

# Agenda

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## Council

Date: **Monday 8 October 2012**

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Time: **5.00 pm**

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Place: **Council Chamber, Town Hall**

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For any further information please contact:

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The meeting will also be available via a webcast. This means that people may choose to watch all or part of the meeting over the internet rather than attend in person. The webcast will be available to view on the City Council's website after the meeting.

# Council

## Membership

**Lord Mayor**

**Councillor Alan Armitage**

**Deputy Lord Mayor**

**Councillor Mohammed Abbasi**

**Sheriff**

**Councillor Dee Sinclair**

**Councillor Elise Benjamin**

**Councillor Jean Fooks**

**Councillor Mohammed Altaf-Khan**

**Councillor Antonia Bance**

**Councillor Laurence Baxter**

**Councillor Tony Brett**

**Councillor Jim Campbell**

**Councillor Anne-Marie Canning**

**Councillor Bev Clack**

**Councillor Mary Clarkson**

**Councillor Colin Cook**

**Councillor Van Coulter**

**Councillor Steven Curran**

**Councillor Roy Darke**

**Councillor James Fry**

**Councillor John Goddard**

**Councillor Michael Gotch**

**Councillor Mick Haines**

**Councillor Sam Hollick**

**Councillor Rae Humberstone**

**Councillor Graham Jones**

**Councillor Pat Kennedy**

**Councillor Shah Khan**

**Councillor Ben Lloyd-Shogbesan**

**Councillor Mark Lygo**

**Councillor Sajjad Malik**

**Councillor Stuart McCready**

**Councillor Joe McManners**

**Councillor Mark Mills**

**Councillor Helen O'Hara**

**Councillor Susanna Pressel**

**Councillor Bob Price**

**Councillor Mike Rowley**

**Councillor Gwynneth Royce**

**Councillor David Rundle**

**Councillor Gill Sanders**

**Councillor Scott Seamons**

**Councillor Craig Simmons**

**Councillor Val Smith**

**Councillor John Tanner**

**Councillor Ed Turner**

**Councillor Oscar Van Nooijen**

**Councillor Ruth Wilkinson**

**Councillor David Williams**

**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 8 October 2012 at 5.00 pm to transact the business set out below.

*Peter Sloman*

Proper Officer

## AGENDA

	<b>Pages</b>
<b>1 MINUTES</b>	1 - 36
Minutes of the ordinary meeting of Council held on 16 <sup>th</sup> July 2012.	
Minutes of the special meeting of Council held on 20 <sup>th</sup> September 2012.	
<b>2 DECLARATIONS OF INTEREST</b>	
<b>3 APOLOGIES FOR ABSENCE</b>	
<b>4 APPOINTMENTS TO COMMITTEES</b>	
<b>5 LORD MAYOR'S ANNOUNCEMENTS</b>	
<b>6 SHERIFF'S ANNOUNCEMENTS</b>	
<b>7 ANNOUNCEMENTS BY THE LEADER</b>	
<b>8 ANNOUNCEMENTS BY THE CHIEF EXECUTIVE, THE CHIEF FINANCE OFFICER AND THE MONITORING OFFICER</b>	
<b>9 ADDRESSES BY THE PUBLIC</b>	
To hear addresses from members of the public in accordance with Council	

Procedure Rule 11.8 for which the required notice (1.00pm on Thursday 4<sup>th</sup> October) and the full wording of the address has been given to the Head of Law and Governance.

## **10 QUESTIONS BY THE PUBLIC**

To hear questions from the public in accordance with Council Procedure Rule 11.9 to the Leader or other Members of the City Executive Board for which the required notice (1.00pm on Thursday 4<sup>th</sup> October 2012) and the full wording of the question has been given to the Head of Law and Governance, and to hear responses from those Members.

## **CITY EXECUTIVE BOARD RECOMMENDATIONS - ITEMS 11 - 12**

### **11 BUDGET MONITORING AS AT 30TH JUNE 2012 (QUARTER 1)**

37 - 62

The Head of Finance has submitted a report which sets out the forecast outturn position for the Council's Capital and Revenue budgets as at 30<sup>th</sup> June 2012 compared to the approved 2012/13 budget and in addition provides information on key financial indicators in order to provide an assessment of the overall financial health of the organisation.

This report was submitted to the City Executive Board on 12<sup>th</sup> September 2012 and an extract from the minutes of this meeting is also attached.

