

<b>This report is public</b>	
<b>Annual Council Business Report 2024/2025</b>	
<b>Committee</b>	Council
<b>Date of Committee</b>	22 May 2024
<b>Portfolio Holder presenting the report</b>	Not applicable
<b>Date Portfolio Holder agreed report</b>	Not applicable
<b>Report of</b>	Monitoring Officer, Shiraz Sheikh,

## Purpose of report

To note the results of the 2 May 2024 district elections and to consider the appointments and allocation of seats on Committees for municipal year 2024/25 in accordance with the duty under Section 15 Local Government Housing Act 1989, to ensure that this reflects the political make-up of the Council following the elections. The political representation of members on committees needs to be considered on an annual basis.

## 1. Recommendations

**\*\* The recommendations are also included in the relevant section of the report \*\***

Council resolves:

- 1.1 To note the results of the District Elections held on 2 May 2024.
- 1.2 To note the constitution of Political Groups and notification of Group Leaders which has been notified in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.
- 1.3 To appoint the Leader of the Council.
- 1.4 To note the appointment of the Deputy Leader of the Council, the membership of the Executive and Executive portfolios for the municipal year 2024/2025.
- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements, as set out at Appendix 2.
- 1.6 To appoint members (and where, required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3 – to follow).
- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.

- 1.8 To appoint a representative and named substitute to the Health and Wellbeing Board.
- 1.9 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.10 To appoint an Executive member representative and an Executive member substitute to the Future Oxfordshire Partnership.
- 1.11 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.12 To appoint an Executive member and named Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group.
- 1.13 That authority be delegated to the Monitoring Officer to make changes required to the Constitution as a result of the changes referred to in this report.

## 2. Executive Summary

- 2.1 This report sets out the results of the District Elections, the membership of the Political Groups and Group Leaders and appointment of the Leader of the Council.
- 2.2 The Council is required to appoint Committees and other members bodies that are not part of the Executive. Membership of the Council's Committees is agreed annually at the Annual Council Meeting.
- 2.3. The appointment of the Deputy Leader and the Executive are a matter reserved to the Leader of the Council

## Implications & Impact Assessments

Implications	Commentary
<b>Finance</b>	There are no financial implications arising directly from this report. Michael Furness, Assistant Director Finance & S151 Officer, 13 May 2024
<b>Legal</b>	The allocation of seats to the Political Groups is in accordance with section 15(5) of the Local Government Act 1989 and related regulations mentioned in the report. It is a legal requirement for Council to appoint a Leader, agree proportionality after an election and make appointments to committees. It is for the Council Leader to appoint the Deputy Leader and the other Executive members, and to allocate Lead Member responsibilities. Shiraz Sheikh, Monitoring Officer, 13 May 2024
<b>Risk Management</b>	None

<b>Impact Assessments</b>	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equality Impact</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		
<b>Climate &amp; Environmental Impact</b>				N/A
<b>ICT &amp; Digital Impact</b>				N/A
<b>Data Impact</b>				N/A
<b>Procurement &amp; subsidy</b>				N/A
<b>Council Priorities</b>	N/A, this report is pursuant to a statutory requirement			
<b>Human Resources</b>	N/A			
<b>Property</b>	N/A			
<b>Consultation &amp; Engagement</b>	The political groups have been consulted on aspects of this report.			

## Supporting Information

### 3. Background

- 3.1 Principal Councils are required to hold in every year an annual meeting of the full council. In an election year, this must be held on the eighth day after the retirement

of councillors or such other day within 21 days immediately following the day of retirement as the council may fix.

- 3.2 This meeting fulfills that requirement and ensures that the council has conducted the business required in legislation and the Council's Constitution to ensure governance arrangements are in place for the forthcoming municipal year.

## 4. Details

### 2 May 2024 District Election Results

- 4.1 Councillors were elected to district wards as set out below. All councillors were elected for a four year term.

Ward	Elected	Party
Adderbury, Bloxham and Bodicote	Gordon Blakeway	Liberal Democrat
Banbury Calthorpe and Easington	Kieron Mallon	Conservative
Banbury Cross and Neithrop	Matt Hodgson	Labour
Banbury Grimsbury and Hightown	Dom Vaitkus	Labour
Banbury Hardwick	Kerrie Thornhill	Labour
Banbury Ruscote	Mark Cherry	Labour
Bicester East	Rob Parkinson	Liberal Democrat
Bicester North and Caversfield	John Willett	Liberal Democrat
Bicester South and Ambrosden	Frank Ideh	Liberal Democrat
Bicester West	Les Sibley	Independent
Cropredy, Sibfords and Wroxton	Chris Brant	Liberal Democrat
Deddington	David Rogers	Conservative
Fringford and Heyfords	Grace Conway-Murray	Liberal Democrat
Kidlington East	Linda Ward	Green
Kidlington West	Dorothy Walker	Liberal Democrat
Launton and Otmoor	Alisa Russell	Liberal Democrats

### Recommendation

- 1.1 To note the results of the District Elections held on 2 May 2024.

