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To: Members of the Joint Shared Services & Personnel Committee

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

Monday, 4 July 2022 at 3.30 pm

Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA



Yvonne Rees
Chief Executive, Cherwell District Council

24 June 2022



Stephen Chandler
Interim Chief Executive,
Oxfordshire County Council

Committee Officer:

Natasha Clark

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Membership

Chairman – Councillor Ian Corkin
Vice Chairman – Liz Brighthouse OBE

Councillors

	Ian Middleton	Jason Slaymaker
Donna Ford	Eddie Reeves	Barry Wood
Liz Leffman	Alison Rooke	Sean Woodcock

Notes:

- **Date of next meeting: 10.30am, 29 July 2022 – Bodicote House, Bodicote, Banbury, Oxfordshire 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. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 23 May 2022.

4. 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 requests to speak at this meeting are required by no later than 9am four working days before the meeting: by 9am on Tuesday 28 June 2022. Requests to speak should be sent to democracy@cherwell-dc.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.

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

** Please note this report will follow **

Report by the Chief Executive (Cherwell District Council) and the Interim Chief Executive (Oxfordshire County Council)

6. 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.”

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

To consider exempt matters arising from the report (please note the papers for this item will follow)

8. Readmittance of the Press and Public

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

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

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

JOINT SHARED SERVICES & PERSONNEL COMMITTEE

MINUTES of the meeting held on Monday, 23 May 2022 commencing at 10.30 am and finishing at 11.15 am

Present:

Councillor Liz Brighthouse OBE – Vice-Chair in the Chair

Councillors:

Donna Ford
Liz Leffman

Ian Middleton
Eddie Reeves
Alison Rooke

Jason Slaymaker
Barry Wood

Councillors present virtually (no voting rights):

Ian Corkin – Chair

Officers:

Stephen Chandler	OCC Interim Chief Executive
Lorna Baxter	OCC Director of Finance & S151 Officer
Anita Bradley	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

30/22 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies were received from Councillor Sean Woodcock, with no substitute appointed.

31/22 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE

There were no declarations of interest.

32/22 APPOINTMENT OF CHAIR FOR THE MUNICIPAL YEAR 2022/2023

It was proposed by Councillor Leffman and seconded by Councillor Wood that Councillor Corkin be appointed Chair of the Joint Shared Services and Personnel Committee for the municipal year 2022/2023.

There were no further nominations.

Resolved

That Councillor Ian Corkin be appointed Chair of the Joint Shared Services and Personnel Committee for the municipal year 2022/2023.

33/22 APPOINTMENT OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2022/2023

It was proposed by Councillor Wood and seconded by Councillor Leffman that Councillor Liz Brighthouse OBE be appointed Vice-Chair of the Joint Shared Services and Personnel Committee for the municipal year 2021/2022.

There were no further nominations.

Resolved

That Councillor Liz Brighthouse OBE be appointed Vice-Chair of the Joint Shared Services and Personnel Committee for the municipal year 2022/2023.

(As Councillor Corkin had joined the meeting virtually due to covid isolation, Councillor Brighthouse OBE chaired the meeting)

34/22 MINUTES

The Minutes of the meeting of the Committee held on 25 April 2022 were agreed as a correct record and signed by the Vice Chair.

35/22 PETITIONS AND PUBLIC ADDRESS

There were no petitions or public addresses.

36/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS

The Chief Executive (Cherwell District Council, CDC) and the Interim Chief Executive (Oxfordshire County Council, OCC) 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 nine services now within Phase 2 of the transition programme approved by the Committee.

In introducing the report, the CDC Interim Corporate Director – Communities explained that it was anticipated that JSS&P decision making would be complete at the JSS&P meeting scheduled for 4 July 2022. The decisions

taken in relation to services in Phase 1 were being implemented under delegations to the respective CDC and OCC Chief Executives. Phase 2 was being presented to this meeting and Phase 3 service areas would be presented to the 4 July meeting.

The CDC Interim Corporate Director – Communities advised JSS&P that further work was required on four service areas that had been in Phase 2: Customer Services; Continuous Improvement; Land Charges; and, Property, Investment and Facilities Management. As previously reported to JSS&P, a further review of these service areas was needed to reach a direction of travel conclusion. Since that time, and following the decisions related to Phase 1 service areas, a clearer understanding of emerging priorities and further refinement of CDC's target operating model has been achieved and therefore the conclusion of CDC is to decouple these services from the strategic partnership.

In response to Members' questions seeking clarification on the costs for each council, the CDC Assistant Director of Finance explained that the report set out the current baseline figures in the current budget position and were not additional costs. An update on baseline figures would be provided at the next JSS&P meeting.

37/22 EXCLUSION OF THE PRESS AND PUBLIC

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.

38/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS - EXEMPT MATTERS

The CDC Interim Corporate Director – Communities 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: Legal Services; Democratic Services; Information Governance; FOI; Performance & Insight; Corporate Programmes; Strategic Marketing; Communications; and Consultation and Engagement;

In relation to Legal Services, the Committee was advised that the decision to decouple had already been implemented within the service.

In relation to Democratic Services, Information Governance, FOI's, Performance and Insight, Corporate Programmes and Communications, it was recommended that the services be decoupled with a separate provision of services by each council.

In relation to Marketing, it was recommended that the partnership working arrangements through the current Page 3 Agreement be decoupled, and OCC

would provide a pay-as-you-go marketing, design, and video services to CDC.

In relation to Consultation and Engagement, it was recommended that the partnership working arrangements through the current s.113 Agreement be decoupled, and an SLA be established for support to CDC.

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 regarding liability for statutory responsibilities if services were provided by another authority, the CDC interim Assistant Director Law, Governance and Democratic Services and OCC Director of Law and Governance explained that statutory responsibilities cannot be discharged to another authority so it would remain with the responsible authority with delivery through an SLA. SLAs would be service specific and include indemnities, quality/performance KPIs, risk and cost.

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

39/22 READMITTANCE OF THE PRESS AND PUBLIC

Resolved

That the press and public be readmitted to the meeting.

40/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS

On behalf of JSS&P the CDC Leader, Councillor Wood, and OCC Leader, Councillor Leffman thanked officers for their hard work in ensuring that the decoupling was a straightforward process. Elected Members and residents should take confidence that the process had been a well-managed piece of work with no change to service delivery by CDC or OCC.

The Chair endorsed the comments of the Leaders and added her thanks to officers and explained that whilst there was an end date for the decoupling of the formal partnership arrangements, partnership working between the county and district would continue.

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 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:
 - Strategic Marketing
 - Consultation and Engagement

- (3) That the completion of such agreements and any actions necessary to establish the revised partnership arrangements 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.

- (4) That the decoupling of partnership working arrangements managed through the current s.113 agreement in the following services, as set out in the annex to the Minutes (as set out in the Minute Book) be agreed:
 - Legal Services
 - Democratic Services
 - Information Governance
 - FOI's
 - Performance and Insight
 - Corporate Programmes
 - Communications

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

- (6) That the revised direction of travel for Customer Services, Continuous Improvement, and Land Charges and for Property, Investment and Facilities Management be approved.

..... in the Chair

Date of signing

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