

# Agenda

# Council

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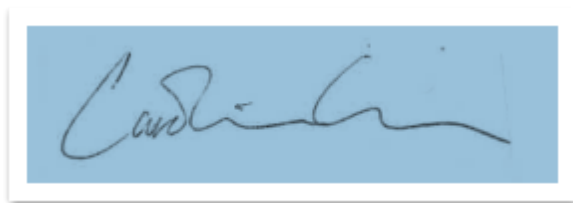
## Summons

A meeting of the City Council will be held to transact the business set out below on

Date: **Monday 22 March 2021**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**



**Proper Officer**

**Members of the public can attend to observe this meeting and:**

- may register in advance to speak to the meeting in accordance with the [public speaking rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

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Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

This meeting can be viewed live or afterwards on the council's [YouTube channel](#).

**For further information** please contact:

Jennifer Thompson, Committee and Members Services Officer, Committee and Member Services Officer

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## Membership of Council

Councillors: Membership 48: Quorum 12.

**Lord Mayor** Councillor Mark Lygo

**Deputy Lord Mayor** Councillor Stephen Goddard

**Sheriff** Councillor Dick Wolff

<b>Members</b>	Councillor Mohammed Altaf-Khan	Councillor Pat Kennedy
	Councillor Lubna Arshad	Councillor Tom Landell Mills
	Councillor Jamila Begum Azad	Councillor Ben Lloyd-Shogbesan
	Councillor Shaista Aziz	Councillor Sajjad Malik
	Councillor Nadine Bely-Summers	Councillor Dr Joe McManners
	Councillor Susan Brown	Councillor Chewe Munkonge
	Councillor Nigel Chapman	Councillor Susanna Pressel
	Councillor Mary Clarkson	Councillor Mike Rowley
	Councillor Colin Cook	Councillor Christine Simm
	Councillor Tiago Corais	Councillor Craig Simmons
	Councillor Steven Curran	Councillor Linda Smith
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Roz Smith
	Councillor James Fry	Councillor John Tanner
	Councillor Andrew Gant	Councillor Richard Tarver
	Councillor Stef Garden	Councillor Sian Taylor
	Councillor Michael Gotch	Councillor Marie Tidball
	Councillor Mick Haines	Councillor Ed Turner
	Councillor Tom Hayes	Councillor Louise Upton
	Councillor David Henwood	Councillor Elizabeth Wade
	Councillor Alex Hollingsworth	Vacancy (Councillor)
	Councillor Richard Howlett	Vacancy (Councillor)
	Councillor Rae Humberstone	Vacancy (Councillor)
	Councillor Dan Iley-Williamson	

Apologies will be reported at the meeting.

# Agenda

The business to be transacted is set out below

	Pages
<b>PART 1 - PUBLIC BUSINESS</b>	
<b>1 Apologies for absence</b>	
<b>2 Declarations of interest</b>	
<b>3 Minutes</b>	21 - 40
<ul style="list-style-type: none"><li>Minutes of the ordinary meeting of Council held on 25 January 2021 The full minutes pack with questions on notice and public addresses is <a href="#">here</a>.</li><li>Minutes of the budget meeting of Council held on 17 February 2021. Council is asked to approve these minutes as a correct record.</li></ul>	
<b>4 Appointment to Committees</b>	
Any proposed changes to committee memberships may be circulated with the briefing note or may be reported at the meeting.	
<b>5 Announcements</b>	
Announcements by: <ol style="list-style-type: none"><li>The Lord Mayor</li><li>The Sheriff</li><li>The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)</li><li>The Chief Executive, Chief Finance Officer, Monitoring Officer</li><li></li></ol>	
<b>6 Public addresses and questions that relate to matters for decision at this meeting</b>	
Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution relating to matters for decision in Part 1 of this agenda. Up to five minutes is available for each public address and up to three	

minutes for each question. Questions must be less than 200 words.

**The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 16 March 2021.**

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 45 minutes is available for both public speaking items. Responses are included in this time.

