

Agenda

Council

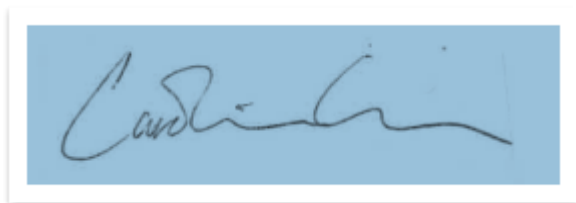
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Summons

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

Date: **Monday 28 November 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.

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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 James Fry

Deputy Lord Mayor Councillor Mark Lygo

Sheriff Councillor Mike Rowley

Members	Councillor Mohammed Altaf-Khan	Councillor Dr Amar Latif
	Councillor Lubna Arshad	Councillor Sajjad Malik
	Councillor Shaista Aziz	Councillor Katherine Miles
	Councillor Nadine Bely-Summers	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 Anna Railton
	Councillor Paula Dunne	Councillor Rosie Rawle
	Councillor Laurence Fouweather	Councillor Ajaz Rehman
	Councillor Andrew Gant	Councillor Jo Sandelson
	Councillor Stephen Goddard	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 Ed Turner
	Councillor Jemima Hunt	Councillor Louise Upton
	Councillor Chris Jarvis	Councillor Naomi Waite
	Councillor Emily Kerr	Councillor Diko Walcott
	Councillor Tom Landell Mills	

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 - 27
Minutes of the ordinary meeting of Council held on 3 October 2022. Council is asked to approve the minutes as a correct record.	
4 Appointment to Committees	
The Head of Law and Governance has been notified of resignations from committees and changes of membership requested by group leaders. Council is asked to make the following appointments to committees. <ul style="list-style-type: none">• Scrutiny Committee - Councillor Railton to stand down and Councillor Hunt to replace her.• Standards Committee - Councillor Diggins to stand down and Councillor Rehman to replace her. Any further proposed changes will be circulated with the briefing note or notified at the meeting.	
5 Announcements	
Announcements by: <ol style="list-style-type: none">1. The Lord Mayor2. The Sheriff3. 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 22 November 2022.

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 UK Shared Prosperity Fund Investment Plan

29 - 76

The Head of Regeneration and Economy submitted a report to Cabinet on 19 October 2022 seeking endorsement of the UK Shared Prosperity Fund (UKSPF) Investment Plan, allocation of budget and delegated authority to enter contract with Government for delivery of the plan on behalf of Oxford City Council.

The Cabinet minutes dated 19 October 2022 are available at item 10a.

Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships will present the report and present the Cabinet's recommendation.

Recommendation: Cabinet recommends that Council resolves to:

1. **Establish** Capital and Revenue budgets in accordance with paragraph 21 of the report.

8 Award of a Works Contract for the Refurbishment of the Gas Works Pipe Bridge

77 - 86

The Executive Director (Development) submitted a report to Cabinet on 16 November 2022 seeking approval for a works contract to refurbish/repair the Gasworks Pipe Bridge situated between Friars Wharf and Baltic Wharf; authority for the Executive Director (Development) to award a contract; and approval of the spend of identified funds for the funding of the contract.

The Cabinet decision will be reported in the Briefing Note. The draft minutes of the meeting will be available on the [Cabinet meetings webpage](#).

Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management will present the report and present the Cabinet's recommendation.

Recommendation: Cabinet recommends that Council resolves to:

1. **Approve** a virement of £1.82 million from the existing stock condition budget to fund the works to the gasworks pipe bridge, including reimbursement of c£185k feasibility cost incurred to date.

9 Social Housing Decarbonisation Fund Bid Approval

87 - 92

The Head of Corporate Strategy submitted a report to Cabinet on 16 November 2022 seeking approval of Oxford City Council's submission of a bid to Government under the Social Housing Decarbonisation Fund 2.1 bidding round seeking funding towards a retrofit programme for around 300 council homes.

The Cabinet decision will be reported in the Briefing Note. The draft minutes of the meeting will be available on the [Cabinet meetings webpage](#).

