



**OXFORDSHIRE
COUNTY COUNCIL**



To: Members of the Joint Shared Services & Personnel Committee

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

Monday, 14 March 2022 at 10.00 am

Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA

Yvonne Rees
Chief Executive, Cherwell District Council

4 March 2022

Stephen Chandler
Interim Chief Executive,
Oxfordshire County Council

Committee Officer:

Natasha Clark

Email: natasha.clark@oxfordshire.gov.uk

Tel: 01295 221589

Membership

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

Councillors

Donna Ford

Mike Kerford-Byrnes

Eddie Reeves

Andrew Gant

Liz Leffman

Barry Richards

Ian Middleton

Barry Wood

County Hall, New Road, Oxford, OX1 1ND

www.oxfordshire.gov.uk Media Enquiries 01865 323870

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 democracy@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. Welcome and Introductions

The Chair to invite all meeting attendees to introduce themselves

2. Apologies for Absence and Temporary Appointments

3. Declarations of Interest - see guidance note

4. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 1 February 2022.

5. 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. In line with current Government advice, those attending the meeting in person are asked to consider wearing a face-covering.

Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate 'hybrid' meetings we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. 9 am on Tuesday 8 March 2022. Requests to speak should be sent to natasha.clark@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 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

6. Joint Shared Services and Personnel Committee Terms of Reference (Pages 7 - 10)

The Chair to confirm adoption of the amended Terms of Reference (attached) be each council's Full Council

7. Joint Officer Transition Working Group (JOTWG) Update

The CDC Chief Executive and OCC Interim Chief Executive, supported by Joint Officer Transition Working Group (JOTWG) members, to provide an update to the Committee which the Committee is recommended to note.

Should it be necessary to consider exempt information as defined in paragraphs 1, 2, 3 or 4 of Part 1 of schedule 12A Local Government Act 1972, the Committee will need to refer to agenda item 9 to exclude the press and public for the duration of any such discussion

8. Interim Staffing Structural Arrangements

The CDC Chief Executive and OCC Interim Chief Executive to update the Committee, which the Committee is recommended to note.

Should it be necessary to consider exempt information as defined in paragraphs 1, 2, 3 or 4 of Part 1 of schedule 12A Local Government Act 1972, the Committee will need to refer to agenda item 9 to exclude the press and public for the duration of any such discussion

9. Exclusion of the Press and Public (if required)

Should it be necessary to consider exempt information as defined in the following paragraphs of Part 1 of schedule 12A Local Government Act 1972 in relation to agenda items 7 or 8.

1 - Information relating to any individual.

2 – Information which is likely to reveal the identity of any individual

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, Members should balance the interests of individuals or the Councils in having access to the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

Should Members decide not to consider the matter and make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.”

10. Joint Officer Transition Working Group (JOTWG) Update - Exempt matters (if required)

To consider, if required, exempt matters arising from the Joint Officer Transition Working Group (JOTWG) update

11. Interim Staffing Structural Arrangements - Exempt matters (if required)

To consider, if required, exempt matters arising from the Interim Staffing Structural Arrangements update

DATES OF FUTURE MEETINGS

Dates of future meetings will be confirmed in due course