

Agenda

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Annual Meeting of Council

Summons

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

Date: **Wednesday 18 May 2022**

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:

Lucy Tyrrell, Committee and Members Services Officer, Committee and Member Services Officer

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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 None (previously Councillor Dick Wolff)

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

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

Pages

- 1 Election of Lord Mayor for the Council year 2022/23**
Council is recommended to resolve to elect a Lord Mayor to the start of the Annual Council meeting in May 2023
- 2 Appointment of Deputy Lord Mayor for the Council 2022/23**
Council is recommended to resolve to appoint a Deputy Lord Mayor to the start of the Annual Council meeting in May 2023
- 3 Appointment of Sheriff for the Council year 2022/23**
Council is recommended to resolve to appoint a Sheriff to the start of the Annual Council meeting in May 2023
- 4 Apologies for absence**
- 5 Declarations of interest**
To make any declarations of disposable pecuniary interest relating to items on this agenda.
- 6 Announcements**
Announcements by:
 1. The Lord Mayor
 2. The Chief Executive
- 7 Election of Council Leader**
Council is asked to elect a Leader of Council in accordance with the Council's executive arrangements as set out in the Constitution for a term of office beginning immediately and ending at the annual Council meeting immediately following the end of their current term of office (i.e.

either May 2024 or May 2026).

8 Report of the Leader of the Council

Council will receive and note a report from the Leader on:

1. the appointment of the deputy Leader of the Council;
2. the appointment of up to 8 additional members of the Cabinet;
3. the responsibilities of the Leader, Deputy Leader, and other Cabinet Members;
4. the Council's representative and their substitute on the Future Oxfordshire Partnership (both members of this Council's Cabinet)
5. the Council's representatives (and their substitutes) on the Future Oxfordshire Partnership's four advisory sub-groups (drawn from members of this Council's Cabinet):
 - Oxfordshire Plan 2050
 - Housing
 - Infrastructure
 - Environment
6. the appointment of Members of the Shareholder and Joint Venture Group which has responsibility for acting as shareholder of the Council's companies and for safeguarding and furthering the Council's interests and investments in its companies and joint ventures.
7. the Executive Scheme of Delegation as set out in the Section 4 of the Council's Constitution dated 18 May 2022 (and agreed by Council on 21 March 2022); and
8. any other matters.

The Constitution is available on the [Council's website](#)

OFFICER REPORTS

9 Appointment to Council Committees 2022/23

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The Head of Law and Governance has submitted a report asking Council to appoint committees and the members serving on those committees for the Council year 2022-23 in accordance with the provisions of the Local Government and Housing Act 1989 (Section 15)

and other relevant legislation.

Appendix 3 will be circulated in the Briefing Note published before the meeting, and any outstanding nominations to committee seats may be announced, or agreed, as appropriate at the meeting.

Recommendation(s): Council is recommended to:

1. **Approve** the structure of the Council committees, as defined within the Council's Constitution and set out in Appendix 1: Committee structure 2022/23;
2. **Approve** the methods, calculations and conventions used in determining political representation on committees as outlined in the report and shown in Appendix 2: Political proportionalities on Council committees 2022-23;
3. **Appoint** to committee seats in accordance with the requirements of political proportionality and the nominations made by political groups, as shown in Appendix 3: Committee nominations 2022-23;
4. **Agree** that all members of Council will form the pool of members able to observe on appeals and some grievances panels in accordance with the Council's policies;
5. **Appoint** three non-executive members to the Oxfordshire Growth Board Scrutiny Panel (see Appendix 3: Committee nominations 2022-23);
6. **Appoint** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see Appendix 3: Committee nominations 2022-23).

CABINET REPORTS

10 Selective Licensing fees

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The Head of Regulatory Services and Community Safety submitted a report to Cabinet on 10 March 2021 informing Cabinet of the results of the consultation exercise carried out into the proposal to introduce a selective licensing scheme in the city.

Following the consultation it was proposed that a selective licensing scheme be introduced with the proposed changes to the scheme based on the feedback received. Following approval of the recommendations, a submission to the Secretary of State for Housing, Communities and Local Government was required for confirmation before the scheme could be implemented.

Recommendation: Cabinet recommends that Council resolves to approve the fee structure for licence applications, as set out in Appendix 7.

Updates and additional information to supplement this agenda are published in the Council 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 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.