Councillor Linda Smith, Cabinet Member for Housing will present the report and present the Cabinet's recommendation.

Recommendation: Cabinet recommends that Council resolves to:

1. **If the bid is successful, grant approval** for the release of up to £6.050 million of HRA capital funding required for match funding under the terms of the SHDF 2.1 scheme in accordance with the estimated spend profile in paragraph 24 of the report.

OFFICER REPORTS

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

93 - 96

The Head of Paid Service (Chief Executive) has submitted a report asking 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 resolves to:

1. **Note** the decision taken as set out in the report.

QUESTIONS

11 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.

11a Minutes of the Cabinet meeting held on 19 October 2022

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11b Draft Minutes of the Cabinet Meeting held on 16 November 2022

To follow in the briefing note.

12 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 16 November 2022.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

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

This item will be taken at or shortly after 7.00pm

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 22 November 2022.

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 limit.

14 Outside Organisation/Committee Chair Reports and Questions

14a Scrutiny Update Report

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and the implementation

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106

of recommendations since the last meeting of Council.

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

15 Motions on notice 30 November 2022

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 16 November 2022 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the *Labour Group, Liberal Democrat Group, Green Group* 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 25 November 2022 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:

Introduction

- a) Bus Fares (proposed by Cllr Hollingsworth)
- b) Campsfield House (proposed by Cllr Gant, seconded by Cllr Goddard)
- c) Fixing Oxford's Water (proposed by Cllr Jarvis, seconded by Cllr Bely-Summers)
- d) End Tory Cost of Living Crisis (proposed by Cllr Aziz, seconded by Cllr Upton)
- e) Support Small Business Saturday on December 3rd (proposed by Cllr Fouweather, seconded by Cllr R Smith)
- f) Plant-based Food and Sustainable Farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)

15a Bus Fares (proposed by Cllr Hollingsworth)

Labour member motion

This Council recognises the vital importance of affordable, reliable and high quality public transport to the functioning of our city. We therefore strongly welcome the recent IPPR research on public transport, published on 6th October 2022 under the title ***“To support low-income households, it's time to reduce the cost of daily bus travel”***.

This Council agrees with the IPPR report when it makes clear that

reducing fares is not the ONLY thing needed to increase bus patronage – interventions to improve speed, reliability and the experience of passengers are all required as well.

However this Council agrees strongly that reductions in the costs of public transport for passengers are essential for a fair transport system.

Low income households are the most likely to use buses, while research by the RAC Foundation shows that since 2013 the cost of bus travel has risen by a greater extent than all other forms of transport. It is the poorest households, without access to other forms of travel, that have borne the brunt of these increases driven by de-regulation and lack of long-term funding.

Any reduction in bus fares would therefore be of the greatest benefit to those least well off. Capping bus fares at no more than £1 per day would save the poorest 20% of households in England £0.8bn a year. Making all bus fares in England free would save the poorest 40% of households £1.5bn a year.

This Council notes that a policy of making bus fares in England entirely free would cost £2.3bn a year, with the greatest benefits going to the least well off. For comparison, the recent 'fiscal event' proposed £40bn worth of tax cuts, mostly to the most well off. The current proposed Government funding for new roads is £27bn, for schemes that are likely to increase pollution and make the climate and biodiversity crises worse. For the same money, bus travel could be made free for at least ten years, helping to reduce car journeys and making progress towards a net zero transport system.

This Council therefore asks that:

- The Leader of the Council writes to the Secretary of State for Transport, the Shadow Secretary State for Transport, Oxford's two MPs and to the Leader of the County Council expressing this Council's support for making public transport in Oxford free of charge
- The Council's Cabinet Members and officers, through their existing partnerships and relationships with the County Council and bus operators, work to promote and deliver this objective.

References/links

<https://www.ippr.org/blog/time-to-reduce-the-cost-of-daily-bus-travel>

<https://www.racfoundation.org/data/cost-of-transport-index>

15b Campsfield House (proposed by Cllr Gant, seconded by Cllr Goddard)

Liberal Democrat member motion

The Home Office announcement of its intention to reopen Campsfield House Immigration Detention Centre in Kidlington ignores local and national feeling on the treatment of refugees. It's also a cruel, ineffective, and costly backwards step for this government, for our country and for the people of Kidlington, Yarnton and Begbroke.

