

Democratic Services

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18 April 2017

SUMMONS TO ATTEND

Part I

MEETING: WEST OXFORDSHIRE DISTRICT COUNCIL

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY

DATE: WEDNESDAY 26 APRIL 2017

TIME: 2.00 PM

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.

A G E N D A

- 1. Minutes of the meeting held on 22 February 2017 (previously circulated)**
- 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. Recommendations from the Executive and the Council's Committees (Report of the Head of Democratic Services – copy attached)**

Purpose:
To receive and consider recommendations made by the Cabinet and the Council's Committees from 9 March to 19 April 2017.

Recommendation:

That the recommendations set out in the Appendix to the report be adopted.

7. Reports of the Cabinet and the Council's Committees (copies attached)

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

- (a) [Economic and Social Overview and Scrutiny Committee](#) 9 March 2017
- (b) [Cabinet](#) 15 March 2017
- (c) [Environment Overview and Scrutiny Committee](#) 30 March 2017
- (d) [Audit and General Purposes Committee](#) 30 March 2017
- (e) [Finance and Management Overview and Scrutiny Committee](#) 5 April 2017
- (f) Cabinet 19 April 2017 – **To Follow**

8. Notice of Motion – Rural Weighting for General Practitioner Services

The following motion has been received in the names of Ms E P R Leffman and Mr A M Graham, namely:

“This Council notes that during recent weeks the Oxfordshire Clinical Commissioning Group has been conducting a consultation, during the course of which it has been admitted that in Witney alone, we are short of 7 GPs.

Many patients across the District have to wait for as long as 4 weeks for a non-emergency appointment with their GP. With the closure of Deer Park Medical Centre this situation can only get worse. This is longer than the national average, and a very different experience to that found in many urban areas. This is in part due to the inability to attract GP's to serve in a rural area, especially one where house prices are very high compared with many parts of the country.

This Council asks our MP, Robert Courts, to lobby the Secretary of State for Health to introduce a scheme of 'rural weighting' for GP's who accept positions in areas such as West Oxfordshire. Similar to the accepted practice of 'London weighting', such a scheme would aim to attract the needed physicians and in turn would facilitate the better provision of health services.”

9. Notice of Motion – Right to Require Votes to be Recorded

The following motion has been received in the names of Messrs A S Coles and E J Fenton, namely:

“That Rule 15 in the Council Procedure Rules set out in Part 4 of the Constitution be amended by the addition of the wording shown in italics below;

Right to require *Vote(s) to be recorded*

Where any member requests it immediately after the vote is taken, their vote will be recorded in the minutes to show whether they voted for or against the question or whether they abstained from voting.

Where all the members of a political group have voted for or against a question, and if requested by the leader or spokesperson of that political group immediately after the vote is taken, the votes of the members of that political group will be

recorded in the minutes to show whether they voted for or against the question or whether they abstained from voting.

Where any member requests prior to a vote being taken, and is supported by three other members who signify their support by standing, the vote will be taken by roll-call, and each member present shall signify whether he or she is voting in favour of the question, against the question, or is abstaining, which shall be recorded in the minutes of the meeting.”

In accordance with paragraph 21(b) of the Council Procedure Rules the above Motion (being a Motion to add to the Council Rules of Procedure) will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

10. Sealing of Documents (copy attached)

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.

A handwritten signature in black ink, appearing to read 'Frank Wilson', with a long horizontal stroke extending to the right.

Frank Wilson
Strategic Director and Head of Paid Service

Democratic Services

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18 April 2017

SUMMONS TO ATTEND

Part II

- MEETING:** ANNUAL MEETING OF THE WEST OXFORDSHIRE DISTRICT COUNCIL
- PLACE:** COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY
- DATE:** WEDNESDAY 26 APRIL 2017
- TIME:** AT THE CONCLUSION OF THE ORDINARY MEETING OF THE COUNCIL
-

A G E N D A

- 1. Election of Chairman**
- 2. Chairman to make declaration of acceptance of office**
- 3. Appointment of Vice-Chairman**
- 4. Vice-Chairman to make declaration of acceptance of office**
- 5. Apologies for Absence**
- 6. 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.
- 7. Receipt of Announcements**

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

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
- 9. Appointment of Deputy Leader and Executive Members**

The Leader of the Council to announce his appointment of the Deputy Leader and his appointments to the Executive.

10. Review of Member Structures and Democratic Costs (Report of the Strategic Director and Head of Paid Service – copy attached)

Purpose:

To respond to the Leader of the Council's commitment for a review of the current committee structures in light of requests received from Councillors, and give an opportunity for councillors to comment.

