Health

**Report by: Ansaf Azhar, Corporate Director of Public Health and
Community Safety**

RECOMMENDATION

1. Full Council is RECOMMENDED to

Note the Director of Public Health Annual Report and to take every opportunity to support actions and initiatives that will progress related work.

Executive Summary

2. Directors of Public Health have a statutory duty to publish an annual report on a subject of their choice that they feel demonstrates the state of health within their community. The purpose of this item is to share the report for 22/23
3. In summary, this Director of Public Health Annual Report shines the spotlight on what is one of the biggest public health threats as we emerge from the COVID-19 pandemic –excess weight.

Director of Public Health Annual Report Overview

4. Directors of Public Health have a statutory duty to publish an annual report on a subject of their choice that demonstrates the state of health within their community. The purpose of this item is to share this report with Cabinet.
5. The COVID-19 pandemic has disrupted preventative public health services and a worsening of some lifestyle behaviours has been seen nationally during the last two years. This poses a significant public health risk going forward and is likely to be a bigger threat for the wellbeing of our residents over the next decade than the pandemic itself.
6. Excess weight is not simply influenced by what an individual chooses to eat or how much physical activity they participate in. It is far more complex than this, with a broad range of social, economic and environmental factors playing a significant role. There isn't one single intervention which on its own can solve this problem. A whole systems approach is needed to effect change.

7. We already have many great initiatives in place, but we can go much further. Whether we are planners, educational leaders, local businesses, health and social care commissioners or providers – through a systematic, partnership approach District and Countywide plans can influence the availability, access to and promotion of healthy, affordable food, active transport and greenspace to encourage physical activity. Working together, we can support people in Oxfordshire to be a healthy weight and thus improve the health and wellbeing of our population.

Corporate Policies and Priorities

8. This report supports the current Oxfordshire County Council Strategic Plan for working in partnership to make Oxfordshire a greener, fairer and healthier county. Particularly the areas to prioritise the health and wellbeing of residents and tackle inequalities. Actions resulting from the plan will also touch on: creating opportunities for children and young people to reach their full potential, working with local businesses for environmental economic and social benefit and action to address climate change.

Finance and Legal

9. There are no financial or legal implications arising from this report.

Annex:	Director of Public Health Annual Report
SLT Member	Anzaf Azhar, Corporate Director of Public Health and Community Safety
Contact Officer:	Derys Pragnell, Consultant Public Health. Derys.pragnell@oxfordshire.gov.uk [

March 2023



Healthy Weight, Healthy Communities, Healthy Lives

How we can support people in Oxfordshire to be a healthy weight
2022/23 Director of Public Health Annual Report

Page 17



**OXFORDSHIRE
COUNTY COUNCIL**



Foreword

from Ansaf Azhar

The COVID-19 pandemic has had a significant impact on our lives both at an individual level but also at a community and population level. Over the last two years we have seen both its direct and indirect impacts.

The disruption of preventative public health services and the worsening of lifestyle behaviours seen nationally during the last two years pose a significant public health risk going forward. This is likely to be a bigger threat for the wellbeing of our residents over the next decade than the COVID-19 pandemic itself.

The good news is that the pandemic has also made us extremely good at working across organisational boundaries to address public health issues and tackle their underlying drivers. I want to use this year's director of public health report to shine the spotlight on what is arguably one of the biggest public health threats as we emerge from the pandemic – tackling obesity and physical inactivity.

Excess weight is not simply influenced by what an individual chooses to eat or how much

physical activity they participate in. It is far more complex than this, with a broad range of social, economic and environmental factors playing a significant role. There isn't one single intervention which can solve this problem. A whole systems approach is needed to effect change.

We are committed to reducing levels of excess weight because of the devastating impact it can have on people's health and life expectancy. There is a crucial link with underlying inequalities, and we need to address this now because we can see how it has worsened with the impact of COVID-19 and the ongoing cost of living crisis.

It's important to provide support for people who are already experiencing excess weight, while addressing long-term prevention through identification of underlying drivers. We can do this through a whole systems approach, building on our alliances and commitments to healthy place shaping and climate action and working together to create healthier environments

across Oxfordshire. Our residents all deserve the opportunity to be healthy no matter where they live; this means access to healthy affordable food and opportunities to be active.

We already have many great initiatives in place, but we can go much further. Whether we are planners, educational leaders, local businesses, commissioners or providers. Through a systematic, partnership approach to district and countywide plans we can influence the availability, access to and promotion of healthy, affordable food, active transport and green space.

The system's role is to create healthy neighbourhoods for individuals, families and communities, providing opportunities for people of all ages and backgrounds to be healthy at home, in early years and educational settings and workplaces, and throughout our local spaces. Working together, we can support people in Oxfordshire to be a healthy weight and improve the health and wellbeing of our population.

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Acknowledgements

Christopher Bartlett	Rosie Rowe
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Derys Pragnell	
Jack Richmond	

Chapter 1

Why obesity matters – the consequences

Being overweight or obese can have a hugely detrimental impact on individuals, families and society. It increases the risk of developing illnesses ranging from arthritis to diabetes to cancer. Not only does this reduce an individual's quality of life, but it also has implications for the health and care system, for productivity and on the workforce.

In Oxfordshire, over half of adults and one in three year six (age 10-11) children are overweight or obese. These figures have risen over the years, particularly during the pandemic, alongside a decline in the amount of physical activity of both adults and children.

These numbers are not distributed evenly across Oxfordshire.

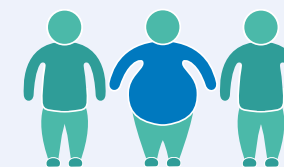
As I highlighted in my last annual report, significant inequalities exist across the county, with children in the most deprived wards more likely to be overweight or obese than those in the least deprived wards.

Latest Data for Oxfordshire shows



58%

58 per cent of adults were overweight or obese



1 in 3

One in three year six children were overweight or obese

1.1 Cost to physical and mental health

During childhood, living with excess weight appears to be associated with lower educational attainment¹ and with worse psychological and emotional health, in part because of the associated stigma².

Many studies have shown that obesity in children strongly predicts adult obesity, with obese children and adolescents around five times more likely to be obese in adulthood than those who are not obese.

On average, obesity reduces someone's life expectancy by around three years with severe obesity shortening life by as much as lifelong smoking – by up to 10 years^{3,4}.

- ¹ Bowman et al. 2022. [Mediators of the association between childhood BMI and educational attainment: analysis of a UK prospective cohort study - Abstract - Europe PMC](#)
- ² Singh et al. 2008. Tracking of childhood overweight into adulthood: a systematic review of the literature ([wiley.com](#))
- ³ Lung, T et al. 2019. Impact of overweight, obesity and severe obesity on life expectancy <https://www.nature.com/articles/s41366-018-0210-2>
- ⁴ Whitlock, G et al. 2009. [Body-mass index and cause-specific mortality in 900 000 adults: collaborative analyses of 57 prospective studies - PubMed \(nih.gov\)](#)

Obesity harms children and young people



Emotional and behavioural

- Stigmatisation
- Bullying
- Low self esteem



**School absence
School attendance**

Educational attainment



**High cholesterol
High blood pressure
Pre-diabetes
Bone and joint problems
Breathing difficulties**



**Increased risk of becoming overweight adults
Risk of ill-health and premature mortality in adult life**

Obesity harms adults



Less likely to be in employment



Discrimination and stigmatisation



Increased risk of hospitalisation



Reduction in life expectancy by an average of three years or by 8-10 years with severe obesity

Obesity contributes towards many illnesses, such as high blood pressure (hypertension), heart attacks, stroke, Type 2 diabetes, osteoarthritis, gallstones and a number of cancers.

In fact, obesity is the second most preventable cause of cancer in the UK. Black, Asian and minority ethnic populations are vulnerable to obesity-related diseases, like Type 2 diabetes⁵, at a lower BMI⁶ compared with white populations.

Obesity increases the risk of different diseases. For example, a woman living with obesity is over 12 times more likely to develop Type 2 diabetes than a woman not living with obesity.

Obesity is responsible for nearly half of all cases of Type 2 diabetes and around a third of all cases of high blood pressure and colon cancer.

Table 1: Relative risk factors for men and women living with obesity, compared to those not living with obesity, of developing selected diseases⁷.

Condition	Men	Women
Type 2 diabetes	5.2	12.7
Hypertension (high blood pressure)	2.6	4.2
Myocardial Infarction (heart attack)	1.5	3.2
Cancer of the colon	3	2.7
Ovarian cancer	N/A	1.7
Osteoarthritis	1.9	1.4
Stroke	1.3	1.3

⁵ Lung et al, 2019. [Ethnicity-specific BMI cutoffs for obesity based on type 2 diabetes risk in England: a population-based cohort study - PMC](#) (nih.gov)

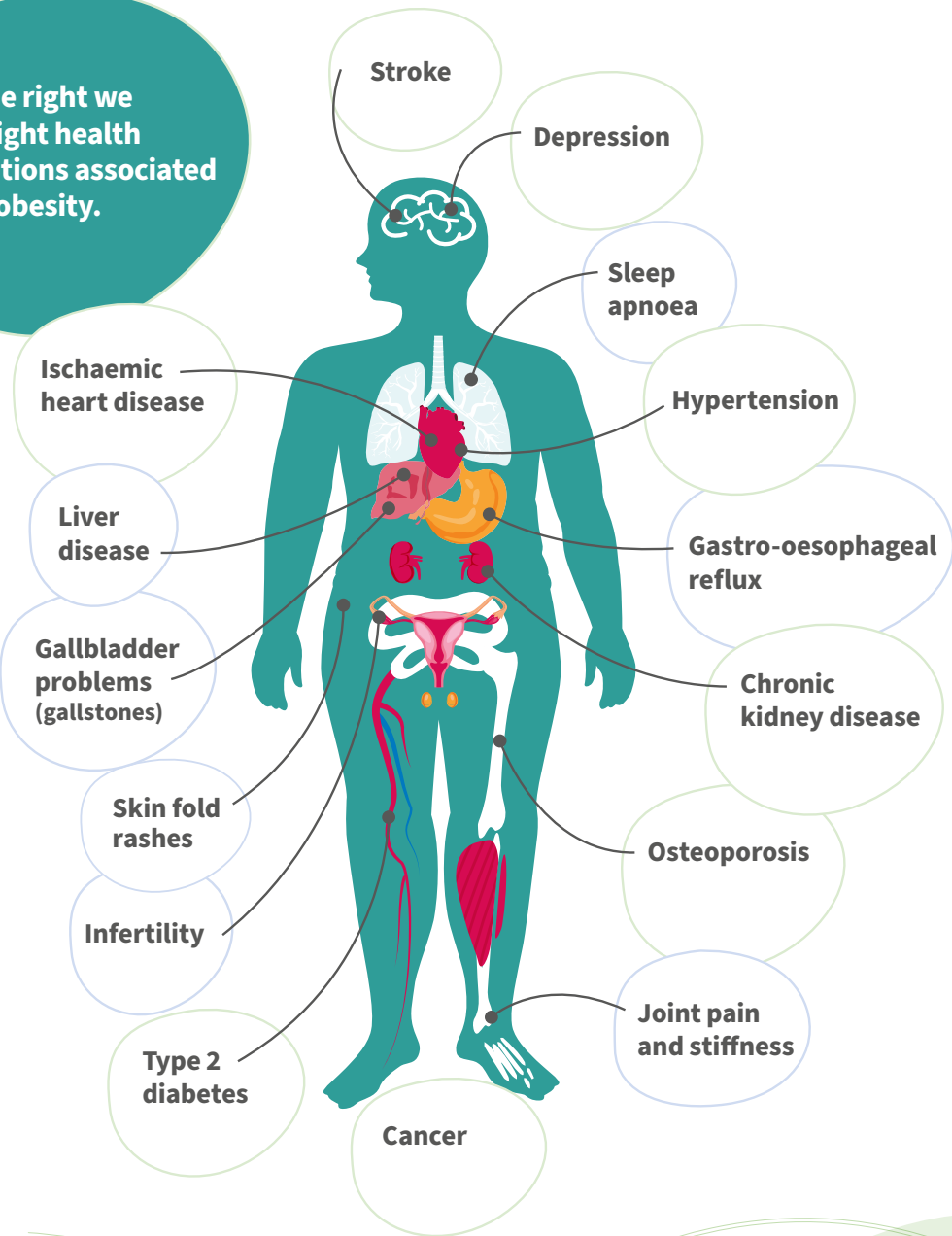
⁶ <https://www.nhs.uk/common-health-questions/lifestyle/what-is-the-body-mass-index-bmi/#:~:text=BMI%20ranges&text=below%2018.5%20%E2%80%93%20you%27re%20in,range%20the%20overweight%20range> "What is the body mass index (BMI)? - NHS (www.nhs.uk)

⁷ PHE, 2020 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907966/PHE_insight_Excess_weight_and_COVID-19_FINAL.pdf

Table 2: Percentage of cases in England attributable to obesity

Condition	Percentage of cases attributable to obesity
Type 2 diabetes	47%
Gout	47%
Hypertension	36%
Colon cancer	29%
Myocardial infarction	18%
Angina	15%
Gallstones	15%
Endometrial cancer	14%
Ovarian cancer	13%
Osteoarthritis	12%
Stroke	6%
Prostate cancer	3%
Rectal cancer	1%

On the right we highlight health conditions associated with obesity.

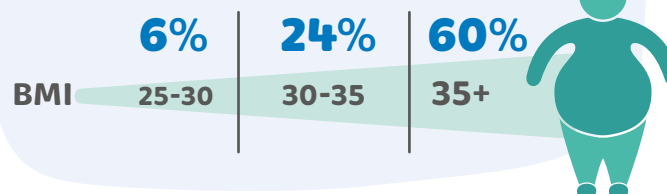


1.2 Excess weight and COVID-19

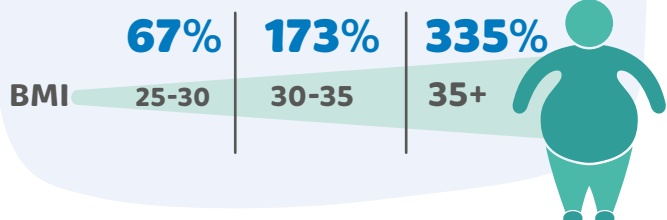
The health risks of being overweight or obese have been further highlighted by the COVID-19 pandemic. During the first wave of the pandemic, living with excess weight (BMI >25) was a risk factor in contracting COVID-19, as well as in experiencing more severe illness and being admitted to hospital or intensive care.^{8,9} This association was stronger in ethnic minority groups.

National surveys conducted during the pandemic revealed that a significant number of people had reported an increase in weight for lockdown related reasons, such as higher levels of alcohol consumption, stress induced snacking, comfort eating, and a more sedentary lifestyle.

Increased risks of contracting COVID-19 for people living with excess weight compared with those who are a healthy weight.



Increased risks of being admitted to ICU with COVID-19 infection for people living with excess weight compared with those who are a healthy weight.



1.3 Cost to health services and other economic costs

A report from January 2022¹⁰ estimated the annual costs of obesity in the UK to be £58 billion, £62 billion if unemployment benefits related to obesity are added. This equates to around 3 per cent of the UK GDP.¹¹

The national costs of obesity on health services alone is an estimated £6.5 billion⁹ a year, made up of visits to GPs, higher hospital admission rates and medications, as well as the need for other services, such as physiotherapy.

In 2019/20, obesity was recorded as the primary diagnosis or a contributing factor in over one million first hospital admissions in the UK, an increase of 17 per cent from the previous year.¹²

The biggest additional hospital-related costs were due to management of osteoarthritis, for example knee replacements, digestive disorders – including gallbladder and cancers of the digestive tract – and circulatory diseases, including heart attacks and strokes.

⁸ Tackling Obesity in England NAO report (HC 220 2000-2001): Tackling Obesity in England <https://www.nao.org.uk/wp-content/uploads/2001/02/0001220.pdf>

⁹ PHE. 2020. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907966/PHE_insight_Excess_weight_and_COVID-19_FINAL.pdf

¹⁰ <https://www.frontier-economics.com/media/5094/the-full-cost-of-obesity-in-the-uk.pdf>

¹¹ ONS. 2022. Gross Domestic Product: chained volume measures: Seasonally adjusted £m - Office for National Statistics (ons.gov.uk) <https://www.ons.gov.uk/economy/grossdomesticproductgdp/timeseries/abmi/pn2>

¹² NHS Digital. 2021 Statistics on obesity, physical activity and diet Part 1: Obesity-related hospital admissions - NHS Digital <https://digital.nhs.uk/data-and-information/publications/statistical/statistics-on-obesity-physical-activity-and-diet/england-2021/part-1-obesity-related-hospital-admissions#:~:text=In%202019%2F20%20there%20were%20just%20over%201%20million%20>

As a result of related long-term conditions, among older adults living in the community (65+), the odds of requiring social care support have been found to increase by five per cent for every one unit increase in BMI.¹³

This reflects that excess weight is associated with a number of long term conditions that require high levels of social care input, including musculoskeletal conditions, Type 2 diabetes, mental health conditions, cardiovascular disease, cancers and respiratory diseases.

The cost of loss of productivity and social care is estimated to be a further £7.5 billion a year.

The cost to the economy and health and social care services includes loss of quality of life, reduced life expectancy, social care costs and other social costs, such as loss of employment and productivity.

Two thirds of the overall cost for individuals living with excess weight is of reduced life expectancy and loss of quality of life, followed

by healthcare related costs (18 per cent), which now also include increased treatment costs due to COVID-19.

Type of cost for the UK¹⁴

Costs to the NHS

Including primary care, medications and hospitalisation

£6.5 billion

Costs to the NHS (COVID-19 related)

Additional COVID-19 related costs due to higher probability of hospitalisation and death in those living with obesity

£4.2 billion

Social care and reduced productivity costs

Due to obesity related, illness and long term conditions

£7.5 billion

Costs of loss of quality of life

Measured using Quality Adjusted Life Years (QALYs)

£39.8 billion

Social costs

Cost of unemployment benefits paid to people with obesity

£4 billion

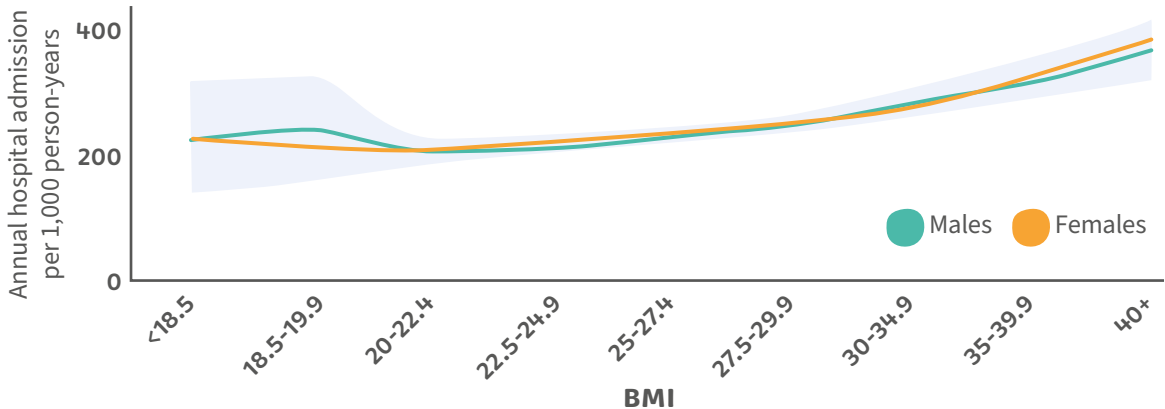
Total cost for the UK
£62 billion

¹³ O'Halloran, R et al. 2020. BMI and Cause-Specific Hospital Admissions and Costs: The UK Biobank Cohort Study - O'Halloran - 2020 - Obesity - Wiley Online Library <https://onlinelibrary.wiley.com/doi/10.1002/oby.22812>

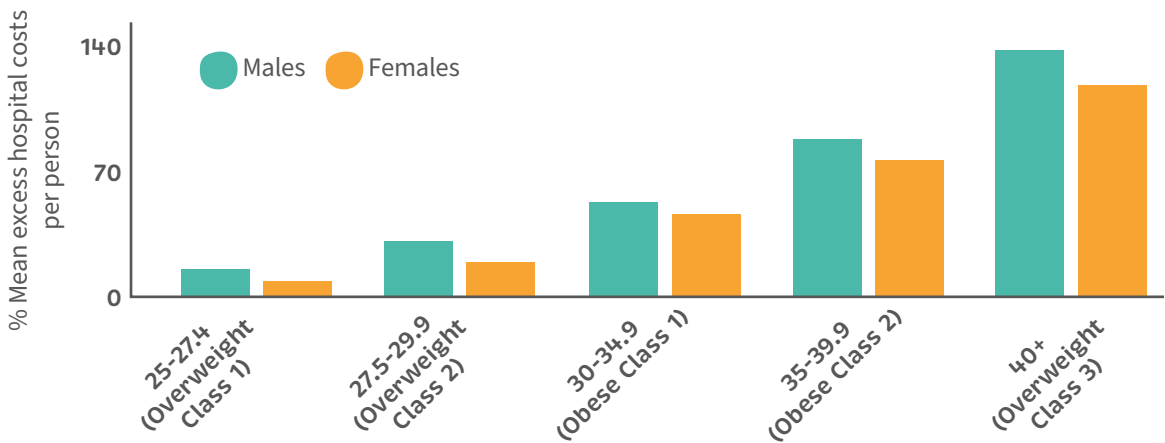
¹⁴ <https://www.frontier-economics.com/media/5094/the-full-cost-of-obesity-in-the-uk.pdf>

In the United Kingdom, living with excess weight is strongly associated with higher annual rates of hospital admission and over a million hospital admissions each year have obesity as the main or contributing factor. There is a direct relationship between BMI and the chance of hospital admission as well as excess NHS costs.

High BMI is strongly correlated with the chances of hospital admission



There is a link between excess NHS costs and BMI upon admission



Note: Excess costs relative to healthy weight cohort

Chapter 2

The scale of obesity – globally, nationally and in Oxfordshire

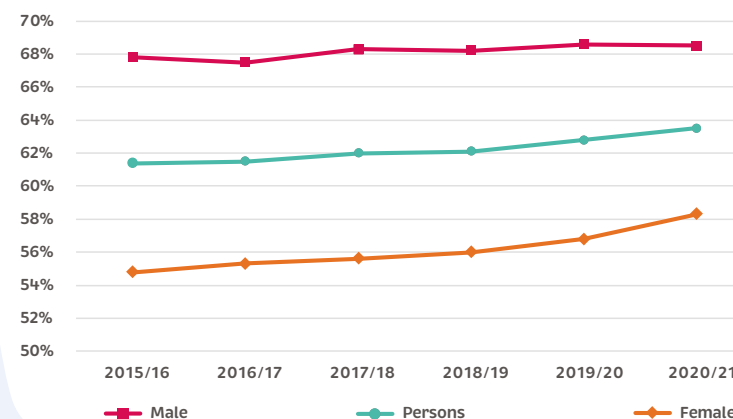
Worldwide, the prevalence of obesity nearly tripled between 1975 and 2016. Many low and middle income countries are now facing a double burden of malnutrition and obesity. It's not uncommon to find people living with undernutrition and those living with obesity within the same country, the same community and even the same household.

Nationally, the proportion of children and adults who are overweight or obese has risen in recent years. Excess weight increases throughout adult life before declining in later old age (75 years and older).

More men are living with excess weight but numbers for women have risen faster over time.

Almost two thirds (63 per cent) of adults were obese or overweight in England.

Percentage of adults (aged 18+) classified as overweight or obese



2.1 Children in Oxfordshire

Just over one in 12 boys and girls (8.5 per cent) in reception in Oxfordshire are living with obesity and around one in five (19.9 per cent) are either overweight or obese (2021/2022 figures. This proportion has risen in recent years).

This proportion increases over the course of primary school. In year six, around one in five are living with obesity (19.5 per cent) and one in three are either overweight or obese (33.6 per cent).¹⁵

Reception

Percentage of obese children



2015/16 **7 per cent**

2021/22 **8.5 per cent**

Percentage of overweight and obese children



2015/16 **19.6 per cent**

2021/22 **19.9 per cent**

Year 6

Percentage of obese children



2015/16 **16 per cent**

2021/22 **19.5 per cent**

Percentage of overweight and obese children

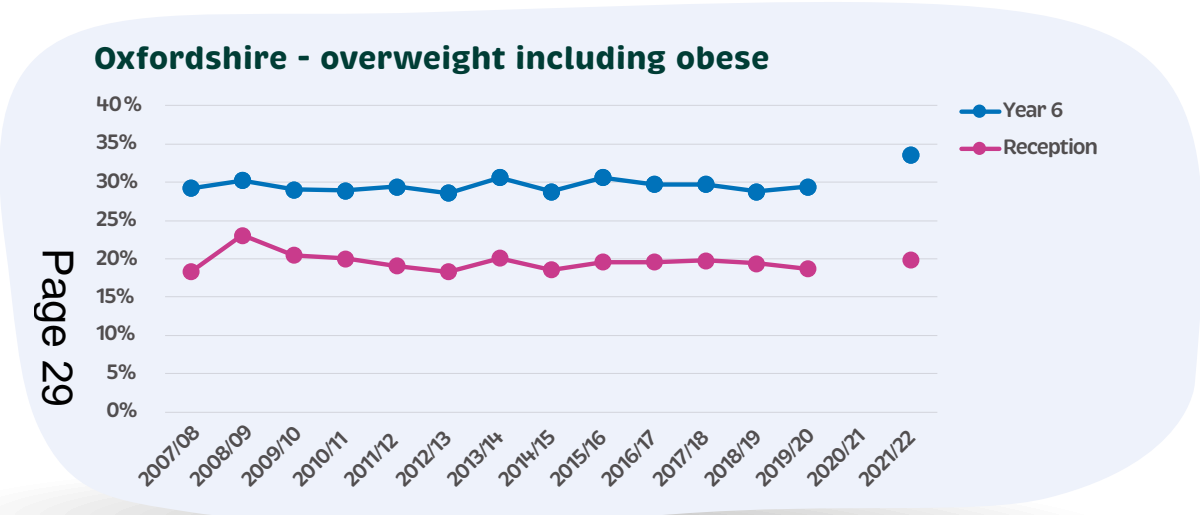


2015/16 **30.6 per cent**

2021/22 **33.6 per cent**

¹⁵ <https://fingertips.phe.org.uk/search/obese#page/7/gid/1/pat/159/par/K02000001/ati/15/are/E92000001/iid/93088/age/168/sex/4/cat/-1/ctp/-1/>

The figures for the south east and England, show that this problem has deteriorated across the whole country over the last six years. The number of children who were overweight or obese in Oxfordshire fell between 2018 and 2020 but latest figures have risen again. For year six (age 10-11) these are the highest numbers ever recorded.



