

**Democratic Services**

**Reply to:** Paul Cracknell  
**Direct Line:** (01993) 861523  
**Fax:** (01993) 861450  
**E-mail:** [paul.cracknell@westoxon.gov.uk](mailto:paul.cracknell@westoxon.gov.uk)

29 August 2017

**SUMMONS TO ATTEND**

**MEETING:** WEST OXFORDSHIRE DISTRICT COUNCIL  
**PLACE:** COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY  
**DATE:** WEDNESDAY 6 SEPTEMBER 2017  
**TIME:** 2.00 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 21 June 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. Long Service Award**

Purpose:  
To acknowledge a Long Service Award to Mandy Fathers

**7. Recommendations from the Executive and the Council's Committees**

No recommendations have been made by the Cabinet or the Council's Committees between 29 June and 23 August 2017.

**8. 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) [Audit and General Purposes Committee](#) 29 June 2017
- (b) [Economic and Social Overview and Scrutiny Committee](#) 6 July 2017
- (c) [Finance and Management Overview and Scrutiny Committee](#) 12 July 2017
- (e) [Environment Overview and Scrutiny Committee](#) 20 July 2017
- (d) [Cabinet](#) 23 August 2017

**9. Council Retained Officer Structure and Delegations as a Consequence of Establishment of Shared Services Company (Report of the Head of Paid Service – copy attached)**

Purpose:

To set out the new arrangements to enable the Council to continue to discharge its functions once the Council enters into contracts with its own local authority company, Publica, for the delivery of services.

Recommendations:

- (a) That the following officers be appointed to the specified statutory officer roles with effect from the date of transfer:-  
Giles Hughes – Head of Paid Service  
Jenny Poole – Section 151 Officer
- (b) That the structure in the report be approved, and the Head of Paid Service be authorised to determine the manner in which the discharge by the authority of their different functions is co-ordinated in conjunction with Publica in line with paragraph 4.16 of the report;
- (c) That officers employed either solely or partly by the Council be employed using the same terms and conditions, HR policies and procedures as Publica employees;
- (d) That the Head of the Paid Service be designated as the Council's Proper Officer for any functions or purposes where the matter does not fall within the specific authority of one of the statutory officers or any of the roles where dual employment will apply; and
- (e) That the Monitoring Officer be authorised to make any necessary changes to the Council's constitution as a result of the changes approved pursuant to this report.

**10. Questions by Members**

In accordance with paragraph 10 (b) of the Council's Rules of Procedure, Mr A M Graham has given notice of the following question, addressed to the Leader of the Council:-

*“Does the Leader of this Council believe that this council is fulfilling its legal obligations in supporting the homeless and can he confirm what the latest figures are and how this council is going to counter the abject lack of emergency accommodation in the district and will he join me in positive action by arranging a briefing for all councillors so we can all join together to ensure an effective plan is in place to tackle the homeless need in our district?”*


**11. 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