## CABINET RECOMMENDATIONS

### 7 Additional HMO licensing scheme renewal

41 - 184

The Head of Regulatory Services and Community Safety submitted a report to Cabinet on 10 March which provides the results from the consultation exercise carried out for the proposal to renew the HMO Licensing Scheme and seeks approval from members to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 in relation to the size and type of HMO specified in the recommendations of the report for 5 years commencing on 10 June 2021.

**Recommendations: Cabinet recommends that Council resolves to adopt** the proposed fees and charges structure for both mandatory and additional HMO licences attached at Appendix 6 of the report.

## OFFICER REPORTS

### 8 Variation (increase) of the current Hackney Carriage Tariffs (table of fares)

185 -  
216

The Head of Regulatory Services and Community Safety submitted a report to the General Purposes Licensing Committee on 22 September 2020 to consider an application for a variation of the current Hackney Carriage Table of Fares from the City of Oxford Licensed Taxicab Association (COLTA), set out at Appendix 5 of that report.

The General Purposes Licensing Committee resolved to:

- Instruct the Head of Regulatory Services and Community Safety in consultation with the Head of Law and Governance to carry out the statutory requirement of a public consultation on the proposed table of fares variation;
- Delegate to the Chair and the Head of Regulatory Services and Community Safety to consider any response to the proposed variation before recommending to Council such change to the table of fees as necessary; and

- Note its support for the principle of the introduction of a voluntary scheme by the COLTA to improve the consistency of fares for journeys beyond the city boundary.

Following consultation and consideration of responses, the Head of Regulatory Services and Community Safety recommends the scheme for adoption.

**Recommendation: that Council resolves to approve** the application from COLTA to vary the Hackney Carriage Table of Fares and approve the changes to the table of fees as proposed by COLTA and as set out in Appendix 5 of the committee report.

## 9 Pay Policy Statement 2021

217 - 228

The Head of Business Improvement has submitted a report setting out the Annual Pay Policy Statement.

**Recommendation: that Council resolves to approve the Annual Pay Policy Statement 2020/21 as attached at Appendix 1 of the report.**

## QUESTIONS

### 10 Questions on Cabinet minutes

This item has a time limit of 15 minutes.

Councillors may ask the Cabinet Members questions about matters in these minutes:

**10a Minutes of meeting Wednesday 10 February 2021 of Cabinet**

229 - 238

**10b Minutes of meeting Wednesday 10 March 2021 of Cabinet (to follow)**

### 11 Questions on Notice from Members of Council

Questions on notice from councillors received in accordance with Council Procedure Rule 11.11(b).

Questions on notice may be asked of the Lord Mayor, a Member of the Cabinet or a Chair of a Committee. One supplementary question may be asked at the meeting.

The full text of questions must have been received by the Head of Law and Governance by no later than 1.00pm on Wednesday 10 March 2021.

These, and written responses where available, will be published in the briefing note.

## PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

### 12 Public addresses and questions that do not relate to matters for decision at this Council meeting

Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution and not relating to matters for decision in Part 1 of this agenda.

Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words.

**The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 16 March 2021.**

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 45 minutes is available for both public speaking items. Responses are included in this time.

### 13 Partnership report - Oxfordshire Resources and Waste Partnership

239 -  
242

Report submitted on behalf of the Cabinet Member for Customer Focused Services on the Oxfordshire Resources and Waste Partnership.

**Council is invited to comment on and note the report.**

As set out in procedure rule 11.15, Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, may give notice to the Head of Law and Governance by 1.00 pm on Thursday 18 March 2021 that they will present a written or oral report on the event or the significant decision and how it may influence future events. Written reports will be circulated with the briefing note.

### 14 Scrutiny Committee update report

243 -  
270

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny since the January meeting of Council.

**Council is invited to comment on and note the report.**

## PART 3 - MOTIONS REPRESENTING THE CITY

### 15 Motions on notice 22 March 2021

**This item has a time limit of 60 minutes.**

Motions received by the Head of Law and Governance in accordance with the rules in Section 11 of the Constitution by the deadline of 1.00pm on Wednesday 10 March 2021 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the Green, Labour, and Liberal Democrat groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance **by no later than 10.00am on Friday 19 March 2021** so that they may be circulated with the briefing note.

Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated.