The pandemic is likely to have played a role in this, as reports from multiple countries suggest increases in childhood obesity during the pandemic, linked closely to socio-economic status.

2.2 Adults in Oxfordshire

Over half of adults in Oxfordshire were overweight or obese (58 per cent) in 2020/21.

Almost one in five pregnant women in Oxfordshire were obese early on in pregnancy (2018/19).

Living with obesity in Oxfordshire



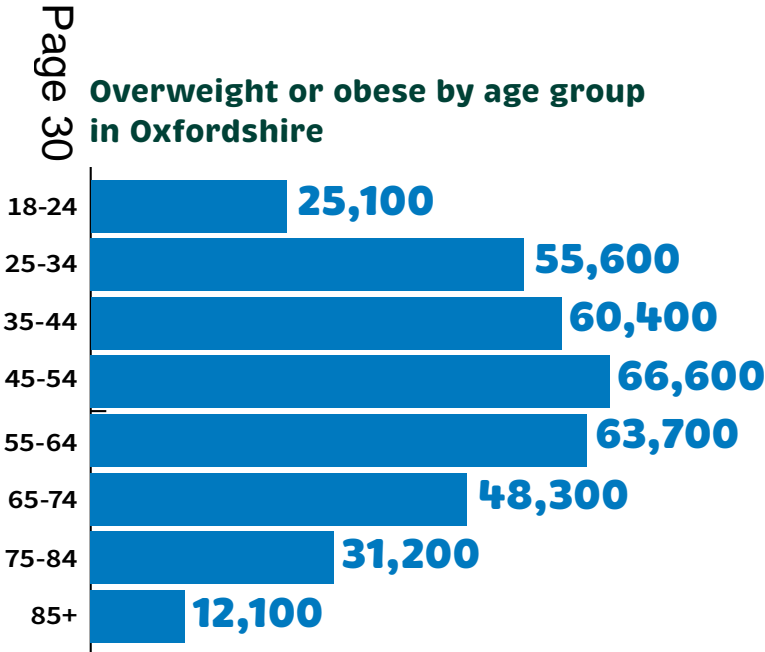
Adults in Oxfordshire
58 per cent



Adults in England
63 per cent

As with children in Oxfordshire, the numbers of adults in the county who are overweight, including those who are obese, has increased over time from 55 per cent in 2015/16 to 58 per cent in 2020/21, although the difference is not statistically significant.

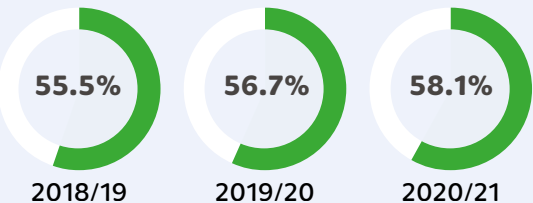
The chart below shows the estimated numbers by age range for Oxfordshire (rounded using Census 2021 population data).



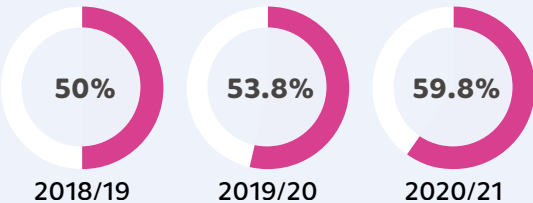
Estimate based on England prevalence (2020/21) and ONS mid-2020 population count for Oxfordshire.

There is also variation by district as shown below.

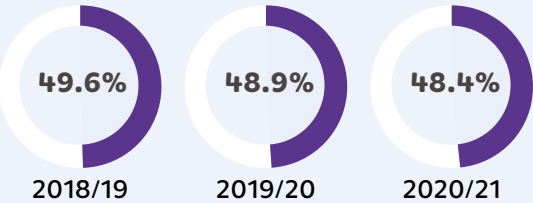
Oxfordshire



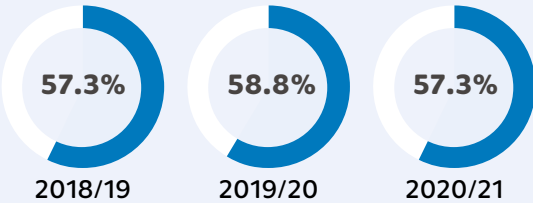
South Oxfordshire



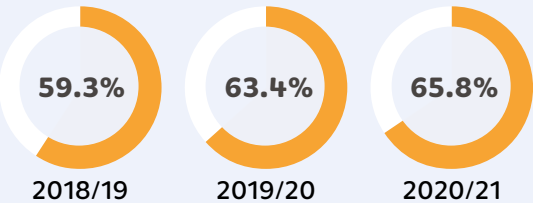
Oxford



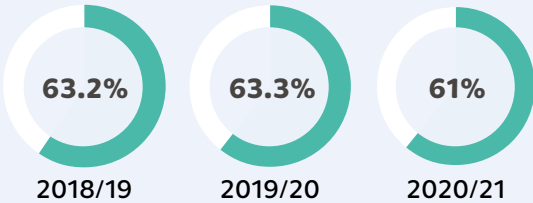
Vale of White Horse



Cherwell



West Oxfordshire



2.3 Children – how excess weight relates to inequalities

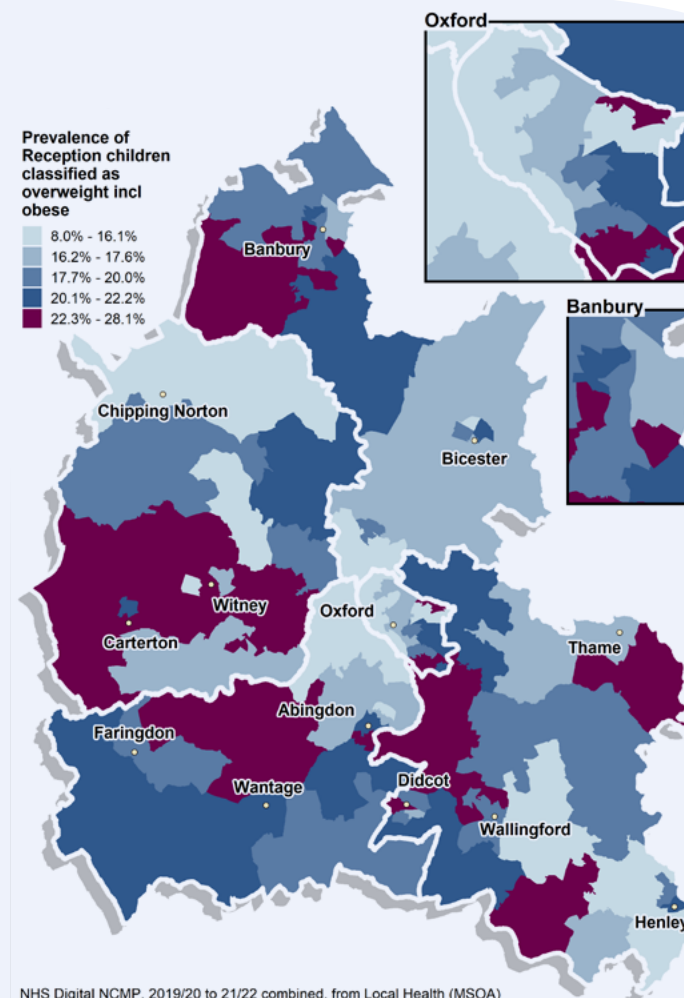
Most recently available data (2019/20 to 2021/22 combined) shows a wide variation in prevalence of childhood obesity across Oxfordshire with some areas having significantly higher rates of children measured as obese or overweight.

For children in reception (aged 5-6):

- The rate of obesity ranges from the lowest rate of 3.6 per cent for the Hinksey area of Vale of White Horse to the highest of 14.3 per cent for the Chalgrove in south Oxfordshire.
- The rate of those who are overweight (including obesity) ranges from the lowest rate of 8 per cent for the St Margaret's area of Oxford City to the highest of 28.1% for the Blackbird Leys area, also of Oxford City.

Reception prevalence of overweight and obesity, 2019/20 to 2021/22

This section presents the best available small area obesity data which is at Middle Layer Super Output Area (MSOA) level. There are 86 MSOAs in Oxfordshire with an average of 7,600 residents.



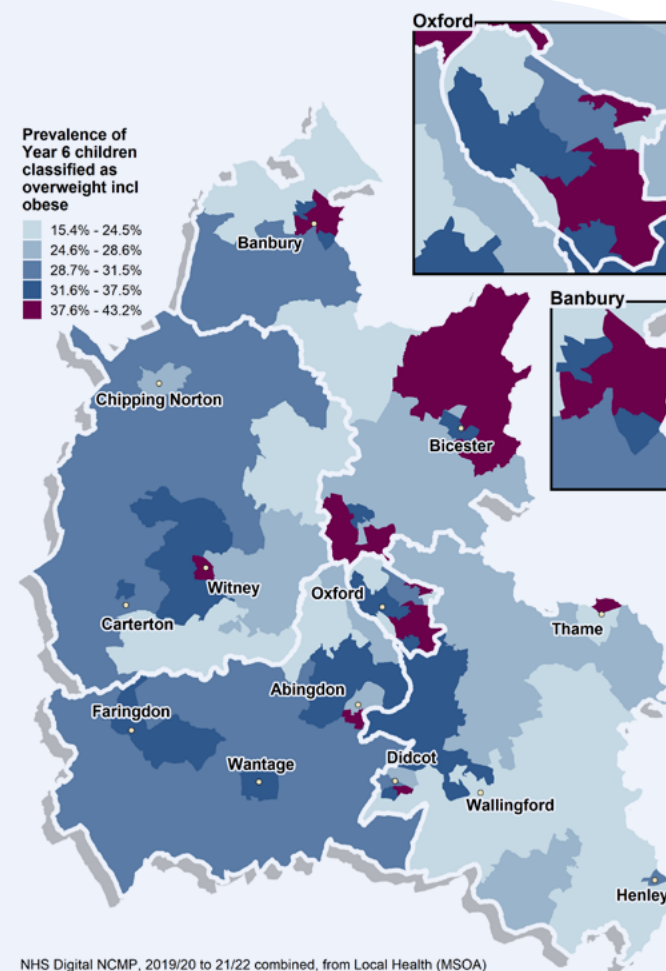
2.3 Children – how excess weight relates to inequalities

For children in year 6 (aged 10-11):

- The rate of obesity ranges from the lowest rate of 7.7 per cent in Shiplake, south Oxfordshire to the highest of 27 per cent in the Banbury Cross area.
- The rate of those who are overweight (including obesity) ranges from the lowest rate of 15.4 per cent in Shiplake, south Oxfordshire to the highest of 43.2 per cent for the Blackbird Leys area of Oxford City.

Year 6 prevalence of overweight and obesity, 2019/20 to 2021/22

This section presents the best available small area obesity data which is at Middle Layer Super Output Area (MSOA) level. There are 86 MSOAs in Oxfordshire with an average of 7,600 residents.



2.3 Children – how excess weight relates to inequalities

Oxfordshire's more deprived areas also have higher rates of obesity.

This deprivation gap is wider for year six children than those of reception age.

For children in reception (aged 5-6):

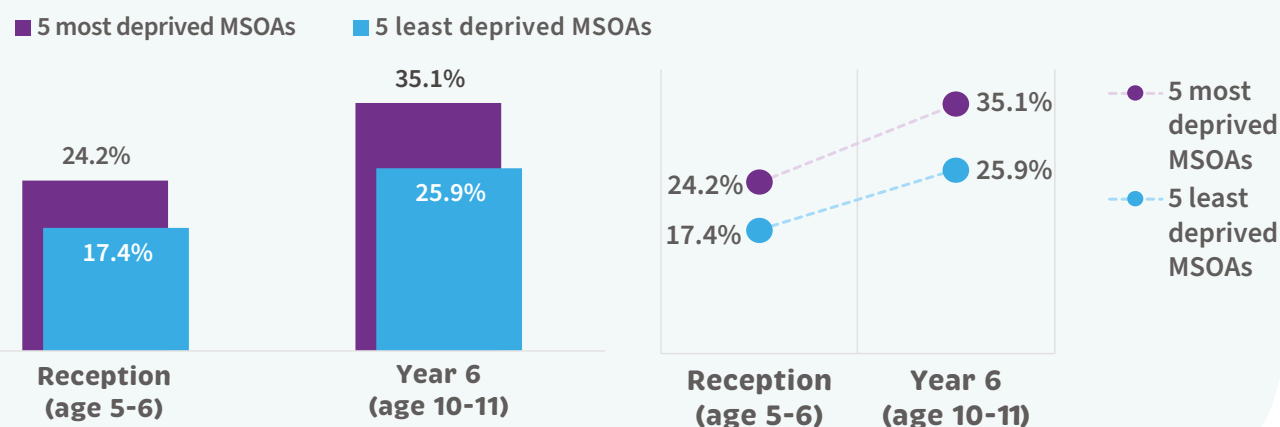
- The gap in the rate of obesity between the five most and five least deprived areas was 3.7 percentage points.
- The gap in the rate of those who are overweight (including obesity) between the most and least deprived areas was 6.7 percentage points.

For children in year six (aged 10-11):

- The gap in the rate of obesity between the five most and five least deprived areas was 10.4 percentage points.
- The gap in the rate of those who are overweight (including obesity) between the most and least deprived areas was 12.8 percentage points.

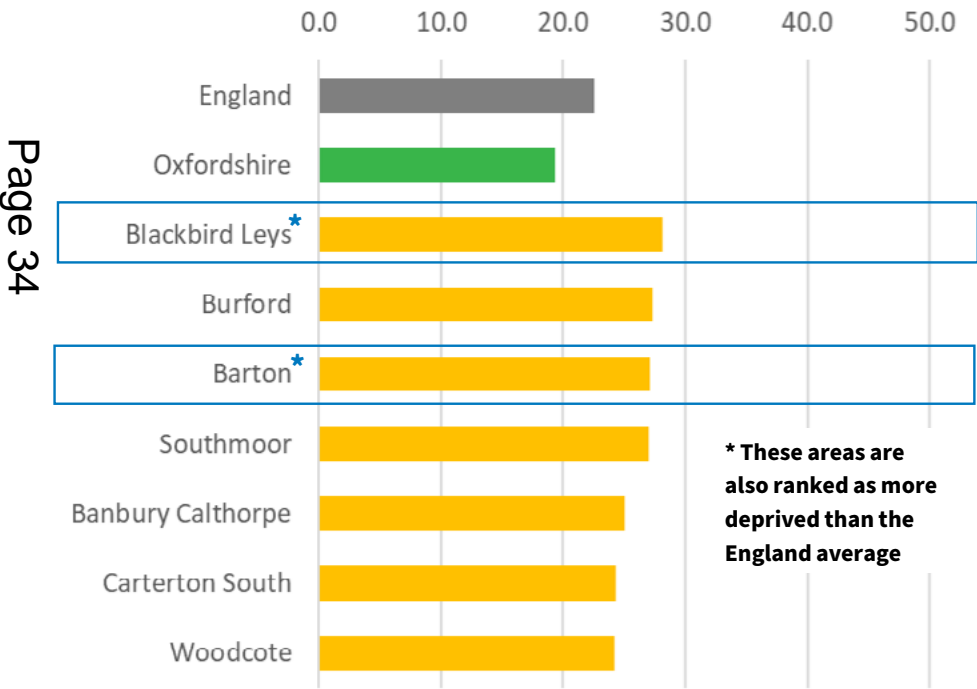
Gap between the five most and five least deprived areas in Oxfordshire for percentage of children overweight including obese

(combined years 2019/20- 2021/22)



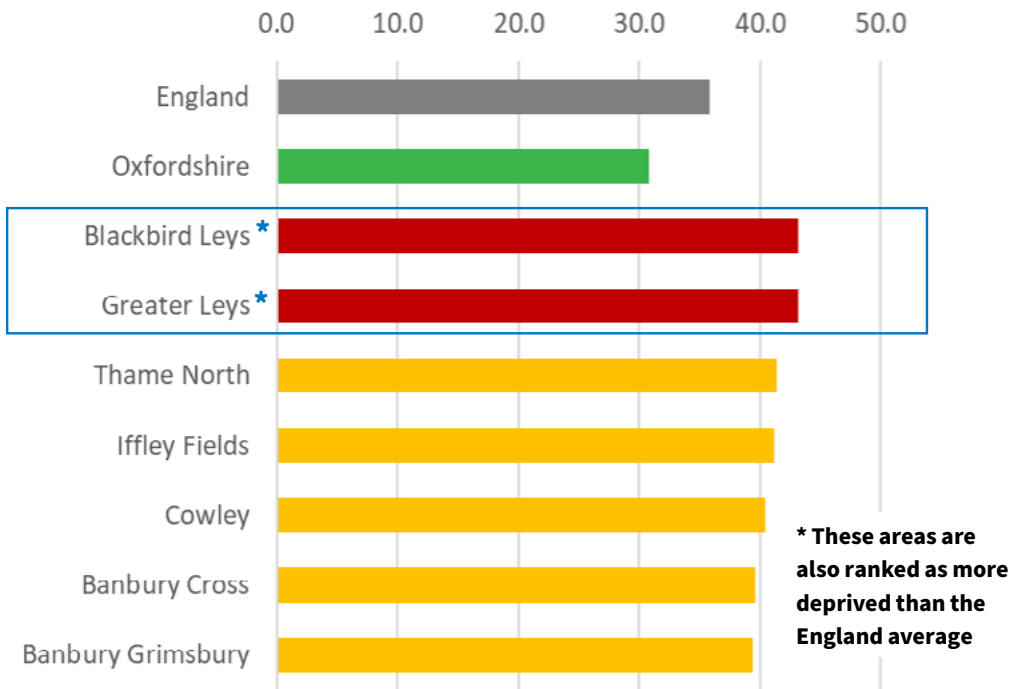
Whilst Oxfordshire’s overall rates of overweight and obesity in childhood are lower than the England average, as can be seen from the chart below, some areas within Oxfordshire have similar (amber) or even higher (red) rates than England.

Areas of Oxfordshire with the highest prevalence of overweight including obesity, reception children
(combined years 2019/20 - 2021/22)



■ Prevalence of overweight including obesity is statistically higher than the England average
■ Prevalence of overweight including obesity is statistically similar to the England average

Areas of Oxfordshire with the highest prevalence of overweight including obesity, year six children
(combined years 2019/20 - 2021/22)



■ Prevalence of overweight including obesity is statistically higher than the England average
■ Prevalence of overweight including obesity is statistically similar to the England average

The effect of the pandemic on children

National research¹⁶ suggests the pandemic has had a negative effect on children's weight and that school closures were particularly detrimental for children living in poverty. These are the children for whom school attendance provides access to healthy food, physical activity, health and social care, social networks and familiar routines.

Similarly, although lockdowns and restrictions on outdoor recreation increased sedentary and screen time for everyone, children living in densely populated urban areas with no access to green space were particularly affected.

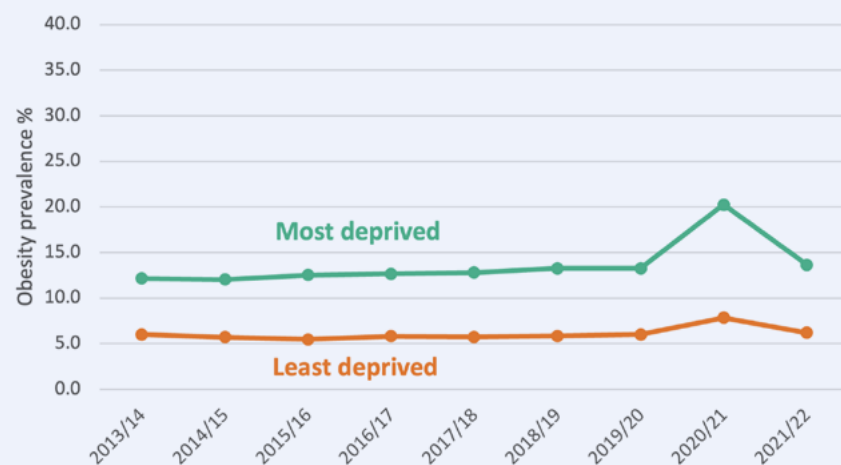
National data shows that between 2013/14 and 2021/22 the deprivation gap for children living with obesity in reception increased by 1.3 percentage points and in year six increased

by 4.9 percentage points. In each case this was a result of a greater increase in more deprived areas.

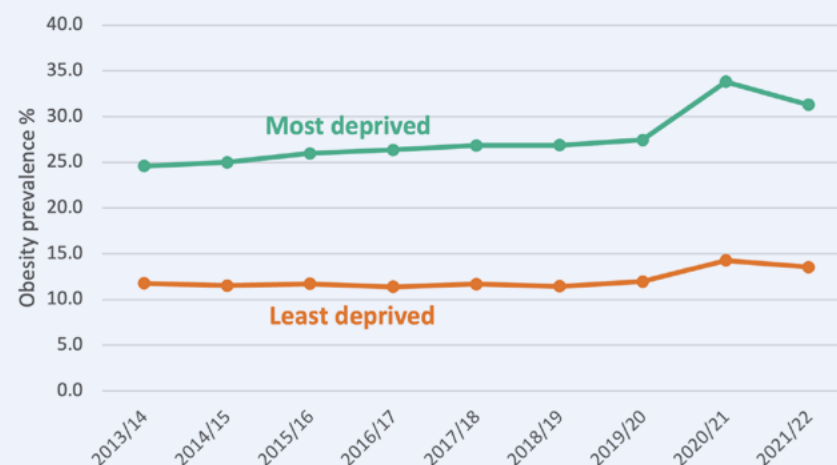
Inequalities relating to ethnicity

Levels have risen in all ethnicities and with the prevalence in those of black African, other black and Bangladeshi ethnicity, rising to over 50 per cent of children from these groups living with obesity by 2021.

Reception disparities gap in obesity prevalence



Year six disparities gap in obesity prevalence



2020/21 figures are based on weighted data due to a smaller sample of measurements collected than in previous years.

Source: National Child Measurement Programme 2013/14 to 2021/22

¹⁶ James M, et al. 2021. Impact of school closures on the health and well-being of primary school children in Wales UK: a routine data linkage study using the HAPPEN Survey (2018–2020) | BMJ Open <https://bmjopen.bmj.com/content/11/10/e051574>

2.4 Adults – how excess weight relates to inequalities

The proportion of adults in Oxfordshire who are overweight and obese varies considerably by district, with Cherwell having the highest prevalence – almost two thirds of adults, and Oxford City the lowest – just below half of all adults.

This is likely to be due to a combination of both differences in deprivation as well as the age profile of people living in different parts of the county.

The numbers of people living with excess weight is rising and it is particularly affecting our most deprived and disadvantaged communities.

Some ethnic groups are more likely to experience excess weight¹⁷ or to be at increased risk of some obesity related conditions at a lower BMI like Type 2 diabetes.

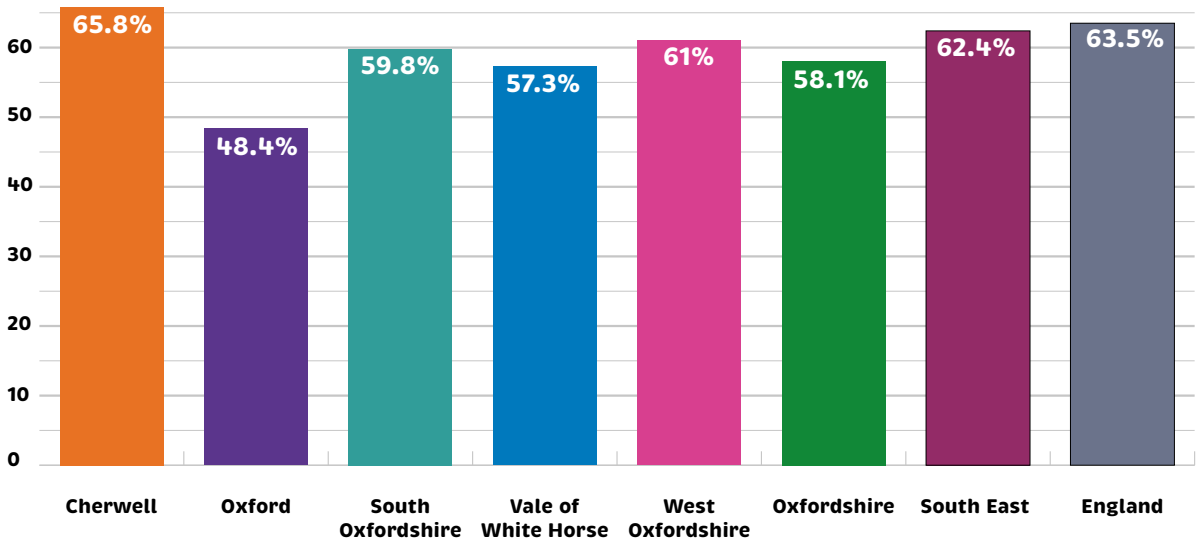
National data shows black adults are the most likely to be overweight or obese at 67.5 per cent.¹⁸

Those with learning disabilities

Nationally we know that a higher proportion of people with learning disabilities are obese.

