

Agenda

Council

Summons

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

Date: **Monday 26 July 2021**

Time: **5.00 pm**

Place: **Council Chamber - Oxford Town Hall**



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](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

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

 01865 252275

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All public papers are available from the calendar link to this meeting once published

Membership of Council

Councillors: Membership 48: Quorum 12.

Lord Mayor Councillor Mark Lygo

Deputy Lord Mayor Councillor Stephen Goddard

Sheriff Councillor Dick Wolff

Members	Councillor Evin Abrishami	Councillor Jemima Hunt
	Councillor Mohammed Altaf-Khan	Councillor Chris Jarvis
	Councillor Lubna Arshad	Councillor Tom Landell Mills
	Councillor Shaista Aziz	Councillor Dr Amar Latif
	Councillor Nadine Bely-Summers	Councillor Sajjad Malik
	Councillor Diko Blackings	Councillor Katherine Miles
	Councillor Susan Brown	Councillor Edward Mundy
	Councillor Nigel Chapman	Councillor Chewe Munkonge
	Councillor Mary Clarkson	Councillor Jabu Nala-Hartley
	Councillor Colin Cook	Councillor Lucy Pegg
	Councillor Tiago Corais	Councillor Susanna Pressel
	Councillor Barbara Coyne	Councillor Ajaz Rehman
	Councillor Lizzy Diggins	Councillor Mike Rowley
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Linda Smith
	Councillor Paula Dunne	Councillor Roz Smith
	Councillor Laurence Fouweather	Councillor Dr Christopher Smowton
	Councillor James Fry	Councillor Imogen Thomas
	Councillor Andrew Gant	Councillor Marie Tidball
	Councillor Mick Haines	Councillor Ed Turner
	Councillor Duncan Hall	Councillor Louise Upton
	Councillor Tom Hayes	Councillor Elizabeth Wade
	Councillor Alex Hollingsworth	Councillor Naomi Waite
	Councillor Rae Humberstone	

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

	Pages
PART 1 - PUBLIC BUSINESS	
1 Apologies for absence	
2 Declarations of interest	
3 Minutes	19 - 40
Minutes of the meetings of Council held on:	
• 22 March 2021	
The full minutes pack with questions on notice and public addresses is here .	
• 19 May 2021	
• 23 June 2021.	
Council is asked to approve these minutes as a correct record.	
4 Appointment to Committees	
Any proposed changes to committee memberships separate from the proposals at Item 10 may be circulated with the briefing note or may be reported at the meeting.	
5 Announcements	
Announcements by:	
1. The Lord Mayor	
2. The Sheriff	
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)	
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 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 20 July 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 **Salix decarbonisation grant funding**

41 - 50

The Head of Corporate Strategy submitted a report to Cabinet on 16 June 2021 seeking a recommendation to full Council for the approval of the loan to Low Carbon Hub to support investment in the Ray Valley Solar Project.

The Cabinet decisions are set out in the minutes of that meeting (included in this agenda). Cllr Hayes, the Cabinet Member, will present the report and propose Cabinet's recommendations.

Recommendations: Cabinet recommends that Council resolves to

Approve a loan to Low Carbon Hub of up to £3,385,200 together with the associated capital budget for investment in the in the Ray Valley Solar (RVS) local renewable energy project. The investment will be fully funded by the Public Sector Decarbonisation Scheme grant awarded to the council by Salix Finance Ltd a wholly owned Government department funded by the Business Energy and Industrial Strategy Department (BEIS).

8 **Financial Outturn report 2020/21 (Integrated Performance Report for Q4)**

51 - 74

The Head of Financial Services submitted a report to Cabinet on 21 July 2021 setting out the financial outturn for the year ending 31st March 2021 (titled Integrated Performance Report for Q4 on that agenda)

The decision of the Cabinet meeting will be reported in the Briefing Note. Cllr Turner, the Cabinet Member, will present the report and propose Cabinet's recommendations.

Recommendation: Subject to the decision of Cabinet on 21 July, that Council resolves to:

Approve a revision to the general fund capital budget in 2021/22 of £4,984,000, for the grant payment in relation to Oxfordshire Housing and Growth Deal (OGD) schemes. In addition to give a further approval for a capital budget for 2025/26 of £33,000 to fund the remaining grant balance payable for the schemes all of which will be funded by capital grant income from Oxfordshire Housing and Growth Deal (OGD) detailed in paragraph 26 of the report.

