

Agenda

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Council

Date: **Monday 1 December 2014**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

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Officer**

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Council

Membership

Lord Mayor **Councillor Mohammed Abbasi**

Deputy Lord Mayor **Councillor Craig Simmons**

Sheriff **Councillor Rae Humberstone**

Councillor Mohammed Altaf-Khan

Councillor Farida Anwar

Councillor Elise Benjamin

Councillor Ruthi Brandt

Councillor Susan Brown

Councillor Bev Clack

Councillor Mary Clarkson

Councillor Colin Cook

Councillor Van Coulter

Councillor Roy Darke

Councillor Jean Fooks

Councillor James Fry

Councillor Andrew Gant

Councillor Stephen Goddard

Councillor Michael Gotch

Councillor Mick Haines

Councillor Tom Hayes

Councillor David Henwood

Councillor Sam Hollick

Councillor Alex Hollingsworth

Councillor Pat Kennedy

Councillor Ben Lloyd-Shogbesan

Councillor Mark Lygo

Councillor Sajjad Malik

Councillor Chewe Munkonge

Councillor Michele Paule

Councillor Susanna Pressel

Councillor Bob Price

Councillor Mike Rowley

Councillor Gwynneth Royce

Councillor Gill Sanders

Councillor Scott Seamons

Councillor Christine Simm

Councillor Dee Sinclair

Councillor John Tanner

Councillor Richard Tarver

Councillor David Thomas

Councillor Ed Turner

Councillor Louise Upton

Councillor Oscar Van Nooijen

Councillor Elizabeth Wade

Councillor Ruth Wilkinson

Councillor Dick Wolff

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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 1 December 2014 at 5.00 pm to transact the business set out below.



Proper Officer

AGENDA

Pages

PART 1 - PUBLIC BUSINESS

1 APOLOGIES FOR ABSENCE

2 MINUTES

11 - 40

Minutes of the ordinary meeting of Council held on 29 September 2014.

3 DECLARATIONS OF INTERESTS

4 APPOINTMENT TO COMMITTEES

The Head of Law and Governance will submit a report inviting Council to make appointments to committees following two by-elections on 27 November. This report will be circulated with the briefing note.

5 ANNOUNCEMENTS

Announcements by:

- (1) The Lord Mayor
- (2) The Sheriff
- (3) The Leader of the Council
- (4) The Chief Executive, Chief Finance Officer, Monitoring Officer

6 PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11.

The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 25 November 2014.

Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note.

CITY EXECUTIVE BOARD RECOMMENDATIONS

7 ASSET MANAGEMENT PLAN REFRESH 2014-15

41 - 68

The Regeneration and Major Projects Manager has submitted a report which seeks approval for the adoption of the Asset Management Plan Refresh 2014-15.

The relevant minutes of the City Executive Board meeting on 15 October 2014 are attached later in this agenda.

Council is recommended to adopt the Asset Management Plan Refresh 2014- 2015.

8 WESTGATE AND COMMUNITY INFRASTRUCTURE LEVY

69 - 78

The Head of City Development has submitted a report which considers a proposed financial contribution to the Westgate Alliance towards the public realm works associated with the Westgate development.

The relevant minutes of the City Executive Board meeting on 15 October are attached later in this agenda.

Council is recommended to apply Community Infrastructure Levy receipts to the value of £1,134,000 in two phases of £567,000 each (50% in Q1 2016/17 and 50% in Q1 2017/18) in order to fund public realm works that fall outside the site covered by the planning application for the Westgate redevelopment scheme.

OFFICER REPORTS

9 REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014

79 - 96

The Head of Law and Governance has submitted a report asking Council to approve the schedule of polling districts and polling places (shown at Appendix A) for the administrative area of the City Council as required by the Electoral Administration Act 2006.

Council is recommended to:

1. approve the Schedule of polling districts and polling places as in Appendix B, subject to recommendation 2;
2. ask the Returning Officer to investigate the alternative polling stations suggested and notify political groups if suitable alternatives can be found;
3. authorise the Returning Officer to make changes to polling stations in emergencies in order to ensure the effective conduct of any elections.

