

Democratic Services

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4 May 2020

SUMMONS TO ATTEND

MEETING: WEST OXFORDSHIRE DISTRICT COUNCIL
PLACE: TO BE HELD REMOTELY BECAUSE OF SOCIAL DISTANCING REQUIREMENTS AND GUIDANCE (see [note](#))
DATE: WEDNESDAY 13 MAY 2020
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 26 February 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. Cabinet Membership and Portfolios for 2020/2021**

The Leader of the Council will advise the Council of the composition of the Cabinet for 2020/21, including the portfolios of Cabinet Members.

7. 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. Copies are attached:

- (a) [Economic and Social Overview and Scrutiny Committee](#) 27 February 2020
- (b) [Development Control Committee](#) 2 March 2020
- (c) [Cabinet](#) 18 March 2020

8. Virtual Meetings and Delegation Arrangements – Report of the Head of Democratic Services (copy attached)

Purpose:

To report to Council for information and to seek decisions on a range of matters relating to the administration of Council decision making in the context of the coronavirus pandemic.

Recommendations:

- (a) That the report be noted;
- (b) That the next annual meeting of the council shall take place in May 2021;
- (c) That, subject to the council's decision on recommendation (b), and to any alterations approved at this meeting, the proposed Virtual Meetings Procedure Rules in Annex 1 and the proposed Councillor Protocol for Virtual Meetings in Annex 2 to the report be approved and incorporated into the Constitution until such time as the Regulations cease to have effect;
- (d) That, in the event of a Licensing Panel being required to meet, the Chief Executive is authorised, in consultation with the Chairman of the Licensing Committee, to establish arrangements for the participation of interested parties which meet the statutory requirements;
- (e) That the delegations set out in paragraphs 3.2 to 3.4 of the report be approved, and the Constitution amended accordingly; and
- (f) That the proposed changes to the previously approved meetings programme for 2020/21 set out below paragraph 4.5 of the report be approved, for the reasons explained.

9. Chief Finance Officer/ Deputy Chief Executive (Statutory Section 151 Officer) Role – Report of the Chief Executive (copy attached)

Purpose:

To consider the proposed permanent full time Chief Finance Officer/ Deputy Chief Executive role, which would also be the Council's statutory Section 151 Officer. The report also states that an interim appointment to the Section 151 Officer role may be necessary in advance of the completion of the recruitment process for the permanent role. The budget for a full time Chief Finance Officer/ Deputy Chief Executive role was approved by Council in February 2020.

Recommendations:

- (a) That the report be noted;
- (b) That the outcome of the interview process for the Chief Finance Officer/Deputy Chief Executive be considered, and if appropriate the appointment of a candidate

be approved, subject to the successful completion of post-interview checks and processes; and

- (c) That the Council determines an interim appointment to the Section 151 role should that be necessary.

10. Sealing of Documents (copy attached)

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.



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 remote meeting via Cisco Webex.
Information for members of the public will be published on the website ahead of the meeting
(www.westoxon.gov.uk/meetings)