



WEST OXFORDSHIRE
DISTRICT COUNCIL

Tuesday, 14 May 2024
Reissued Wednesday, 15 May 2024

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ANNUAL COUNCIL

You are summoned to the annual meeting of Council, which will be held in the Council Chamber - Council Offices, Woodgreen, Witney, OX28 1NB on **Wednesday, 22 May 2024 at 2.00 pm.**

Giles Hughes
Chief Executive

To: Members of the Council:

Councillors: Andrew Coles (Chair), Elizabeth Poskitt (Vice-Chair), Joy Aitman, Lidia Arciszewska, Thomas Ashby, Hugo Ashton, Andrew Beaney, Michael Brooker, Adam Clements, David Cooper, Julian Cooper, Steve Cosier, Rachel Crouch, Jane Doughty, Genny Early, Duncan Enright, Roger Faulkner, Phil Godfrey, Andy Goodwin, Andy Graham, David Jackson, Edward James, Natalie King, Liz Leffman, Nick Leverton, Dan Levy, Andrew Lyon, Paul Marsh, Charlie Maynard, Martin McBride, Stuart McCarroll, Michele Mead, David Melvin, Rosie Pearson, Rizvana Poole, Andrew Prosser, Nigel Ridpath, Carl Rylett, Geoff Saul, Sandra Simpson, Alaric Smith, Ruth Smith, Tim Sumner, Sarah Veasey, Liam Walker, Mark Walker, Adrian Walsh, Alex Wilson, Alistair Wray

Recording of Proceedings – The law allows the public proceedings of Council, Executive, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Election of Chair for 2024/25**

Purpose:

To elect a Councillor, other than a Member of the Executive, to be the Chair of Council.

Recommendation:

That Council resolves to

1. Elect a Chair of the Council for a term of office extending to the start of the Annual Council meeting in May 2025.

2. **Election of Vice-Chair for 2024/25**

Purpose:

To elect a Councillor, other than a Member of the Executive, to be the Vice-Chair of Council.

Recommendation:

That Council resolves to:

1. Elect a Vice-Chair of the Council for a term of office extending to the start of the Annual Council meeting in May 2025.

3. **Apologies for Absence**

To receive any Apologies for Absence from Members of the Council.

4. **Declarations of Interest**

To receive any Declarations of Interest from Members of the Council on any items to be considered at the meeting.

5. **Minutes of Previous Meeting (Pages 7 - 22)**

To approve the minutes of the previous meeting of Council, held on Wednesday 13 March 2024.

6. **Receipt of Announcements**

To receive any announcements from the Chair, Leader of the Council, Members of the Executive, the Chief Executive Officer, the Director of Governance and the Director of Finance.

7. **Vote of thanks to the retiring Chair and Vice-Chair**

To give a vote of thanks to the retiring Chair and Vice-Chair of the Council.

8. **Report of the Leader**

Purpose:

To receive a report from the Leader covering:

- The appointment of the Deputy Leader;
- The appointment of Executive Members and the allocation of portfolio responsibilities;
- Appointments to the Future Oxfordshire Partnership and its advisory groups (environment, housing, infrastructure and planning);
- Confirmation that the Executive Scheme of Delegation is as set out in Parts 3D and 4 of the Constitution;
- The appointment of any Member Champions.

Recommendation:

That Council resolves to:

1. Note the Report of the Leader.

9. **Returning Officer's Report on Elections held on 2 May 2024 (Pages 23 - 24)**

Purpose:

To receive and note a report from the Council's Returning Officer following the local elections held on 2 May 2024.

Recommendation:

That Council resolves to:

1. Note the Returning Officer's Report on Elections held on 2 May 2024.

10. **Appointment of Members to the Council's Committees, including Substitute Members (Pages 25 - 34)**

Purpose:

To establish the Council's committees for the 2024/25 Civic Year and appoint members to committees and working groups:

- To establish the Council's committees as defined in Part 3C of the Council's Constitution, for the Civic Year 2024/25;
- To establish the allocation of seats to political groups based on political proportionality;
- To appoint members to the Council's committees, working groups external committees for the Civic Year 2024/25;

Recommendations:

That Council resolves to:

1. Agree to establish the Council's Committees as defined in Part 3 of the Council's Constitution, for the Civic Year 2024/25;
2. Determine that, in accordance with Section 15 of the Local Government and Housing Act 1989 ("the Act"), the Council shall continue to apply the political balance provisions under the Act to committees as shown in Annex A;
3. Agree to reduce the size of the Audit and Governance Committee to 11 Councillors (from 17);
4. Agree to include a rule in the Constitution (Part 3C) that no Members of the Executive will sit on the Audit and Governance Committee;
5. Authorise officers to undertake a recruitment exercise for up to 2 Independent Persons to become non-elected Members of the Audit and Governance Committee;
6. Appoint councillors to serve on the Council's committees, working groups and external committees, as set out in Annex B (to follow) for a term of office expiring at the next Annual Meeting of the Council;
7. Note the arrangements for substitute members set out in part 5 of the report.

11. **Scheme of Officer Delegations**

Purpose:

To adopt the [Council's Constitution](#) and agree the Scheme of Officer Delegations, other

than those relating to Executive functions as required by the Constitution at the Annual Council meeting.

Recommendation:

That Council resolves to:

1. Adopt the Council's Constitution and agree the Scheme of Officer Delegations, other than those relating to Executive functions, as set out in Part 4 of the Constitution.

12. Recommendations of the Independent Remuneration Panel (Pages 35 - 40)

Purpose:

To consider recommendations made to Council by the Independent Remuneration Panel, from its meeting held on 23 April 2024.

Recommendations:

The Council's Independent Remuneration Panel recommend that Council resolves to:

1. Agree that the Vice-Chair of a single Overview and Scrutiny Committee be paid a Special Responsibility Allowance (SRA) of 0.5x the basic allowance paid to all Councillors, reducing to 0.25x basic allowance if there is more than one Overview and Scrutiny Committee;
2. Agree to backdate the payment of the SRA paid to the Vice-Chair of the Overview and Scrutiny Committee to first meeting of the new Overview and Scrutiny Committee (8 November 2023).

13. Appointment of a Temporary Parish Councillor to Fulbrook Parish Council (Pages 41 - 44)

Purpose:

To agree the appointment of a temporary member of Fulbrook Parish Council, enabling the Parish Council to become quorate.

Recommendations:

That Council resolves to:

1. Agree to make an order under Section 91 of the Local Government Act 1972 ('the Act') appointing Councillor Hugo Ashton as a temporary member of Fulbrook Parish Council, enabling the Parish Council to become quorate;
2. Note that the appointment shall be effective until Fulbrook Parish Council is quorate (i.e. it has three members of the Council in place, excepting the temporary appointee);
3. Delegate authority to the Director of Governance to make orders and make temporary appointments to Town/Parish Councils as required, under the powers in Section 91 of the Act.

14. Dates of Future Meetings

- Wednesday 24 July 2024 – 2.00pm;
- Wednesday 25 September 2024 – 2.00pm;
- Wednesday 27 November 2024 – 2.00pm;
- Wednesday 29 January 2025 – 2.00pm;

- Wednesday 26 February 2025 – 2.00pm;
- Wednesday 26 March 2025 – 2.00pm;
- Wednesday 21 May 2025 – Annual Council – 2.00pm.

(END)