9 Decisions taken under Part 9.3 (b) of the Constitution

75 – 78

The Head of Paid Service (Chief Executive) has submitted a report asking Cabinet and Council to note the decision taken by the Head of Paid Service using the urgency powers delegated in Part 9.3(b) of the Constitution.

Recommendation: that Council notes the decision taken as set out in the report.

OFFICER REPORTS

10 Urgent Key Decisions taken since March 2020

79 - 88

The Head of Law and Governance has submitted a report to update Council on key decisions taken in cases of special urgency since March 2020.

Recommendation: that Council notes the urgent key decisions taken in cases of special urgency as set out in the report.

11 Review of allocation of seats to political groups

89 - 94

The Head of Law and Governance has submitted a report setting out a review the allocation of seats to political groups following notification of the formation of a new political group, the Independent Group.

Recommendations: that Council resolves to:

1. **Approve** the revised allocations of seats to political groups as shown in Appendix 1 of the report;
2. **Approve** the following changes to the membership of committees appointed at the Annual Council meeting in accordance with the wishes of political groups in view of the revised allocations: Cllr Latif to come off the Audit and Governance Committee, Cllr Lygo to come off the General Purposes Licensing Committee, and Cllr Smowton to come off the Standards Committee;
3. **Delegate authority** to the Head of Law and Governance to appoint members to the seats allocated to the Independent Group based on the wishes of that group, or if no nominations are received within 21

days, to appoint members to those seats based on the allocations agreed at the Annual Council meeting on 19 May 2021 and the wishes of political groups.

12 Proposed amendments to the Constitution

95 - 104

The Head of Law and Governance has submitted a report setting out recommended amendments to the Council's Constitution to reflect changes to the Council's arrangements for the governance of its companies and joint ventures and a proposed new whistleblowing policy.

Recommendations: that Council resolves to:

1. **Approve** the proposed changes to part 3 and 8 of the Constitution as set out in Appendix 1, and the inclusion of the terms of reference for the Shareholder and Joint Venture Group as an annex to Part 3 and the Scrutiny Committee's Operating Principles as an annex to Part 8.
2. **Note** the revised programme of meetings for the Shareholder and Joint Venture Group shown in Table 1 of the report;
3. **Delegate authority** to the Head of Law and Governance to replace the current Whistle Blowing Policy with the new Whistle Blowing Policy in Part 25 of the Constitution, subject to the Audit and Governance Committee approving the new policy;
4. **Note** that political groups will be invited to nominate members to form a "Constitution Review Group" to oversee the next annual review of the Council's Constitution.

QUESTIONS

13 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:

13a	Minutes of meeting Wednesday 14 April 2021 of Cabinet	105
13b	Minutes of meeting Wednesday 16 June 2021 of Cabinet	109
13c	Minutes of the meeting Wednesday 21 July 2021 of Cabinet (to follow if available)	

14 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 14 July 2021.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

15 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 20 July 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.

16 Health & Wellbeing Board /Health Improvement Board

Report to follow

Report submitted on behalf of the Cabinet Member for a Safer Healthier Oxford, Cllr Upton, on the work of the Health & Wellbeing Board and the Health Improvement Board and their subsidiary groups.

Council is invited to comment on and note the report

As set out in the Constitution at 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 22 July 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.

17 Scrutiny Committee update report

119 -
124

The Chair of the Scrutiny Committee, Cllr Wade, has submitted a report which updates Council on the activities of scrutiny and the implementation of recommendations since the last meeting of Council. Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

18 Motions on notice 26 July 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 14 July 2021 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the Labour, Liberal Democrat, Green, and Independent 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 23 July 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) DSS Discrimination (Cross –party motion: proposer Cllr Thomas)
- b) Short term lets (proposer Cllr Diggins, seconder Cllr Hunt)
- c) Trees for Life (proposer: Cllr Landell-Mills, seconder: Cllr Goddard)
- d) East Oxford Low Traffic Neighbourhood (proposer Cllr Wolff)
- e) EU Nationals deserves to be treated with respect (proposer Cllr Corais, seconder Cllr Bely-Summers)
- f) Opposition to the Health and Care Bill (proposer Cllr Jarvis, seconder Cllr Pegg)
- g) Oxford Stadium (proposer Cllr Pegg, seconder Cllr Jarvis)

18a DSS Discrimination (Cross party motion: proposer Cllr Thomas)

Cross-Party Motion agreed to be taken as such by the four group leaders

This Council notes that:

- The private rented sector (PRS) in Oxford has grown to 49.3% (2020) of homes in the city, one of the largest PRS populations of any housing authority in England;
- Private renters face a host of challenges, including disrepair and lack of affordable rent;
- Tenants in receipt of housing benefit or universal credit also face the prospect of 'DSS discrimination'¹;
- 'No DSS' policies have been found to be unlawful and discriminatory under the Equality Act but are still widespread.