## Constitution of the Council and Constitution of Political Groups and Political Group Leaders

4.2 The current constitution of the Council (48 Members) is:

- 17 Liberal Democrat (35.42%)
- 13 Labour / Labour & co-operative party (27.08%)
- 11 Conservative (22.92%)
- 4 Green (8.33%)
- 3 Independent (6.25%)

4.3 The constitution of Political Groups and Group Leaders as notified to the Proper Officer is:

- Liberal Democrat (17 Members, all Liberal Democrat party members)
  - Group Leader: Councillor David Hingley
- Labour (13 Members, all Labour & co-operative party members)
  - Group Leader: Councillor Sean Woodcock
- Conservative (11 Members, all Conservative Group members)
  - Group Leader: Councillor Eddie Reeves
- Green / Independent<sup>1</sup> (5 Members, comprising 4 Green members and 1 Independent Member)
  - Group Leader: Councillor Ian Middleton
- Independent (2 Members, comprising 2 Independent Members)
  - Group Leader: Councillor Les Sibley

4.4 In accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, Members have given notice of their wish to be regarded as Members of the Political Groups as set out below.

Liberal Democrat Group	Labour Group	Conservative Group	Green/1 Group	Independent Group
Cllr David Hingley (Group Leader)	Cllr Sean Woodcock (Group Leader)	Cllr Edward Fraser Reeves (Group Leader)	Cllr Ian Middleton (Group Leader)	Cllr Les Sibley (Leader)
Cllr Lesley McLean (Deputy Group Leader)	Cllr Amanda Watkins (Deputy Group Leader)	Cllr Nigel Simpson (Deputy Group Leader)	Cllr Tom Beckett	Cllr Harry Knight
Cllr Gordon Blakeway	Cllr Rebecca Biegel	Cllr Phil Chapman	Cllr Fiona Mawson	
Cllr Chris Brant	Cllr Besmira Brasha	Cllr Donna Ford	Cllr Linda Ward	
Cllr Jean Conway	Cllr Mark Cherry	Cllr Ian Harwood	Cllr John Broad	
Cllr Grace Conway-Murray	Cllr Becky Clarke MBE	Cllr Kieron Mallon		
Cllr Gemma Coton	Cllr Dr Isabel Creed	Cllr Nicholas Mawer		

<sup>1</sup> Name of Group to be confirmed  
Cherwell District Council

Liberal Democrat Group	Labour Group	Conservative Group	Green/1 Group	Independent Group
Cllr Nick Cotter	Cllr Andrew Crichton	Cllr Andrew McHugh		
Cllr Frank Ideh	Cllr Matt Hodgson	Cllr David Rogers		
Cllr Simon Lytton	Cllr Dr Chukwudi Okeke	Cllr Douglas Webb		
Cllr Julian Nedelcu	Cllr Lynne Parsons	Cllr Barry Wood		
Cllr Rob Parkinson	Cllr Kerrie Thornhill			
Cllr Rob Pattenden	Cllr Dom Vaitkus			
Cllr Chris Pruden				
Cllr Alisa Russell				
Cllr Dorothy Walker				
Cllr John Willett				

## Recommendation

1.2 To note the constitution of Political Groups and notification of Group Leaders which has been notified in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.

## Leader of the Council

- 4.5 The appointment of the Leader of the Council is a Council function in accordance with provisions of the Local Government Act 2000 as amended. The Leader of the Council comes from the majority political grouping.
- 4.6 Following the 2 May 2024 elections, the current Leader of the Council, Councillor Barry Wood, has notified the Proper Officer of his intention to resign as Leader of the Council from 22 May 2024. Councillor Wood will be invited to address the Annual Council meeting.
- 4.7 Council will then be required to appoint a Leader.
- 4.8 The Leader of the Council shall be the Chairman of the Executive and it is their responsibility to determine the size and membership of the Executive (providing the membership comprises between two and nine members, not including the Leader). The Leader shall also determine the remit of each portfolio. Council does not have any decision-making in this regard.
- 4.9 All executive functions are vested in the Leader and it is the Leader's responsibility to determine how such functions shall be delegated. This responsibility can be a simple re-affirmation of the existing delegation of executive functions to Executive, and Officers. The Council does not have any decision making role in this regard.