Recommendations:

- (a) That consideration is given to the matters raised in this report; and
- (b) That Council determines (i) how it wishes to take forward the consideration of options for amending the structure of its Committees; and (ii) whether it wishes to request a further report on the questions of the electoral cycle and the number of members of the Council.

11. Appointment of Committees (Report of the Strategic Director and Head of Paid Service – copy attached)

Purpose:

To appoint the Committees of the Council, in accordance with the Constitution and, where applicable, the rules relating to political balance.

Recommendations:

- (a) That the Committees indicated in paragraph 3.2 of the report be appointed, with the specified membership, for the period to the next annual meeting of the council or to the approval of any revised member meeting structures, whichever is the sooner;
- (b) That seats on those Committees be allocated to the political groups in accordance with the rules relating to political balance, and as indicated in the Table under paragraph 3.5, subject to the necessary adjustments referred to in the report;
- (c) That Members be appointed to each of the Committees in accordance with the wishes of the political groups;
- (d) That in accordance with, and subject to the exceptions in, Rule 4 of the Council Procedure Rules, all Members of each political group not appointed to a committee or sub-committee be named as alternate members for the member or members of that group who have been appointed to that committee or sub-committee;
- (e) That, pursuant to paragraph 3.6 of the report, and in order to ensure that each of the political groups shall have its overall entitlement of committee places, Council decides on (i) which of the Overview and Scrutiny Committees the Conservative and Labour Groups shall be allocated an additional seat; and (ii) on which two of the Overview and Scrutiny Committees the Liberal Democrat Group shall have one seat fewer than shown in the report;
- (f) That the Licensing Committee be re-constituted for 2017/2018, with a membership in the range of 10-15; and
- (g) That seats on the Licensing Committee be allocated to the political groups in accordance with the principles of political balance, and having regard to the information in paragraphs 3.7 and 3.8, and be filled in accordance with their wishes.

12. Election of Chairman of the Council pro-tem for the appointment of Chairman of Committees

Recommendation:

That the Chairman of Council be elected as Chairman pro-tem for the appointment of Chairman of Committees

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Frank Wilson
Strategic Director and Head of Paid Service

Democratic Services

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18 April 2017

SUMMONS TO ATTEND

MEETING: AS DETAILED ON AGENDA BELOW

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY

DATE: WEDNESDAY 26 APRIL 2017

TIME: AT THE CONCLUSION OF THE ANNUAL COUNCIL MEETING

A G E N D A

Audit and General Purposes Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman
4. Appointment of Miscellaneous Licensing Sub-Committee
5. Appointment of Standards Sub-Committee

Miscellaneous Licensing Sub-Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Standards Sub Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Human Resources Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman
4. Appointment of Employment Appeals Sub-Committee
5. Appointment of Grievance Sub-Committee
6. Appointment of Grievance Appeals Sub-Committee

Development Control Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman
4. To consider the appointment of the Area Planning Sub-Committees on a geographical basis

Note:

The constitution of the Area Planning Sub-Committees on a non-political basis can only be implemented if no Member votes against the proposition. The Council's constitution makes provision for the Chairman of the Development Control Committee to be a member of both of the Area Planning Sub-Committees.

5. Appointment of Uplands Area Planning Sub-Committee
6. Appointment of Lowlands Area Planning Sub-Committee

Lowlands Area Planning Sub-Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Uplands Area Planning Sub-Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Urgency Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Economic and Social Overview and Scrutiny Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Finance and Management Overview and Scrutiny Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Environment Overview and Scrutiny Committee

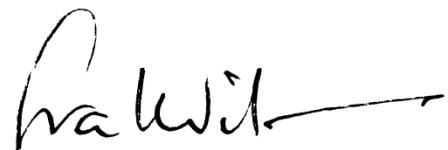
1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

Licensing Committee

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman
4. Appointment of Licensing Panel

(It is proposed that the Licensing Panel be appointed as follows:-

- The Chairman or Vice Chairman of the Licensing Committee shall sit on and Chair each meeting of the Panel.
- The other two members of each meeting of the Panel shall be drawn on an alphabetical rota basis from the remaining members of the Licensing Committee.
- In the event of a member being unavailable or otherwise unable to sit for a particular hearing, the next member on the rota be approached, with the former being eligible to sit at the next meeting instead.
- In the event of the Chairman or Vice-Chairman being unable to sit on a particular hearing the third member of the Panel shall be drawn from the membership of the Committee under the usual rota system and the Panel shall appoint a Chairman for the hearing(s) from that membership as its first item of business.
- That no member who has not attended appropriate training shall be permitted to sit on a meeting of the Licensing Panel.)



Frank Wilson
Strategic Director and Head of Paid Service