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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



Yvonne Rees
Chief Executive

24 January 2022

Committee Officer: **Natasha Clark**
Email: natasha.clark@oxfordshire.gov.uk Tel: 01295 221534

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

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

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

Whose Interests must be included?

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

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

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

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

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

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

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

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

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

List of Disclosable Pecuniary Interests:

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

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

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

AGENDA

1. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **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

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OXFORDSHIRE JOINT SHARED SERVICES & PERSONNEL COMMITTEE

MINUTES of the meeting held on Thursday, 25 March 2021 commencing at 9.00 am and finishing at 9.34 am.

Present:

Councillor Ian Corkin – in the Chair

Councillors:

Liz Brighthouse OBE
Mrs Judith Heathcoat
Ian Hudspeth

Mike Kerford-Byrnes
Liz Leffman
Ian Middleton

Barry Richards
Barry Wood

Officers: Steve Jorden, Corporate Director, Commercial Development, Assets and Investment; Tim Spiers, Director Digital and ICT; Claire Taylor, Corporate Director Customers, Organisational Development and Resources; Sue Whitehead (Law & Governance)

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.

23/21 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda Item 1)

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

24/21 MINUTES

(Agenda Item 3)

The Minutes of the meeting held on 16 December 2020 were approved as a correct record and signed.

25/21 EXEMPT INFORMATION

(Agenda Item 5)

RESOLVED: that the public be excluded for the duration of item JSSPC5 –since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to that item and since it is considered that, in all the circumstances of

the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PROCEEDINGS FOLLOWING THE WITHDRAWAL OF THE PRESS AND PUBLIC

26/21 JOINT PROPERTY RESTRUCTURE CONSULTATION

(Agenda Item 6)

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

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

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would distort the proper process of consultation between the authority with another party for the purposes described and would prejudice the position of the authority in holding those consultations and other consultations of a similar nature in future.

The Committee considered a report that set out a business case for a joint property management team. The Committee agreed that consultation with affected staff begin so as to implement the new structure and deliver the savings required.

..... in the Chair

Date of signing 2021