This is reflected in GP data from Oxfordshire which shows that adults with learning difficulties (2020/21) were more likely to be overweight or obese than the general Oxfordshire population (68 per cent compared with 58 per cent) and much more likely to be obese (40 per cent compared with 21 per cent).¹⁹

Percentage of adults (aged 18+) classified as overweight or obese, 2020/21



¹⁷ GOV.UK.2020. <https://www.ethnicity-facts-figures.service.gov.uk/health/diet-and-exercise/overweight-adults/latest>

¹⁸ NICE. 2014 Obesity: identification, assessment and management. Clinical guideline [CG189] <https://www.nice.org.uk/guidance/cg189/chapter/Recommendations>

¹⁹ NHS Digital. 2021. Health and Care of People with Learning Disabilities Health and Care of People with Learning Disabilities - NHS Digital <https://digital.nhs.uk/data-and-information/publications/statistical/health-and-care-of-people-with-learning-disabilities>

2.5 Being underweight

In Oxfordshire, as well as the south east and England, it is much less common for children to be underweight than overweight. In 2020-21 just under one in 100 (0.9 per cent) in reception and 1.5 per cent in year six.

The number of adults in Oxfordshire who are underweight is around 3.9 per cent for adults aged 20-59 and 1.8 per cent for those over 60, according to hospital and GP records

There are a number of reasons why a child or adult might be underweight, including lack of access to sufficient nutritious food because of socio-economic circumstances including poverty, as well physical and mental ill health.

Eating disorders are mental health conditions where a person uses the control of food to cope with feelings and other situations.

Unhealthy eating behaviours include eating too much or too little, trying to control the digestive processes, or worrying about weight or body shape. Anyone can develop an eating disorder, but it is most common in teenagers, and more common in females than males²⁰.

Demand for eating disorder services for young people in Oxfordshire has risen in recent years. The Oxfordshire Children and Young People's Emotional Wellbeing and Mental Health Prevention Strategy 2022-25 focuses on promoting emotional wellbeing and preventing mental ill health.

²⁰ NICE. 2019. Prevalence | Background information | Eating disorders | CKS | NICE <https://cks.nice.org.uk/topics/eating-disorders/background-information/prevalence/>

Chapter 3

Understanding the causes of excess weight

Excess weight is largely driven by the circumstances in which people live – root causes such as poverty, employment, housing, access to parks and safe places to walk. These are known as the wider determinants of health.

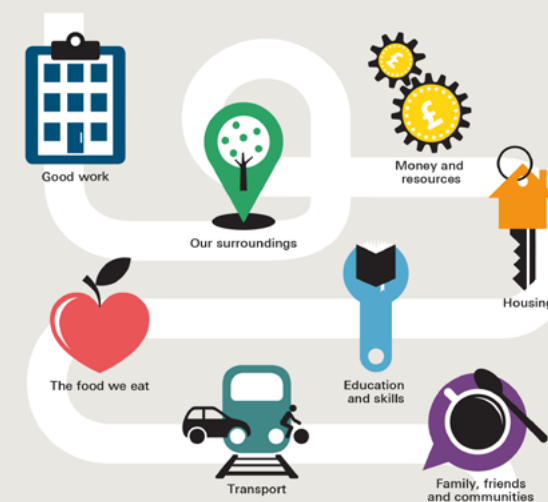
Struggling to find money and living in more stressful conditions due to insecure housing or not having enough food, can result in people acting in ways to help them cope in the short term. This may not be consistent with health over the longer term.

An example of this could be, eating a less healthy ready meal rather than cooking fresh food because of long working hours or managing finances.

What makes us healthy?

Good health matters, to individuals and to society. But we don't all have the same opportunities to live healthy lives.

To understand why, we need to look at the bigger picture:



The healthy life expectancy gap between the most and least deprived areas in England is over **18** YEARS

Find out more: health.org.uk/what-makes-us-healthy



© 2019 The Health Foundation.

3.1 Poverty and deprivation

Many of these root causes impact residents in Oxfordshire. They have got worse as a result of the pandemic and will be further impacted by the cost of living crisis.

Although Oxfordshire compares well to much of England when it comes to prosperity, there are 17 local areas of the county which are included in the 20 per cent of the most deprived areas in England – nine in Oxford city, six in Banbury and one in Abingdon.

The pandemic had a significant effect on the numbers of people in Oxfordshire claiming unemployment benefit, particularly in the spring of 2020. Numbers have remained much higher than before the pandemic. This has especially affected working age adults in Oxford City compared to other areas of the county.

The situation in Oxfordshire



Households living in fuel poverty

increased by **10 per cent** to almost 23,000 (2019–20).

Around **14,000** school pupils eligible for **free school meals** (January 2022)



Almost **15,000** children aged 0–15 living in **low income families** (2020/21)

Over **8,000** older people claimed **pension credit** (February 2022)



A survey²¹ in 2020 found that almost a million people in the UK lack access to a fridge, almost two million do not have a cooker and almost three million do not have a freezer.

This has a huge impact on people's ability to prepare nutritious meals. Their reliance on microwave cooking, daily shopping and pre-prepared meals increases food bills by thousands of pounds a year.

This lack of essential appliances affects some people more than others, for example low-income families and those who rent privately.

²¹ Turn2Us. 2020. Living Without: The Scale and Impact of Appliance Poverty. Living-Without-Report-Final-Web.pdf (turn2us.org.uk) <https://www.turn2us.org.uk/T2UWebsite/media/Documents/Communications documents/Living-Without-Report-Final-Web.pdf>

3.2 The food environment and the cost of living crisis

Cost of food and energy

The cost of living has been increasing across the UK since early 2021.²²

In September 2022, the UK's annual inflation rate of 13.2 per cent was the highest it has been for 40 years. As in many countries the consumer price index (CPI – a measure of how the prices of a range of goods and services has changed over time) has been rising since 2021, driven by rising energy, transport and food costs.

This is mainly because of pandemic-related shortages of goods and increased demand for products as countries recover.

More recently, the conflict in Ukraine, with reduced gas supplies and increased demand, has led to higher commodity prices around the world, with soaring energy costs.

Despite the government price cap, energy costs are likely to be an average of £500 higher

than previous years for most households, reducing people's ability to cover both energy and food. This also affects businesses who may have to pass these costs on to customers through the price of goods and services.

The predictions are that price inflation will persist for some time and that household incomes are unlikely to recover until late in 2024.

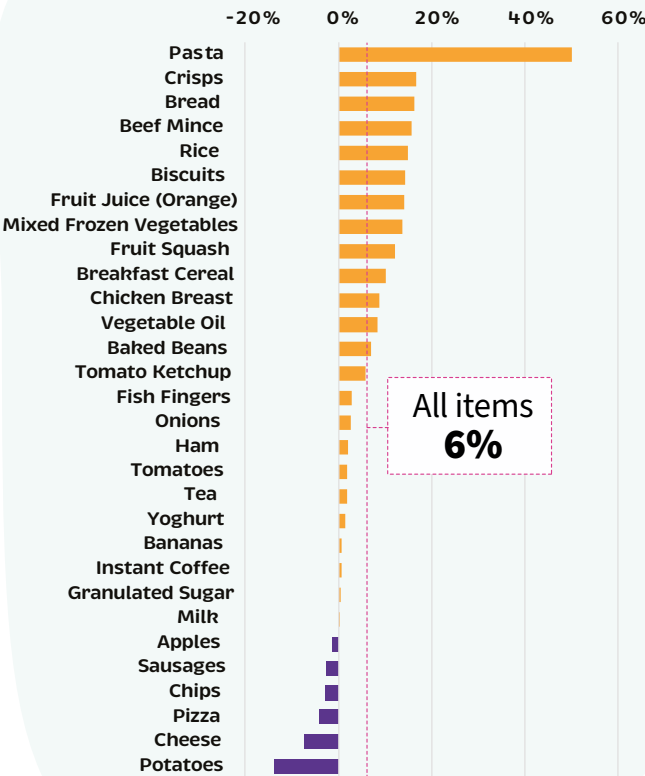
In May 2022, 88 per cent of UK adults reported an increase in their cost of living.²³

The Office of National Statistics (ONS) analysed the cost of 30 food products in seven supermarket chains and showed increases in (lowest costed brand) prices from April 2021 to April 2022 for 24 out of 30 items, with the price of pasta having gone up the most, by 50 per cent.²⁴

These food prices impact much more on lower income households, who have to spend most of their income on these necessities and are unable to economise on other things.

Between April and September 2022 there was a further increase (an extra 7 per cent annual cost increase), with vegetable oil prices rising the most by an additional 46 per cent (80p/litre).²⁵

Analysis of least cost items, UK



²² House of Commons Research Briefing. 2022. Rising Cost of Living in the UK. <https://researchbriefings.files.parliament.uk/documents/CBP-9428/CBP-9428.pdf>

²³ ONS. 2022. Inflation and the cost of living for UK households, Inflation and the cost of living for UK households, overview - Office for National Statistics (ons.gov.uk) <https://www.ons.gov.uk/economy/inflationandpriceindices/articles/overviewofinflationandthecostoflivingforukconsumers/june2022>

²⁴ ONS. 2022. Tracking the price of the lowest-cost grocery items, UK, experimental analysis. <https://www.ons.gov.uk/economy/inflationandpriceindices/articles/trackingthelowestcostgroceryitemsexperimentalanalysis/april2021toapril2022>

²⁵ ONS. 2022. Tracking the price of the lowest cost grocery items, UK experimental analysis <https://www.ons.gov.uk/economy/inflationandpriceindices/articles/trackingthelowestcostgroceryitemsexperimentalanalysis/april2021toseptember2022>



The Food Foundations 2022 report 'The Broken Plate' looks at the 'state of the Nations Food System'. Below are extracts from their key points and recommendation linking to this report.²⁶

Healthier foods are nearly three times as expensive as less healthy foods. Price rises for fruit and vegetables have been much greater than for foods high in sugar and fat.

Price and affordability

Affordability of a healthy diet

The poorest fifth of UK households would need to spend 47 per cent of their disposable income on food to meet the cost of the government

recommended healthy diet. This compares to just 11 per cent for the richest fifth.

What needs to happen:

Ensure everyone has sufficient income to afford to eat a healthy diet.

Cost of healthy food

More healthy foods are nearly three times as expensive per calorie as less healthy foods.

What needs to happen:

Rebalance the cost of food so healthy options are the most affordable.

Advertising spend

Approximately a third (32 per cent) of food and soft drink advertising spend goes towards less healthy food and drink, compared to just 1 per cent for fruit and vegetables.

What needs to happen?

Address the imbalance in advertising spend between more healthy and less healthy food.

Availability

Monitoring of food in schools

25 per cent of state schools in England are known to be meeting school food nutritional requirements.

What needs to happen:

Monitor compliance with school food requirements to ensure that all children can access nutritious school food.

Places to buy food on the high street

More than one in four places to buy food are fast food outlets.

What needs to happen:

Use local authority planning powers to reduce the proliferation of unhealthy fast food outlets.

Sugar in children's food in retail settings

Only 7 per cent of breakfast cereals and 4 per cent of yogurt marketed to children are low in sugar.

What needs to happen.

Reformulate products with too much sugar and stop marketing unhealthy food to children.



²⁶ The Food Foundations 2022 report 'The Broken Plate'. Food Foundation. 2022. <https://foodfoundation.org.uk/publication/broken-plate-2022>

Food insecurity and food poverty and use of food banks and community larders

Nationally, data from March this year shows a continued monthly increase in people needing crisis support (including use of food banks) with an increase of almost a half in just one year.

In Oxfordshire, about 100 community food services operated by 74 organisations²⁷ are working to address food poverty by providing thousands of food parcels and meals each week.

Services include emergency foodbanks, community larders, fridges, cupboards, shops and community kitchens where meals are prepared.

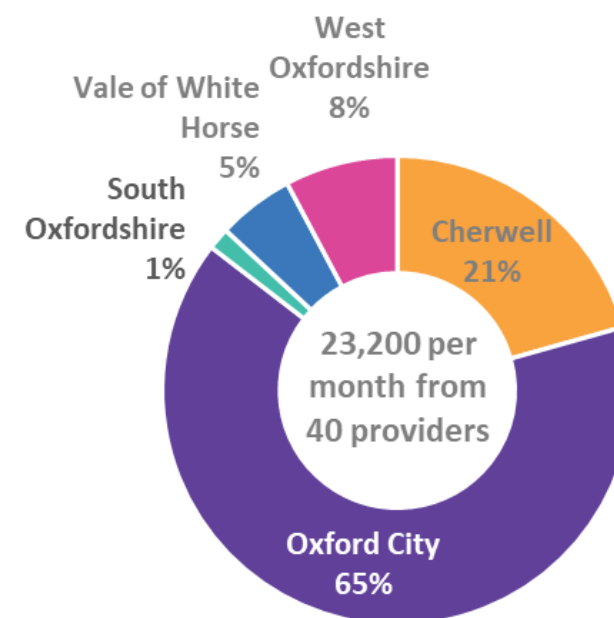
The number of users of these services increased during the first year of the pandemic. A snap shot of 40 providers of community food services in Oxfordshire reported over 23,000 beneficiaries between them in an average month in 2021.

There were variations between services with some supporting up to 3,000 beneficiaries per month.

Responses to the Good Food Oxfordshire survey in July 2021 suggest a 10 per cent increase in users of food community services in one year, with most people accessing these services more than three times each month.

By March 2022, there were over 3,800 people eligible for Healthy Start vouchers in Oxfordshire and over 2,600 (almost 70 per cent of those eligible) taking these up.

Community Food Service beneficiaries in average month (July 2021 Good Food Oxfordshire survey)



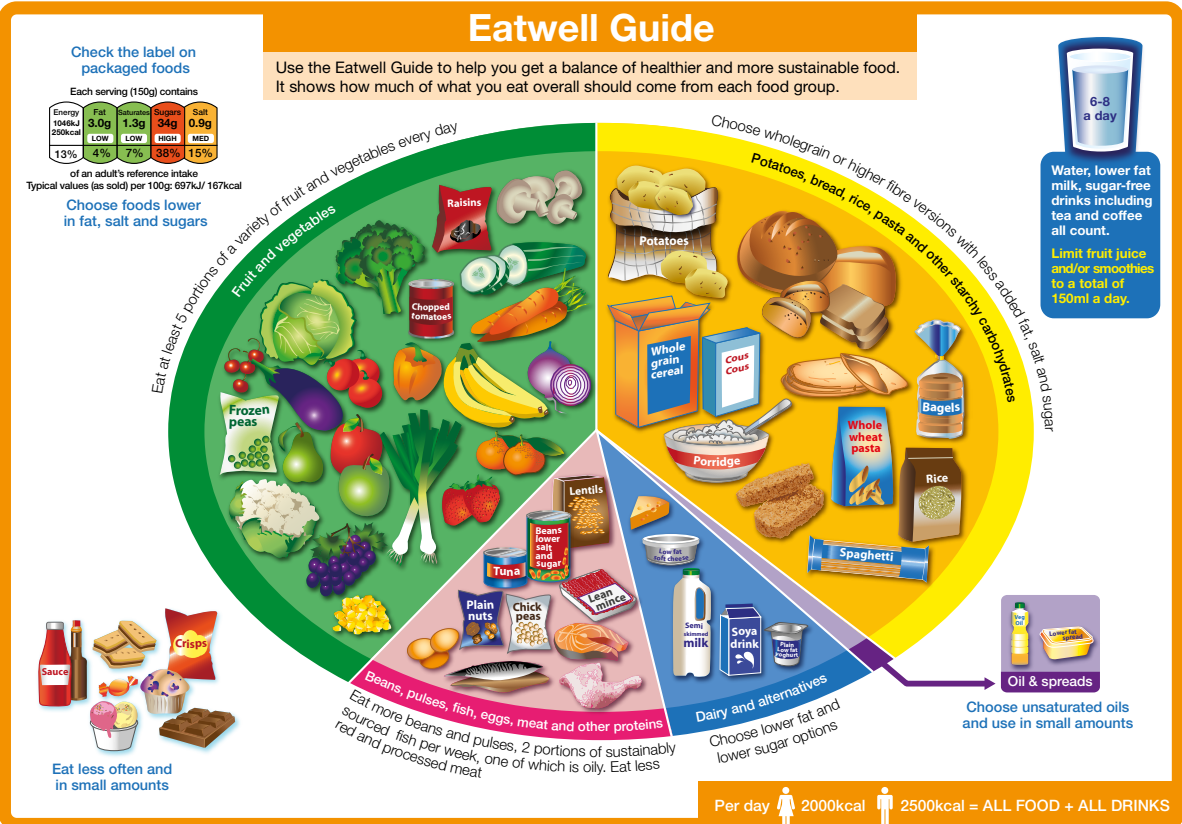
Healthier foods are nearly x3 as expensive as less healthy foods calorie for calorie.

²⁷ Good Food Oxfordshire, 2020 Oxfordshire Community Food Services Summary of Research Findings. <https://goodfoodoxford.org/wp-content/uploads/2020/07/GFO-CFS-Research-Summary-Final-July-2020-sm.pdf>

3.3 Access to Healthy Food

Nutrition

The Eatwell Guide provides recommendations on the proportions of different types of food, for anyone aged two and over.



Source: Public Health England in association with the Welsh Government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

© Crown copyright 2016

The UK National Diet and Nutrition Survey (NDNS) ²⁸ looks at the intake of a number of priority foods and nutrients by blood analysis. They found some marked changes between 2008 and 2019, noting a decline in the consumption of sugary drinks (except in boys aged 11 to 18), but more sugar and chocolate confectionary being eaten.

Saturated fat intake still exceeded recommendations and had increased amongst working-age men. Fibre intake had increased but is still too low.

Evidence shows there are significant health benefits to eating at least five portions of a variety of fruit and vegetables every day. ²⁹

²⁸ PHE. 2020. National Diet and Nutrition Survey. National Diet and Nutrition Survey (publishing.service.gov.uk) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943114/NDNS_UK_Y9-11_report.pdf

²⁹ Why 5 A Day? - NHS (www.nhs.uk)

Less than two thirds of adults in Oxfordshire reported eating five portions of fruit and vegetables a day in 2019 (60 per cent).

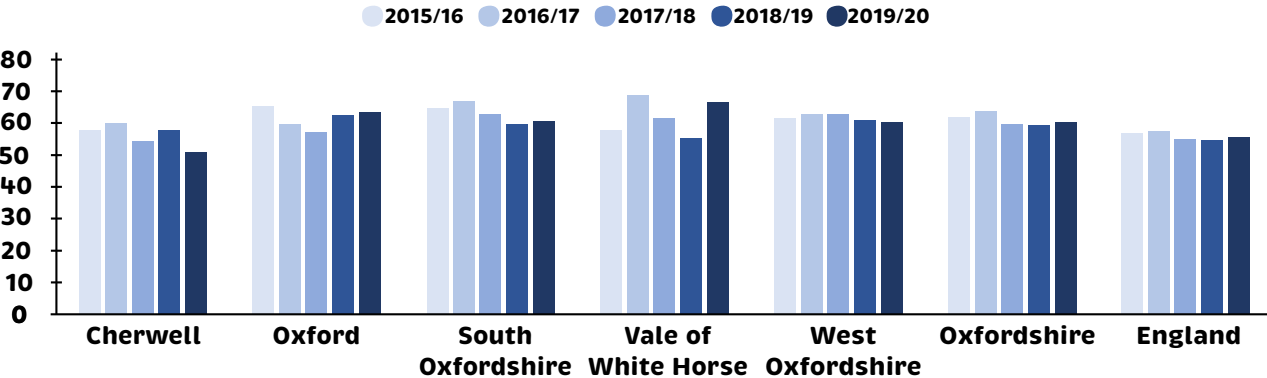
This is comparable across the districts and nationally (55 per cent). However, this means four in ten adults are not meeting the fruit and vegetable consumption levels recommended in the Eatwell guide. Local data for children is not available.

Trends in consumption pre-pandemic suggest levels of consumption in adults have remained relatively static between 2015/16 and 2019/20.

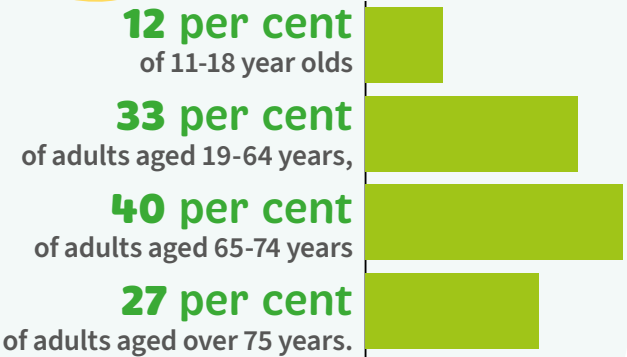
Most recent levels of consumption of 5 a day in adults by age is shown in the chart alongside.

Page 44

Percentage of adults eating five a day



Percentage consuming '5 a day'



Source: National Diet and Nutrition Survey

Findings collated from the 2016-19 iterations of the NDNS highlight poorer dietary quality amongst children and adults in lower income families.³⁰

Children in the 20 per cent least well-off families consumed 29 per cent less fruit and vegetables, 17 per cent less fibre and 75 per cent less oily fish compared to those in the 20 per cent most well-off.

Similar patterns were observed in adults who also had higher sugar consumption.

As children, our eating behaviours can be inherited or affected by our environment. What and how food is provided inside and outside of the home is important to developing healthy eating habits.

Breastfeeding for three months in the first year of a baby's life is proven to have a positive impact, reducing the risk of obesity by 13 per cent in later life.

Mothers who breastfeed also benefit from a faster return to pre pregnancy weight.³¹

In Oxfordshire in 2019-20, nearly two thirds (61.2 per cent) of babies were partially or completely breastfed at 6-8 weeks, compared to less than half in England as a whole (48 per cent).³²

Children's health behaviours are heavily influenced by their early years and school environments and there is evidence that both childhood obesity and physical activity can be positively affected through these settings.

There is also evidence that both academic attainment and attention in class at school is influenced by healthy school meals and building more physical activity into the school day.³³

For some children school lunch is their main meal, providing a critical nutritional safety net. As the number of children accessing free school meals increases and the cost of living impacts on what some families can afford, it is even increasingly important to ensure the food offer in school meets nutritional needs.

Many people know what they should be doing to achieve a healthy weight but struggle to put this into practice and this is made harder by living in an environment that encourages us to consume too many calories.

We know that there are links between fast food availability and diet and that outlets selling fast food cluster around areas of deprivation.³⁴

We are also influenced by food availability, store layout, promotions and advertising, all influence customer purchases.³⁵

³⁰ PHE. 2020. National Diet and Nutrition Survey (publishing.service.gov.uk) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943114/NDNS_UK_Y9-11_report.pdf

³¹ GOV.UK. Early Years High Impact Area 3: Supporting Breastfeeding. Early years high impact area 3: Supporting breastfeeding - GOV.UK (www.gov.uk) <https://www.gov.uk/government/publications/commissioning-of-public-health-services-for-children/early-years-high-impact-area-3-supporting-breastfeeding>

³² GOV.UK. 2021. Breastfeeding at 6 to 8 weeks after birth: annual data - GOV.UK (www.gov.uk)

³³ Jamal F et al. 2013. The school environment and student health: a systematic review and meta-ethnography of qualitative research. BMC Public Health 13, 798 (2013) <https://bmcpublichealth.biomedcentral.com/articles/10.1186/1471-2458-13-798>

³⁴ Lorna K. et al. 2010. The association between the geography of fast food outlets and childhood obesity rates in Leeds, UK - ScienceDirect <https://www.sciencedirect.com/science/article/abs/pii/S1353829210000948?via%3Dihub>

³⁵ Impact on Urban Health. 2020. Making convenience stores healthier - Impact on Urban Health <https://urbanhealth.org.uk/insights/opinion/making-convenience-stores-healthier>



Supermarkets

Supermarkets (where fresh fruit and vegetables are usually sold) are readily accessible throughout Oxfordshire and most neighbourhoods, but not all are within a 20 minute roundtrip on foot or by cycle.

In 2019 most people living in urban areas of Oxfordshire could access a supermarket within eight minutes walking or by bus.

Convenience stores

Following affordability, convenience comes second when considering access to food. Busy families or teens on their route home from school, will use convenience stores to top-up the weekly shop or grab a quick bite.

Due to their smaller product range, the food offering is generally less healthy, focussing on key categories like confectionery, alcohol and fizzy drinks.³⁶

There is evidence that convenience stores are interested in engaging in a healthy food offer and small changes have led to positive purchasing outcomes.³⁷

Community growing spaces – allotments

About 85 per cent of the parishes in Oxfordshire have allotments for rent, with ownership a mix of parish, church, charity and commercial. This means that most districts have at least 50 sites and some up to 75.

Not only do allotments provide the opportunity to obtain fresh seasonal vegetables and fruit but they also have additional evidenced benefits for physical and mental health, such as exercise, contact with nature and increased social interaction.