This Council observes that:

- Some landlords and letting agents overtly practice DSS discrimination, e.g. by listing properties as 'no DSS' on websites;
- More often, landlords and letting agents covertly discriminate against benefits claimants, e.g. by using affordability or referencing checks that automatically fail benefit recipients, by systematically favouring non-benefit claimants when assessing tenancy applications, by demanding guarantors when a prospective tenant's income (be it from benefits or employment) is sufficient, etc.;
- Despite alleviating measures such as the council tax reduction scheme, people are struggling financially. More people rely on benefits due to the pandemic, so the effects of DSS discrimination are now particularly widespread.

This Council defends the right to decent housing, and will work to eliminate DSS discrimination from Oxford by asking Cabinet to take the following steps where possible:

- Revise the OCLAS code², adding the following wording: 'you must not discriminate on the basis of age, gender, race, language, sexuality or any other factor that might place an individual at a disadvantage. *This includes indirect discrimination*

¹ this is discrimination against those in receipt of Department of Works and Pensions (DWP) benefits, referencing the previous initials (DSS) of the department

² the [Oxford City Council Landlord accreditation scheme](#)

such as 'no DSS' or related practices, namely refusing to let prospective tenants on housing benefit or universal credit view affordable properties and requiring guarantors in cases where a prospective tenant's income is sufficient;

- Advertise and ensure that the Welfare Reform Team will look out for and follow up on reported cases of discrimination;
- Ensure that duty housing officers are informed about the issue and refer cases to the Welfare Reform Team and independent advice centres;
- Establish a permanent “tenants’ forum”, which should:
 - Be composed of community groups and stakeholders representing tenants, both in private and council housing;
 - Be invited to consult directly with the Housing and Homelessness Panel bi-annually at least and whenever decisions significantly impacting the rental sector come before Council;
- Use official communication and media activities to improve awareness, as well as denouncing discrimination against benefits claimants clearly on the Council website, with a dedicated page detailing ways to recognise DSS discrimination and what actions to take in response

This Council asks that the Housing and Homelessness Panel consider this issue, monitor actions taken to address it, and make recommendations accordingly.

Council recognises that DSS discrimination is one obstacle among many for those on benefits accessing housing.

Council asks that the Leader write to the Secretary of State for Work and Pensions, calling for benefit levels to be raised and uprated in line with rents so they are realistic for places like Oxford, and for the household benefit cap to be removed.

18b Short term lets (proposer Cllr Diggins, seconder Cllr Hunt)

Labour Group Member Motion

This Council notes that an ever increasing number of homes in Oxford are being lost to local families as owners rent the out as short term lets. While numbers are difficult to quantify, we estimate that there are nearly 900 homes in Oxford entirely rented out on short lets for all or most of the year and that these numbers are increasing. This is very worrying in a city that is so reliant on the private rented sector to house its population. About 50% of our local residents live in private rented homes – the highest number in the

country.

This Council notes that tourism makes a vital contribution to our local economy and there is no doubt that short lets will have an important part to play as this sector recovers from the effects of the pandemic. However, this loss of valuable family homes puts upward pressure on rents that are already among the most unaffordable in England. This council has deliberately encouraged the development of hotels and guest houses through our planning policies to support tourism and resist the loss of family housing.

This Council welcomes the recent [letter from the Leader of the Council](#) to the Housing Minister on this subject and joins her call to ask the government to legislate to

- designate homes used predominantly as short term lets as a separate planning class, allowing local authorities to introduce policies to restrict their numbers and location if appropriate for their local circumstances, and allow enforceable conditions to be applied if necessary;
- allow local authorities to introduce local licensing schemes for short term let properties and landlords, as appropriate, matching local and national HMO and/or PRS schemes;
- ensure that short term lets are subject to the same environmental health, food and fire safety regimes as hotels and guest houses, for consumer protection and to create a level playing field for those businesses;
- allow local authorities to charge short term let properties as commercial businesses for waste collection and so forth (rather than having those services provided for free via domestic waste collection services, when these properties pay no or reduced council tax or business rates).

