



**OXFORDSHIRE
COUNTY COUNCIL**



To: Members of the Joint Shared Services & Personnel Committee

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

Monday, 25 April 2022 at 2.00 pm

County Hall, New Road Oxford OX1 1ND

Yvonne Rees
Chief Executive, Cherwell District Council

13 April 2022

Stephen Chandler
Interim Chief Executive,
Oxfordshire County Council

Committee Officer:

Natasha Clark

Email:

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Tel: 01295 221589

Membership

Chair – Councillor Liz Brighthouse OBE
Deputy Chair – Ian Corkin

Councillors

Donna Ford
Andrew Gant

Mike Kerford-Byrnes
Liz Leffman
Ian Middleton

Eddie Reeves
Barry Richards
Barry Wood

Notes:

- ***Substitutes – JSSPC members are reminded that there are named substitutes for the committee***
- ***Date of next meeting: 23 May 2022***

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. Apologies for Absence and Temporary Appointments**
- 2. Declarations of Interest - see guidance note**
- 3. 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 four working days before the meeting i.e. 9am on Tuesday 19 April 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 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

- 4. Minutes (Pages 1 - 6)**

To approve the minutes of the meeting held on 14 March 2022.

- 5. Joint Officer Transition Working Group (JOTWG) Update and Recommendations**

Please note this report will follow

- 6. 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 item 5.

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.”

7. Joint Officer Transition Working Group (JOTWG) Update and Recommendations - Exempt matters, if required

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JOINT SHARED SERVICES & PERSONNEL COMMITTEE

MINUTES of the meeting held on Monday, 14 March 2022 commencing at 10.00 am and finishing at 11.25 am

Present:

Councillor Liz Brighthouse OBE – in the Chair

Councillors:

| | | |
|---------------------------|---------------------|----------------|
| Ian Corkin (Deputy Chair) | Mike Kerford-Byrnes | Barry Richards |
| Donna Ford | Liz Leffman | Barry Wood |
| Andrew Gant | Eddie Reeves | |

Officers:

| | |
|------------------|---|
| Stephen Chandler | OCC Interim Chief Executive |
| Lorna Baxter | OCC Director of Finance & S151 Officer |
| Anita Bradley | OCC & CDC Director of Law & Governance & OCC Monitoring Officer |
| Yvonne Rees | CDC Chief Executive |
| Nathan Elvery | CDC Interim Chief Operating Officer |
| Michael Furness | CDC Assistant Director of Finance & S151 Officer |
| Shahin Ismail | CDC Interim Monitoring Officer |
| Natasha Clark | Governance & Elections Manager |

8/22 WELCOME AND INTRODUCTIONS

The Chair welcomed Members and officers to the meeting and invited all attendees to introduce themselves.

9/22 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies were received from Councillor Ian Middleton, with no substitute appointed

10/22 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE

There were no declarations of interest.

11/22 MINUTES

The Minutes of the meeting held on 1 February 2022 were agreed as a correct record and signed by the Chair.

12/22 PETITIONS AND PUBLIC ADDRESS

There were no petitions or requests to address the meeting.

13/22 JOINT SHARED SERVICES AND PERSONNEL COMMITTEE TERMS OF REFERENCE

The Chair referred Members to the supplement to the agenda which contained the amended Terms of Reference for the Joint Shared Services and Personnel Committee which had been agreed by the 7 February 2022 Cherwell District Council Full Council meeting and the 8 February 2022 Oxfordshire County Council Full Council meeting.

14/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE

The CDC Interim Chief Operating Officer gave a presentation which provided an update from the Joint Officer Transition Working Group (JOTWG).

JOTWG had monthly meetings scheduled from March to July which would feed into the monthly scheduled Joint Shared Services and Personnel Committee (JSSPC) meetings. This would enable the agreed Section 113 Agreement termination date of 31 August 2022 would be achieved.

The CDC Interim Chief Operating Officer advised JSSPC that there were three phases to the separation work with all service areas included within one of the phases. Each service area had a lead CDC and OCC officer and included a recommendation from the respective leadership teams as to whether there was an ongoing partnership opportunity, further work was required or the service area should be decoupled. JSSPC were asked to consider and endorse the direction of travel for each service area to enable officers to progress.

The CDC Interim Chief Operating Officer advised that within phase one, housing services had already been decoupled as a statutory services decision. The three further service areas within phase one, Emergency Planning, Environmental Health and Climate Team were recommended as an ongoing partnership opportunity, with some further work required on the Climate Team. The three service areas would be considered at the 4 April JOTWG meeting.

In response to Members' questions, the CDC Chief Executive explained that Environmental Health had been a joint service since 2017/18 and served residents well. Going forward, the service would be delivered in partnership but via a different arrangement to a S113 Agreement.