In the years before its closure in 2018, Campsfield House was used to detain nearly 30,000 migrants. During that time there were weekly demonstrations, protests, hunger strikes, two suicides, escapes and scores of legal challenges. It was finally closed following a damning inquiry into conditions.

The UK is ranked 20th in terms of asylum applications processed, and 19th for applications accepted. Two thirds of UK asylum seekers' claims are turned down, the highest refusal rate in Europe, with 41% of those decisions overturned on appeal.

Instead of criminalising people fleeing war, oppression and persecution, who have already suffered at the hands of people traffickers, the government should focus on achieving its own targets to deal with asylum claims promptly and fairly.

This Council therefore condemns the re-opening of Campsfield House and asks the Leader to write to the Home Secretary calling for:

- The cancellation of the reopening of Campsfield House as a detention centre.
- The creation of safe havens and more legal routes to apply for asylum in the UK.

The prioritisation of prompt and fair processing of asylum claims whilst introducing appropriate safeguards to allow asylum seekers to live and work in our communities in the meantime.

15c Fixing Oxford's Water (proposed by Cllr Jarvis, seconded by Cllr Bely-Summers)

Green member motion

Council notes

1. On August 24, Thames Water introduced a hosepipe ban following the driest July on record.
2. Across England and Wales, 3 billion litres of water are lost to leaks in the water system every single day
3. According to analysis by the GMB union, Thames Water's infrastructure allows 635 million litres of water to leak out of the system every single day - equivalent to leaving a hosepipe on for 73 years.¹
4. Failure to fix leaks has had a major impact on public

¹ <https://www.gmb.org.uk/news/thames-waters-daily-waste-same-hosepipe-being-73-years>

infrastructure in Oxford - including the flooding of the Littlemore underpass for several weeks.

5. There has been a long delay in replacing the water pipe occupying the east bound cycle lane on Osney Bridge, which has endangered cyclists using Botley Road.
6. Between 2017 and 2021, Thames Water has accrued £32.4 million of fines over 11 separate incidents of water pollution - including a £4 million fine for sewage pumped into Oxford's waterways.²
7. Since privatisation in 1989, shareholders of water companies have pocketed over £72bn in dividends.³ Thames Water paid out £392 million in profit to shareholders between 2013 and 2017.⁴

Council believes

1. Thames Water is currently failing to deliver an adequate public service, is failing to invest in infrastructure, and has caused extensive environmental damage - all while putting the burden of water saving onto residents.
2. Serious questions have been raised as to Thames Water's performance - questions to which the public need answers. More accountability for the company is therefore necessary.
3. Going forward, the country's illogical privatisation of water must be reversed. Water is a basic need, a natural monopoly and a vital public service. Privatisation provides all the wrong incentives for running a water supply, and it should be returned to public hands, with democratic oversight.

Council resolves

1. To request that the Cabinet Member for Leisure and Parks requests that Thames Water's CEO Sarah Bentley attend a meeting open to all Councillors to ask questions on the company's performance.
2. To request that the Cabinet Member for Leisure and Parks writes to the water regulator - Ofwat - expressing the concerns laid out in this motion and requesting action be taken to redress it.
3. To request that the Cabinet Member for Leisure and Parks writes to the Secretary of State for Environment, Food and Rural Affairs Thérèse Coffey, and the Secretary of State for Business, Energy and Industrial Strategy Grant Shapps informing them of the Council's view that the country's water

² <https://www.gov.uk/government/news/thames-water-fined-4-million-after-30-hour-waterfall-of-sewage-discharge>

³ <https://www.theguardian.com/environment/2022/aug/15/uk-water-boss-bonuses-reservoirs-built-leaks-fixed>

⁴ <https://weownit.org.uk/company/thames-water>

- system should be taken into public ownership.
4. To lobby government ministers on an ongoing basis to tackle the issues raised in this motion, and for a publicly owned water system.