This Council calls on the Leader to work with other councils and the Local Government Association to campaign to get these aims as part of the government's next Housing Bill and to write to the two local MPs asking for their support.

18c Trees for Life (Proposer: Cllr Landell-Mills, Seconder: Cllr Goddard)

Liberal Democrat Member motion

To celebrate the birth of Oxford children and as part of the development of Oxford Urban Forest Strategy it is proposed that the City Council offers, free of charge, to supply and plant a tree as a celebration of the child's arrival in location that is visible to the public in the parents' garden, and for parents without a garden to plant a tree in a public park or public space — as long as public space is

available. This policy would potentially increase the area of planting beyond the City Council's own lands and would also create more connectivity and meaning with the new trees being planted.

Though the birth rate varies each year, and uptake would be less than a 100%, an initial estimate of around 1000 new trees per year could be planted under this scheme, which would over time could add significantly to the Oxford's urban forest and all our well-being.

18d East Oxford Low Traffic Neighbourhood (proposer Cllr Wolff)

Green Group Member Motion

Oxford City Council notes the reports of research in recent years which conclude:

- 28% of journeys in Oxford in 2015 were short car journeys by car within the city boundary, predicted to increase by 18% by 2031. A further 37% were cars driving into the city from the County, also predicted to increase by 18% by 2031
- In 2015, holding traffic volumes steady would have required a reduction in car driving of 10% by 2031. However, if additional capacity were to be found for more pedestrians, cyclists and more reliable public transport an even more significant reduction would have been required.
- However, by 2023 the number of licensed vehicles on UK roads will have increased by 50% since 2007.
- In London, driving on minor urban residential streets doubled between 2009 and 2019. Since this pattern is repeated across the country it is likely that Oxford will have shared this expansion

Council notes that:

- In order to maintain timetables a third more buses are being deployed in Oxford than would be necessary if traffic flowed freely.
- Owing to virus anxiety total bus ridership is down 41% from pre-pandemic levels. If half of these former bus users are using a car instead, a further rise in car traffic within the city of 8% - 15% may have resulted.
- The Council's adopted Local Plan 2036 contains policies to promote the development of localised district centres.

Council accepts that there are people for whom the use of powered vehicles is necessary in the course of their employment, and some who for reasons of disability are unable to use public transport or

cycle, but believes that owing to longer term trends in traffic congestion it would make their lives easier if those for whom driving cars was not essential adopted different modes of transport.

Council believes that this modal shift is unlikely to occur unless measures are taken to discourage car use for journeys of less than four miles and to make cycling and walking a safe and attractive option for all.

Council therefore welcomes the current and proposed trials of new Low Traffic Neighbourhoods (LTNs) in the city as one strategy for achieving this aim, to complement the many existing LTNs in the city.

Council believes that the trial of Low Traffic Neighbourhoods cannot produce the learning outcomes necessary if the schemes in East Oxford, which are an integral part of it, are not implemented as soon as possible.

Council believes that the learning outcomes will also not be achieved unless thorough monitoring is carried out in order to determine not just traffic volumes on arterial roads but

- where vehicle journeys on those roads started and what their destination is.
- what proportion of vehicle occupants have chosen not to use public transport because of anxiety about the coronavirus

Council asks the Leader to write to the Leader of the County Council sharing these concerns and asking for the East Oxford LTN trial to proceed as swiftly as possible.

18e EU Nationals deserves to be treated with respect (proposer Cllr Corais, seconder Cllr Bely-Summers)

Labour Group Member Motion

Council notes:

- That following the UK's departure from the EU there are significant new entry restrictions for EU nationals seeking to come to the UK;
- That at the 2011 census, over 12,000 Oxford residents were born in an EU member state apart from Ireland and the UK;

Council believes:

- That nationals from EU member states are, along with many other migrant communities, an important part of Oxford's diverse and vibrant society;
- That EU nationals, their families, friends and visitors deserve to

be treated with respect;

- That in law, EU nationals have the right to receive visitors, yet there is disturbing evidence of hostile treatment of such visitors at the UK border, and that this is causing great distress to those affected, and uncertainty amongst people in Oxford more widely;
- That this is further evidence of the government's discredited "hostile environment" policy³ being continued.

