

# Agenda

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## Council

Date: **Monday 22 April 2013**

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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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# Council

## Membership

**Lord Mayor**                      **Councillor Mohammed Abbasi**

**Deputy Lord Mayor**          **Councillor Elise Benjamin**

**Sheriff**                              **Councillor Dee Sinclair**

**Councillor Mohammed Altaf-Khan**

**Councillor Alan Armitage**

**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 Jean Fooks**

**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 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 22 April 2013 at 5.00 pm to transact the business set out below.

A handwritten signature in blue ink that reads "Peter Sloman". Below the signature is a long, horizontal blue line.

Proper Officer

## AGENDA

	Pages
<b>1 MINUTES</b>	<b>1 - 38</b>
Minutes of:	
(a) The ordinary meeting of Council held on 18 <sup>th</sup> February 2013	
(b) The ordinary meeting of Council held on 25 <sup>th</sup> February 2013	
(c) The extraordinary meeting of Council held on 13 <sup>th</sup> March 2013.	
<b>2 DECLARATIONS OF INTEREST</b>	
Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.	
<b>3 APOLOGIES FOR ABSENCE</b>	
<b>4 APPOINTMENTS TO COMMITTEES</b>	
<b>5 LORD MAYOR ANNOUNCEMENTS</b>	
<b>6 ANNOUNCEMENTS BY THE SHERIFF</b>	
<b>7 ANNOUNCEMENTS BY THE LEADER OF THE COUNCIL</b>	

**8 ANNOUNCEMENTS BY THE CHIEF EXECUTIVE, THE CHIEF FINANCE OFFICER AND THE MONITORING OFFICER**

**9 ADDRESSES BY THE PUBLIC**

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 18<sup>th</sup> April 2013) 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 11.09 to the Leader or other Members of the City Executive Board for which the required notice (1.00pm on Thursday 18<sup>th</sup> April 2013) 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 to 12**

**11 GOVERNANCE REVIEW**

39 - 100

The Head of Law and Governance and has submitted a report which presents the outcome of the review of the Council's governance arrangements, and makes recommendations for changes.

This report was presented to the City Executive Board on 10<sup>th</sup> April 2013. An extract from the minutes of this meeting is also attached.

Council is asked:

(a) As from the start of the Council Year 2013/14, that:-

- (1) The single executive member arrangements for decision-making be discontinued and to note that the responsibilities of single members have been re-allocated by the City Executive Board as set out in Annex 1 to this report and the Constitution be amended accordingly.
- (2) City Executive Board agenda should contain an additional item relating to addresses by councillors to the Board and that Constitution be altered as set out in Annex 3 to this report.
- (3) One Scrutiny Committee (and not two scrutiny committees) is appointed as follows:-
  - (a) To be responsible for co-ordinating the scrutiny work programme and for commissioning a range of review

and standing panels;

- (b) To consist of 12 members appointed in accordance with political balance requirements.
- (4) The changes in Council procedures set out in Annex 6A to this report and contained in the updated Section 11 of the Constitution that forms Annex 6B to this report be introduced.
- (b) That the programme of Council and committee meetings for 2013/14 and 2014/15 be approved as set out in Annex 2A and 2B to this report, noting:-
  - (i) that the 2013/14 programme replaces that agreed by Council on 20<sup>th</sup> February 2012;
  - (ii) that the programme for May and June 2014 may need to be adjusted depending upon the date set for the European Elections (22 May or 5 June) and any adjustment to the date of the local government elections (1<sup>st</sup> May at present);
  - (iii) that 10 City Executive Board and 10 Scrutiny Committee meetings have been programmed for 2013/14 with no such meetings programmed for May 2014 (the month when City Council elections are at present programmed), and that 11 City Executive Board and 11 Scrutiny Committee meetings have been programmed for 2014/15 with meetings programmed for May 2015 (the month when a General Election could occur).
- (c) To note that monthly Board member briefings on current issues, open to all members, will be arranged and conducted by officers, and that dates for these briefings are contained in the programme of Council and committee meetings that forms Annex 2A.
- (d) To note that officers will present an updated Member/Officer Protocol to Council in June and in the meantime to note that officers will refresh staff awareness of its provisions in particular as far as Ward references are concerned (the present version of the Protocol forms Annex 4).
- (e) To note that the City Executive Board on 5<sup>th</sup> December 2012 agreed the recommendations in Annex 5 to this report that relate to public engagement and that officers are working on their implementation.
- (f) To agree that a Governance Working Party should meet each year to review operational practice and decide what changes, if any, to recommend to Council.
- (g) To authorise the Head of Law and Governance to make all changes to the Constitution to give effect to the agreed recommendations arising from this report.

The Head of Housing has submitted a report which presents for approval the proposed percentage targets for the allocation of social housing in 2013/14.

This report was submitted to the City Executive Board on 10<sup>th</sup> April 2013. An extract from the minutes of this meeting are also attached.

Council is asked to approve the proposed Annual Lettings Plan for 2013/14 as detailed in the report.

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

121 - 132

This item has a time limit of 15 minutes

City Executive Board decisions (Minutes)

(a) Minutes of the meeting held on 21<sup>st</sup> March 2013

(b) Minutes of the meeting held on 10<sup>th</sup> April 2013

Single Executive Member decisions (Minutes)

No meeting held since the last ordinary meeting of Council.

**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 19<sup>th</sup> April 2013.

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 the 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 19<sup>th</sup> April 2013.

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

<b>17</b>	<b>PETITION - "TO BENEFIT THE PEOPLE OF OXFORD"</b>	<b>133 - 134</b>
	<p>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 "To benefit the people of Oxford".</p> <p>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.</p>	
<b>18</b>	<b>PETITION - "SAVE R&amp;R DANCE STUDIOS - HOME OF DANCE CONNECTION"</b>	<b>135 - 138</b>
	<p>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 "Save R&amp;R Dance Studios – Home of Dance Connection".</p> <p>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.</p>	
<b>19</b>	<b>MOTIONS ON NOTICE</b>	<b>139 - 144</b>
	<p>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 Monday 8<sup>th</sup> April 2013 are attached to this agenda.</p>	
<b>20</b>	<b>REPORTS AND QUESTIONS ABOUT ORGANISATIONS THE COUNCIL IS REPRESENTED ON</b>	
<b>21</b>	<b>COLLECTIVE AGREEMENT ON PAY AND PAY POLICY STATEMENT</b>	<b>145 - 174</b>
	<p>The Head of Human Resources and Facilities has submitted a report which details the collective agreement on pay and the Pay Policy Statement.</p> <p>Council is asked:</p> <ol style="list-style-type: none"> <li>(1) To note and approve the Collective Agreement on Pay dated February 2013, including its non-pay elements;</li> <li>(2) To note and approve the amendments to the Council's annual Pay Policy Statement 2013;</li> <li>(3) To authorise the Head of Human Resources and Facilities make any changes other than pay to collective terms and conditions and Council</li> </ol>	

employment policies in accordance with the collective agreement.

## **22 REGULATION OF INVESTIGATORY POWERS ACT 2000**

175 - 176

The Head of Law and Governance has submitted a report which details the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.

Council is asked to note the use of the powers under the Regulation of Investigatory Powers Act 2000 (RIPA) for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013 and to note the recent amendments to RIPA relating to judicial approval and custody thresholds.

## **23 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).**



## **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.