**Council is asked to consider the following motions:**

- a) Developing a Food Strategy (proposed by Cllr Simmons, seconded by Cllr Wolff)
- b) Housing and Homelessness (Proposed by Cllr Hollingsworth, seconded by Cllr Djafari-Marbini)
- c) Call on the Government to repeal the Vagrancy Act (proposed by Cllr Gant)
- d) Support for a new Oxford National Park (proposed by Cllr Wolff, seconded by Cllr Simmons)
- e) Financial security (Proposed by Cllr Hayes, seconded by Cllr Humberstone)
- f) Proportional Representation to ensure every vote counts (proposed by Cllr Garden)
- g) Adopting an advertising and sponsorship policy which supports responsible consumption (proposed by Cllr Simmons, seconded by Cllr Wolff)
- h) Against Food Poverty (proposed by Cllr Tidball)

#### 15a Developing a Food Strategy

Proposed by Cllr Simmons, seconded by Cllr Wolff

Green member motion

The Council resolves to request that the Head of Community Services bring a report to Cabinet with proposals for commissioning a Food Strategy to address the causes of food inequality in Oxford that have been highlighted by the current pandemic (including the

scandal surrounding free school meals during lockdown) and takes into account the emerging National Food Strategy (Part 1 report and recommendations released July 2020).

As part of this work, the Cabinet is requested to recognise:

- That the Council has undertaken considerable work to address inequality
- That the Council is signatory to the Oxford Good Food Charter
- The excellent work already being done by the voluntary sector within the City
- That this work has needed to expand in response to the increased need during the COVID-19 pandemic

In preparing the Food Strategy, the Council should focus on those with the greatest need and seek to address issues including sustainability and public health.

## **15b Housing and Homelessness**

Proposed by Cllr Hollingsworth, seconded by Cllr Djafari-Marbini

### Labour member motion

This Council notes with horror the decision by the Government to make sleeping rough sufficient grounds for deportation from the UK; nothing could expose the callous brutality of the current Conservative administration more clearly than this.

The Council also notes that in addition to long-standing and indisputable evidence linking both homelessness and poor quality housing with poor mental and physical health, poorer educational outcomes and worse life chances, it is becoming clearer that overcrowded homes are likely to be a significant factor in both the spread of Covid and deaths from the virus.

This Council notes that overcrowding is just one factor that has been identified as leading to the higher rates of people from BAME backgrounds becoming critically ill and dying from Covid-19 and the work Shelter and The Big Issue have done to highlight the government's own figures that black people are 'three times as likely to experience homelessness'. The pandemic is intensifying the housing crisis and widening inequalities for these groups.

The pandemic has demonstrated that we are only as safe as our most vulnerable member; those with no recourse to public funds must have access to public services including housing services with no fear of deportation.

The Council further notes that the 'everyone in' campaign at the

onset of lockdown showed that it is possible to end rough sleeping with sufficient political will and funding, and also notes that over the last 70 years it is only when council housing was being built in sufficient volumes alongside market housing that enough homes for everyone were provided.

This Council believes that nobody should have to sleep rough on our streets, and that having a secure, safe and affordable home is a basic human right for all.

This Council believes that the Government should have used the publication of the long-delayed Social Housing White Paper to address properly both the moral imperative to end rough sleeping, and the equally important need to provide genuinely affordable and secure homes for all, and condemns the failure to do so.

This Council therefore asks that:

- the Leader of the Council writes to the Home Secretary to demand that Government abandons their proposals to make sleeping rough a ground for deportation, and instead to properly fund local authorities, health services and support providers to ensure that no one in Oxford, or anywhere else in the UK, has to sleep rough on the streets;
- all members of Council support Shelter's campaign for a mass programme of social housing building, with 200,000 new homes a year being required to address a backlog that has built up over decades;
- all members of Council endorse efforts by Oxford City Council and the other local authorities in Oxfordshire to provide enough affordable housing to meet the needs of our current and future citizens

## **15c Call on the Government to repeal the Vagrancy Act**

Proposed by Cllr Gant

Liberal Democrat member motion

On 21 June 1824 Parliament introduced "An Act for the punishment of idle and disorderly persons, rogues and vagabonds", commonly known as the Vagrancy Act. It was a response to the increasing number of homeless urban poor following the end of the Napoleonic Wars some nine years earlier, and made it an offence to sleep rough or beg. Campaigners including William Wilberforce condemned the Act from the start because it did not take individual circumstances into account.