Fast food outlets

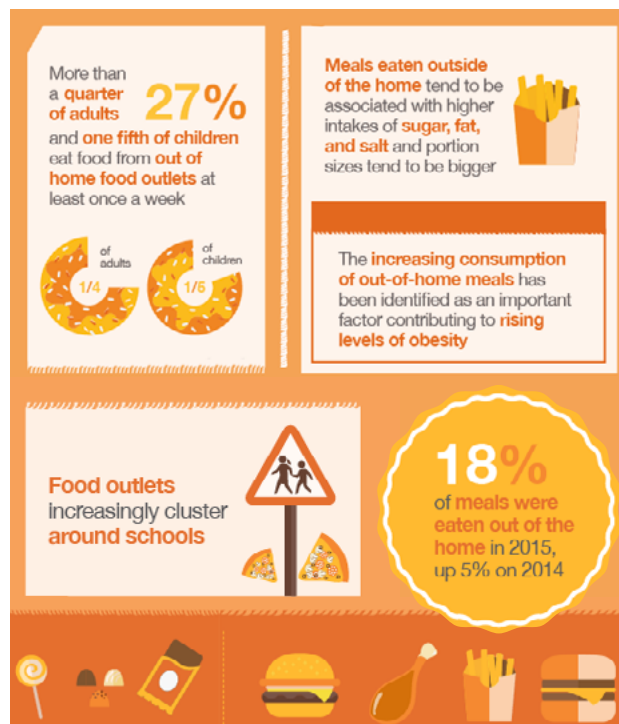
Almost one in five meals are eaten outside of the home and more than a quarter of adults and a fifth of children eat from out of home food outlets at least once a week.

Fast food outlets – including chip shops, burger bars and pizza places – account for more than a quarter (26 per cent) of all eateries in England.³⁸

³⁶ Food Research Collaboration. 2019. Engaging with convenience stores for healthier food provision: what works? Engaging-Retailers-ER (1).pdf <https://foodresearch.org.uk/publications/engaging-convenience-stores/>

³⁷ PHE. 2017. Health Matters: Obesity and the Food Environment. Health matters: obesity and the food environment - GOV.UK (www.gov.uk) <https://www.gov.uk/government/publications/health-matters-obesity-and-the-food-environment/health-matters-obesity-and-the-food-environment-2#improving-everyones-access-to-healthier-food-choices>

³⁸ The Food Foundation Broken Plate Report. 2022. FF_Broken_Plate_Report 2022_DIGITAL_3.pdf (foodfoundation.org.uk) https://foodfoundation.org.uk/sites/default/files/2022-07/FF_Broken_Plate_Report 2022_DIGITAL_3.pdf



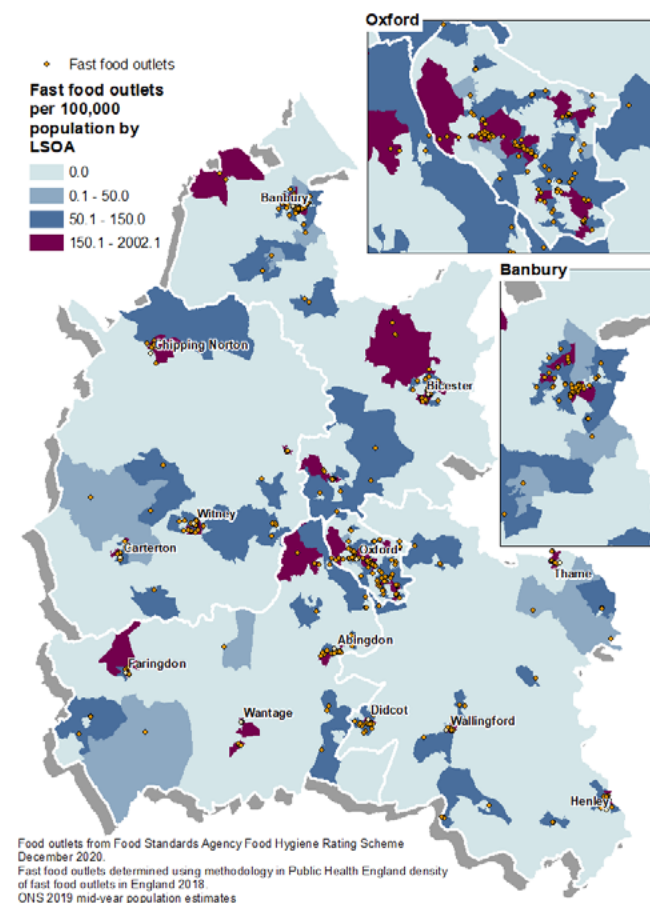
Source: Health matters: obesity and the food environment

Nationally, the poorest parts of the country have five times the number of fast food outlets. England's poorest areas are fast food hotspots.³⁹

In December 2020 there were 479 fast food outlets in Oxfordshire. Fast-food outlets tend to be closer to people's homes in the most deprived wards of the county, compared with the rest of Oxfordshire and England as a whole. There is a greater proportion of year six children with obesity in these areas.

The presence of fast-food premises close to schools contributes to increasing proportions of children with obesity and a diet higher in sugar, salt and fat. National data shows that one in five children eat this kind of food at least once a week.⁴⁰ Studies have found that those from more socio-economically deprived backgrounds were more likely to reject school meals in favour of food from outside school grounds with factors encouraging this including taste, value for money, friends, service and proximity.⁴¹

Fast food outlets



³⁹ The Food Foundation Broken Plate Report. 2022. FF_Broken_Plate_Report 2022_DIGITAL_3.pdf (foodfoundation.org.uk) https://foodfoundation.org.uk/sites/default/files/2022-07/FF_Broken_Plate_Report 2022_DIGITAL_3.pdf

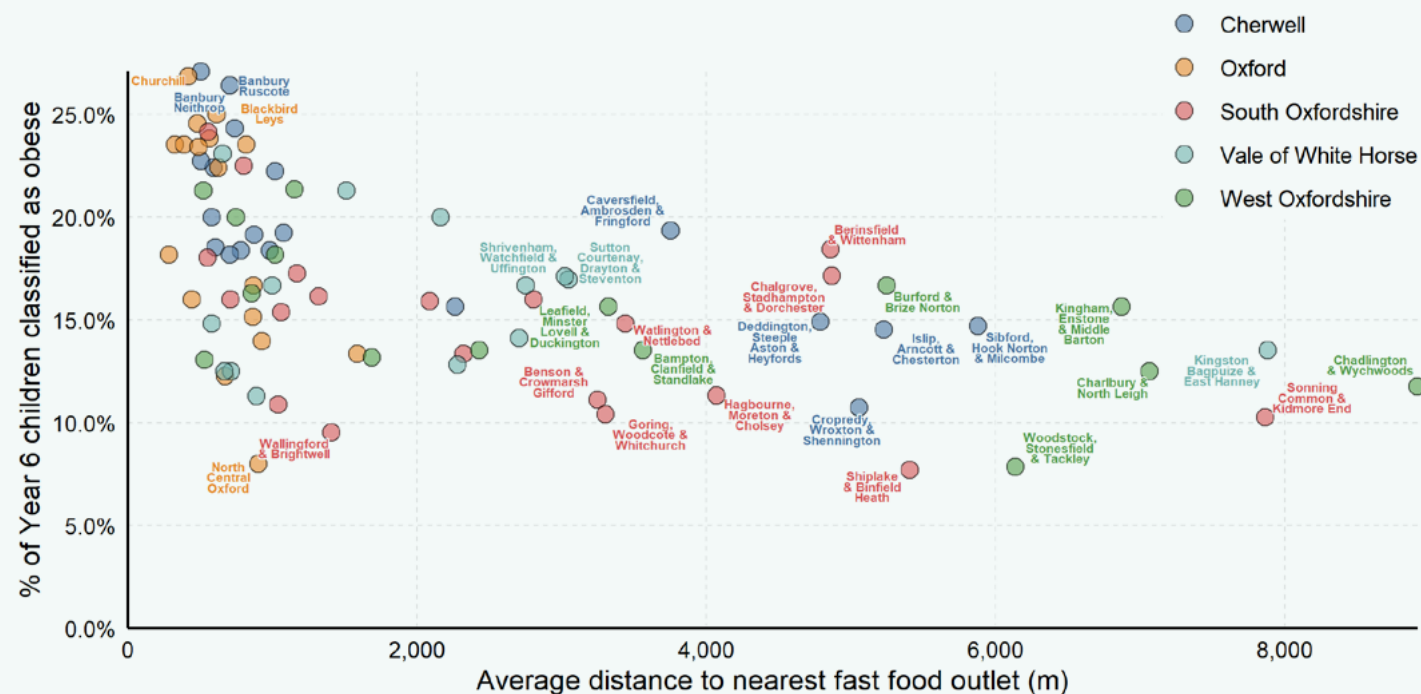
⁴⁰ NICE. 2019. Prevalence | Background information | Eating disorders | CKS | NICE <https://cks.nice.org.uk/topics/eating-disorders/background-information/prevalence/>

⁴¹ Wills, W et al. 2019. <https://www.mdpi.com/1660-4601/16/9/1605>

Year 6 obesity by nearest fast food outlet distance

The increasing use of apps such as Just Eat, make a large variety of fast-food available over a much wider area, so it is important that among other strategies, existing local outlets are encouraged to provide healthier food.

Source: National Child Measurement Programme (3 year combined 2019/20 to 2021/22) and Food Standards Agency



Chapter 4

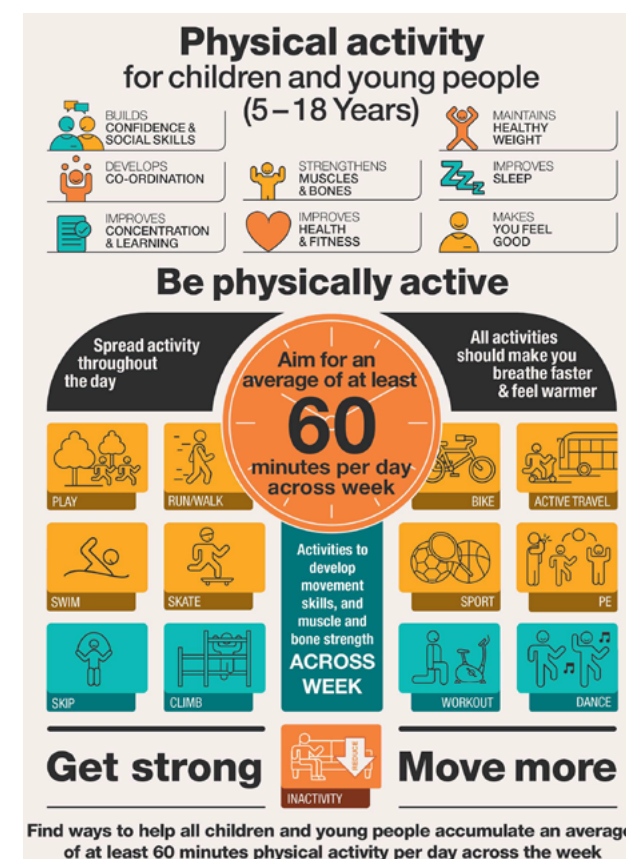
Physical activity, active travel and green space

4.1 Physical activity

At the simplest level, excess weight is caused by an energy imbalance – where energy intake (through food and drink) exceeds energy expended (through being active).⁴²

As well as helping to maintain a healthy weight, regular physical activity builds strength and improves balance, concentration and mental wellbeing. It reduces the risk of many common and serious illnesses, such as cardiovascular disease, stroke, diabetes, osteoporosis and some cancers.

The recommended level of physical activity for children is an average of 60 minutes moderate to vigorous activity per day over the week and for adults, at least 150 minutes of moderate intensity or 75 minutes of vigorous physical activity a week.



⁴² WHO. 2021. <https://www.who.int/news-room/fact-sheets/detail/obesity-and-overweight> (who.int)



UK Chief Medical Officers' Physical Activity Guidelines, 2019

There are specific guidelines for people at different times of their life, for example during pregnancy and up to 12 months post childbirth.



UK Chief Medical Officers' Physical Activity Guidelines, 2019



UK Chief Medical Officers' Physical Activity Guidelines, 2019

Data from the Sport England Active Lives Survey ⁴³ finds people in Oxfordshire tend to be more physically active when compared to the south east or England average.

However, in 2020/21, in Oxfordshire, 18 per cent of adults were inactive – doing less than 30 mins activity each week – and almost half of Oxfordshire’s children didn’t achieve recommended levels of physical activity. This was worse amongst people living in areas of greatest deprivation.

Locally, physical activity in adults and children declined during the pandemic, reflecting the national picture.

National data shows boys are more active than girls at all ages and that there is a decline in physical activity levels through childhood into adolescence. This decline is particularly

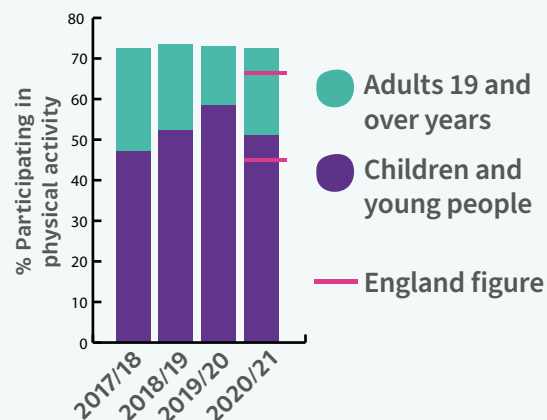
noticeable amongst young women and even more so amongst young women from more deprived backgrounds.

In Oxfordshire, just over half of children were estimated to meet recommended levels of physical activity, this has reduced over the past few years.

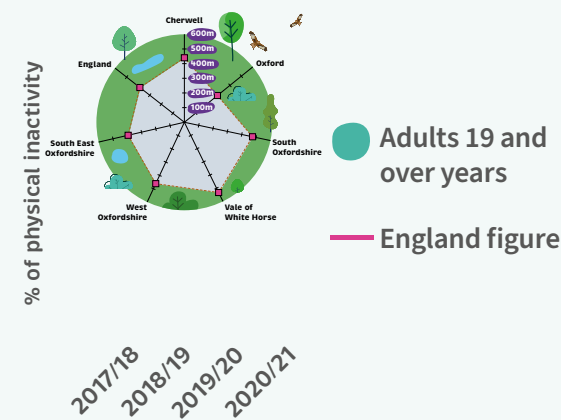
49 per cent of Oxfordshire’s children don’t meet physical activity guidelines

18 per cent of Oxfordshire’s adults are inactive

Physical activity in Oxfordshire



Physical inactivity in Oxfordshire



⁴³ <https://activelives.sportengland.org>



4.2 Active environments

Active travel provides a way for people to become more physically active as part of their daily lives.

The Department for Transport estimates that nearly 60 per cent of short car trips could be replaced by walking or cycling. So providing a safe road environment and promoting and enabling these forms of travel is important.⁴⁴

Many more adults in Oxfordshire cycle for travel more than three days a week than in the south east and England as a whole, but this is still less than one in 11 of the county's adults.

Fewer than one in five adults walk for travel more than three days a week – about the same as in the south east and England.

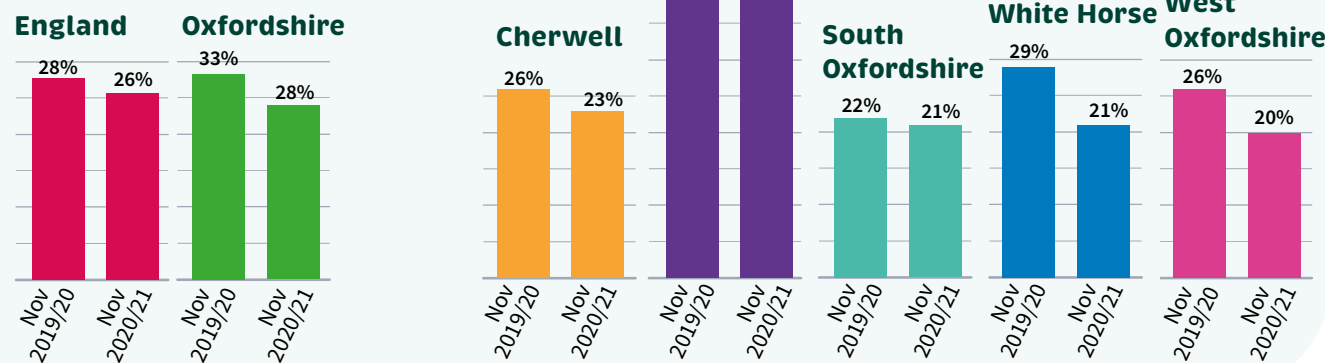
In Oxfordshire in 2020, nearly half of children aged 5-16 walked to school and over a third travelled by motor vehicle, with very few cycling or using public transport.

The latest Sport England data (November 2020-21) shows that Oxfordshire had the second highest proportion of adults (28 per cent) participating in active travel (at least twice in the last 28 days) of England's counties.

However, this data is skewed by the high proportion of adults in Oxford City participating in active travel. Other districts had lower rates than the England average of 26 per cent.

There has been a significant drop in active travel in all districts since November 2019-20. This may be due to changes in active travel because of COVID-19 and home working.

Percentage of adults participating in active travel (walking or cycling) at least twice in the last 28 days.

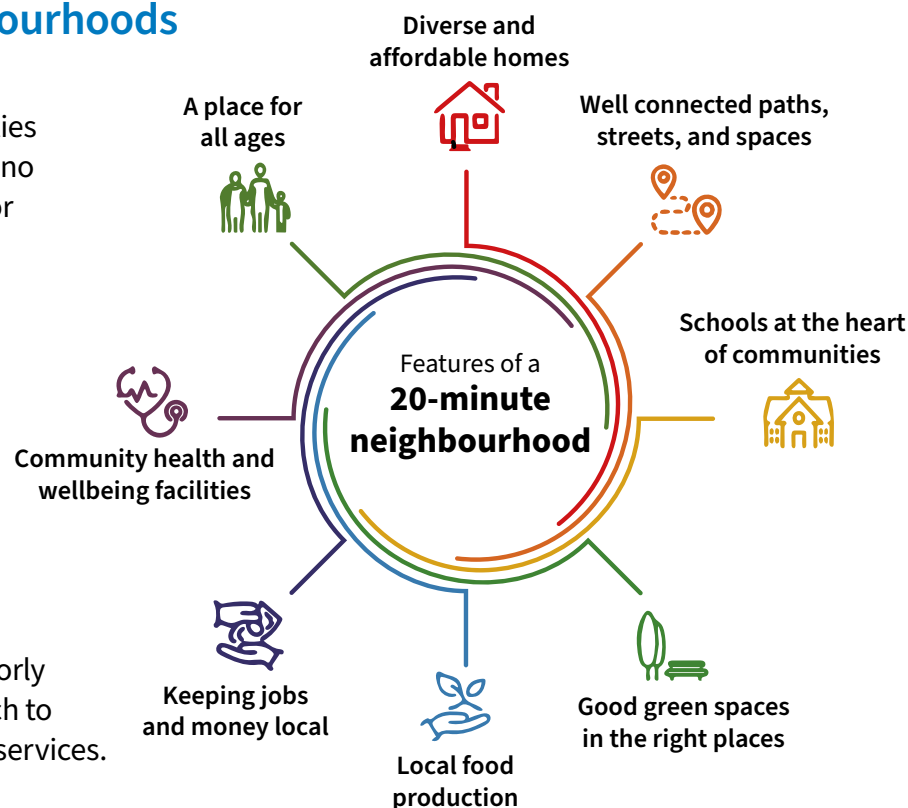


⁴⁴ Dept for Transport. 2022. Active Travel Local Authority Toolkit
<https://www.gov.uk/government/publications/active-travel-local-authority-toolkit/active-travel-local-authority-toolkit>

4.3 20 minute neighbourhoods

20 minute neighbourhoods are neighbourhoods where amenities can be reached by a journey of no more than 10 minutes cycling or walking each way. Amenities include access to bus stops, supermarkets, leisure centres, public parks, rights of way and blue space areas.

In terms of rapid access to different amenities, local areas in Oxford City and the market towns perform the best. Some affluent rural and urban areas score relatively poorly and require a different approach to increase sustainable access to services.



4.4 Access to and use of green space

Physically active lifestyles can be encouraged by increasing active travel and visits to green spaces.

In Oxfordshire, most people live close to green spaces (parks, public gardens or playing fields) as do people in England as a whole. This varies by district, with residents in rural parts of the county having fewer public parks and gardens nearby than people in England.

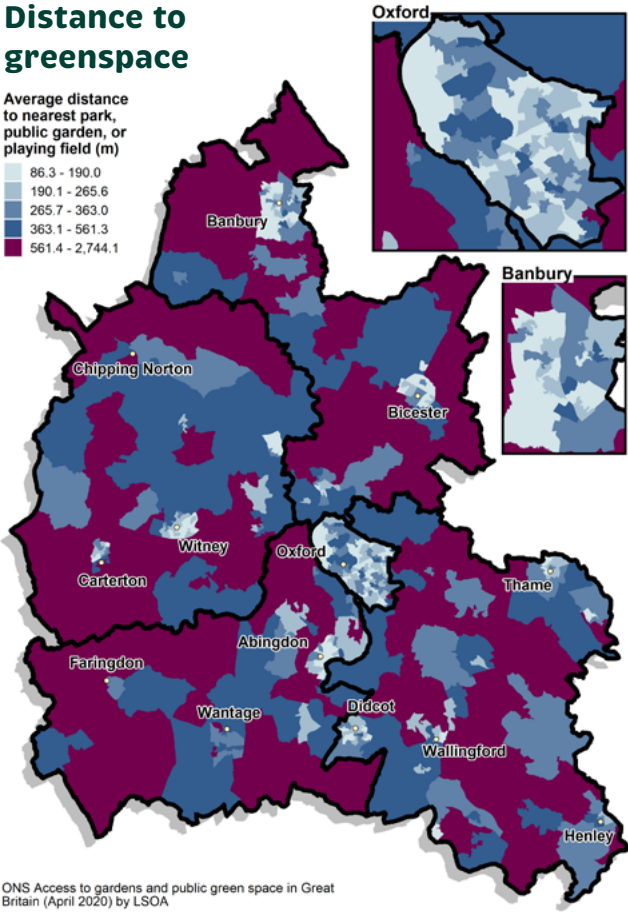
We also know that access to nature and associated health benefits is currently inequitably distributed, with specific groups consistently missing out. Natural England’s People and Nature Survey shows that groups currently experiencing inequitable access to green space and nature include:

- people living in areas of high deprivation
- those on low incomes or unemployed
- older people
- black and minoritised ethnic groups
- people with a long-term health condition or disability
- Older children/teenagers (who experience a rapid decline in frequency of visits compared to childhood)

National survey findings suggest that people with lower incomes are more likely to report dissatisfaction with the quality of their local green space and that connection with nature falls dramatically between the ages of nine and 15 and does not recover to the levels observed in childhood.⁴⁵

Work has begun in Oxford to investigate the use of green spaces by young people and particularly young women, aged 11-16. Initial findings suggest that only a minority actively use green space currently, about 1 in 5 young people, and more young men than young women (case study 8).

	Average distance
Cherwell	440
Oxford	290
South Oxfordshire	475
Vale of White Horse	533
West Oxfordshire	462
South East Oxfordshire	394
England	385



⁴⁵ Richardson et al. 2019 Richardson M, et al. 2019. A Measure of Nature Connectedness for Children and Adults: Validation, Performance, and Insights. Sustainability. 2019; 11(12):3250. <https://www.mdpi.com/2071-1050/11/12/3250>

Chapter 5

Tackling obesity together – making it everybody's business

5.1 Whole systems approach

The reasons associated with being overweight or obese are complex, resulting less from people's individual behaviours and more from the many factors which collectively make up an obesogenic environment. No one organisation has the knowledge, tools or power to solve it and a co-ordinated and collaborative whole system approach is needed to make change happen.⁴⁶



The **school** and
childcare setting



Increasing **healthy**
food consumption



Creating **healthy**
workplaces



Increasing
active travel



Planning a **healthier**
food environment



Providing access
to **weight management**
support



Promoting **local**
opportunities and
community engagement

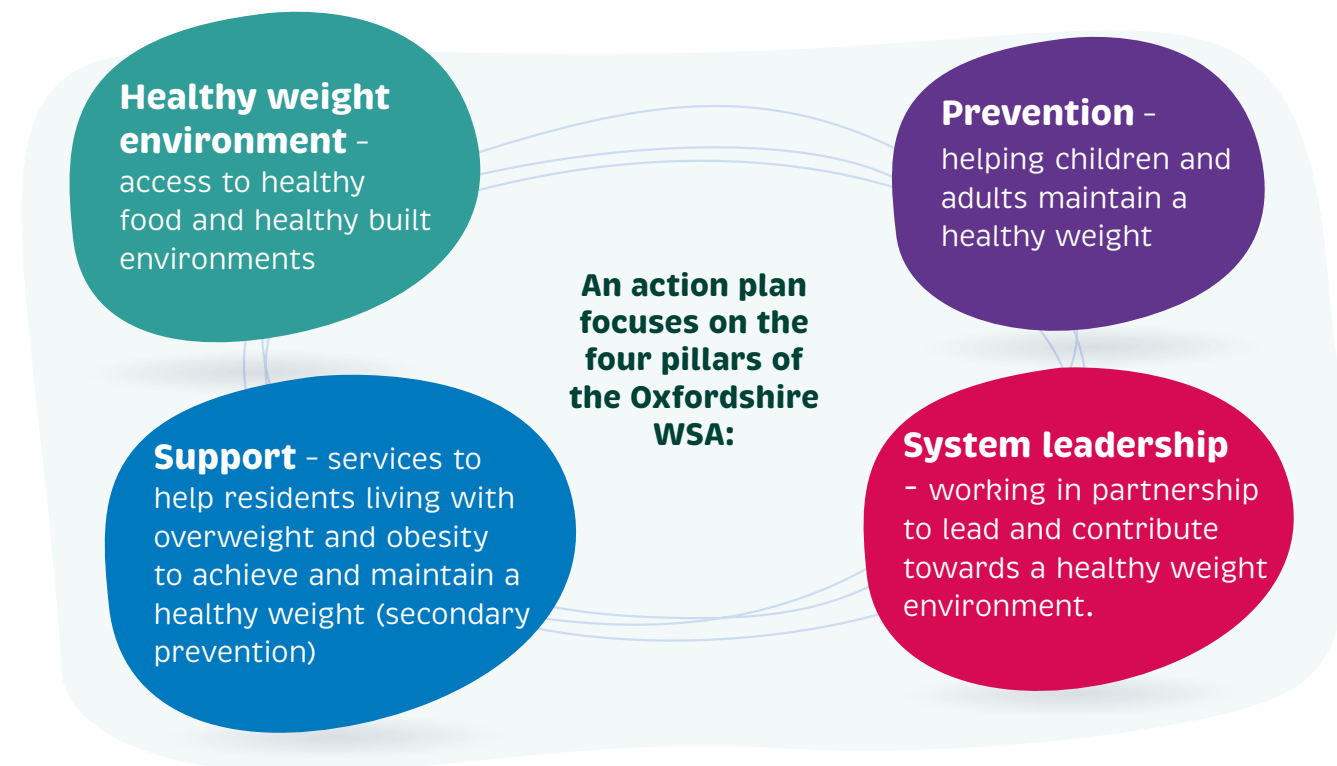
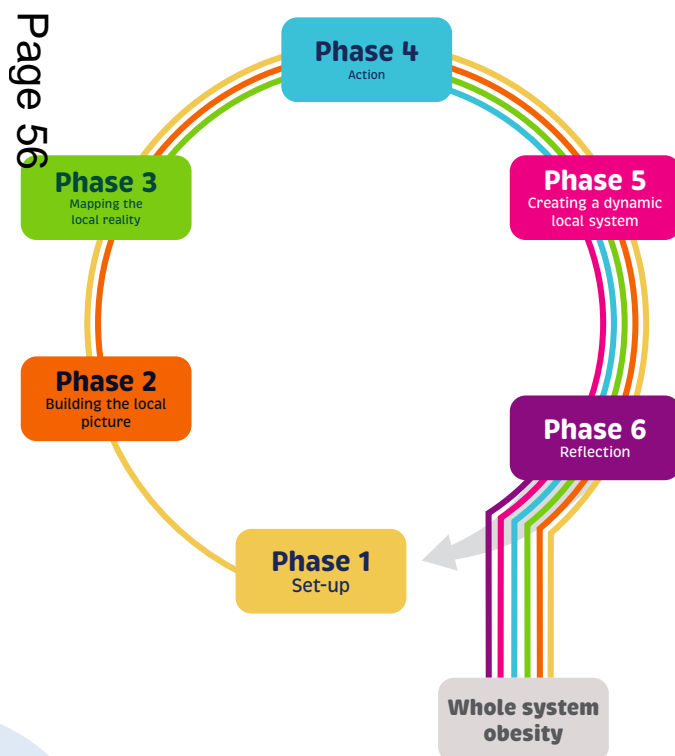


Planning and creating
an **environment that**
promotes physical activity

⁴⁶ PHE.2019. Whole systems approach to obesity - GOV.UK ([www.gov.uk](https://www.gov.uk/government/publications/whole-systems-approach-to-obesity)) <https://www.gov.uk/government/publications/whole-systems-approach-to-obesity>

To date, more than 125 stakeholders from across a broad range of organisations and communities have been working together on the Oxfordshire whole systems approach (WSA).

