

**Democratic Services**

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20 October 2020

**SUMMONS TO ATTEND**

**MEETING:** WEST OXFORDSHIRE DISTRICT COUNCIL  
**PLACE:** TO BE HELD VIA VIDEO CONFERENCING BECAUSE OF SOCIAL DISTANCING REQUIREMENTS AND GUIDANCE (see [note](#))  
**DATE:** WEDNESDAY 28 OCTOBER 2020  
**TIME:** 12:30 PM

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**RECORDING OF MEETINGS**

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

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**A G E N D A**

- 1. Minutes of the meeting held on 29 July 2020 (copy attached)**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
- 4. Receipt of Announcements**

To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Head of Paid Service.
- 5. Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.

## 6. Resignation and Election of Leader of the Council

Councillor James Mills has notified his intention to resign from the position of Leader of the Council at this meeting.

Accordingly, nominations will be sought for the election of the Leader. Under the terms of the Local Government and Public Involvement in Health Act, the elected Leader's term of office will end on the day following his/her normal day of retirement from the Council. Thus, it will be for the period to 10 May 2021; 9 May 2022; or 8 May 2023, depending on who is elected.

## 7. Appointment of Executive Members

The Leader will make an announcement in relation to the membership of the Executive and the associated portfolios.

## 8. Recommendations from the Executive

### Purpose:

To receive and consider recommendations from the Cabinet in the period since 29 July 2020.

### Recommendation:

That the recommendations set out in Annex I to the report be adopted.

## 9. Reports of the Cabinet and the Council's Committees

To receive the reports of the following meetings of the Cabinet and the Council's Committees. Unless otherwise stated, copies are attached:

- |     |  |                                   |                  |
|-----|--|-----------------------------------|------------------|
| (a) | <a href="#">Cabinet</a>  | <a href="#">26 August 2020</a>    |                  |
| (b) | <a href="#">Urgency Committee</a>                                      | <a href="#">16 September 2020</a> |                  |
| (c) | <a href="#">Economic and Social Overview and Scrutiny Committee</a>    | <a href="#">17 September 2020</a> |                  |
| (d) | <a href="#">Development Control Committee</a>                          | <a href="#">21 September 2020</a> |                  |
| (e) | <a href="#">Cabinet</a>  | <a href="#">23 September 2020</a> |                  |
| (f) | <a href="#">Environment Overview and Scrutiny Committee</a>            | <a href="#">1 October 2020</a>    |                  |
| (g) | <a href="#">Finance and Management Overview and Scrutiny Committee</a> | <a href="#">7 October 2020</a>    |                  |
| (h) | Cabinet  | 21 October 2020                   | <b>To follow</b> |

## 10. Review of Political Balance – Report of the Head of Democratic Services (copy attached)

### Purpose:

To review the allocation of seats on the Committees of the Council to the political groups and non-aligned member, as a consequence of changes in the membership of the Conservative and Liberal Democrat Groups and the reduction in the number of non-aligned members from two to one.

### Recommendations:

- (a) That the seats on the Committees of the Council be allocated to the political groups and the non-aligned member in accordance with the rules relating to

political balance, and as indicated in the Table under paragraph 2.2 of the report, subject to the Council deciding (i) on which of the Overview and Scrutiny Committees the Conservative Group will have eight rather than nine seats; and (ii) on which of the two Overview and Scrutiny Committees where the Conservative Group has nine seats the Labour and Co-operative Party Group will have three seats and the Liberal Democrats two, and vice versa;

- (b) That as a consequence of the revised political balance figures, Councillor Richard Langridge be appointed to serve on the Development Control Committee; and
- (c) That it be noted that other changes in the membership of any Committees consequent to the above decisions shall be made in accordance with the wishes of the political groups, and notified to all members of the Council.

#### **11. Review of Video Conference Meetings and Procedures – Report of the Head of Democratic Services (copy attached)**

Purpose:

To review the arrangements for virtual meetings, i.e. Council, Cabinet and Committee meetings held via video conferencing.

Recommendations:

- (a) That the report be noted;
- (b) That the Virtual Meetings Procedure Rules approved by Council on 13 May 2020 be amended in accordance with Annex 1 to the report;
- (c) That no changes be made to the Councillor Protocol for Virtual Meetings in Annex 2 to the report; and
- (d) That the Council considers whether it wishes to specify a retention period for the recordings of meetings held via video conferencing.

#### **12. Covid-19 Recovery Plan for West Oxfordshire (Report of the Chief Executive – copy attached)**

Purpose:

To outline a draft plan for the Council's approach to recovery from the impacts of Covid-19 in terms of both its leadership role working with West Oxfordshire's communities and the Council's own functioning.

Recommendation:

That the draft Recovery Plan attached as Annex A to the report be approved, subject to the consideration of the recommendation from Cabinet.

#### **13. Carbon Action Plan: The Pathway to Achieving Carbon Neutral by 2030 (Report of the Climate Change Manager – copy attached)**

Purpose:

To consider the proposed Carbon Action Plan and pathway to achieving the Council's target of carbon neutral by 2030.

Recommendation:

That the contents of the report be noted and, subject to the consideration of the recommendation from Cabinet, the Carbon Action Plan be approved for publication, as the Council's pathway to achieving carbon neutral by 2030.

**14. Motion: Live Streaming of Council and Committee Meetings (Report of the Head of Democratic Services – copy attached)**

Purpose:

To consider the motion originally proposed and seconded at Council on 23 October 2019, in the context of the comments and recommendation of the Finance and Management Overview and Scrutiny Committee.

Recommendation:

That the Council considers and determines the motion in the light of the recommendation of the Finance and Management Overview and Scrutiny Committee.

**15. Motion: Electronic Communications (Report of the Head of Democratic Services – copy attached)**

Purpose:

To consider the motion proposed and seconded at Council on 22 January 2020, in the context of the comments and recommendation of the Finance and Management Overview and Scrutiny Committee.

Recommendation:

That the Council considers and determines the motion in the light of the recommendation of the Finance and Management Overview and Scrutiny Committee.

**16. Motion: Firework Displays (Report of the Head of Democratic Services – copy attached)**

Purpose:

To consider the motion proposed and seconded at Council on 26 February 2020, in the context of the comments and recommendation of the Environment Overview and Scrutiny Committee.

Recommendation:

That the Council considers and determines the motion in the light of the recommendation from the Environment Overview and Scrutiny Committee.

**17. Motion: Environmental Awards for Businesses (Report of the Head of Democratic Services – copy attached)**

Purpose:

To consider the motion proposed and seconded at Council on 26 February 2020, in the context of the comments and recommendation of the Environment Overview and Scrutiny Committee.

Recommendation:

That the Council considers and determines the motion in the light of the recommendation from the Environment Overview and Scrutiny Committee.

**18. Emergency and Urgency Delegations Decisions (Report of the Head of Democratic Services – copy attached)**

Purpose:

To note decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.

Recommendation:

That the report be noted.

## 19. Sealing of Documents (copy attached)

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted

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Giles Hughes  
Chief Executive

This agenda is being dealt with by Keith Butler, Tel: (01993) 861521;  
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Note: Councillors will be sent an invitation to the meeting via Cisco Webex. Members of the public may view the meeting via [Facebook Live](#). A Facebook account is not required.