

Public Document Pack

To: Members of the Joint Shared Services & Personnel Committee

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

Monday, 23 May 2022 at 10.30 am

Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA



Yvonne Rees
Chief Executive, Cherwell District Council

May 2022



Stephen Chandler
Interim Chief Executive,
Oxfordshire County Council

Committee Officer:

Natasha Clark

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Tel: 01295 221589

Membership

Councillors – Cherwell District Council (CDC) – Members and named substitutes to be appointed at the CDC Annual Council Meeting on Wednesday 18 May 2022

Councillors – Oxfordshire County Council (OCC)

Liz Brighthouse OBE

Andrew Gant

Eddie Reeves

Donna Ford

Liz Leffman

Named Substitutes (OCC)

Kieron Mallon

Judy Roberts

Jane Murphy

Richard Webber

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- **Dates of future meetings:**
3.30pm – 5pm, Monday 4 July 2022 at Bodicote House, Bodicote, Oxon OX15 4AA
10.30am – 12noon, Friday 29 July at Bodicote House, Bodicote, Oxon OX15 4AA

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. **Appointment of Chair for the municipal year 2022/2023**
4. **Appointment of Vice-Chair for the municipal year 2022/2023**
5. **Minutes (Pages 1 - 4)**

To approve the minutes of the meeting held on 25 April 2022.

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. 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 17 May 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.

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

Please note this report will follow

8. **Exclusion of the Press and Public**

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 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.”

9. Joint Officer Transition Working Group (JOTWG) Update and Recommendations - Exempt Matters

To consider any exempt matters arising from the report

10. Readmittance of the Press and Public

The Committee to resolve to readmit the press and public to the meeting

11. Joint Officer Transition Working Group (JOTWG) Update and Recommendations

Following the readmittance of the press and public, any further discussion and to vote on the recommendations

JOINT SHARED SERVICES & PERSONNEL COMMITTEE

MINUTES of the meeting held on Monday, 25 April 2022 commencing at 2.00 pm and finishing at 2.40 pm

Present:

Councillor Liz Brighthouse OBE – in the Chair
Councillor Ian Corkin – Vice-Chair

Councillors:

Ian Corkin	Mike Kerford-Byrnes	Barry Wood
Donna Ford	Liz Leffman	Jane Murphy (substitute)
Andrew Gant	Barry Richards	

Officers:

Stephen Chandler	OCC Interim Chief Executive
Lorna Baxter	OCC Director of Finance & S151 Officer
Richard Hodby	Solicitor, on behalf of the OCC Director of Law & Governance & Monitoring Officer
Robin Rogers	OCC Programme Director
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

21/22 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies were received from Councillor Eddie Reeves, with Councillor Jane Murphy attending as substitute.

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

22/22 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE

There were no declarations of interest.

23/22 PETITIONS AND PUBLIC ADDRESS

There were no petitions or public addresses.

24/22 MINUTES

The Minutes of the meeting of the Committee held on 14 March 2022 were agreed as a correct record and signed by the Chair, subject to the following amendment:

Minute 14/22: Penultimate paragraph, replace “two” with “three”

25/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS

The Chief Executive (Cherwell District Council) and the Interim Chief Executive (Oxfordshire County Council) submitted a report which, in-line with the decision in February 2022, of both Councils to give notice to terminate the current s.113 partnerships between the Councils and the subsequent direction of travel for future working endorsed by the JSS&P Committee on 14 March, set out recommendations for future working arrangements for the six services now within Phase 1 of the transition programme approved by the Committee.

26/22 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.

27/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS - EXEMPT MATTERS, IF REQUIRED

The Programme Director presented exempt Annex B, which set out a summary of the proposal for each of the following service areas brought forward by the JOTWG following the due diligence and service review process: Internal audit; Counter Fraud Service; Climate Action Team; Corporate Health and Safety; Policy and Strategy; and, Healthy Place Shaping.

In relation to Internal Audit and the Counter Fraud Service, it was recommended that revised partnership working arrangements be established for the two services areas.

In relation to Climate Action, it was recommended that the partnership working arrangements through the current s.113 Agreement be decoupled and a revised partnership working arrangement be established.

Following the services reviews, the Committee was recommended to support the decoupling of partnership working arrangements managed through the current s.113 agreement in Corporate Health and Safety, Policy and Strategy Healthy Place Shaping.

The presentation included an overview of the exempt staffing and financial aspects in relation to each service review. The Committee was advised that no specific posts were put at direct risk through the recommendations.

In response to Members' questions, the OCC Director of Finance and CDC Assistant Director of Finance explained that there had been minor changes to the baseline figures but the overall financial implications would not be known until all service reviews had been completed.

The Committee noted the exempt aspects of the report and presentation and endorsed the proposal for each service area.

28/22 READMITTANCE OF THE PRESS AND PUBLIC

Resolved

That the press and public be readmitted to the meeting.

29/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS

There being no further discussion on the report, the Committee unanimously agreed all recommendations.

Resolved

- (1) That the programme update be noted.
- (2) That the establishment of revised partnership working arrangements for the following services, as set out in the exempt annex to the Minutes (as set out in the Minute Book), subject to the conclusion of suitable agreements between the Councils be agreed:
 - Internal Audit
 - Counter-Fraud
- (3) That the decoupling of the partnership working arrangements managed through the current s.113 agreement and establishment of a revised partnership working arrangement for the following services, as set out in the exempt annex to the Minutes (as set out in the Minute Book), subject to the conclusion of suitable agreements between the Councils:
 - Climate Action

- (4) That the completion of such agreements and any actions necessary to establish the revised partnership arrangements in relation to the services identified in resolutions (2) and (3) be delegated to the Assistant Director Law and Governance (CDC) and the Director of Law and Governance (OCC), in consultation with the Leaders of each Council.

- (5) That the decoupling of partnership working arrangements managed through the current s.113 agreement as set out in the exempt annex to the Minutes (as set out in the Minute Book), in the following services be supported:
 - Corporate Health and Safety
 - Policy and Strategy
 - Healthy Place Shaping

- (6) That the final arrangements and actions necessary for transition in the services identified in resolution (5) be delegated to the Chief Executive (CDC) and Interim Chief Executive (OCC) working through the Joint Officer Transition Working Group (JOTWG).

..... in the Chair

Date of signing