Implementing the Whole Systems Approach to Obesity National Framework



The Oxfordshire healthy weight story map⁴⁷ is a visual data tool which brings together maps, graphs and narrative. It allows users to explore the issues affecting a healthy weight, food and physical activity environment, and factors that make it challenging to be healthy.

Part two of the healthy weight story map which is currently being updated, focuses on the food environment.⁴⁸ Some of the other resources developed include communication tools for schools⁴⁹ and a short animation⁵⁰ to explain our whole systems approach.

⁴⁷ Healthy Weight Story Map (arcgis.com) <https://storymaps.arcgis.com/stories/21b23e9e8de94aad8c2659baa79dd18f>

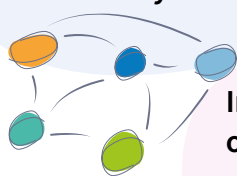
⁴⁸ <https://storymaps.arcgis.com/stories/e2ff0bc584934248acbc42e5718b9be1>

⁴⁹ <https://goodfoodoxford.org/blog/school-food-in-oxfordshire/>

⁵⁰ <https://youtu.be/paUCz73HAUQ>

Other initiatives we are working on or aspire to include:-

Understanding the needs of communities across the county and mapping existing community assets



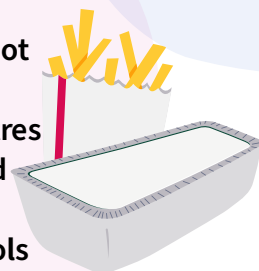
Improving uptake of Healthy Start vitamins and vouchers



Supporting the growing of food and cooking in communities



Ensuring development avoids the over concentration of hot food takeaways in existing town centres or high streets and restricts their proximity to schools



Improving the healthy food offer in places like leisure centres, workplaces, colleges, hospitals and schools



Developing streamlined healthy weight care protocols and pathways



Supporting local food businesses to provide healthier options

Developing local cycling and walking infrastructure and programmes



Engaging with school settings to support a whole school approach such as working with school catering providers to meet minimum requirements and increasing physical activity uptake in schools



Planning and licensing policies to regulate and promote healthier food choices and related advertising, particularly those close to schools



Our work is targeted at the areas with greatest need. We are exploring the Local Authority Declaration on Healthy Weight and a Health Needs Assessment is underway to further inform the approach.

Chapter 6

Building from our strengths – examples of the Oxfordshire whole systems approach to healthy weight in action

Page 58

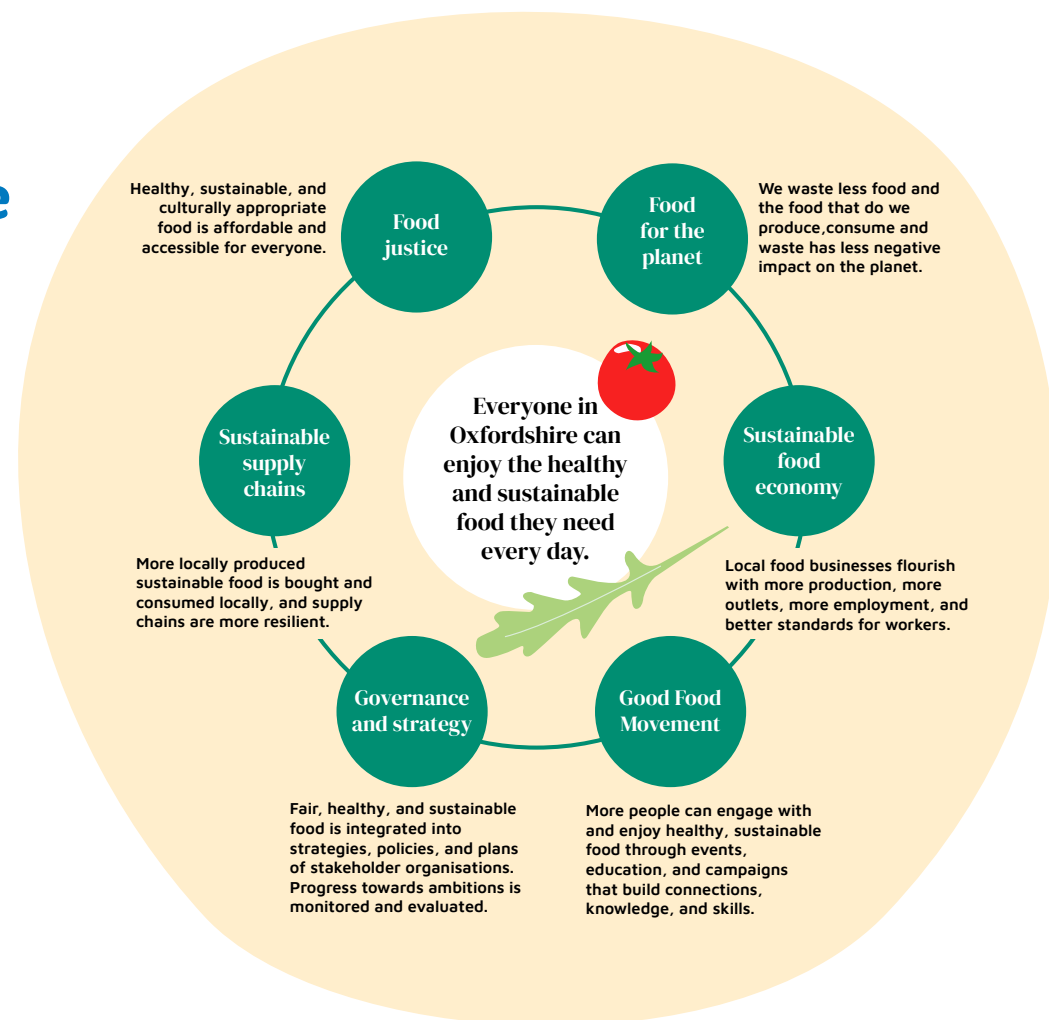
Improving food access, reducing food poverty and increasing physical activity

Case study one: Oxfordshire food strategy

[Link to food strategy](#)

In Oxfordshire there is now a commitment by 40 organisations across the county to a food poverty action plan⁵¹, to address and reduce food poverty and food insecurity. It includes recommendations for councils, local decision-makers, institutions, communities and individuals on how to make a difference.

The food strategy⁵² identifies priority areas, including school food, local supply chains and community wealth building. The next step will see stakeholders across the food system developing local food action plans for each of the districts, such as south Oxfordshire.⁵³



⁵¹ GFO 2021. A Food Poverty Action Plan for Oxfordshire. GFO-Food-Poverty-Report-2021-FINAL-layouted.pdf (goodfoodoxford.org) <https://goodfoodoxford.org/wp-content/uploads/2021/08/GFO-Food-Poverty-Report-2021-FINAL-layouted.pdf>

⁵² GFO. 2022. GFO Oxfordshire Food Strategy https://mycouncil.oxfordshire.gov.uk/documents/s60603/CA_MAY2422R07 Annex GFO Oxfordshire Food Strategy 2022.pdf

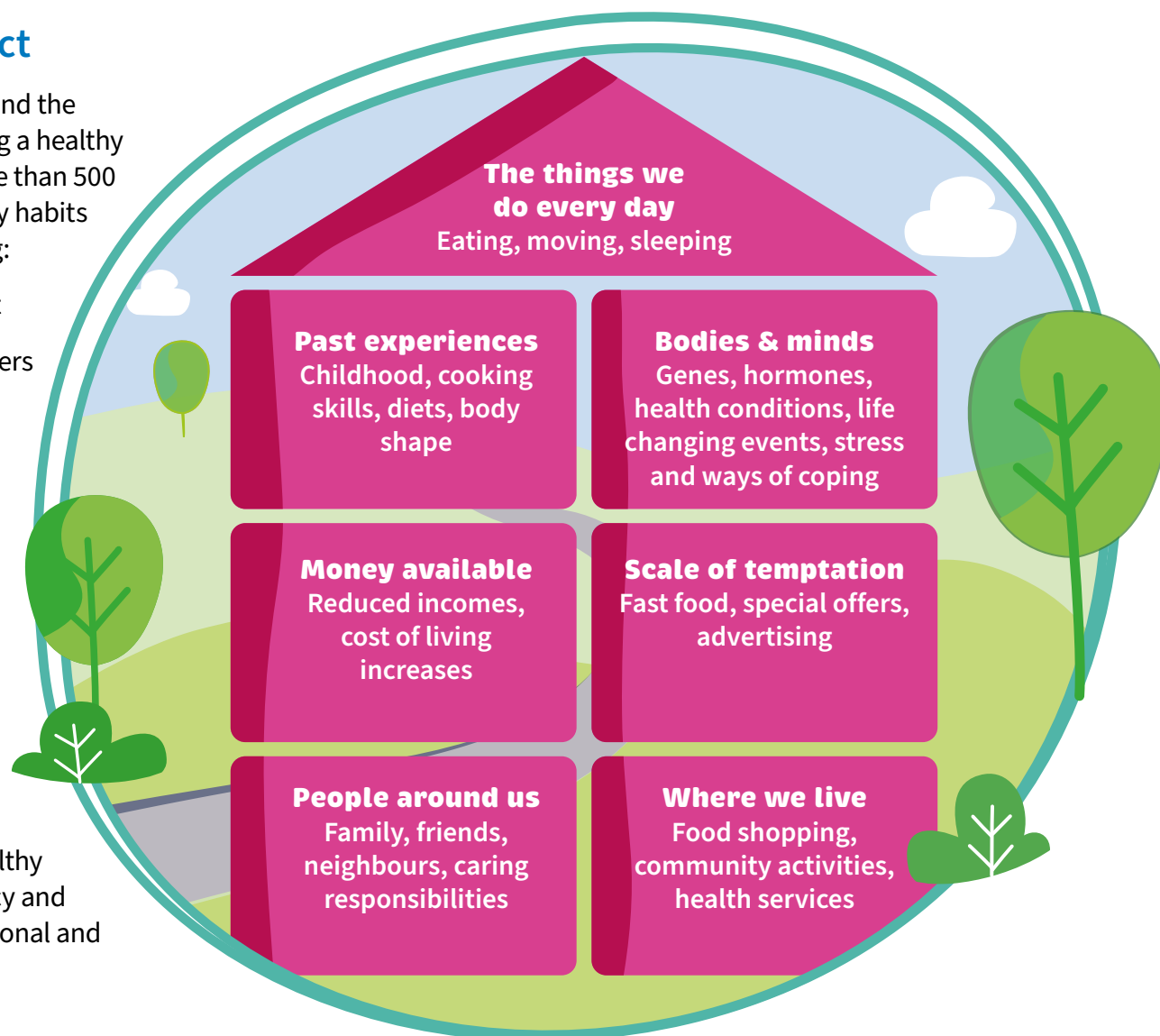
⁵³ South Oxfordshire District Council sets out its plans to help with sustainable food production and the reduction of food waste - South Oxfordshire District Council (southoxon.gov.uk) <https://www.southoxon.gov.uk/south-oxfordshire-district-council/south-oxfordshire-district-council-sets-out-its-plans-to-help-with-sustainable-food-production-and-the-reduction-of-food-waste/>

Case study two: community insight project

A community insight project in 2021-2022 aimed to understand the reality for Oxfordshire residents in achieving and maintaining a healthy weight, especially for those in the more deprived areas. More than 500 people were involved. We used the building blocks of healthy habits conversation framework to guide us and found the following:

- We need to get systematic in the way we talk about weight
- The stigma and trauma associated with weight really matters
- We need to work holistically across the whole system and avoid silos
- When we are talking about weight we need to take a compassionate and non judgemental approach and make conversations relevant to the experiences of the people we are talking to
- We need to recognise mental and financial burdens, poverty and inequality,
- Rather than talk about weight we should use the building blocks of healthy habits.

The environment in which we have conversations about healthy weight is as important as the language used. Allowing privacy and time, helping us to build trust and explore some deeply personal and complex issues.



Case study three: nutritious school food

Currently only 25 per cent of state schools in England are meeting school food nutritional requirements. In January 2022, Good Food Oxfordshire and Oxfordshire County Council co hosted a workshop on school food. The workshop aimed to connect food suppliers and providers (including schools).

Tackling food poverty, food related climate action, healthy eating and sourcing local food in schools were all part of the discussions.

“Taking a whole systems approach to address the double burden of both underweight and overweight childhood malnutrition, involves recognition of the important overlap between the food system, education system and health system”⁵⁴

Oxfordshire County Council school catering took part in the Eat Them to Defeat Them Catering Challenge 2022 ⁵⁵, providing vegetable tasters to encourage children to try vegetables and using stickers and a reward chart to then inspire them to try the vegetables again at home.

Some schools, such as Christopher Rawlins C of E Primary School used their participation to launch their new school food policy and healthier lunchboxes project.

The Swan Secondary School introduced family dining at lunchtime, where everyone is encouraged to engage in conversation and take responsibility, for example by laying the table, serving food, or tidying up.

Fresh Start school catering has worked to review and develop new menus in secondary schools, with a street food style and vegetable patch menu. ⁵⁶



“They try things they wouldn’t at home, then come back asking for it; it’s fantastic!”

Parent

⁵⁴ Nagraj et al. 2022. Childhood Malnutrition: From Grassroots to Policy Action – a case study. Manuscript submitted for publication.

⁵⁵ <https://eatthemtodefeatthem.com/>

⁵⁶ <https://freshstartcatering.uk/senior-schools/>

Case study four: the family healthy weight service

Gloji Energy⁵⁷ is a new child weight management programme run by Achieve Oxfordshire. The new service is designed to help get the whole family moving and making healthier lifestyle choices.

It supports children aged 4-12 years, and their parents and carers. The service covers nutrition, movement, mind and sleep, with group and one to one sessions available.

“I found the course fantastic! I thought I knew it all as I had raised four older children but the programme leaders made it really fun and educational and I learnt a lot. Thanks Gloji Energy!”

Mum of an 11 year old



⁵⁷ Gloji Energy | Achieve Oxfordshire <https://www.achieveoxfordshire.org.uk/services/gloji-energy>

Case study five: the baby friendly initiative

Breastfeeding is associated with lower rates of obesity in childhood and early healthy feeding regimes also support a healthy weight.

Some areas of Oxfordshire have achieved UNICEF Level 3 Baby Friendly accreditation.

This is based on a set of standards aiming to improve the information, support and encouragement provided to promote, protect and support breastfeeding and appropriate introduction to solid food.

It provides parents with the best possible care and establishes feeding their baby in line with optimum health and development.

Partnership working is key to the Baby Friendly Initiative, with Oxford Health NHS Foundation Trust collaborating with the Oxford University Hospitals NHS Trust (OUH) Infant Feeding team and representatives from voluntary organisations - La Leche League and Oxfordshire Breast Feeding Support.



Baby Lunchbox Feeding groups provide practical feeding advice and social support for new parents, from pregnancy, birth and beyond.

Though face-to-face sessions were suspended during the pandemic, virtual sessions have continued county wide. Oxfordshire Breastfeeding Service continue to offer face to face sessions and the 0-5 health visiting service provides breastfeeding support.

Case study six: community wealth building

OX4 Food Crew (OX4FC) was founded in April 2020 and is a partnership of nine organisations based in OX4, working with and for people experiencing food poverty.

OX4FC quickly responded to local emergency needs during the pandemic by delivering nutritious cooked meals to local people experiencing food insecurity.

They are now shifting their emphasis to build community led recovery and resilience, through free cooking for health and wellbeing courses for vulnerable parents, pay as you feel community meals, and incubator support for diversity-led food social enterprises.

This includes the Damascus Rose Kitchen⁵⁸ founded by refugee women and No Vice Ice⁵⁹ supporting people with hidden long-term health conditions.



In November 2021 their volunteers were awarded a High Sheriff award for outstanding voluntary service.

Over the next five years they want to expand their work to tackle the root causes of food insecurity and injustice and to grow and develop place based responses to overcome barriers to good nutrition.

⁵⁸ <https://www.damascusrosekitchen.org/>

⁵⁹ <https://www.noviceice.com/>

Case study seven: community empowerment

Cherwell Collective⁶⁰ aims to empower the community, increase wellbeing and support the vulnerable. They do this by working together to reduce food waste and environmental impact, increase skills and share knowledge.

“Our ethos starts with the idea that access to food alone is not enough to sustain us, but empowerment, skills building and community, are what is needed for long term health and well-being.”



There are three main services:

Cherwell Larder

Originally a COVID-19 emergency food delivery service to address food poverty, hardship and isolation, over 3,000 people have now registered for Cherwell Larder.

Food surplus is offered three days a week on a pay what you can basis, in the form of low carbon and nutritious meals, as well as supplies to take home.

“It’s not just a larder. It’s a community.”

Cherwell Larder volunteer

Climatarian Kitchen

The Cherwell collective café provides recipes, cooking courses, food kits and ready meals, all made from donated surplus food. It is designed to inspire more local seasonal, flexible cooking.



Harvest@Home and Growing Spaces

Over 900 people have been supported to grow food at home by supplying garden starter kits, skills training and access to resources. The project has expanded with a Green Space Garden Network with community growing spaces, supported by local leads in Kidlington, Bicester, Banbury and Witney.

Primary beneficiaries of the initial emergency food response now make up over 50 per cent of the volunteer force. As they continue to grow, links are being established with a diverse range of community groups and evaluation is ongoing so that barriers to participation are reduced and services meet the needs of the community.

⁶⁰ <https://www.cherwellcollective.com/about-us/cherwell-larder/>

Case study eight: supporting young women to access green space

The Greenspace & Us project in Oxfordshire is designed to improve equitable and sustainable access to green space for teenage girls. It focuses on east Oxford and engages with teenage girls living in deprived areas.

The project asks participants to reimagine green space, working towards a co-produced manifesto which details how future design and management of green spaces can take account of the needs of this group.

Alongside this project, a wider survey of young people's access to, and use of, green space was carried out in an east Oxford secondary school.⁶¹

The project with teenage girls explored themes around activities, infrastructure, safety and contact with nature. Some of the barriers to access cited included litter and a lack of toilets, shelter, seating, lighting and spaces reserved for nature.



The participants wanted to see more open green space available for walking and picnics – with benches and tables, outdoor gyms, biking areas, public art, water areas and other relaxing spaces.

⁶¹ <https://letstalk.oxfordshire.gov.uk/access-to-nature-and-use-of-greenspaces-survey-and-interactive-map>

Case study nine: You Move – physical activity for families



You Move⁶² was launched in June 2022 to provide heavily subsidised or free physical activity opportunities for families in receipt of, or eligible for, benefits related free school meals.

Active Oxfordshire co-ordinate the initiative, working with all the Oxfordshire district councils and wider partners to ensure a broad range of activities are on offer, including subsidised leisure and activities.

Locally based activators work closely with families to engage them with the most appropriate activity for them. More than 3,000 individuals and over 800 families registered in the first four months of the scheme.

The approach has taken learning and evidence from the Cherwell district council led Families Active and Sporting Together (FAST) programme (funded by Sport England). FAST was built upon evidence that parents are influential role models for their children and can lead by example. Nearly a third of FAST participants live in the most deprived wards, with 14 per cent of participants from minority ethnic groups.

“I would rate the FAST sessions at schools ten out of ten because it was a new activity each week and as a family we really enjoyed playing the variety of games together that we could also do at home.”

⁶² You Move | GO Active getoxfordshireactive.org

A final thought

We are working with a range of communities and partners from across Oxfordshire to help residents stay healthy, but there's still more we can do.

This report has highlighted that, like many places in the UK, almost all the food which people buy comes from outside of the county and prices favour processed foods high in sugar, fat and salt. Furthermore, the impact of the pandemic on the economy and the rising cost of both food and energy, have been making it harder for a significant and growing number of people in Oxfordshire to access sufficient nutritious food.

In terms of physical activity, Oxfordshire is a county with many advantages, where more people live close to green spaces well suited to recreation and with more parks and gardens within urban areas than in England as a whole. Yet, levels of physical activity have fallen. We have seen the greatest ever increase in Oxfordshire of adults and childhood living with obesity, with clear links to deprivation and poverty.

This is a situation that we need to address urgently to prevent needless ill health and shortened lives.

We need a renewed commitment to build on the alliances and partnership plans already underway. Community food services which emerged during the pandemic have shone a spotlight on food poverty and insecurity. Services are now dealing with ever increasing demand as the cost of living crisis worsens, with a clear need for us to offer tangible support and to learn from their experience. In all our case studies on reducing food poverty, improving access to nutritious food and increasing physical activity, we see that a partnership approach goes hand in hand with improving health and wellbeing.

We've also seen how important it is to tailor our approach to the different stages in people's lives and to continue to enhance our Oxfordshire whole system approach, where stakeholders co-operate and collaborate to bring about change. This is already happening through the partnership commitments to healthy place shaping and climate action, which

are clearly linked to accessible and sustainable healthy food and exercise environments. And there is more we can do ensure awareness of and access to healthier food particularly in our most deprived communities.

I hope this report has sparked your interest to find out more and to make new plans to provide food and physical activity environments which will support everyone in Oxfordshire to be and stay a healthy weight. We must reverse the trends in this preventable cause of ill health and health inequalities and in so doing, improve the health and lives of individuals and communities across Oxfordshire.

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Divisions Affected - All

FULL COUNCIL

28 March 2023

AMENDMENTS TO THE COUNCIL'S CONSTITUTION

Report of the Director of Law and Governance and Monitoring Officer

RECOMMENDATION

1. Council is RECOMMENDED to approve:

- (a) The proposals for amendment to the Employment Procedure Rules Part 8.4 in the Councils Constitution – Annex 2.

Executive Summary

- 2. The recommendations contained in this report arise from the need to update the current Employment Procedure Rules set out in Part 8.4 of the Council's Constitution as there are delegations in Scheme of Delegations for the Head of Paid Service regarding the appointment and dismissal of Chief Officers that contravene legislation governing the appointment and dismissal of chief officers. So new delegations have been drafted to enable the Head of Paid Service to make Interim appointments of Chief Officers and appoint senior officers in the Council, who are for these purposes known as Deputy Chief Officers. In addition, the current version of the rules did not set out legislation that was introduced in 2015, and is now included in the JNC Handbook (The Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities) regarding disciplinary and dismissal rules for the Head of Paid Service (HoPS), Monitoring Officer (MO), and S151 Officer.

Background

- 3. The purpose of the change is to update the rules in the Council's constitution relating to the appointment and dismissal of its statutory and non-statutory chief officers.