- 4.10 In accordance with the provisions of the Local Government Act 2000 as amended and the Council's Constitution, the Leader of the Council will hold office for a four year term until:
- they resign from the office
  - (following local elections) heir successor becomes entitled to act as Leader
  - they are removed from office by resolution of the council,

### **Recommendation**

- 1.3 To appoint the Leader of the Council.

### **Deputy Leader of the Council and Executive 2024/2025**

- 4.11 The Leader of the Council will advise Council of their appointment of Deputy Leader and the Executive Portfolios for the Municipal Year 2024/25.

### **Recommendation**

- 1.4 To note the appointment of Deputy Leader of the Council, the membership of the Executive and the Executive Portfolios for 2024/25.

### **Committee Appointments 2024/2025**

- 4.12 The current constitution of the Council is set out at paragraph 4.2. The current constitution of Political Groups is set out at paragraph 4.3.
- 4.13 The Council is required by the Local Government and Housing Act 1989 to review the political balance on its committees on an annual basis. Appendix 1 summarises how the rules operate.
- 4.14 Appendix 2 sets out the arithmetical product of the rules for the Council's Committees. The figures in Appendix 2 show the adjustments which are necessary to achieve the balance across and within committees to comply with the rules.
- 4.15 There are currently no committees on which the allocation of seats are not subject to the political balance requirements.
- 4.16 Appendix 3 (to follow) sets out Group nominations to serve on each of the committees in accordance with the political balance requirements.
- 4.17 Members appointed to Committees shall hold office to no later that the next Annual Council meeting, unless appointments are amended by Group Leaders and notified to the Proper Officer or a Member ceases to hold office.

### **Recommendations**

- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements as set out in Appendix 2.
- 1.6 To appoint members (and where required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3).

## **Appointment of Representatives to Joint Bodies**

- 4.18 Council is required to agree at its Annual Meeting appointments to the joint bodies of which the Council is a member and has a seat/seats in line with the Terms of Reference of that joint body. Appointments are made for the municipal year and the Members appointed shall be effective until the next Annual Meeting, unless the nomination is amended or they cease to hold office.

### Oxfordshire Joint Health Overview and Scrutiny Committee

- 4.19 Oxfordshire County Council (OCC) has responsibility to “review and scrutinise any matter relating to the planning, provision and operation of the health services in its area” and to make referrals to the Secretary of State about proposals where it considers proposals for service change, or consultations, have been inadequate. It discharges that responsibility to the Oxfordshire Joint Health Overview and Scrutiny Committee (‘the Committee’).
- 4.20 OCC, Cherwell District Council (CDC), Oxford City Council, South Oxfordshire District Council, The Vale of White Horse District Council and West Oxfordshire District Council (“the Constituent Councils”) have under powers in Section 8(2)(a) of the Health and Social Care Act 2001 and associated Regulations, formed a joint committee between the Councils to discharge the functions of Oxfordshire County Council given to it under that Act.
- 4.21 The voting membership of the Committee comprises 12 non-executive members of the Constituent Councils, including 1 Member from each district/city Council.
- 4.22 Council is asked to appoint a (CDC) representative to the Oxfordshire County Council Health Overview and Scrutiny Committee for the municipal year 2024/2025. The representative cannot be a member of the Executive.

### Health and Wellbeing Board

- 4.23 Oxfordshire County Council and the NHS have a duty to establish a Health and Wellbeing Board. The Board is the principal structure in Oxfordshire with responsibility for promoting the health and wellbeing of the people of the county.
- 4.24 The rules on political proportionality do not apply to the Health and Wellbeing Board not to any sub-committees set up by it.
- 4.25 The membership of the Board includes elected Member representatives and officers from the Oxfordshire local authorities, local GPs and Healthwatch Oxfordshire. The Board’s Terms of Reference set out that the representative from each district/city Council must either be the Leader or the relevant Executive/Cabinet member.
- 4.26 Council is asked to appoint a representative and named substitute to the Health and Wellbeing Board for the municipal year 2024/2025.