10 COUNCILLORS' ALLOWANCES - REPORT OF THE INDEPENDENT REMUNERATION PANEL

97 - 122

The Head of Law and Governance has submitted a report presenting the recommendations of the Council's Independent Remuneration Panel (IRP).

Council is recommended to:

1. agree that Members' Basic Allowances (and therefore Members' Special Responsibility Allowances (SRAs)) from 2015/16 onwards are set at a level which compounds the 1% interest that has been available for the last two financial years, but with no backdating, making the Basic Allowance from April 2015 onwards £4,809;
2. agree that the new Members' Allowances Scheme should allow for indexation of Councillors' Allowances in line with the local staff pay deal for the following four years;
3. agree that the Basic Allowance will now cover subsistence, some travel, broadband and incidental costs which are currently claimed separately and that Councillors will no longer be able to claim for those other costs other than travel outside the City within a scheme of duties as set out in paragraphs 32-35 of the IRP's report;
4. agree that the 'maximum of two special responsibility allowances per councillor' rule be retained, but that SRAs for Civic Office Holders will not be included in this rule;
5. to agree to adjust the positions that attract a Special Responsibility Allowance (SRA) to reflect contemporary demands and to include the Civic Office Holders in line with the recommendations at paragraphs 28 (i) – (x)
6. to agree the following levels of SRA:-

Leader - 3 x Basic Allowance	(£14,427)
Deputy Leader – 1 x Basic Allowance	(£4,809)
Lord Mayor –1 x Basic Allowance	(£4,809)
Deputy Lord Mayor – 0.25 x Basic Allowance	(£1,202)
Sheriff - 0.25 x Basic Allowance	(£1,202)
Board Members with Particular Responsibilities – 1.5 x Basic Allowance	(£7,213)
Board Members without particular Responsibilities – 0.5 x Basic Allowance	(£2,404)

Chair of Audit & Governance Committee – 0.25 x Basic Allowance

(£1,202)

Chair of Planning Committee – 1 x Basic Allowance (£4,809)

Chair of Scrutiny Committee – 1 x Basic Allowance (£4,809)

Chair of Scrutiny Panel – 0.25 x Basic Allowance (£1,202)

(Panel must meet at least 5 times to qualify. A maximum of 2 SRAs will be available (£2,404) to be shared by the Chairs of the qualifying Standing Panels)

Opposition Group Leader – 1 x Basic Allowance (£4,809)

to be shared between the Group Leaders equally.

7. agree that the carer's allowances for children and adults be on the basis of full cost recovery subject to a maximum of £1000 per councillor per year in line with paragraphs 37 – 39 of the IRP's report;
8. that a mechanism be put in place for dealing with special circumstances in relation to Dependent Carers' Allowances, perhaps the Committee and Members' Services Manager and one other officer;
9. agree that there will be no allowances paid to co-optees other than incidental expenses;
10. agree that where a member of Council is also a member of another Council, that member may not receive allowances from more than one Council in respect of the same duties;
11. agree that where allowances have been paid in advance for a period during which a Councillor is suspended from office or is no longer a Councillor, those allowances will be repaid;
12. agree to remove any reference in the Members' Allowances Scheme to the right for councillors to join the Local Government Pension Scheme;
13. agree that claims must be made on the forms provided and should be accompanied by receipts/invoices;
14. agree that claims will be paid in line with the payment schedule set by the Council's payroll team;
15. agree that a Councillor may elect to forego any part of their entitlement to an allowance under the scheme by providing written notice to the Monitoring Officer;
16. agree that there will be a 15% reduction from future allowances for Councillors who attend less than 2/3rds of the scheduled meetings required within a Special Responsibility;
17. give effect to the recommendations of the IRP in paragraphs 43 and 44 of the IRP Report that there should be a 15% reduction from the payment of future Basic Allowance for non-attendance at Council or the required training by a collective resolution and consequential adjustments to protocols within the constitution;
18. authorise the Head of Law and Governance to draft the new Members' Allowances scheme and to incorporate it into the Council's Constitution before 1 April 2015; and
19. thank the Independent Remuneration Panel for its work.