4. There is specific legislation concerning the appointment and dismissal of chief executives and chief officers and are part of mandatory standing orders, commonly referred to by local authorities as employment procedure rules.
5. These laws also establish mandatory rules giving effect to obligations or restrictions on the delegation of decision making relating to the appointment and dismissal of its statutory and non-statutory chief officers which must be included in a Council's constitution.
6. So, where there are executive arrangements in place (leader/cabinet model) in relation to chief officers, the legislation says that the appointment and dismissal, including terms and conditions on which they are appointed, is a function reserved to full council and these decisions can be delegated to a committee or a sub-committee of the Council.
7. The Council has delegated this function to its Remuneration Committee.
8. The appointment and dismissal including terms and conditions of employment for all other staff, is the responsibility of the Head of Paid Service (Chief Executive). Members are not permitted to be involved in matters for these staff save where there are arrangements for an appeals committee for staff matters.
9. Legislation also says whilst the Head of Paid Service (Chief Executive) has responsibility for all appointments and dismissals in respect of staff positions, it expressly says that they do not have authority for the appointment, disciplinary and dismissal of chief officers.
10. And in 2015, the law introduced new rules regarding disciplinary and dismissal rules relating to Head of Paid Service and the S151 Officer and the Monitoring Officer. These revised Employment Procedures now include the requirements of the updated rules together with specific procedure rules governing the dismissal of statutory officers.
11. So the current Head of Paid Service delegations contained in the current Employment Procedure Rules read as follows :

Appointment

*Para 4.3 **

The Head of Paid Service has delegated authority under the Scheme of Delegation to take any decision of a committee or sub-committee; notwithstanding that provision where a committee or a sub-committee of the authority is discharging, on behalf of the authority, the function of the appointment of any officer to whom this Rule applies, at least one member of the Cabinet must be a member of that committee or sub-committee.

1) Dismissal

Paragraph 10.6

The Head of Paid Service has delegated authority under the Scheme of Delegation to take any decision of a committee or sub-committee; notwithstanding that provision where a committee or a sub-committee of the authority is discharging, on behalf of the authority, the function of dismissal of any officer to whom Rule (4) applies, at least one member of the Cabinet must be a member of that committee or sub-committee.

12. These delegations as drafted, cannot apply in the light of the legislation which says that the Head of Paid Service does not have the authority to appoint and dismiss chief officers.
13. However, revised and specific delegations are proposed, as set out in the attached draft Employment Procedure Rules (Annex 2), and are set out at paragraph 4.2 (coloured blue) and paragraph 5 (coloured green).
14. Paragraph 4.2 (coloured blue) enables the Head of Paid Service to appoint to Interim posts for any chief officer to ensure that the statutory functions of the council are adequately fulfilled. Whilst paragraph 5 (coloured green) enables the Head of Paid Service to appoint senior officers of the council, known for these employment procedure rules as Deputy Chief Officers. Included in the delegations are various steps which are in line with the statutory rules for the appointment of chief officers, to validate these senior appointments.
15. The ability of the Head of Paid Service to affect a dismissal of a chief officer, has not been replicated in these draft rules, as mandatory legislation was introduced in 2015 regarding dismissal procedures for statutory chief officers which delegates this function to full council.
16. The Head of Paid Service and Interim Director HR and OD have been consulted on the matters discussed in this report and the proposed Employment Procedure Rules Part 8.4 Annex 2.
17. Audit and Governance Committee considered the revised Employment Procedure Rules at its meeting on 14th March 2023 and recommended approval to full council for approval.
18. A tracked change version of Part 8.4 incorporating the proposed amendments is found at Annex 1
19. A revised Employment Procedure Rules Part 8.4 is attached at Annex 2.
20. The current Employment Procedure Rules Part 8.4 is attached at Annex 3.

Financial Implications

28. The recommendations in this report have no direct financial implications for the Council.

Comments checked by:

Lorna Baxter, Director of Finance lorna.baxter@oxfordshire.gov.uk

Legal Implications

29. The recommendations in this report are consistent with the Council's duty under Section 9P of the Local Government Act 2000 to have a Constitution and keep it up to date.

30. The provisions of The Local Authorities (Standing Orders) (England) Regulations 1993 ('the 1993 Regulations') and The Local Authorities (Standing Orders) (England) Regulations 2001 ('the 2001 Regulations') as amended govern the selection of and appointing and dismissing of Chief Officers.

31. For the purposes of this report, Chief Officer(s) means:

- the Head of the Paid Service;
- a statutory chief officer within the meaning of section 2(6) of the Local Government and Housing Act 1989;
- a non-statutory chief officer within the meaning of section 2(7) of that Act; and
- a deputy chief officer within the meaning of section 2(8) of that Act.

Comments checked by:

Paul Grant Head of Legal and Deputy Monitoring Officer.

Staff Implications

32. There are no direct staff implications arising from this report.

33. The Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities) is the national negotiating body for the pay and conditions of service of chief officers in England and Wales.

Equality & Inclusion Implications

31. Attempts have been made to use inclusive language in the proposed amendments and the new web presentation for the Constitution should make information more easily available to those with visual impairment.

Sustainability Implications

32. Loading up pdfs is energy inefficient and so fully integrating the Constitution onto the Council's website (rather than relying on PDF links) should save energy.

Risk Management

33. There are no direct risk management implications arising from this report.

ANITA BRADLEY

Director of Law and Governance and Monitoring Officer

Annexes:

- (1) A tracked change version of Part 8.4 incorporating the proposed amendments
- (2) Amendments to Part 8.4 (Employment Procedure Rules)
- (3) The current Employment Procedure Rules Part 8.4

Background papers: None

Contact Officer: Kate Charlton Solicitor, Legal Services
kate.charlton@oxfordshire.gov.uk

20 March 2023

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Annex 1

Officer Employment Procedure Rules

1. ~~Note: Provisions marked with an asterisk in these Rules~~ Legislation

1.1 The Council's Recruitment and Selection Policy and Procedures are governed by ~~the~~ extensive employment and discrimination legislation.

1.2 These Employment Procedure Rules incorporate the provisions of The Local Authorities (Standing Orders) (England) Regulations 1993 ('the 1993 Regulations') and The Local Authorities (Standing Orders) (England) Regulations 2001 ('the 2001 Regulations') as amended for the purposes of selecting, appointing and dismissing Chief Officers.

1.2. General Responsibilities

2.1 The function of appointment and dismissal of and taking disciplinary action against any officer of the council other than Chief Officers (as defined in paragraph 2.2) below must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her.

2.2 For the purposes of these Rules, Chief Officer(s) means:

- the Head of the Paid Service;
- a statutory chief officer within the meaning of section 2(6) of the Local Government and Housing Act 1989;
- a non-statutory chief officer within the meaning of section 2(7) of that Act; and
- a deputy chief officer within the meaning of section 2(8) of that Act.¹

~~1.1.2.3~~ Subject to the provisions set out below, the ~~powers~~ functions of the Remuneration Committee are to:

- (i) ~~appoint staff;~~ Chief Officers (as defined above) ; and
- (ii) determine the terms and conditions on which they ~~Chief Officers~~ hold office; and
- (iii) ~~determine procedures for their~~ the dismissal of Chief Officers in accordance with these rules; and
- (iv) decide appeals under the discipline, grievance and regrading claims procedures; for all officers of the council subject to the provisions of these rules.

¹ The definition of a "Deputy Chief Officer" means a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to one or more chief officer. This definition applies to a number of senior employees in the Council, as determined by the Head of Paid Service, who for the purpose of these procedure rules, are designated "Deputy Chief Officers".

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~~are discharged by the Remuneration Committee. In addition, these powers are delegated to directors to the extent set under this Constitution's Scheme of Delegation to Officers and the provisions of these Procedure Rules.~~

2.4 ~~Where a committee of the authority is discharging, on behalf of the authority, the function of the appointment or dismissal of any Chief Officer at least one member of the cabinet must be a member of that committee or subcommittee. The Remuneration Committee consists of six members of the council and must include at least two members of the cabinet.~~

1.2.2.5 ~~In educational establishments with delegated budgets the duties and responsibilities of the employer fall partly to governing bodies under the relevant Education legislation.~~

1.3.2.6 ~~Directors~~Chief Officers have authority over all matters relating to staff ~~(other than matters relating to other Chief Officers)~~ in their directorates, ~~but including all resources and services in those directorates and~~ must obtain the advice and agreement of the Director of Human Resources ~~(through the County Human Resources Manager) and OD~~ where proposed action might have corporate or wide-ranging implications e.g. grading of ~~senior~~ posts, redundancies, dismissals, etc.

1.4.2.7 ~~General personnel policies, changes to overall establishments and grading structures, are the responsibility of the Cabinet, subject to any policy which for the time being the Council has directed should be reserved for its approval.~~

1.5.2.8 ~~The County~~Director of Human Resources ~~Manager and OD~~ is responsible for advising on issues of personnel policy and practice.

1.6.2.9 ~~Directors~~Chief Officers are responsible for ensuring the promotion of and adherence to the Council's personnel policies in their own directorates.

~~In relation to Corporate Services the~~

3. Recruitment and Appointment

3.1 ~~The functions of a Director under these Rules shall selecting and appointing any officer of the council other than Chief Officers must be exercised~~discharged on behalf of the authority by the Head of the Paid Service or by such other an officer nominated by him/her.²

3.2 ~~Candidates for appointment to any post within the council will be required to declare whether they are related to an existing member or~~

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² Schedule 1(II) para 2 2001 Regulations

officer of the council; any candidate making such a declaration will not be appointed without the independent authorisation of the relevant director or Head of Paid Service as appropriate.

3.3 No member will seek support for any person for any appointment.

3.4 The council shall disqualify any applicant who directly or indirectly seeks the support of any member for any appointment with the council.

3.5 All jobs will be open to competition and appointments will be made on merit except as provided for in the council's employment policies and its recruitment and selection procedures and all appointments will be made in accordance with those policies and procedures.

4. Recruitment and Appointment of the Head of Paid Service, and Other Chief Officers

4.1 The Remuneration Committee shall be the appropriate body for the purposes of the recruitment and appointment of any Chief Officer, subject to clause 3.2 below.

4.2 The Head of Paid Service has authority over the selection and appointment of any Deputy Chief Officer, and an offer of employment cannot be made until:

(a) the Proper Officer has notified at least three (3) members of the Remuneration Panel of –

(i) the name of the person and any other particulars relevant to the appointment to whom the Head of Paid Service wishes to make the offer; and

(ii) within a period specified in the notice, no less than 3 members of the Remuneration Panel have notified the Proper Officer of any objection to the appointment; and

(iii) the Proper Officer is satisfied that any objection received from the Chair of the Remuneration Panel within that period is not material or is not well-founded; then

(iv) an offer of employment can then be made;

b) Or

(i) At least 3 objections to the proposed appointment are made which the Proper Officer considers are material and well founded, in which case the appointment is subject to the rules for the appointment of Chief Officers as set out below.

4.3 Every appointment of any Chief officer shall be made by the Remuneration Committee.

- 4.4 Every interim appointment of any Chief officer shall be made by the Head of Paid Service or by an officer nominated by him/her.
- 4.5 Subject to these rules, every appointment of any deputy chief officer shall be made by the Head of Paid Service or by an officer nominated by him/her.
- 4.6 Where the Council proposes to appoint any Chief Officer (save for Head of Paid Service (Chief Executive) and it is not proposed that the appointment be made exclusively from among its existing officers, the Council will:
- (i) draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed; and
 - (ii) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
 - (iii) make arrangements for a copy of the statement as to canvassing mentioned below to be sent to any person on request. The head of paid service or his nominee shall make arrangements for the long listing, short listing and interview of applicants.
- 4.7 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days but may be shortened by the Chair of the Remuneration Panel where necessary for the proper discharge of the council's functions, subject to a minimum period of 24 hours.
- 4.8 Where the appointment is to a Chief Officer post, the Head of Paid Service or their nominee will carry out all steps related to the appointment following consultation with the leader of the council or their nominee.
- 4.9 Where the appointment is to the post of head of paid service, the Remuneration Committee will nominate an officer to carry out all the steps related to the appointment following consultation with the leader of the council or his nominee.
- 4.10 The short-listing and interview of candidates for Chief Officer posts will be carried out by the Remuneration Committee or its sub-committee.
- 4.11 Where the appointment is for the Director of Public Health this process is undertaken jointly with the Secretary of State for Health.
- 4.12 The Remuneration Committee shall be advised by the head of paid service

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4.13 For the appointment of the head of paid, the Remuneration Committee shall be advised by the Proper Officer.

4.14 The Remuneration Committee (in relation to the appointment of the head of paid service) and the Head of Paid Service in relation to those Chief officers to be appointed by the Remuneration Committee or by the Head of Paid Service may appoint external recruitment consultants to assist or advise the committee.

4.15 Where three or more candidates are interviewed for a post and there is not a majority of votes cast at the relevant meeting of the Remuneration Committee in favour of one candidate, the candidate receiving the least number of votes shall be disregarded and a fresh vote taken and so on until one candidate receives a majority of the votes.

4.16 For the appointment of the Head of Paid Service, Section 151 Officer and Monitoring Officer, the Remuneration Committee will make a recommendation to full council and no offer of employment can be made until full council approval has been given.

4.17 Proper Officer means in relation to the appointment of any Chief Officer the Monitoring Officer, or a person nominated by them or if there is conflict then the Proper Officer will be the Head of Paid Service, or a person nominated by them.

4.18 An offer of an appointment to a Chief Officer must not be made until³

(a) the authority, or the appointing committee, sub-committee or officer ("the appointor") has notified the Proper Officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;

(b) the Proper Officer has notified every member of the Cabinet of the authority of -

(i) the name of the person to whom the appointor wishes to make the offer;

(ii) any other particulars relevant to the appointment which the appointor has notified to the Proper Officer; and

(iii) the period within which any objection to the making of the offer is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and

(c) either -

1-7-(i) the Leader of the Council has, within the period specified in the notice under sub-paragraph (ii), notified the appointor that neither he/she may designate for that

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³ Schedule 1(II) para 5 2001 Regulations

~~purpose nor~~ any other member of the Cabinet has
~~any objection to the making of the offer; or~~
(ii) ~~the Proper Officer has notified the appointor that no~~
~~objection was received by him/her within that period from~~
~~the Leader of the Council;~~
~~or~~
(iii) ~~the appointor is satisfied that any objection received from~~
~~the Leader of the Council within that period is not material~~
~~or is not well-founded.~~⁴

4.19 The full Council will approve the appointment of the Head of Paid Service and Monitoring Officer and S151 Officer following a recommendation as to such an appointment by the Remuneration Committee or it's a sub-committee.

4.20 Where the Remuneration Committee or subcommittee of the Remuneration Committee appoints Chief officers, in doing so it shall receive and take into account the advice of the Head of Paid Service.

5. Interim Posts

5.1 The Head of Paid Service will make such interim arrangements for the appointment of officers including chief officers to interim posts as may be necessary from time to time to ensure that the statutory functions of the council are adequately fulfilled, subject to consultation with both the Chair and Deputy Chair of the Remuneration Panel.

5.2 Directors will make such interim arrangements under contract for services for the appointment of officers other than chief officers to interim posts as may be necessary from time to time to ensure functions of the council are adequately fulfilled subject to consultation with the Head of Paid Service.

5.3 For the purposes of this rule, 'Interim' means temporary or fixed term or acting up opportunities.

6. Disciplinary Action and Dismissal

6.1 Officers are responsible for the operation of the Council's disciplinary procedures, subject to the advice where appropriate of the Director of Human Resources and OD, with the aim of helping an employee to improve his/her performance or conduct. This responsibility may be delegated via service managers with advice from the appropriate Human Resources Business Partners.

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⁴ It will be a matter for the Remuneration Committee to determine in each case whether any objection is material and/or well-founded having been advised by the Monitoring Officer, having regard to the relevance of any such objection to the suitability of the candidate for that role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

- 6.2 An employee who fails to fulfil the requirements of their employment contract because of incapacity through ill health, repeated misconduct or gross misconduct, shall be liable to dismissal in accordance with the appropriate procedures and subject to the concurrence of the Director of Human Resources and OD.
- 6.3 The function of taking disciplinary action and dismissal against any officer of the council other than Chief Officers must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her
- 6.4 The function of taking disciplinary action and dismissal against any Chief Officer must be discharged on behalf of authority by the Remuneration Committee and in accordance the rules set out below.⁵

7. Disciplinary Action and Dismissal - Chief Officers

- 7.1 The following rules apply to the dismissal of a Chief officer of the council save for the Head of Paid Service (Chief Executive), s151 Officer (Director of Finance) and Monitoring Officer (Director Law and Governance).
- 7.2 The Remuneration Committee shall be the appropriate body for the purposes of the Dismissal of Chief Officers.
- 7.3 ⁶Paragraph 6.5 below, "dismissor" means, in relation to the dismissal of an officer of the council referred to in paragraph 4.2, Council or, where a committee, is discharging the function of dismissal on behalf of the council, that committee, as the case may be.
- 7.4 Proper Officer means in relation to the dismissal of a Chief Officer means the Monitoring Officer or by a person nominated by them or if there is conflict then Proper Officer will be the Head of Paid Service, or a person nominated by them.
- 7.5 Notice of the dismissal of a Chief Officer must not be given by the dismissor until:
(a) the dismissor has notified the proper officer of the name of the person who the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;
(b) the proper officer has notified every member of the cabinet of:
(i) the name of the person who the dismissor wishes to dismiss;

⁵ Schedule 1(II) para 3 2001 Regulations

⁶ Schedule 1(II) para 6 2001 Regulations

- (ii) any other particulars relevant to the dismissal which the dismissor has notified to the proper officer; and
- (iii) the period within which any objection to the dismissal is to be made by the leader on behalf of the cabinet to the proper officer; and
- (c) either:
 - (i) the leader has, within the period specified in the notice notified the dismissor that neither they nor any other member of the cabinet has any objection to the dismissal;
 - (ii) the proper officer has notified the dismissor that no objection was received by them within that period from the leader; or
 - (iii) the dismissor is satisfied that any objection received from the leader within that period is not material or is not well-founded.⁷

8. Disciplinary action and Dismissal – Head of Paid Service, Section 151 Officer and Monitoring Officer (Statutory Chief Officer)

- 8.1 The Remuneration Committee has power to decide whether to investigate any allegation of misconduct by a statutory chief officer, and all matters relating to the conduct of the investigation and/or any subsequent disciplinary process.

9. Suspension

- 9.1 The Head of Paid Service, Monitoring Officer and a S151 Officer may be suspended on full pay whilst an investigation takes place into alleged misconduct.
- 9.2 The decision to suspend the Head of Paid Service will be the Monitoring Officer and the Director of Human Resources and OD with the Leader of the Council. The decision to suspend the Monitoring Officer and s151 Officer will be the Head of Paid Service and the Director of Human Resources and OD.

10. Dismissal

- 10.1 The Remuneration Committee may take disciplinary action short of dismissal or recommend to full council that the Head of Paid Service or the S151 Officer or the Monitoring Officer be dismissed.

⁷ It will be a matter for the Remuneration Committee to determine in each case whether any objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the candidate for that role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

- 10.2 Only full council can approve the dismissal of the Head of Paid Service, the S151 Officer or the Monitoring Officer.
- 10.3 The disciplinary procedure involves four stages: an Investigating and Disciplinary Committee, an Appeals Committee, the Independent Panel and the Council.
- 10.4 The Remuneration Committee is a politically balanced committee comprising six members, at least two of whom will be a member of the Cabinet. Arrangements for flexibility will be required, including the use of reserve members or substitutes, if a member of the Committee has a conflict of interest in the matter to be considered.
- 10.5 The Investigating and Disciplinary Committee (IDC) is a committee comprising three elected members from the Remuneration Committee and at least one of whom will be a member of cabinet.
- 10.6 The Appeals Committee is a committee comprising three members selected from the Remuneration Committee and at least one of whom will be a member of the Cabinet, who have not been involved in the IDC. It hears appeals against action short of dismissal, and decides either to confirm the action, impose no sanction or a lesser sanction.
- 10.7 The Independent Panel is an advisory panel comprising at least two independent persons appointed by the Council. The Independent Panel is only used if the IDC, having received the report of the independent investigator and held a hearing, is minded recommending dismissal to full Council.
- 10.8 If the recommendation is for any action short of dismissal such as a written warning, the Remuneration Committee has the power to impose this without referring to either the Independent Panel or full Council. The relevant officer can then appeal the sanction to the Appeals Committee.
- 10.9 If the Remuneration Committee recommendation is dismissal, then the Independent Panel will hold a hearing where it will listen to both the chair of the IDC and the relevant officer and a report from an independent investigator and will then give their advice/views/recommendations to Council. The matter then goes to full Council for a decision. The relevant officer is allowed to put his or her case to Council before a decision is taken.
- 10.10 The head of paid service, section 151 officer and Monitoring Officer may not be dismissed unless the procedures as set out in these rules are complied with. The Head of Paid Service will be the proper officer for these purposes except where the disciplinary action or dismissal relates to the Head of Paid Service in which case the leader of the council will nominate another Chief officer to carry out these steps in accordance with the JNC for chief officers' model procedures.

10.11 The IDC and Appeals committee will also hear grievances by the Head of Paid Service.

10.12 The investigating and disciplinary committee (IDC) will meet at least 20 working days before the full Council meeting and will consider whether to dismiss.

10.13 An “independent person” means any independent person who has been appointed by the council and who has accepted an invitation issued by the Monitoring Officer in accordance with the following priority order -
(a) a relevant independent person who has been appointed by the authority under section 28(7) of the localism act 2011 and who is a local government elector;
(b) any other relevant independent person who has been appointed by the authority;
(c) a relevant independent person who has been appointed by another authority or authorities.

10.14 Before the taking of a vote at the relevant meeting on whether to approve such a dismissal, Council must take into account, in particular -
(a) any advice, views or recommendations of the independent advisory panel;
(b) the conclusions of any investigation into the proposed dismissal; and
(c) any representations from the relevant officer.

11. Training

11.1 All officers and members who take part in the recruitment process must have completed the Council's recruitment and selection training or be trained to the satisfaction of the Director of Human Resources.

2. Structures of Directorates

HUMAN RESOURCE MATTERS

12. Directorate Structural Changes

2.1.12.1 Chief Officers in Part 7.4 have the authority to modify their directorate structures to reflect changing needs, to transfer posts within the approved establishment subject to the concurrence of the Director of Human Resources (through the County Human Resources

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~~Manager)~~and OD Major changes to directorate structures and establishments require the approval of the Cabinet.

~~2.2.12.2~~ Chief Officers ~~in Part 7.1~~ are responsible for the management of redundancies and redeployment, subject to the concurrence of the Director of Human Resources ~~(through the County Human Resources Manager).~~

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3.13. Salaries and Remuneration

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~~13.1~~ Changes to the salaries and remuneration of ~~Chief Officers in Part 7.1~~ require the approval of the Remuneration Committee or a sub-committee of that committee following consultation with the ~~County~~Director of Human Resources ~~Manager and OD~~ and the appropriate Cabinet Member.

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~~3.1.~~
~~3.2.13.2~~ The grading of jobs subject to the terms and conditions of the National Joint Council for Local Government Services will be determined by the Council's Job Evaluation Process in accordance with the local agreement of 8 May 2003.

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~~3.3.13.3~~ The Council's Pay Policy will apply to salaries and remuneration ~~of~~ Chief Officers.

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4. Recruitment and Appointment of the Head of Paid Service, and Other Officers in Part 7.1

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~~4.1.~~ * This Rule (4) applies to: ~~8~~

~~• the Head of the Paid Service;~~

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~~• a statutory chief officer within the meaning of section 2(6) of the Local Government and Housing Act 1989;~~

~~• a non-statutory chief officer within the meaning of section 2(7) of that Act; and~~

~~• a deputy chief officer within the meaning of section 2(8) of that Act. (see Annex 3)~~

~~4.2.~~ * Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the appointment of the Head of the Paid Service, the authority must approve that appointment before an offer of appointment is made to him/her.

~~4.3.~~ * The Head of Paid Service has delegated authority under the Scheme of Delegation to take any decision of a committee or sub-committee; notwithstanding that provision where a committee or a sub-committee of the

^a The specified designations are interpreted as including both Directors and Deputy Directors, in addition to the post of Chief Finance Officer

~~authority is discharging, on behalf of the authority, the function of the appointment of any officer to whom this Rule applies, at least one member of the Cabinet must be a member of that committee or sub-committee.~~

Part 8.4 Officer Employment Procedure Rules

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4.4. ~~Where the Council proposes to appoint an officer to whom this Rule applies and it is not proposed that the appointment be made exclusively from among its existing officers, the Council will:~~

- ~~(i) draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed;~~
- ~~(ii) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and~~
- ~~(iii) make arrangements for a copy of the statement as to canvassing mentioned below to be sent to any person on request.~~

~~4.5.1.1 The full Council will approve the appointment of the Head of Paid Service and Monitoring Officer following a recommendation as to such an appointment by a sub-committee of the Remuneration Committee.~~

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4.6. ~~Where a sub-committee of the Remuneration Committee appoints officers, in doing so it shall receive and take into account the advice of the Head of Paid Service.~~

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4.7. ~~* An offer of an appointment as an officer to whom this Rule applies must not be made until—~~

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~~(a) the authority, or the appointing committee, sub-committee or officer, as the case may be, ("the appointor") has notified the Proper Officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;~~

~~(b) the Proper Officer has notified every member of the Cabinet of the authority of—~~

~~(i) the name of the person to whom the appointor wishes to make the offer;~~

~~(ii) any other particulars relevant to the appointment which the appointor has notified to the Proper Officer; and~~

~~(iii) the period within which any objection to the making of the offer is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and~~

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~~(iii)(a) either—~~

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~~• the Leader of the Council has, within the period specified in the notice under sub-paragraph (ii), notified the appointor that neither he/she nor any other member of the Cabinet has any objection to the making of the offer; or~~

~~• the Proper Officer has notified the appointor that no objection was received by him/her within that period from the Leader of the Council; or~~

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- ~~the appointor is satisfied that any objection received from the Leader of the Council within that period is not material or is not well-founded.~~

5. Other Appointments

- 5.1. ~~* Subject to (b) below, the function of appointment of any officer other than those mentioned in Rules (4) and (5) above must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her.~~
- 5.2. ~~* Nothing in (a) above shall prevent a person from serving as a member of any committee or sub-committee established by the authority to consider an appeal by another person against any decision relating to the appointment of that other person as a member of staff of the authority.~~
- 5.3. ~~All officers and members who take part in the recruitment process must have completed the Council's recruitment and selection training or be trained to the satisfaction of the Director of Human Resources.~~

6. Canvassing

- 6.1. ~~The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, guardian, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the Council; or of the partner of such persons. No candidate so related to a councillor or an officer will be appointed without the authority of the relevant officer in Part 7.1 or an officer nominated by him/her.~~
- 6.2. ~~Subject to (d) below, the Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.~~
- 6.3. ~~Subject to (d) below, no councillor will seek support for any persons for any appointment with the Council.~~
- 6.4. ~~Nothing in (b) and (c) above will preclude a councillor from giving a written reference for a candidate for submission with an application for appointment.~~

7.14. Appraisal and Management Development

- 14.1 The Director of Human Resources and OD is responsible for the development of effective arrangements for appraisal and management development, including the provision of a management development programme for designated managers on the basis of management

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Part 8.4 Officer Employment Procedure Rules

competence needs identified by ~~an officer under Part 7.1.a Chief Officer.~~

~~14.2 Chief Officers under Part 7.4~~ are responsible for the conduct of appraisals and management of employees' development and performance.

