

To: Members of the Joint Shared Services & Personnel Committee

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

**Tuesday, 1 February 2022 at 1.30 pm**

**County Hall, New Road, Oxford OX1 1ND**

Please note that Council meetings are currently taking place in-person (not virtually). Meetings will continue to be live-streamed and those who wish to view them are strongly encouraged to do so online to minimise the risk of Covid 19 infection.

If you wish to view proceedings, please click on this [Live Stream Link](#). However, that will not allow you to participate in the meeting.

Places at the meeting are very limited. If you still wish to attend this meeting in person, you must contact the Committee Officer by 9am four working days before the meeting and they will advise if you can be accommodated at this meeting and of the detailed Covid-19 safety requirements for all attendees.

**Please note that in line with current government guidance all attendees are strongly encouraged to take a lateral flow test in advance of the meeting**



Yvonne Rees  
Chief Executive

24 January 2022

Committee Officer: **Natasha Clark**  
Email: [natasha.clark@oxfordshire.gov.uk](mailto:natasha.clark@oxfordshire.gov.uk) Tel: 01295 221534

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### **Membership**

#### *Councillors*

Liz Brighthouse OBE  
Ian Corkin  
Donna Ford  
Andrew Gant

Mike Kerford-Byrnes  
Liz Leffman  
Ian Middleton  
Eddie Reeves

Barry Richards  
Barry Wood

#### *Substitute Councillors*

Oxfordshire County  
Council:

Kieron Mallon  
Jane Murphy

Judy Roberts  
Richard Webber

Cherwell District Council:

Conrad Copeland  
Tony Ilott  
George Reynolds

Sean Woodcock  
Bryn Williams

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## Declarations of Interest

### **The duty to declare.....**

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

### **Whose Interests must be included?**

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

### **What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.**

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

### **List of Disclosable Pecuniary Interests:**

**Employment** (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members' conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@oxfordshire.gov.uk) for a hard copy of the document.

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

# AGENDA

1. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **Appointment of Chair for the municipal year 2021/2022**
4. **Appointment of Deputy Chair for the municipal year 2021/2022**
5. **Minutes of Previous Meeting (Pages 1 - 2)**  

To approve the minutes of the meeting held on 25 March 2021.
6. **Petitions and Public Address**
7. **S113 Agreement Oxfordshire County Council and Cherwell District Council**

\*\* Please note this report will follow as it is currently being reviewed and finalised \*\*

Report of Chief Executive