11	COUNCIL AND COMMITTEE PROGRAMME MAY 2015 TO MAY 2016	123 - 132
	<p>The Head of Law and Governance has submitted a report asking Council to agree a programme of Council and Committee meetings for the 2015/16 council year (May 2015 to May 2016 inclusive).</p> <p>Council is recommended to:</p> <ol style="list-style-type: none"> 1. approve the programme of Council and Committee meetings attached at Appendix 1 for the council year 2015/16; and 2. delegate the setting of dates for the Standards Committee to the Head of Law and Governance, in consultation with the Chair. 	
12	CITY EXECUTIVE BOARD MINUTES	133 - 146
	<p>Minutes of the meeting held on 15 October 2014.</p> <p>Minutes of the meeting held on 19 November 2014.</p>	
13	QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL	
	<p>Questions on notice received in accordance with Council Procedure Rule 11.9(b)</p> <p>Questions may be asked of the Lord Mayor, a Member of the City Executive Board or a Chair of a Committee.</p> <p>The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 24 November 2014.</p> <p>Full details of all questions, and written responses where available, will be provided in the briefing note.</p>	
	PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY	
14	PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THIS COUNCIL MEETING	
	<p>Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11.</p> <p>The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 25 November 2014.</p> <p>Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note.</p>	

15	OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS	147 - 200
	<p>(a) Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, will give notice to the Head of Law and Governance by 1.00 pm on Thursday 25 September 2014 to present a written or oral report on the event or the significant decision and how it may influence future events.</p> <p>(b) Each ordinary meeting of Council shall receive a written report concerning the work of one of the partnerships on which the Council is represented.</p> <p>On behalf of Councillor Price the Head of Policy, Communications and Culture has submitted the Annual Report on Oxfordshire Partnerships produced for the Oxford Strategic Partnership by the County Council in October 2014.</p> <p>(c) The programme of reporting will be:</p> <ul style="list-style-type: none"> • Community Safety – February 2015 • Environmental and Waste – April 2015 <p>Council is invited to comment on and note the submitted report.</p>	
16	SCRUTINY COMMITTEE BRIEFING	201 - 220
	<p>The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and other non-executive Councillors since the last meeting of Council.</p> <p>Council is invited to comment on and note the report.</p> <p>PART 3 - MOTIONS REPRESENTING THE CITY</p>	
17	MOTIONS ON NOTICE	221 - 222
	<p>Motions received in accordance with Council Procedure Rule 11.16.</p> <p>The full text of motions received by the Head of Law and Governance by the deadline of 1.00pm on Wednesday 19 November 2014, and as amended by the proposer, is attached to this agenda.</p> <p>Substantive amendments to these motions must be received by the Head of Law and Governance by no later than 1.00pm on Friday 28 November.</p> <p>Full details of motions submitted by the deadline are attached and the briefing note will contain any substantive amendments submitted before its publication.</p>	

18 MATTERS EXEMPT FROM PUBLICATION

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules – Section 15 of the Council's Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

UPDATES AND ADDITIONAL INFORMATION TO SUPPLEMENT THIS AGENDA IS PUBLISHED IN THE COUNCIL BRIEFING NOTE.

The Agenda and Briefing Note should be read together. The Briefing Note is available on the Friday before the meeting and can be accessed from the calendar of meetings page on the council's website.

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed “Declarations of Interest” or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council’s area; licences for land in the Council’s area; corporate tenancies; and securities. These declarations must be recorded in each councillor’s Register of Interests which is publicly available on the Council’s website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members’ Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members’ Code of Conduct says that a member “must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself” and that “you must not place yourself in situations where your honesty and integrity may be questioned”. What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.