### Thames Valley Police and Crime Panel

- 4.27 The Thames Valley Police and Crime Panel examines and reviews how the Police and Crime Commissioner for Thames Valley carries out their responsibilities of



ensuring that Thames Valley Police runs effectively and supports the Police and Crime Commissioner in their work.

- 4.28 The Panel's Terms of Reference set out that the membership included 14 elected Members, including one from each of the Oxfordshire district/city Councils.
- 4.29 The Panel's Terms of References state: "Appointments of elected Members to the Panel shall be made by each of the Authorities in accordance with their own procedures and in making their appointments to the Panel each individual authority shall have regard to the requirement in the Act that appointments shall be made with a view to ensuring that the 'balanced appointment objective' is met so far as is reasonably practicable. It is recognised that each Authority may choose to appoint from within the membership of the majority group."
- 4.30 Council is asked to appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2024/2025.

#### Future Oxfordshire Partnership

- 4.31 The Future Oxfordshire Partnership is a joint committee of the six councils of Oxfordshire together with key strategic partners working together to deliver the bold and ambitious outcomes of the Oxfordshire Strategic Vision for Long Term Sustainable Development.
- 4.32 As the Joint Committee is constituted to be able to discharge executive functions if delegated to it by the constituent authorities, then the appointed person must be from the Cabinet/Executive of the constituent authorities. There should be one member from each constituent authority. It is custom and practice for this person to be the Leader of the Council.
- 4.33 Each constituent authority shall appoint a substitute (also being an Executive member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.
- 4.34 Council is asked to appoint an Executive member as the council's representative and named substitute (also an Executive member) to the Future Oxfordshire Partnership for the municipal year 2024/2025.

#### Future Oxfordshire Partnership Scrutiny Panel

- 4.35 The purpose of the Future Oxfordshire Partnership Scrutiny Panel is to review and scrutinise plans, proposals and decisions to be taken and actions taken in connection with the discharge of the Future Oxfordshire Partnership's functions. The Scrutiny Panel will perform a 'check and balance' and 'critical friend' function to the Future Oxfordshire Partnership through the review of key policies, decisions and strategic objectives.
- 4.36 The Future Oxfordshire Partnership does not have the right to call in any executive decisions made by any partner authorities. All partner authorities will retain the right to formally call in decisions made by their own executives to their own Scrutiny Committees.

- 4.37 The Scrutiny Panel comprises 18 councillors, three appointed annually by each constituent Council of the Future Oxfordshire Partnership. Executive members of the constituent councils shall not be members of the Scrutiny Panel. Each constituent Council will appoint its members having regard to its own political balance. It is recommended, but not required, that those appointed are also members of constituent council overview and scrutiny committees. It is a requirement at Panel meetings that at least one member from each of the partners is in attendance for the meeting to be quorate.
- 4.38 Council is asked to appoint three non-Executive members to the Future Oxfordshire Partnership Scrutiny Panel, having regard to the Council's political balance.

#### Future Oxfordshire Partnership Advisory Groups

- 4.39 The Future Oxfordshire Partnership has four advisory groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group.
- 4.40 Each partner authority should appoint their Executive/Cabinet member with the relevant portfolio or whose portfolio most closely fits is appointed to the respective Advisory Group.
- 4.41 Where an appointed member is unable to attend the Advisory Group, each partner authority is required to send a named substitute drawn from their Executive. The substitute member shall have the same rights as the member for whom the substitution is made.

#### **Recommendations**

- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.
- 1.8 To appoint a representative and named substitute to the Health and Wellbeing Board.
- 1.9 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.10 To appoint an Executive member representative and an Executive member substitute to the Future Oxfordshire Partnership.
- 1.11 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.12 To appoint an Executive member and named Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group.

## **5. Alternative Options and Reasons for Rejection**

5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To amend the appointments. This is not recommended as nominations have been submitted by Group Leaders following consultation with their Groups and in accordance with the proportionality calculations.

## 6 Conclusion and Reasons for Recommendations

6.1 The Council is required to note the results of the District Council elections, appoint a new Leader, agree the allocation of seats on committees that are subject to the political balance requirements and to agree the appointments to each of the Committees in accordance with the nominations made by political groups.

### Decision Information

<b>Key Decision</b>	N/A
<b>Subject to Call in</b>	N/A
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	All

### Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	Local Government & Housing Act 1989 – Political Balance
<b>Appendix 2</b>	Allocation of seats on committees subject to political balance requirements 2024/2025
<b>Appendix 3</b>	Committee appointments 2024/2025
<b>Background Papers</b>	None
<b>Reference Papers</b>	None
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