In considering the Climate Change Team, Members commented that there was already countywide work and it was important to have a unified approach and ensure value for residents. The OCC Interim Chief Executive

explained that preliminary work had been undertaken and further work was required to identify the future model.

In the course of the discussion, it was highlighted that endorsement of a direction of travel did not signal de facto agreement as both councils needed to have regard to value for money.

JSSPC endorsed the direction of travel for the services within phase one.

The CDC Chief Operating Officer advised that within phase two, procurement, internal audit and counter fraud had been identified as an ongoing partnership opportunity. In relation to the following services, CDC has proposed decoupling to support local policies/priorities, service or statutory role: Legal Services; Democratic Services; Policy & Performance; Communications; Information Governance; FOI's; and, HR Training & Health and Safety. These services were due to be considered by JOTWG on 12 May.

JSSPC endorsed the direction of travel for the services within phase two.

In response to Members' comments about opportunities for partnerships with other councils, the Interim Chief Operating Officer explained that the presentation set out the current arrangements but going forward, the councils would not only consider the current service but also use the opportunity to review. The OCC Interim Chief Executive highlighted the importance for both councils to ensure all services were robust and delivered what was required.

The CDC Interim Chief Operating Officer gave an overview of the services within phase three which were scheduled to be considered by the JOTWG on 20 June. IT Services had been identified as an ongoing partnership opportunity. Whilst Property Services, Customer Services and Continuous Improvement had also been identified as an ongoing partnership opportunity, further work was required.

JSSPC endorsed the direction of travel for the services within phase two.

The CDC Interim Chief Operating Officer concluded the update by giving an overview of the high-level risk analysis including issues, assumptions, and dependencies.

Resolved

- (1) That it be noted that housing services had already been decoupled as a statutory services decision.
- (2) That the direction of travel for services in phase one be endorsed: ongoing partnership opportunity for Emergency Planning, Environmental Health and Climate Team, with further work required on the Climate Team.

- (3) That the direction of travel for services in phase two be endorsed: ongoing partnership opportunity for procurement, internal audit, and counter fraud; decoupling of Legal Services, Democratic Services, Policy & Performance, Communications, Information Governance, FOI's and HR Training & Health and Safety.
- (4) That the direction of travel for services in phase three be endorsed: an ongoing partnership opportunity for IT Services; ongoing partnership opportunity, with further work required for Property Services, Customer Services and Continuous Improvement.

15/22 INTERIM STAFFING STRUCTURAL ARRANGEMENTS

All aspects of the interim staffing structural arrangements were considered in private session.

16/22 EXCLUSION OF THE PRESS AND PUBLIC (IF REQUIRED)

Resolved

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.

17/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE - EXEMPT MATTERS (IF REQUIRED)

All aspects of the Joint Officer Transition Working Group (JOTWG) Update were considered in the public part of the part of the meeting and are referred to under minute 14/22.

18/22 INTERIM STAFFING STRUCTURAL ARRANGEMENTS - EXEMPT MATTERS (IF REQUIRED)

The CDC Interim Chief Operating Officer gave an exempt presentation which gave an overview of the decoupling of the Joint Senior Leadership Team (CEDR) and Wider Leadership Team which was noted and endorsed by JSSPC.

The CDC Assistant Director of Finance and S151 Officer gave an exempt presentation on the Cherwell District Council financial implications of decoupling.

In response to Members' questions, the CDC Interim Chief Operating Officer explained that the next stage of work to be undertaken was to commence services reviews of the 18 identified services working to the timeframe that had been set out.

In response to Members' questions regarding the future cost to each council for delivering services in light of the decoupling, the CDC Chief Executive explained that it was not possible to give an exact cost at this time. The exempt presentation had set out baseline and the processes and changes for each service area would now be worked through.

The CDC Chief Executive gave an overview of the CDC interim senior leadership structure which had been agreed by the Personnel Committee on 28 February 2022. The OCC Interim Chief Executive gave an overview of the proposed OCC interim senior leadership structure. Both structures were noted by JSSPC.

Resolved

- (1) That the update on the decoupling of the Joint Senior Leadership Team (CEDR) and Wider Leadership Team be noted.
- (2) That the financial implications be noted.
- (3) That the CDC interim senior leadership structure be noted.
- (4) That the proposed OCC interim senior leadership structure be noted.

19/22 READMITTANCE OF THE PRESS AND PUBLIC

Resolved

That the press and public be readmitted to the meeting.

20/22 CLOSE OF MEETING

On behalf of JSSPC, the Chair thanked officers for the work to date and a very clear presentation.

..... in the Chair

Date of signing

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