But, astonishingly, almost two centuries later, it remains in force. Nor is it just a forgotten relic: in 1989 there were 1,396 convictions

under the Act; in 2014 three men were prosecuted under the Act for taking cheese, tomatoes and cake from a bin outside a supermarket in Kentish Town (later dropped by the CPS).

In 2017 the Government announced a review of the law, but made no progress.

In March 2020 Layla Moran MP tabled the Vagrancy (Repeal) Bill. The campaign was joined by many leading organisations in the field, including Shelter, St Mungo's, Crisis, and very many others. However, the Government took no steps to progress the bill.

On 25 February this year the Secretary of State for Housing, Communities and Local Government Robert Jenrick MP told the House of Commons that the Vagrancy Act should be "consigned to history" and described it as "antiquated" (though did add, worryingly, "We should consider carefully whether better, more modern legislation could be introduced to preserve some aspects of it").

Layla Moran MP welcomed the direction of his comments and pointed out cross-party support for the repeal Bill: "Liberal Democrats and politicians on all sides have been urging him to repeal this law for years and years. So now he has to keep his word and scrap the Act as soon as possible. Our cross-party bill can be adopted at a moment's notice and would receive widespread support."

#### This Council

- Welcomes the apparent commitment of Robert Jenrick MP to consign the Vagrancy Act to history, and joins the cross-party group of MPs in urging him to expedite the Repeal Bill as soon as possible;
- Re-states its belief that criminalising homelessness is never part of the solution to a complex problem;
- Commits to improving the supply of social-rented homes through house purchase or renovation of underused/unused properties, and to pursue additional funding from MHCLG;
- Explores by way of a report to Cabinet from the Interim Director of Housing the setting up or supporting a Social Enterprise Lettings Agency to link landlords with homeless people, and provide ongoing support to both landlords and tenants;
- Asks the Leader to write to Layla Moran MP as sponsor of the Vagrancy (Repeal) Bill communicating its wholehearted support for the Bill and its speedy passage through Parliament

## **15d Support for a new Oxford National Park**

Proposed by Cllr Wolff, seconded by Cllr Simmons

### Green member motion

Council notes that Bioabundance, a local community interest company, has put together a plan for a 36 sq mile National Park to the northeast of Oxford in response to a call from the Government, in its Environmental Bill and in its 10-point plan; the Green Industrial Revolution, for the creation of new National Parks.

Bioabundance is asking local authorities, the Oxfordshire Local Enterprise Partnership, businesses, charities and environment groups to work together to make this happen for Oxfordshire.

This nature recovery zone would halt the catastrophic loss of wildlife and reduce the detrimental effect of large new developments around Oxford. The right kind of trees would be planted to promote carbon capture and natural flood defences.

The proposed Park encompasses Otmoor and the ancient royal forests of Bernwood and Stowood. This is a beautiful area with few major roads, between Oxford, Bicester, Kidlington and Wheatley. Over a quarter of a million people live within 10 miles of this area. Easy access would be offered through a new network of sustainable transport links, including foot and cycle paths from train stations and from Park and Ride.

Council asks the Leader to issue a statement of support for the new Oxford National Park and ask the Interim Executive Director (Communities) bring a paper to Cabinet to discuss how the Council might get involved further. This should include an exploration of the value of extending the proposed Park to include adjoining land (for example, Shotover).

## **15e Financial Security**

Proposed by Cllr Hayes, seconded by Cllr Humberstone

### Labour member motion

Council believes the Conservative Government was too slow to introduce lockdown, too slow to protect care homes, and too slow to provide key workers with protective equipment. Because of this, the UK has the worst Coronavirus death rate in Europe.

Oxfordshire has ten wards in the most deprived 20% of the Index of Multiple Deprivation and they are frequently home to key workers, BAME communities, and others who will be disproportionately affected by COVID. COVID has shone a light on inequalities and how badly prepared the UK was for dealing with a major crisis after a decade of cuts to the NHS and local councils.