Council resolves:

- **To ask the Council Leader to write to the Home Secretary urging a much more sensitive approach to those visiting the UK from EU countries at the UK border, and protesting at the poor treatment visitors have received since the start of 2021;**
- **To request this letter is shared with representative organisations in Oxford, relevant embassies, and through the Council's social media channels.**

18f Opposition to the Health and Care Bill (proposer Cllr Jarvis, seconder Cllr Pegg)

Green Group Member Motion

This Council notes the government has presented its Health and Care Bill to parliament to reform the delivery of NHS and public health services. This legislation would:

- Reorganise the NHS around "Integrated Care Systems" (ICS), new bodies within the health service with boards comprising organisations involved in service delivery – including for-profit private companies.
- Abolish the requirement for compulsory competitive tendering for NHS services, as set out in Section 75 of the 2012 Health and Social Care Act.

This Council believes that the move towards ICS is an unnecessary and unwanted reorganisation of the health service.

This Council believes that allowing private companies to sit on ICS boards – bodies with decision making powers over how NHS money is spent and the care patients receive – is an anathema to the principles of the NHS as a publicly provided, publicly funded and publicly run health service, representing a clear conflict of interest.

This Council believes that revoking Section 75 of the 2012 Health

³ <https://www.gov.uk/government/speeches/speech-by-home-secretary-on-second-reading-of-immigration-bill>
<https://www.telegraph.co.uk/news/0/theresa-may-interview-going-give-illegal-migrants-really-hostile/>

and Social Care Act without also ending private sector involvement in the health service will remove one of the few checks and balances on outsourcing and privatisation presently in operation, leading to contracts being given without competition or tender to private companies and without the ability for in-house bids.

This Council calls for the Leader of the Council to:

- **Write to the Secretary of State for Health and Social Care to demand the withdrawal of the proposed legislation and express opposition to the inclusion of private companies on ICS boards, as well as to the revocation of Section 75 of the 2012 Health and Social Care Act unless all private delivery of NHS services is also revoked.**
- **Write to Oxfordshire County Council's Cabinet Member for Public Health and Equalities requesting a commitment from the County Council Cabinet to oppose the imposition of ICS and to advocate for the exclusion of any representatives of private companies on local ICS boards.**

18g Oxford Stadium (proposer Cllr Pegg, seconder Cllr Jarvis)

Green Group Member Motion

Council notes plans by Kevin Boothby (reported in the Oxford Mail: 17th June 2021) to bring greyhound racing back to Oxford Stadium following the acquisition of a 10-year lease from owners Galliard Homes.

Council notes that the last greyhound racing took place in the Stadium in December 2012.

Council notes that Galliard Homes have previously (2013 - application number 13/00302/FUL) submitted a planning application to re-develop the site for housing but that this was never approved by the Council.

Council notes that there has been an informal assessment of the site by British Cycling who have stated it would be suitable as velodrome combined with a BMX and learn-to-ride facility with ample space for other community uses.

Council also notes that greyhound racing has been heavily criticised by animal welfare organisations such as the League Against Cruel Sports, Alliance Against Greyhound Racing, People for the Ethical Treatment of Animals (PETA) who believe that dogs should not suffer or die for entertainment or for the profit of the dog racing industry.

The Greyhound Board of Great Britain's (GBGB) own data confirms that in 2019 there were 4970 greyhound injuries & 710 deaths (14

per week).

Despite Legislation aimed at improving the welfare of greyhounds, including the Animal Welfare Act (2006), The Welfare of Racing Greyhounds Regulations 2010, there is still ample evidence of the dangers to greyhounds bred for racing (see [1, 2]). The latter Government report into the effectiveness of the 2010 Regulations cast doubt on many aspects of the sport, making several important recommendations which have NOT been made law.

The Council considers itself to be a caring Council which seeks the highest standards of welfare for all animals. It therefore:

- Agrees to publicly oppose the reintroduction of greyhound racing in Oxford.
- Ask the Executive Director (Development) to bring a report to Cabinet which explores alternative uses for the site (for example, housing, a velodrome or other community uses).
- Should the greyhound racing go ahead, the Council agrees to use its licensing powers to the full to ensure the welfare and safety of racing dogs and agrees to review its licensing policies on greyhound racing to see which of the EFRA Committee recommendations can be included.

[1] The State of greyhound racing in Great Britain: a mandate for change', League of Cruel Sports (2014)

[2] 'Greyhound Welfare'. Environment, Food and Rural Affairs (EFFRA) Committee (2016)

19 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.