15d End Tory Cost of Living Crisis (proposed by Cllr Aziz, seconded by Cllr Upton)

Labour member motion

The cost-of-living crisis is deepening poverty, inequalities and insecurity, amongst thousands of people, families, and communities across our city.

Twelve years of Tory austerity and brutal central government funding cuts to councils such as ours continues to have a catastrophic impact on services and community support for working people.

The Covid pandemic has also pushed many people into further hardship along with independent and small businesses finding it impossible to survive.

Under a Tory government of millionaires, food bank use across the country and in our own city has rocketed, with more and more people in full time employment also dependent on food banks and food projects across Oxford.

And now this government is wielding more cuts to services. The Tories have shown over the past twelve years they have no desire to improve the lives of working people across our city and country. They need to go. Now.

As winter starts, many are left to wonder how they will feed their families, heat their homes, pay spiralling energy bills and pay their rent and mortgages. People are terrified of becoming destitute and homeless.

Oxford City Council is working with people and communities, organisations and partners across the city including advice centres, food banks and food networks, the NHS, and others to provide information and support across Oxford's diverse communities.

We are proud of the many ways community groups are working together to support people and thank everyone for their tireless work.

This council condemns this out of touch government for the harm and devastation it's causing people and communities daily.

We condemn the increases in inequalities and specifically racialised inequalities the cost of living crisis is exacerbating as outlined in the recent Runnymede Trust report.

We reject this governments failed economic and social policies that have seen an increase in child poverty in our city that is creating a deepening mental health crisis, as the recent Marmot report

highlights

We demand an end to further cuts to local government budgets and services across our city and reject the Tories desire to wield austerity 2.0 against our city.

We call on the government to ensure benefit payments rise in line with record breaking inflation, so that people have a chance to survive the economic chaos created by a government of billionaires and can make it through the winter.

We call on Universal Credit payments and Disability Cost of Living Payments to rise for everyone and for these payments not to be one off.

We call on the government to respect public sector workers human rights to strike action and call on all workers to be paid wages enabling them to live lives of dignity and hope.

We call on the government to urgently implement the energy windfall tax and tax energy companies making huge profits while thousands of people across our city struggle to pay for gas and electricity.

15e Support Small Business Saturday on December 3rd (proposed by Cllr Fouweather, seconded by Cllr R Smith)

Liberal Democrat member motion

Council notes that Small Business Saturday 2022 is coming up on December 3rd. Small Business Saturday has grown into a significant event – with £1.1 billion spent at small businesses during the 2020 event alone.

Council recognises that this is an excellent opportunity to promote small businesses in Oxford and to celebrate the contribution smaller businesses make to our city.

Council believes that Small Businesses are the heart and soul of our city and district shopping centres. They help give the City of Oxford its unique character and employ thousands of local people. It is only by supporting our local independent businesses that we can also help our local high streets thrive.

Council resolves to:

- (a) participate as fully as possible in Small Business Saturday on 3rd December 2022.
- (b) request that the Chief Executive explores how officers can work closely with local business organisations and smaller enterprises across Oxford to make them aware of the day and encourage them to sign up.
- (c) promote Small Business Saturday thoroughly and prominently on the Council's website, social media channels and other external communications.

- (d) welcome the excellent cooperation between the County Council and local bus companies which resulted in reduced bus ticket prices for teenagers and the introduction of a reduced ticket for family groups using the Park and Ride sites around Oxford which will encourage shoppers to travel both into Oxford city and other district centres.

Council requests that the Executive Director (Development) submits a report to Cabinet with options to develop a year round communications plan to continue promoting local small businesses and encouraging residents across Oxford to shop small and shop local.