8.15. Health and Safety

~~8.1.15.1~~ The Director of Human Resources ~~and OD~~ is responsible for producing corporate policy and for monitoring the effectiveness of Health and Safety management.

~~8.2.15.2~~ Each ~~Chief Officer under Part 7.4~~ is responsible for producing policies and methods of working which ensure the Health and Safety of his/her directorate's employees. Managers and supervisors are responsible for ensuring compliance with these policies and for ensuring employees comply with rules and standards.

9.16. Equal Opportunities

~~9.1.16.1~~ The ~~County~~Director of Human Resources ~~Manager and OD~~ is responsible for ensuring the effective operation of the employment provisions of the Council's Comprehensive Equality Policy.

~~9.2.16.2~~ Officers are responsible for ensuring the promotion of equal opportunities in employment within their directorates in accordance with the Council's policies and for monitoring progress and providing information to the ~~County~~Director Human Resources ~~Manager and OD~~. Managers and supervisors are responsible for ensuring that employees are aware of their responsibility to avoid unfair discrimination.

10. Disciplinary Action and Dismissal

~~10.1. * Subject to (d) below, the functions of taking disciplinary action against and dismissal of any officer other than those mentioned in Rules (4) and (5) above must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her.~~

~~10.2.1.1 Subject to (a) above, Officers are responsible for the operation of the Council's disciplinary procedures, subject to the advice where appropriate of the Director of Human Resources (through the County Human Resources Manager), with the aim of helping an employee to improve his/her performance or conduct. This responsibility may be delegated via service managers with advice from the appropriate Human Resources Business Partners.~~

~~10.3. An employee who fails to fulfil the requirements of his/her employment contract because of incapacity through ill health, repeated misconduct or~~

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~~gross misconduct, shall be liable to dismissal in accordance with the appropriate procedures and subject to the concurrence of the Director of Human Resources (through the County Human Resources Manager).~~

~~10.4. * Nothing in (a) above shall prevent a person from serving as a member of any committee or sub-committee established by the authority to consider an appeal by a member of staff of the authority against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.* Neither the Head of Paid Service, the Monitoring Officer nor the Chief Finance Officer may be dismissed by unless the procedure set out in Annex 1 to these rules is complied with.~~

~~10.5. * Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of dismissal of the Head of the Paid Service, the Monitoring Officer or the Chief Finance Officer, the authority must approve that dismissal before notice of dismissal is given to him/her. For the avoidance of doubt, a decision to dismiss any of the aforementioned postholders must be taken by Full Council.~~

~~10.6. * The Head of Paid Service has delegated authority under the Scheme of Delegation to take any decision of a committee or sub-committee; notwithstanding that provision where a committee or a sub-committee of the authority is discharging, on behalf of the authority, the function of dismissal of any officer to whom Rule (4) applies, at least one member of the Cabinet must be a member of that committee or sub-committee.~~

~~10.7. * Notice of the dismissal of an officer to whom Rule (4) applies must not be given until:~~

- ~~(i) the authority, or the dismissing committee, sub-committee or officer, as the case may be, ("the dismisser") has notified the Proper Officer of the name of the person who the dismisser wishes to dismiss and any other particulars which the dismisser considers are relevant to the dismissal;~~
- ~~(ii) the Proper Officer has notified every member of the Cabinet of—~~
 - ~~• the name of the person who the dismisser wishes to dismiss;~~
 - ~~• any other particulars relevant to the dismissal which the dismisser has notified to the Proper Officer; and~~
 - ~~• the period within which any objection to the dismissal is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and~~
- ~~(iii) either—~~
 - ~~• the Leader of the Council has, within the period specified in the notice under sub-paragraph (b)(iii), notified the dismisser that neither he/she nor any other member of the Cabinet has any objection to the dismissal;~~

- ~~the Proper Officer has notified the dismissor that no objection was received by him/her within that period from the Leader of the Council; or~~
- ~~the dismissor is satisfied that any objection received from the Leader of the Council within that period is not material or is not well founded.~~

11.17. Employee Relations and Communications

~~11.1.17.1~~ Individual Officers, in conjunction with the Director of Human Resources and OD, are responsible for ensuring good working relations with employees and the recognised trade union representatives of the workforce. Officers are responsible for informing and consulting both employees and appropriate recognised trade unions about issues which affect the staff in their directorates and are responsible for local joint consultative working groups.

~~11.2.17.2~~ The Council's Grievance Procedure sets out arrangements for settling grievances at the lowest possible level in the organisation. -Where agreement is not reached within the directorate the County Director of Human Resources Manager and OD is to be consulted.

~~11.3.17.3~~ Provisions and guidance on relations and communication between members of the Council and staff are contained in the Protocol on Member/Officer Relations.

12.18. Protocol for Employees Working Part-Time and/or Temporarily for, or Providing Consultancy to, other Bodies or Councils

~~18.1~~ Annex 2 to these Rules is a Protocol which members of staff wishing to take up such forms of employment while employed by the County Council are expected to observe.

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ANNEX 2

REVISED PART 8.4 Councils Constitution

Officer Employment Procedure Rules**1. Legislation**

- 1.1 The Council's Recruitment and Selection Policy and Procedures are governed by extensive employment and discrimination legislation.
- 1.2 These Employment Procedure Rules incorporate the provisions of The Local Authorities (Standing Orders) (England) Regulations 1993 ('the 1993 Regulations') and The Local Authorities (Standing Orders) (England) Regulations 2001 ('the 2001 Regulations') as amended for the purposes of selecting, appointing and dismissing Chief Officers.

2. General Responsibilities

- 2.1 The function of appointment and dismissal of and taking disciplinary action against any officer of the council other than Chief Officers (as defined in paragraph 2.2) below must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her.
- 2.2 For the purposes of these Rules, Chief Officer(s) means:
- the Head of the Paid Service;
 - a statutory chief officer within the meaning of section 2(6) of the Local Government and Housing Act 1989;
 - a non-statutory chief officer within the meaning of section 2(7) of that Act; and
 - a deputy chief officer within the meaning of section 2(8) of that Act.¹
- 2.3 Subject to the provisions set out below, the functions of the Remuneration Committee are to:
- (i) appoint Chief Officers (as defined above) ; and
 - (ii) determine the terms and conditions on which Chief Officers hold office; and
 - (iii) determine the dismissal of Chief Officers in accordance with these rules; and
 - (iv) decide appeals under the discipline, grievance and regrading claims procedures for all officers of the council subject to the provisions of these rules.

¹ The definition of a "Deputy Chief Officer" means a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to one or more chief officer. This definition applies to a number of senior employees in the Council, as determined by the Head of Paid Service, who for the purpose of these procedure rules, are designated "Deputy Chief Officers".

- 2.4 Where a committee of the authority is discharging, on behalf of the authority, the function of the appointment or dismissal of any Chief Officer at least one member of the cabinet must be a member of that committee or subcommittee. The Remuneration Committee consists of six members of the council and must include at least two members of the cabinet.
- 2.5 In educational establishments with delegated budgets the duties and responsibilities of the employer fall partly to governing bodies under the relevant Education legislation.
- 2.6 Chief Officers have authority over all matters relating to staff (other than matters relating to other Chief Officers) in their directorates including all resources and services in those directorates and must obtain the advice and agreement of the Director of Human Resources and OD where proposed action might have corporate or wide-ranging implications e.g., grading of posts, redundancies, dismissals, etc.
- 2.7 General personnel policies, changes to overall establishments and grading structures, are the responsibility of the Cabinet, subject to any policy which for the time being the Council has directed should be reserved for its approval.
- 2.8 The Director of Human Resources and OD is responsible for advising on issues of personnel policy and practice.
- 2.9 Chief Officers are responsible for ensuring the promotion of and adherence to the Council's personnel policies in their own directorates.

3. Recruitment and Appointment

- 3.1 The functions of selecting and appointing any officer of the council other than Chief Officers must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her.²
- 3.2 Candidates for appointment to any post within the council will be required to declare whether they are related to an existing member or officer of the council; any candidate making such a declaration will not be appointed without the independent authorisation of the relevant director or Head of Paid Service as appropriate.
- 3.3 No member will seek support for any person for any appointment.
- 3.4 The council shall disqualify any applicant who directly or indirectly seeks the support of any member for any appointment with the council.

² Schedule 1(II) para 2 2001 Regulations

- 3.5 All jobs will be open to competition and appointments will be made on merit except as provided for in the council's employment policies and its recruitment and selection procedures and all appointments will be made in accordance with those policies and procedures.

4. Recruitment and Appointment of the Head of Paid Service, and Other Chief Officers

- 4.1 The Remuneration Committee shall be the appropriate body for the purposes of the recruitment and appointment of any Chief Officer, subject to clause 3.2 below.
- 4.2 The Head of Paid Service has authority over the selection and appointment of any Deputy Chief Officer, and an offer of employment cannot be made until:
- (a) the Proper Officer has notified at least three (3) members of the Remuneration Panel of –
 - (i) the name of the person and any other particulars relevant to the appointment to whom the Head of Paid Service wishes to make the offer; and
 - (ii) within a period specified in the notice, no less than 3 members of the Remuneration Panel have notified the Proper Officer of any objection to the appointment; and
 - (iii) the Proper Officer is satisfied that any objection received from the Chair of the Remuneration Panel within that period is not material or is not well-founded; then
 - (iv) an offer of employment can then be made;
 - b) Or
 - (i) At least 3 objections to the proposed appointment are made which the Proper Officer considers are material and well founded, in which case the appointment is subject to the rules for the appointment of Chief Officers as set out below.
- 4.3 Every appointment of any Chief officer shall be made by the Remuneration Committee.
- 4.4 Every interim appointment of any Chief officer shall be made by the Head of Paid Service or by an officer nominated by him/her.
- 4.5 Subject to these rules, every appointment of any deputy chief officer shall be made by the Head of Paid Service or by an officer nominated by him/her.

- 4.6 Where the Council proposes to appoint any Chief Officer (save for Head of Paid Service (Chief Executive) and it is not proposed that the appointment be made exclusively from among its existing officers, the Council will:
- (i) draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed; and
 - (ii) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
 - (iii) make arrangements for a copy of the statement as to canvassing mentioned below to be sent to any person on request. The head of paid service or his nominee shall make arrangements for the long listing, short listing and interview of applicants.
- 4.7 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days but may be shortened by the Chair of the Remuneration Panel where necessary for the proper discharge of the council's functions, subject to a minimum period of 24 hours.
- 4.8 Where the appointment is to a Chief Officer post, the Head of Paid Service or their nominee will carry out all steps related to the appointment following consultation with the leader of the council or their nominee.
- 4.9 Where the appointment is to the post of head of paid service, the Remuneration Committee will nominate an officer to carry out all the steps related to the appointment following consultation with the leader of the council or his nominee.
- 4.10 The short-listing and interview of candidates for Chief Officer posts will be carried out by the Remuneration Committee or its sub-committee.
- 4.11 Where the appointment is for the Director of Public Health this process is undertaken jointly with the Secretary of State for Health.
- 4.12 The Remuneration Committee shall be advised by the head of paid service
- 4.13 For the appointment of the head of paid, the Remuneration Committee shall be advised by the Proper Officer.
- 4.14 The Remuneration Committee (in relation to the appointment of the head of paid service) and the Head of Paid Service in relation to those Chief officers to be appointed by the Remuneration Committee or by the Head of Paid Service may appoint external recruitment consultants to assist or advise the committee.

- 4.15 Where three or more candidates are interviewed for a post and there is not a majority of votes cast at the relevant meeting of the Remuneration Committee in favour of one candidate, the candidate receiving the least number of votes shall be disregarded and a fresh vote taken and so on until one candidate receives a majority of the votes.
- 4.16 For the appointment of the Head of Paid Service, Section 151 Officer and Monitoring Officer, the Remuneration Committee will make a recommendation to full council and no offer of employment can be made until full council approval has been given.
- 4.17 Proper Officer means in relation to the appointment of any Chief Officer the Monitoring Officer, or a person nominated by them or if there is conflict then the Proper Officer will be the Head of Paid Service, or a person nominated by them.
- 4.18 An offer of an appointment to a Chief Officer must not be made until³
- (a) the authority, or the appointing committee, sub-committee or officer ("the appointor") has notified the Proper Officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;
 - (b) the Proper Officer has notified every member of the Cabinet of the authority of -
 - (i) the name of the person to whom the appointor wishes to make the offer;
 - (ii) any other particulars relevant to the appointment which the appointor has notified to the Proper Officer; and
 - (iii) the period within which any objection to the making of the offer is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and
 - (c) either -
 - (i) the Leader of the Council has, within the period specified in the notice under sub-paragraph (ii), notified the appointor that neither he/she nor any other member of the Cabinet has any objection to the making of the offer; or
 - (ii) the Proper Officer has notified the appointor that no objection was received by him/her within that period from the Leader of the Council; or

³ Schedule 1(II) para 5 2001 Regulations

- (iii) the appointor is satisfied that any objection received from the Leader of the Council within that period is not material or is not well-founded.⁴

- 4.19 The full Council will approve the appointment of the Head of Paid Service and Monitoring Officer and S151 Officer following a recommendation as to such an appointment by the Remuneration Committee or it's a sub-committee.
- 4.20 Where the Remuneration Committee or subcommittee of the Remuneration Committee appoints Chief officers, in doing so it shall receive and take into account the advice of the Head of Paid Service.

5. Interim Posts

- 5.1 The Head of Paid Service will make such interim arrangements for the appointment of officers including chief officers to interim posts as may be necessary from time to time to ensure that the statutory functions of the council are adequately fulfilled, subject to consultation with both the Chair and Deputy Chair of the Remuneration Panel.
- 5.2 Directors will make such interim arrangements under contract for services for the appointment of officers other than chief officers to interim posts as may be necessary from time to time to ensure functions of the council are adequately fulfilled subject to consultation with the Head of Paid Service.
- 5.3 For the purposes of this rule, 'Interim' means temporary or fixed term or acting up opportunities.

6. Disciplinary Action and Dismissal

- 6.1 Officers are responsible for the operation of the Council's disciplinary procedures, subject to the advice where appropriate of the Director of Human Resources and OD, with the aim of helping an employee to improve his/her performance or conduct. This responsibility may be delegated via service managers with advice from the appropriate Human Resources Business Partners.
- 6.2 An employee who fails to fulfil the requirements of their employment contract because of incapacity through ill health, repeated misconduct or gross misconduct, shall be liable to dismissal in accordance with the appropriate procedures and subject to the concurrence of the Director of Human Resources and OD.

⁴ It will be a matter for the Remuneration Committee to determine in each case whether any objection is material and/or well-founded having been advised by the Monitoring Officer, having regard to the relevance of any such objection to the suitability of the candidate for that role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

- 6.3 The function of taking disciplinary action and dismissal against any officer of the council other than Chief Officers must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her
- 6.4 The function of taking disciplinary action and dismissal against any Chief Officer must be discharged on behalf of authority by the Remuneration Committee and in accordance the rules set out below.⁵

7. Disciplinary Action and Dismissal - Chief Officers

- 7.1 The following rules apply to the dismissal of a Chief officer of the council save for the Head of Paid Service (Chief Executive), s151 Officer (Director of Finance) and Monitoring Officer (Director Law and Governance).
- 7.2 The Remuneration Committee shall be the appropriate body for the purposes of the Dismissal of Chief Officers.
- 7.3 ⁶Paragraph 6.5 below, “dismissor” means, in relation to the dismissal of an officer of the council referred to in paragraph 4.2, Council or, where a committee, is discharging the function of dismissal on behalf of the council, that committee, as the case may be.
- 7.4 Proper Officer means in relation to the dismissal of a Chief Officer means the Monitoring Officer or by a person nominated by them or if there is conflict then Proper Officer will be the Head of Paid Service, or a person nominated by them.
- 7.5 Notice of the dismissal of a Chief Officer must not be given by the dismissor until:
- (a) the dismissor has notified the proper officer of the name of the person who the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;
 - (b) the proper officer has notified every member of the cabinet of:
 - (i) the name of the person who the dismissor wishes to dismiss;
 - (ii) any other particulars relevant to the dismissal which the dismissor has notified to the proper officer; and
 - (iii) the period within which any objection to the dismissal is to be made by the leader on behalf of the cabinet to the proper officer; and
 - (c) either:

⁵ Schedule 1(II) para 3 2001 Regulations

⁶ Schedule 1(II) para 6 2001 Regulations

- (i) the leader has, within the period specified in the notice notified the dismissor that neither they nor any other member of the cabinet has any objection to the dismissal;
- (ii) the proper officer has notified the dismissor that no objection was received by them within that period from the leader; or
- (iii) the dismissor is satisfied that any objection received from the leader within that period is not material or is not well-founded.⁷

8. Disciplinary action and Dismissal – Head of Paid Service, Section 151 Officer and Monitoring Officer (Statutory Chief Officer)

- 8.1 The Remuneration Committee has power to decide whether to investigate any allegation of misconduct by a statutory chief officer, and all matters relating to the conduct of the investigation and/or any subsequent disciplinary process.

9. Suspension

- 9.1 The Head of Paid Service, Monitoring Officer and a S151 Officer may be suspended on full pay whilst an investigation takes place into alleged misconduct.
- 9.2 The decision to suspend the Head of Paid Service will be the Monitoring Officer and the Director of Human Resources and OD with the Leader of the Council. The decision to suspend the Monitoring Officer and s151 Officer will be the Head of Paid Service and the Director of Human Resources and OD.

10. Dismissal

- 10.1 The Remuneration Committee may take disciplinary action short of dismissal or recommend to full council that the Head of Paid Service or the S151 Officer or the Monitoring Officer be dismissed.
- 10.2 Only full council can approve the dismissal of the Head of Paid Service, the S151 Officer or the Monitoring Officer.
- 10.3 The disciplinary procedure involves four stages: an Investigating and Disciplinary Committee, an Appeals Committee, the Independent Panel and the Council.

⁷ It will be a matter for the Remuneration Committee to determine in each case whether any objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the candidate for that role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

- 10.4 The Remuneration Committee is a politically balanced committee comprising six members, at least two of whom will be a member of the Cabinet. Arrangements for flexibility will be required, including the use of reserve members or substitutes, if a member of the Committee has a conflict of interest in the matter to be considered.
- 10.5 The Investigating and Disciplinary Committee (IDC) is a committee comprising three elected members from the Remuneration Committee and at least one of whom will be a member of cabinet.
- 10.6 The Appeals Committee is a committee comprising three members selected from the Remuneration Committee and at least one of whom will be a member of the Cabinet, who have not been involved in the IDC. It hears appeals against action short of dismissal, and decides either to confirm the action, impose no sanction or a lesser sanction.
- 10.7 The Independent Panel is an advisory panel comprising at least two independent persons appointed by the Council. The Independent Panel is only used if the IDC, having received the report of the independent investigator and held a hearing, is minded recommending dismissal to full Council.
- 10.8 If the recommendation is for any action short of dismissal such as a written warning, the Remuneration Committee has the power to impose this without referring to either the Independent Panel or full Council. The relevant officer can then appeal the sanction to the Appeals Committee.
- 10.9 If the Remuneration Committee recommendation is dismissal, then the Independent Panel will hold a hearing where it will listen to both the chair of the IDC and the relevant officer and a report from an independent investigator and will then give their advice/views/recommendations to Council. The matter then goes to full Council for a decision. The relevant officer is allowed to put his or her case to Council before a decision is taken.
- 10.10 The head of paid service, section 151 officer and Monitoring Officer may not be dismissed unless the procedures as set out in these rules are complied with. The Head of Paid Service will be the proper officer for these purposes except where the disciplinary action or dismissal relates to the Head of Paid Service in which case the leader of the council will nominate another Chief officer to carry out these steps in accordance with the JNC for chief officers' model procedures.
- 10.11 The IDC and Appeals committee will also hear grievances by the Head of Paid Service.
- 10.12 The investigating and disciplinary committee (IDC) will meet at least 20 working days before the full Council meeting and will consider whether to dismiss.

- 10.13 An “*independent person*” means any independent person who has been appointed by the council and who has accepted an invitation issued by the Monitoring Officer in accordance with the following priority order -
- (a) a relevant independent person who has been appointed by the authority under section 28(7) of the Localism Act 2011 and who is a local government elector;
 - (b) any other relevant independent person who has been appointed by the authority;
 - (c) a relevant independent person who has been appointed by another authority or authorities.
- 10.14 Before the taking of a vote at the relevant meeting on whether to approve such a dismissal, Council must take into account, in particular -
- (a) any advice, views or recommendations of the independent advisory panel;
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representations from the relevant officer.

11. Training

- 11.1 All officers and members who take part in the recruitment process must have completed the Council's recruitment and selection training or be trained to the satisfaction of the Director of Human Resources.

HUMAN RESOURCE MATTERS

12. Directorate Structural Changes

- 12.1 Chief Officers have the authority to modify their directorate structures to reflect changing needs, to transfer posts within the approved establishment subject to the concurrence of the Director of Human Resources and OD Major changes to directorate structures and establishments require the approval of the Cabinet.
- 12.2 Chief Officers are responsible for the management of redundancies and redeployment, subject to the concurrence of the Director of Human Resources.

13. Salaries and Remuneration

- 13.1 Changes to the salaries and remuneration of Chief Officers require the approval of the Remuneration Committee or a sub-committee of that

committee following consultation with the Director of Human Resources and OD and the appropriate Cabinet Member.

- 13.2 The grading of jobs subject to the terms and conditions of the National Joint Council for Local Government Services will be determined by the Council's Job Evaluation Process in accordance with the local agreement of 8 May 2003.
- 13.3 The Council's Pay Policy will apply to salaries and remuneration of Chief Officers.

14. Appraisal and Management Development

- 14.1 The Director of Human Resources and OD is responsible for the development of effective arrangements for appraisal and management development, including the provision of a management development programme for designated managers on the basis of management competence needs identified by a Chief Officer.
- 14.2 Chief Officers are responsible for the conduct of appraisals and management of employees' development and performance.

15. Health and Safety

- 15.1 The Director of Human Resources and OD is responsible for producing corporate policy and for monitoring the effectiveness of Health and Safety management.
- 15.2 Each Chief Officer is responsible for producing policies and methods of working which ensure the Health and Safety of his/her directorate's employees. Managers and supervisors are responsible for ensuring compliance with these policies and for ensuring employees comply with rules and standards.

16. Equal Opportunities

- 16.1 The Director of Human Resources and OD is responsible for ensuring the effective operation of the employment provisions of the Council's Comprehensive Equality Policy.
- 16.2 Officers are responsible for ensuring the promotion of equal opportunities in employment within their directorates in accordance with the Council's policies and for monitoring progress and providing information to the Director Human Resources and OD. Managers and supervisors are responsible for ensuring that employees are aware of their responsibility to avoid unfair discrimination.

17. Employee Relations and Communications

- 17.1 Individual Officers, in conjunction with the Director of Human Resources and OD, are responsible for ensuring good working relations with employees and the recognised trade union representatives of the workforce. Officers are responsible for informing and consulting both employees and appropriate recognised trade unions about issues which affect the staff in their directorates and are responsible for local joint consultative working groups.
- 17.2 The Council's Grievance Procedure sets out arrangements for settling grievances at the lowest possible level in the organisation. Where agreement is not reached within the directorate the Director of Human Resources and OD is to be consulted.
- 17.3 Provisions and guidance on relations and communication between members of the Council and staff are contained in the Protocol on Member/Officer Relations.

18. Protocol for Employees Working Part-Time and/or Temporarily for, or Providing Consultancy to, other Bodies or Councils

- 18.1 Annex 2 to these Rules is a Protocol which members of staff wishing to take up such forms of employment while employed by the County Council are expected to observe.

Annex 3

Officer Employment Procedure Rules

Note: Provisions marked with an asterisk in these Rules are governed by the Local Authorities (Standing Orders) (England) Regulations 2001

1. General Responsibilities

1.1. Subject to the provisions set out below, the powers to:

- (i) appoint staff;
- (ii) determine the terms and conditions on which they hold office;
- (iii) determine procedures for their dismissal; and
- (iv) decide appeals under the discipline, grievance and regrading claims procedures;

are discharged by the Remuneration Committee. In addition, these powers are delegated to directors to the extent set under this Constitution's Scheme of Delegation to Officers and the provisions of these Procedure Rules.

1.2. In educational establishments with delegated budgets the duties and responsibilities of the employer fall partly to governing bodies under the relevant Education legislation.