The UK is experiencing the worst economic crisis of any major

economy. With nearly 10% shrinkage of the British economy last year, the UK is on course for the deepest recession in 300 years, and this will harm people's lives and livelihoods.

Compared with a pre-COVID trajectory, Oxfordshire's economy could expect to see 6,000 fewer jobs and output £522 million lower by 2030. Council notes the findings of the COVID-19 Psychological Research Consortium about the mental health impacts of COVID and the link that is emerging between its economic impacts and poor mental health outcomes.

Council understands that small businesses drive the growth and innovation that will help build Oxford's and Britain's recovery. Oxford needs a government to make the right choices on our economy, with support for business going hand-in-hand with robust health measures.

Council applauds council officers for distributing over 4,500 grants to these to businesses disrupted by the pandemic. Council further applauds the successful placement of rough sleepers in accommodation during the pandemic and regrets the lack of adequate government funding to continue this work and calls for "everyone in" funding to be made permanent.

Council regrets that the Government has not lived up to its promises to support local government during the pandemic, with less than a third of the projected £29 million losses and additional expenditure projected to be covered.

This Council calls on the Leader to write to the Chancellor of the Exchequer to:

- Urgently come up with a plan to secure the economy and help businesses to escape their disastrous stop and go approach.
- Announce a smarter furlough scheme that offers certainty beyond April that avoids a cliff-edge and supports residents with training and skills for new employment opportunities.
- Give an immediate extension to the business rates holiday to give businesses breathing space and extend reduced rate VAT to support our hospitality and retail sectors and protect our high streets from collapse.
- Extend the increase to Universal Credit payments. The Institute for Fiscal Studies says that removing this could see some single, childless adults see their income fall by a fifth, and Council would oppose moves that would exacerbate poverty.
- Follow the advice of the COVID-19 Psychological Research Consortium: "the Government can most preserve the population's mental health by protecting people from the economic consequences of the pandemic and by providing practical support to parents of young children".

## 15f Proportional Representation to ensure every vote counts

Proposed by Cllr Garden

### Liberal Democrat member motion

First Past the Post is an archaic system that distorts representation and weakens public engagement with politics. It is no longer fit for purpose in the 21st Century. It encourages divisive and tribal politics. The mismanagement of the UK's political system by a single-party government especially over the past four years has demonstrated the need for proportional representation (PR) even more strongly. The coronavirus pandemic has highlighted the flaws of a centralised system in Westminster, and we have encountered the frustrations of poor decision-making in this top-down approach first-hand. The political situation may be worse by the time of the next election.

The results of last year's general election speak for themselves. On average it took 38,300 votes to elect each Conservative MP, and a staggering 864,743 to elect the one Green MP. Essentially the Conservatives got 44% of votes but 56% of seats and tragically 71% of votes cast were wasted. At the moment, millions of voters are being left effectively voiceless as they live in safe seats where their vote is unlikely to have any influence on the outcome.

The Conservative Party has been the main beneficiary of First Past the Post (FPTP) over the past 50 years which would explain their reluctant and misleading compromise for electoral reform in the form of the 2011 Alternative Vote (AV) Referendum. There are many possible systems under PR but AV is not one of them.

Recent events in the USA have shown the fragility of democracy. We have a responsibility in safeguarding it. People should have the right to vote for their first choice, not a choice between the least bad candidate with a chance of winning and a wasted vote. It is not how people form consensus in everyday life and shouldn't be in choosing their government.

Oxford City has repeatedly shown its place in the world. As a city, we should call for a fair voting system that ensures politics works for people. We should call for a pre-election commitment to Proportional Representation. The current system is not working. We need to build a democracy that is fit for the 21st century and in which every vote really counts.

This Council therefore wishes to express its strong support for electoral reform by:

1. Publicly expressing its support for Proportional Representation and encouraging individual Councillors to do likewise.
2. Asking the Leader to write to the City's MPs asking them to build cross-party consensus on a representative system that is fair and fit to deal with future challenges.