15f Plant Based Food and Sustainable Farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)

Labour member motion

Council notes that:

- The global scientific consensus is that humans have heated the climate at a rate that is unprecedented, and we are heading towards mass extinction not just for ourselves but of entire eco systems if we do not change our actions today.¹
- Oxford City Council is committed to reducing its impact on the environment and to becoming carbon neutral by 2030.²
- We have a duty as leaders in the city to empower the local community to make changes that can mitigate climate catastrophe and help preserve the vitality of our planet for future generations.
- The UK's agriculture produces 10% of the country's greenhouse gas emissions and makes up 70% of land use. Modern agricultural practices are a central driver for habitat and biodiversity loss and the UK is one of the world's most nature-depleted countries.³
- In the UK we eat twice as much meat and dairy as the global average which is not sustainable as there is not enough land in the world to meet this demand without destroying our natural world.⁴
- Plant-based sources of protein have much smaller carbon footprints than animal-based ones, even when comparing locally raised meat to imported plant foods.
- Farm animals across Europe are producing more emissions than cars and vans combined.⁵
- Our relationship to food is still an overlooked factor to the climate crisis yet it is the quickest and cheapest step to help

tackle the climate crisis if we reduce our meat intake.

- The necessary change to confront the climate crisis needs to tackle existing inequalities in society while acting urgently.
- To protect and enrich jobs in Oxford, we should work closely with local farmers and plant-based food organisations to move to more sustainable farming methods and local produce that promotes plant-based food.

Council agrees to:

- Request that the Cabinet Member for Health and Transport:
 - Works with local farmers to support, promote, and encourage their move to create more sustainable plant-based produce.
 - Recognises the benefit of sourcing food locally from producers who follow sustainable principles.
- Request that the Executive Director (Communities and People) submits a report to Cabinet with options to form a plant-based localised free food service by funding community groups who are already doing this work to transform Oxford into a more environmentally sustainable economy which will also tackle food poverty.
- Follow Oxfordshire County Council's lead by ensuring that food provided for internal councillor events are entirely plant-based and food provided at all council catered events and meetings include plant-based options, preferably using ingredients sourced from local food surplus organisations.⁶
- Call on Cabinet to request that the Council's Climate Action Plan be updated to state that all catering provided at Council events and functions from January 2023 will have plant-based options.
- Call on the Shareholder group to work with all Council run companies to encourage moving to having plant-based catering options by January 2023.

1

https://www.ipcc.ch/report/ar6/wg1/downloads/outreach/IPCC_AR6_WGI_Press_Conference_Slides.pdf

2

https://www.oxford.gov.uk/news/article/1705/council_outlines_how_it_aims_to_become_a_zero_carbon_council_by_2030_at_the_latest

3

<https://www.rspb.org.uk/globalassets/downloads/documents/conser>

[vation-projects/state-of-nature/state-of-nature-uk-report-2016.pdf](#)

4 <https://www.greenpeace.org.uk/news/how-much-meat-should-i-be-eating/>

5 <https://www.theguardian.com/environment/2020/sep/22/eu-farm-animals-produce-more-emissions-than-cars-and-vans-combined-greenpeace>

6 Oxford City Council stopped catering for council meetings a year ago so plant-based catering would be for the few remaining internal council events.

16 Matters exempt or part 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)

16a Appointment of a Contractor for the Oxpens River Bridge

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Appendix 3 to this item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendix 3 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 17).

The Executive Director (Development) submitted a report to Cabinet on 16 November 2022 seeking approval to enter into a legal agreement with Oxfordshire County Council to enable the completion of the Oxpens River Bridge, as set out within the Oxfordshire Housing and Growth Deal; to fund and enter into a construction contract to build the Oxpens River bridge, subject to agreement with Oxfordshire County Council; and to enter into an agreement with OxWED (which owns some of the land on which the bridge will be situated) to facilitate the construction of the bridge.

The Cabinet decision will be reported in the Briefing Note. The draft minutes of the meeting will be available on the [Cabinet meetings webpage](#).

Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery will present the report and present the Cabinet's recommendation.

Recommendation: Cabinet recommends that Council resolves to:

1. **Approve** the establishment of an additional capital budget of £2.8 million in 2022/23 and 2023/24 funded from additional growth bid monies.

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.

Members Code – Other Registrable Interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing** of one of your Other Registrable Interests*** then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Members Code – Non Registrable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

*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.

** Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

*** Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.