1.3. Directors have authority over all matters relating to staff in their directorates, but must obtain the advice and agreement of the Director of Human Resources (through the County Human Resources Manager) where proposed action might have corporate or wide-ranging implications e.g. grading of senior posts, redundancies, dismissals, etc.

1.4. General personnel policies, changes to overall establishments and grading structures, are the responsibility of the Cabinet, subject to any policy which for the time being the Council has directed should be reserved for its approval.

1.5. The County Human Resources Manager is responsible for advising on issues of personnel policy and practice.

1.6. Directors are responsible for ensuring the promotion of and adherence to the Council's personnel policies in their own directorates.

1.7. In relation to Corporate Services the functions of a Director under these Rules shall be exercised by the Head of Paid Service or by such other officer as he/she may designate for that purpose.

2. Structures of Directorates

- 2.1. Officers in Part 7.1 have the authority to modify their directorate structures to reflect changing needs, to transfer posts within the approved establishment subject to the concurrence of the Director of Human Resources (through the County Human Resources Manager) Major changes to directorate structures and establishments require the approval of the Cabinet.
- 2.2. Officers in Part 7.1 are responsible for the management of redundancies and redeployment, subject to the concurrence of the Director of Human Resources (through the County Human Resources Manager).

3. Salaries and Remuneration

- 3.1. Changes to the salaries and remuneration of Officers in Part 7.1 require the approval of the Remuneration Committee or a sub-committee of that committee following consultation with the County Human Resources Manager and the appropriate Cabinet Member.
- 3.2. The grading of jobs subject to the terms and conditions of the National Joint Council for Local Government Services will be determined by the Council's Job Evaluation Process in accordance with the local agreement of 8 May 2003.
- 3.3. The Council's Pay Policy will apply to salaries and remuneration.

4. Recruitment and Appointment of the Head of Paid Service, and Other Officers in Part 7.1

- 4.1. * This Rule (4) applies to:
 - the Head of the Paid Service;
 - a statutory chief officer within the meaning of section 2(6) of the Local Government and Housing Act 1989;
 - a non-statutory chief officer within the meaning of section 2(7) of that Act; and
 - a deputy chief officer within the meaning of section 2(8) of that Act. (see Annex 3)
- 4.2. * Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the appointment of the Head of the Paid Service, the authority must approve that appointment before an offer of appointment is made to him/her.
- 4.3. * The Head of Paid Service has delegated authority under the Scheme of Delegation to take any decision of a committee or sub-committee; notwithstanding that provision where a committee or a sub-committee of the

¹ The specified designations are interpreted as including both Directors and Deputy Directors, in addition to the post of Chief Finance Officer

authority is discharging, on behalf of the authority, the function of the appointment of any officer to whom this Rule applies, at least one member of the Cabinet must be a member of that committee or sub-committee.

- 4.4. Where the Council proposes to appoint an officer to whom this Rule applies and it is not proposed that the appointment be made exclusively from among its existing officers, the Council will:
- (i) draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed;
 - (ii) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
 - (iii) make arrangements for a copy of the statement as to canvassing mentioned below to be sent to any person on request.
- 4.5. The full Council will approve the appointment of the Head of Paid Service and Monitoring Officer following a recommendation as to such an appointment by a sub-committee of the Remuneration Committee.
- 4.6. Where a sub-committee of the Remuneration Committee appoints officers, in doing so it shall receive and take into account the advice of the Head of Paid Service.
- 4.7. * An offer of an appointment as an officer to whom this Rule applies must not be made until -
- (i) the authority, or the appointing committee, sub-committee or officer, as the case may be, ("the appointor") has notified the Proper Officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;
 - (ii) the Proper Officer has notified every member of the Cabinet of the authority of -
 - the name of the person to whom the appointor wishes to make the offer;
 - any other particulars relevant to the appointment which the appointor has notified to the Proper Officer; and
 - the period within which any objection to the making of the offer is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and
 - (iii) either -
 - the Leader of the Council has, within the period specified in the notice under sub-paragraph (ii), notified the appointor that neither he/she nor any other member of the Cabinet has any objection to the making of the offer; or
 - the Proper Officer has notified the appointor that no objection was received by him/her within that period from the Leader of the Council; or

- the appointor is satisfied that any objection received from the Leader of the Council within that period is not material or is not well-founded.

5. Other Appointments

- 5.1. * Subject to (b) below, the function of appointment of any officer other than those mentioned in Rules (4) and (5) above must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her.
- 5.2. * Nothing in (a) above shall prevent a person from serving as a member of any committee or sub-committee established by the authority to consider an appeal by another person against any decision relating to the appointment of that other person as a member of staff of the authority.
- 5.3. All officers and members who take part in the recruitment process must have completed the Council's recruitment and selection training or be trained to the satisfaction of the Director of Human Resources.

6. Canvassing

- 6.1. The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, guardian, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the Council; or of the partner of such persons. No candidate so related to a councillor or an officer will be appointed without the authority of the relevant officer in Part 7.1 or an officer nominated by him/her.
- 6.2. Subject to (d) below, the Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- 6.3. Subject to (d) below, no councillor will seek support for any persons for any appointment with the Council.
- 6.4. Nothing in (b) and (c) above will preclude a councillor from giving a written reference for a candidate for submission with an application for appointment.

7. Appraisal and Management Development

The Director of Human Resources is responsible for the development of effective arrangements for appraisal and management development, including the provision of a management development programme for designated managers on the basis of management competence needs identified by an officer under Part 7.1. Officers under Part 7.1 are responsible for the conduct of appraisals and management of employees' development and performance.

8. Health and Safety

- 8.1. The Director of Human Resources is responsible for producing corporate policy and for monitoring the effectiveness of Health and Safety management.
- 8.2. Each Officer under Part 7.1 is responsible for producing policies and methods of working which ensure the Health and Safety of his/her directorate's employees. Managers and supervisors are responsible for ensuring compliance with these policies and for ensuring employees comply with rules and standards.

9. Equal Opportunities

- 9.1. The County Human Resources Manager is responsible for ensuring the effective operation of the employment provisions of the Council's Comprehensive Equality Policy.
- 9.2. Officers are responsible for ensuring the promotion of equal opportunities in employment within their directorates in accordance with the Council's policies and for monitoring progress and providing information to the County Human Resources Manager. Managers and supervisors are responsible for ensuring that employees are aware of their responsibility to avoid unfair discrimination.

10. Disciplinary Action and Dismissal

- 10.1. * Subject to (d) below, the functions of taking disciplinary action against and dismissal of any officer other than those mentioned in Rules (4) and (5) above must be discharged on behalf of the authority by the Head of the Paid Service or by an officer nominated by him/her.
- 10.2. Subject to (a) above, Officers are responsible for the operation of the Council's disciplinary procedures, subject to the advice where appropriate of the Director of Human Resources (through the County Human Resources Manager), with the aim of helping an employee to improve his/her performance or conduct. This responsibility may be delegated via service managers with advice from the appropriate Human Resources Business Partners.

- 10.3. An employee who fails to fulfil the requirements of his/her employment contract because of incapacity through ill health, repeated misconduct or gross misconduct, shall be liable to dismissal in accordance with the appropriate procedures and subject to the concurrence of the Director of Human Resources (through the County Human Resources Manager).
- 10.4. * Nothing in (a) above shall prevent a person from serving as a member of any committee or sub-committee established by the authority to consider an appeal by a member of staff of the authority against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.* Neither the Head of Paid Service, the Monitoring Officer nor the Chief Finance Officer may be dismissed by unless the procedure set out in Annex 1 to these rules is complied with.
- 10.5. * Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of dismissal of the Head of the Paid Service, the Monitoring Officer or the Chief Finance Officer, the authority must approve that dismissal before notice of dismissal is given to him/her. For the avoidance of doubt, a decision to dismiss any of the aforementioned postholders must be taken by Full Council.
- 10.6. * The Head of Paid Service has delegated authority under the Scheme of Delegation to take any decision of a committee or sub-committee; notwithstanding that provision where a committee or a sub-committee of the authority is discharging, on behalf of the authority, the function of dismissal of any officer to whom Rule (4) applies, at least one member of the Cabinet must be a member of that committee or sub-committee.
- 10.7. * Notice of the dismissal of an officer to whom Rule (4) applies must not be given until:
- (i) the authority, or the dismissing committee, sub-committee or officer, as the case may be, ("the dismissor") has notified the Proper Officer of the name of the person who the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;
 - (ii) the Proper Officer has notified every member of the Cabinet of -
 - the name of the person who the dismissor wishes to dismiss;
 - any other particulars relevant to the dismissal which the dismissor has notified to the Proper Officer; and
 - the period within which any objection to the dismissal is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and
 - (iii) either -
 - the Leader of the Council has, within the period specified in the notice under sub-paragraph (b)(iii), notified the dismissor that neither he/she nor any other member of the Cabinet has any objection to the dismissal;

- the Proper Officer has notified the dismissor that no objection was received by him/her within that period from the Leader of the Council; or
- the dismissor is satisfied that any objection received from the Leader of the Council within that period is not material or is not well-founded.

11. Employee Relations and Communications

- 11.1. Individual Officers, in conjunction with the Director of Human Resources, are responsible for ensuring good working relations with employees and the recognised trade union representatives of the workforce. Officers are responsible for informing and consulting both employees and appropriate recognised trade unions about issues which affect the staff in their directorates and are responsible for local joint consultative working groups.
- 11.2. The Council's Grievance Procedure sets out arrangements for settling grievances at the lowest possible level in the organisation. Where agreement is not reached within the directorate the County Human Resources Manager is to be consulted.
- 11.3. Provisions and guidance on relations and communication between members of the Council and staff are contained in the Protocol on Member/Officer Relations.

12. Protocol for Employees Working Part-Time and/or Temporarily for, or Providing Consultancy to, other Bodies or Councils

Annex 2 to these Rules is a Protocol which members of staff wishing to take up such forms of employment while employed by the County Council are expected to observe.

Divisions Affected - All

COUNCIL

28 March 2023

**Appointment of Interim Executive Director, People, Transformation & Performance
Report by Interim Director of Human Resources and Organisational Development (HR&OD)**

RECOMMENDATION

1. The Council is RECOMMENDED to

- 1.1. Approve a spot salary designation of £167,000 for the post of Interim Executive Director, People, Transformation & Performance.

Executive Summary

2. Following induction exercises, conversations with senior colleagues, and the Leader, the new Chief Executive has determined that the senior leadership structure has a gap in strategic capacity.
3. As a result, the Chief Executive has taken steps to make a temporary appointment to a role to provide additional strategic capacity in the senior leadership team. The temporary role is Interim Executive Director for People, Transformation & Performance.
4. Benchmarking has taken place and advice sought from the Director of HR&OD to determine the salary for this temporary role and this report seeks approval for the salary proposed.

Report Details

5. The Chief Executive has identified a gap in the capacity in the senior leadership team at a strategic level and after consultation with The Leader, Cabinet, Remuneration Committee members and the senior leadership team has taken steps to appoint the interim Chief Executive in place prior to his appointment to the role of Interim Executive Director of People, Transformation & Performance.
6. The Interim Executive Director of People, Transformation & Performance will lead a fundamental and integrated transformation programme within people services (adults, children, public health, and community safety).
7. This immediate appointment means that an enhanced focus and pace needed on transformation can begin now. This approach also maintains the successful

acting up arrangements in place in adults' services can remain in place and has the benefit of local knowledge and relationships being maintained whilst transformational change is designed, and implementation arrangements embedded.

8. The role will also be the executive lead on community hubs, reflecting the Cabinet's budget allocation to bring this programme of work forward in terms of delivery as a priority for 2023.
9. In addition, this temporary role will provide executive transformational and transitional support as the Corporate Director for Customer and Organisational Development has recently resigned and will leave the Council in May 2023.
10. There is no impact on the designation of statutory roles because of this temporary appointment. In legislation the statutory functions of Director of Children's Services (DCS) and Director of Adult Social Services (DASS) must have direct access to and engagement with the Chief Executive so this will be maintained as all postholders will continue have monthly meetings with the CEO and act as members of the senior leadership team. However, the Interim Executive Director of People, Transformation & Resources will be accountable for ongoing line management of the Corporate Directors who undertake the statutory functions, as well as the development and delivery of strategic plans.
11. Benchmarking has taken place to determine the salary for this temporary role. This has included a review of the salaries for comparable roles in other Councils, and of the benchmarking information done as part of the recruitment of the new Chief Executive. This review has been considered by the Director of HR&OD who has advised that a salary uplift of 20% should apply to the substantive salary of the person appointed to this temporary role. A 20% uplift will mean a salary of £167,100.
12. Informal consultation on the salary for this role has taken place with the Leader, Cabinet and with the Remuneration Committee members.
13. The job description for this temporary role is in appendix 1.

Financial Implications

14. The additional temporary costs associated with these arrangements will be met from the transformation reserve.

Comments checked by

Lorna Baxter, Director of Finance lorna.baxter@oxfordshire.gov.uk

Legal Implications

15. S40 Localism Act 2011 establishes openness and accountability in pay in local authorities.

16. The statutory guidance 'Openness and Accountability on local pay under s40 Localism Act 2011' published in 2012 governs the arrangements councils must follow when offering salary packages in excess of £100,000.
17. This Guidance makes clear that full council (or a meeting of members for fire authorities) should be given the opportunity to vote on large salary packages offered in respect of a new appointment. The Guidance states that £100,000 is the right level for that threshold and that figure remains the same as at the date of this report.
18. The Councils Pay Policy 2023, at paragraph 5, says that 'Salary Packages for new posts in excess of £100,000 per annum will be subject to formal approval by full council'.

Comments checked by

Kate Charlton, Interim Head of Improvement Law and Governance, Legal Services.

Staff Implications

19. Permanent changes to the senior team structure are not proposed at this stage, and if it is deemed that they are required a full consultation, assessment and appointments process would be undertaken in line with employment law and council governance and policy.
20. The current acting up arrangements in place in adults' services will be maintained while the substantive potholder undertakes this temporary role.
21. Once this temporary appointment ends the postholder will return to their substantive role and the acting up arrangements will end.

Joanne Pitt

Interim Director of Human Resources and Organisational Development

Appendix 1: Job Description for Interim Executive Director of People, Transformation & Performance

Contact Officer: Interim Director of Human Resources and Organisational Development

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Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Executive Director People, Transformation and Performance
Salary:	TBC
Grade:	Senior Management
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Senior Leadership Team
Service Area:	People Services
Primary Location:	County Hall, Oxford, with opportunities for agile working.
Budget responsibility:	
Responsible to:	Chief Executive
Responsible for:	People services: Children’s, Education, Public Health, Community Safety and Fire, Adult Social Care.
Political Restricted Post:	Yes

Job Purpose

<p>Oxfordshire County Council is committed to the delivery of high-quality public services. We are focused on upstream prevention, working to address inequalities, and providing services to the most vulnerable in our communities. We have an ambitious transformational agenda, a changing national policy framework and a fundamental challenge with regards to the financial sustainability and operations of our highest spending services.</p> <p>The Executive Director is an interim role established to oversee the design, establishment, and delivery of a transformational agenda across people services. Working directly to the Chief Executive and elected members the post holder is accountable for the development of transformational strategies across people services, ensuring the council has the culture, structures and processes to deliver its strategic priorities for users of adults and children’s services.</p> <p>Furthermore, the postholder holds a strategic leadership brief reshaping the council's wider transformation agenda to ensure that there are robust and strategic transformational plans in place to modernise and improve services and set out a strategy to deliver savings and efficiencies in line with the councils MTFS.</p> <p>The role will provide transitional senior support to the CEO, ensuring that transformational programmes are developed and delivered at pace through Executive sponsorship of this portfolio.</p> <p>Working within a complex political environment internally and externally, the post holder will drive effective strategy and transformational change to deliver the highest standards of service across the council and prepare services for future challenges.</p>
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Strategic Leadership Accountabilities

To provide strong, visible leadership and engage with stakeholders to facilitate the generation of ideas and delivery of new ways of working to support transformation, using exceptional leadership skills to secure delivery of effective and sustainable services in a challenging financial environment.

To work collaboratively with the leadership team, political leadership of the council and stakeholders to shape and deliver the council's objectives.

To provide inspirational and professional leadership to staff, fostering a strong culture of standards, performance, delivery and accountability.

To be a role model of the council's behaviours and leadership expectations and ensure that all approaches and outcomes are consistent with organisational and public service values.

To drive effective collaboration across the council, with members, suppliers and the wider partnership system.

To look beyond the council's boundaries to identify innovative approaches and best practice that could deliver improved outcomes.

To determine the most cost-effective use and deployment of resources to achieve corporate and functional objectives, ensuring compliance with statutory and financial obligations, and that effective systems operate to manage performance and risk.

To work inclusively with a diverse range of stakeholders and provide leadership on equality issues to promote equality of opportunity.

Job Responsibilities

- In conjunction with the Chief Executive and Cabinet to develop a robust transformation model for the council, identify key transformation priorities linked to place, people, and organisation, and to design and develop the necessary programmes. Develop and establish effective delivery and implementation arrangements.
- Provide visible and strategic leadership across the functions, setting clear and measurable direction, allocating resources, financial control, assessing impact and creating a working environment that enables people to flourish and deliver services to the highest possible standard.
- Lead on the development of the ICS agenda both as part of the ICB and in support of the Oxfordshire Place Director.
- Redefine the adult services transformation priorities linked to the government's Adult Social Care agenda, with a specific focus on prevention, early intervention, and demand management, identifying and implementing the next phase of community resilience (maximising opportunities to ensure robust links to the same agenda within Children's).
- Establish a robust programme of work in preparation for Adult Social Care inspection and to identify further opportunities for integration of services with the NHS, with particular focus on urgent and emergency care response, the government's community services agenda and mental health services (in conjunction with similar priorities in Children's Services), and community resilience.
- Revisiting, reviewing, updating, and agreeing specific transformational programmes for Children's and Education to reflect the service improvement, efficiency, and priority areas, building upon the mock inspection and any subsequent OFSTED inspection and to map a clear long-term sustainable programme.

- Establish a high performing programme management office and a quality management function to support the transformation, performance and improvement agenda within CEF.
- Oversee (through the DCS) the delivery of transformation programmes, establish an outcomes reporting and monitoring framework. Maximise the use of technology, workforce and customer data and insight to inform evidence-based decision-making service development, leading the identification and reporting of relevant metrics.
- In Public Health, to support the development of locality profile work, including action planning and the implementation of the director of Public Health's priorities.
- Act as the executive sponsor for the councils emerging community hubs programme and ensure there are effective links to community health partners as well as family support partners.
- Take an active role in external professional networks and to seek opportunities to collaborate and work in partnership to ensure that leading edge thinking is brought into and applied to the organisation.
- To manage the corporate directors and officers who report to this post.
- To deputise for the Chief Executive as required.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential (e) and desirable (d) criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Person Specification

<p>Knowledge</p> <p>Demonstrable understanding of the changing role of local authorities, the issues facing local government and the wider economy and how they impact relevant service areas. (e)</p> <p>Up to date professional knowledge base of the key areas relevant to the role and authoritative insight into the relationship between different fields. (e)</p> <p>A thorough knowledge and demonstrable understanding of both transformation and continuous improvement approaches and techniques and the development of systems, service and performance plans. (e)</p>	<p>Assessment</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p>
<p>Skills and abilities</p> <p>Ability to communicate, persuade, negotiate and influence at all levels. (e)</p> <p>Ability to design and implement transformation programmes to deliver performance and financial objectives.</p> <p>Ability to apply discretion and initiative in dealing with complex sensitive issues. (e)</p> <p>Ability to think strategically with appropriate level of detail analysis to plan and execute. (e)</p> <p>Authoritative and influential with highly developed relationship management and networking skills, and the ability to foster joint working across service and organisational boundaries for the benefit of residents and communities. (e)</p> <p>Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability. (e)</p> <p>Strong analytical and problem solving skills. (e)</p> <p>Commitment to our organisational values and behaviours and equal opportunity policy, with an ability to demonstrate personal leadership on the importance of diversity. (e)</p>	<p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p>
<p>Relevant experience</p> <p>Substantial sector relevant professional leadership experience, evidenced by a solid track record of success, of strategic leadership in a complex, devolved and dynamic organisation. (e)</p> <p>Track record of successfully leading and supporting services through significant transformation, leading new ways of working that achieve large scale</p>	<p>A/T/I</p> <p>A/T/I</p>

performance improvement and improved outcomes for residents / service users. (e)	
Experience of developing relationships and influencing multiple stakeholders at a local and national level (e)	A/T/I
Experience of working with Trade unions, staff and stakeholder groups to deliver change. (e)	A/T/I
Experience of effectively managing large (multi £m) complex budgets. (e)	A/T/I
Education, training and work qualifications	
Educated to degree level in a relevant discipline or with a relevant professional or management qualification at post graduate level, or demonstrable equivalent experience. (e)	A/T/I
Evidence of continued professional, managerial and personal development in relevant professional area. (e)	A/T/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Divisions affected – All

COUNCIL

28 MARCH 2023

COUNCILLOR ALLOWANCES 2022-23

Report of the Director of Law & Governance and Monitoring Officer

RECOMMENDATION

1. The Council is RECOMMENDED

To increase the Basic Allowance and Special Responsibility Allowances by 5.3% in line with the percentage rise in employee costs for Oxfordshire County Council arising from the 2022-23 Local Government pay award.

Background

2. The Independent Remuneration Panel (IRP) recommendations on a new allowances scheme were accepted by Council on 2 November 2021 and became effective on 1 April 2022. The current allowances are shown in the Annex to this report.
3. The recommendations included linking future increases to the Local Government pay award for employees each year. They are silent on when this should begin other than to state that the link to the pay settlement should be for a period of no more than four years.
4. The IRP recommendations were originally presented at Council on 8 December 2020 but were not accepted at that time. If the recommendations had been accepted, the new allowances scheme would have become effective on 1 April 2021. From 1 April 2022, the allowances would have been increased in line with the pay award for Local Government employees effective from 1 April 2022.
5. Historically the Local Government annual pay award has been based on a percentage uplift for most employees. The award for 2022-23 agreed between the National Employers and Unions in November 2022 was for a lump sum of £1,925 for all employees and a national percentage increase was

not quoted. Other (non-salary) employee allowances were increased by 4.04% as part of the annual pay award. The £1,925 uplift resulted in a 5.3% increase in employee costs for Oxfordshire County Council in 2022-23.

Uplift from 1 April 2022

6. Views on the annual uplift in allowances have been sought from IRP members – David Shelmerdine, Martyn Hocking and Katherine Powley.
7. They note that councillor allowances would have been subject to an uplift from 1 April 2022 if the recommendations of the IRP had been accepted in December 2020. They believe that the Basic Allowance and Special Responsibility Allowances should still be increased from 1 April 2022.
8. Councillors do not receive a salary and IRP members are not supportive of applying the lump sum payment of £1,925 given to employees to councillor allowances. They therefore considered two options:
 - a) Increasing the Basic Allowance and Special Responsibility Allowances by 4.04% in line with other (non-salary) employee allowances in 2022-23.
 - b) Increasing the Basic Allowance and Special Responsibility Allowances by 5.3% in line with the percentage rise in employee costs for Oxfordshire County Council arising from the 2022-23 Local Government pay award.
9. On balance, IRP members support b) as it is the closest alternative to what the IRP had in mind when the recommendations were made to Council in December 2020.
10. This results in the Basic Allowance increasing by £636 to £12,636 with associated Special Responsibility Allowances rising proportionately. Individual allowances are shown in the Annex to this report.
11. If supported, allowances will be updated through the Council's payroll system with the increase backdated to 1 April 2022 and shown in pay slips at the end of April 2023.

Corporate policies and priorities

12. One of the priorities in the Council's Strategic Plan is to 'Play our part in a vibrant and participatory local democracy'. Councillor allowances should reflect the time commitment of elected members and compensate them appropriately to ensure that local people are not dissuaded from standing for election.

Financial implications

13. The 2022-23 Revenue Budget includes provision for the annual uplift in councillor allowances and sufficient funds are available.

Legal implications

14. The IRP is appointed under the Local Authorities (Members' Allowances)(England) Regulations 2003 (the Regulations), to consider a Councillor Allowances Scheme and to make recommendations to the Council on any changes to the scheme it believes are appropriate. The Council cannot make any amendments to the scheme without having first considered any recommendations made by the IRP.

Employee implications

15. No direct implications affecting employees

Equality and inclusion implications

16. Local people, including those from minority and protected groups, should not be discouraged from standing for election.

Anita Bradley

Director of Law & Governance and Monitoring Officer

Annex: Basic Allowance and Special Responsibility Allowances – current and proposed 5.3% uplift.

Background papers: Councillors allowances report presented to Council on 8 December 2020.

Councillor allowances report presented to Council on 2 November 2021.

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March 2023

2022-23 Councillor Allowances

	Current	5.3% uplift
Basic Allowance		
All Members	£12,000.00	£12,636.00
Special Responsibility Allowances		
Leader of the Council	£36,000.00	£37,908.00
Deputy Leader	£24,000.00	£25,272.00
Cabinet Member	£19,200.00	£20,220.00
Scrutiny Committee Chair	£7,200.00	£7,584.00
Horton HOSC Chair	£5,400.00	£5,688.00
Audit and Governance Committee Chair	£7,200.00	£7,584.00
Planning and Reg. Committee Chair	£7,200.00	£7,584.00
Pension Fund Committee Chair	£7,200.00	£7,584.00
Chair of Council	£10,200.00	£10,740.00
Vice-chair of Council	£2,550.00	£2,688.00
Leader of the Opposition	£12,000.00	£12,636.00
Shadow Cabinet Members	£3,000.00	£3,156.00
Locality Committee Chairs	£1,200.00	£1,260.00
Police and Crime Panel Chair	£7,200.00	£7,584.00