**15g Adopting an advertising and sponsorship policy which supports responsible consumption**

Proposed by Cllr Simmons, seconded by Cllr Wolff

Green member motion

Council notes that Bristol has produced a draft advertising and sponsorship policy [1] that would cover the council as an advertiser or sponsor; and the council as an owner of an advertising platform or sponsorship opportunity which an external individual, group or organisation may wish to take up.

It provides a framework for how the council is promoted and how it promotes others, aligned to [the council's] core values and principles. It seeks to establish a consistent approach, through a set of standards and framework of controls that ensure compliance with legislation, advertising industry codes, council policies and guidelines.

The policy aims to ensure that [the council's] advertising and sponsorship practice upholds the council's reputation, supports the council's priorities by facilitating communication, secures best value for money and maximises income and supports the development of commercial partnerships.

One aim is to support responsible consumption. Content where a ban is being considered includes, for example:

- Promotion or availability of junk food in proximity to schools
- Promotion of polluting fossil fuel vehicles
- Advertising of 'High Cost Short Term (HCST)' loan advancers
- Advertising of organisations offering ways to avoid paying legitimate tax in the UK

Council requests the Chief Executive to delegate an appropriate officer to bring a report to Cabinet to assess whether it is appropriate to adopt a similar policy in Oxford.

[1] [Minute 51](#) of Bristol City Council Overview and Scrutiny Management Board 2/11/20

## 15h **Against Food Poverty**

Proposed by Cllr tidball

### Labour member motion

When Oxford was hit by Coronavirus in March 2020, doing nothing was not an option.

Council recognises the commitment made to ensuring nobody in Oxford went hungry. Knowing that the pandemic would exacerbate inequalities, this Council established five Locality Response Hubs, a food depot at Rose Hill Community Centre, and, with partners the Oxford Hub, Oxford Together.

Council further recognises that:

- Between March and August 2020, over 11,000 emergency food parcels were given to communities by the Council, and working with communities and Oxford Brookes University, these food parcels were nutritious and culturally appropriate.
- Relationships with SOFEA and a network of charities and community partners, such as Oxford Mutual Aid, Oxford Community Action, Good Food Oxford, the Oxford Mosques and Sycrox, have been strengthened to support the food system in the city.
- Food pipelines have been secured and Community Larders and access to low-cost food increased for those who needed it. £145k of grant funding has been secured to support organisations to sustain this system when the Council transitioned from food parcel delivery. Care was taken to ensure contact teams called all those in receipt of a food parcel and worked with them to access food vouchers and the network of food banks and larders where needed.
- When the Government refused to provide Free School Meals during October half-term, this Council committed to providing Free School Meal vouchers and continued to work with partners to help people access food through the Winter Support Grants.

More can be done. Supermarkets have significant food waste. Tackling food poverty and reducing waste to deliver a net Zero Carbon City go hand in hand.

This Council backs concerted and coordinated action to address food poverty and resolves to continue to work with partners, as we have throughout the pandemic, to develop a county-wide strategy that addresses the causes of food poverty as part of our wider anti-poverty work. This should include the following:

- The Council producing recommendations on what is needed for a self-sustaining community food system and its role in supporting this, based on its strengths and experiences over

the last year.

- Bringing together the views and knowledge of our food network partners to better understand the current root causes of food poverty, with a view to developing and implementing meaningful solutions through a shared action plan.
- Tackling child food poverty by campaigning to address holiday hunger, increase the take up of free school meals, and access to food larders for families with children.
- Continuing to use relationships with supermarkets to divert surplus food to those that need it and minimise waste to help eliminate Oxford's contribution to climate change by 2040 or sooner, in line with the Zero Carbon Oxford Charter and recommendations of the Citizens' Assembly on Climate Change.

## **16 Matters exempt from publication and exclusion of the public**

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 are published in the Council Briefing Note.**

Additional information, councillors' questions, public addresses and amendments to motions are published in a supplementary briefing note. The agenda and briefing note should be read together.

The Briefing Note is published as a supplement to the agenda. It is available on the Friday before the meeting and can be accessed along with the agenda on the council's website.



## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee and Member Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks Councillors and members of the press and public recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recordings may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors 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; licenses 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". 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.

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