Council is asked to approve the addition to the Capital Programme schemes detailed in table 5 of the report.

### **12 ASSET MANAGEMENT PLAN 2011-14 - CONSULTATION OUTCOME**

63 - 124

The Head of Corporate Assets has submitted a report which seeks approval so the Asset Management Plan 2011-14.

This report was submitted to the City Executive Board on 12<sup>th</sup> September 2012 and an extract from the minutes of the meeting is also attached.

Council is asked to approve adoption of the Asset Management Plan 2012-14.

### **13 CITY EXECUTIVE BOARD DECISIONS (MINUTES) AND SINGLE EXECUTIVE MEMBER DECISIONS (MINUTES)**

125 - 140

#### City Executive Board decisions (Minutes)

(1) Minutes of the meeting held on 12<sup>th</sup> September 2012.

#### Single Executive Member decisions (Minutes)

(1) Minutes of the Single Executive Member Decision Meeting (Board

Member – Corporate Governance and Strategic Partnerships) held on 30<sup>th</sup> July 2012.

(2) Minutes of the Single Executive Member Decision Meeting (Board Member – Customer Services and Regeneration) held on 16<sup>th</sup> August 2012.

(3) Minutes of the Single Executive Member Decision Meeting (Board Member – Cleaner, Greener Oxford) held on 23<sup>rd</sup> August 2012.

#### **14 RECOMMENDATIONS AND REPORTS FROM SCRUTINY AND OTHER COMMITTEES**

#### **15 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL**

Questions on notice under Council Procedure Rule 11.10(b) may be asked of the Lord Mayor, a Member of the City Executive Board or the Chair of a Committee.

Questions on notice must, by the Constitution, be notified to the Head of Law and Governance by no later than 9.30am on Friday 5<sup>th</sup> October 2012.

Full details of any questions for which the required notice has been given will be circulated to Members of Council before the meeting.

#### **16 STATEMENTS ON NOTICE FROM MEMBERS OF COUNCIL**

Statements on Notice under Council Procedure Rule 11.10(b) may be made. Statements do not need to be directed to a specific Councillor.

Statements on notice must, by the Constitution, be notified to the Head of Law and Governance by no later than 9.30am on Friday 5<sup>th</sup> October 2012.

Full details of any statements for which the required notice has been given will be circulated to Members of Council before the meeting.

#### **17 PETITION - LABOUR MUST LISTEN TO OXFORD**

141 - 142

The Head of Law and Governance has submitted a report which advises on the procedure that Council needs to follow under the Council's Petitions Scheme in respect of large petitions, and to provide information specifically on the petition entitled "Labour Must Listen to Oxford".

Council is being recommended to follow the procedure for large petitions by hearing the head petitioner and to then debate the petition and decide how to advise the Executive.

#### **18 MOTIONS ON NOTICE**

143 - 152

Council Procedure Rule 11.14 refers. The Motions (listed in the order

received) that have been notified to the Head of Law and Governance by the deadline of 1.00pm on Wednesday 26<sup>th</sup> September 2012 are attached to this agenda.

**19 REPORTS AND QUESTIONS ABOUT ORGANISATIONS THE COUNCIL IS REPRESENTED ON**

**20 NEW EMPLOYMENT POLICIES**

153 - 214

The Head of Human Resources and Facilities has submitted a report which presents a revised Disciplinary Policy and Procedure, and Alcohol and Drug Misuse Policy for adoption.

Council is asked:

- (a) To approve for adoption with immediate effect the Disciplinary Policy and Procedure agreed with the Trade Unions;
- (b) To approve for adoption with immediate effect the Alcohol and Drug Misuse Policy agreed with the Trade Unions;
- (c) To authorise the Head of Human Resources and Facilities to implement these Policies and procedures within an appropriate time frame, making changes as required in accordance with best practice and relevant legal frameworks.

**21 POLICY FRAMEWORK - RECONFIGURATION**

215 - 222

The Head of Law and Governance has submitted a report which reviews the composition of the Council's Policy Framework; it explains that the Policy Framework has developed over time and has not been comprehensively reviewed; it reviews the present Policy Framework; and it proposes a reconfiguration.

Council is asked to approve the reconfigured Policy Framework as set out in Annex 2 to this report.

## **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.

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<sup>1</sup>Disclosable 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.