

# Agenda

# Council

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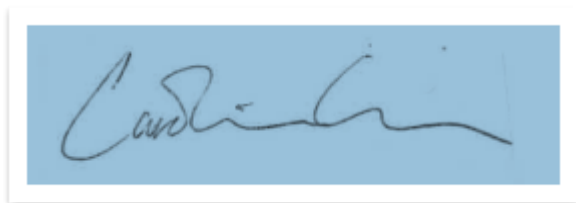
## Summons

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

Date: **Monday 30 January 2023**

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](#)

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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

<b>Members</b>	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
<b>PART 1 - PUBLIC BUSINESS</b>	
<b>1 Apologies for absence</b>	
<b>2 Declarations of interest</b>	
<b>3 Minutes</b>	19 - 28
Minutes of the ordinary meeting of Council held on 28 November 2022. <b>Council is asked to approve the minutes as a correct record.</b>	
<b>4 Appointment to Committees</b>	
Any proposed changes will be circulated with the briefing note or notified at the meeting.	
<b>5 Announcements</b>	
Announcements by: <ol style="list-style-type: none"><li>1. The Lord Mayor</li><li>2. The Sheriff</li><li>3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)</li><li>4. The Chief Executive, Chief Finance Officer, Monitoring Officer</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. <b>The request to speak accompanied by the full text of the address or question must be received by the <a href="#">Head of Law and Governance</a> by 5.00 pm on Tuesday 24 January 2023.</b>	

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 Thriving Communities Strategy 2023-27

29 - 110

The Executive Director (Communities and People) submitted a report to Cabinet on 14 December 2022 recommending that it is adopted as part of the Council's policy framework.

The Cabinet minutes dated 14 December 2022 are available at item 11a.

Councillors Chewe Munkonge, Cabinet Member for Leisure & Parks, Shaista Aziz, Cabinet Member for Inclusive Communities and Culture and Louise Upton, Cabinet Member for Health & Transport, will present the report and present Cabinet's recommendation.

**Recommendation: Cabinet recommends that Council resolves to:**

1. **Adopt** Oxford's Thriving Communities Strategy 2023-27 as part of the Council's policy framework, including the following recommendations:
  - (i) Agree and adopt the Thriving Communities Principles across the Council's work and encourage our partners to do the same;
  - (ii) Explore opportunities to improve the inclusivity and sustainability of Oxford's community facilities, and review opportunities as they arise through business cases;
  - (iii) Continue to integrate Council services and seek out opportunities to better align our work with partners agencies, including co-location.

## OFFICER REPORTS

### 8 Flexible Working / Hybrid Working Policy

111 -  
128

The Head of Business Improvement has submitted a report requesting Council approve the Hybrid Working Policy.

Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services will propose the recommendation.

**Recommendation: That Council resolves to:**

1. **To Approve** the Hybrid Working Policy.

## 9 **Disciplinary Policy**

129 -  
170

The Head of Business Improvement has submitted a report asking Council to approve the Disciplinary Procedure.

Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services will propose the recommendation.

### **Recommendation: That Council resolves to:**

1. **Agree** the Disciplinary Procedure and Guidance with immediate effect;
2. **Authorise** the Head of Business Improvement or their designated deputy to make revisions to the Disciplinary Procedure as required to correct any clerical errors or comply with changes to law;
3. **Authorise** the Head of Business Improvement or their designated deputy to make minor revisions to the Disciplinary Guidance to ensure that it continues to be fit for purpose.

## 10 **Council and Committee meetings programme for May 2023 to May 2025**

171 -  
182

The Head of Law and Governance has submitted a report setting out a programme of Council, Committee and other meetings for the whole of 2023/24 and 2024/25 council years.

The Leader of the Council, Cllr Brown will propose the recommendations.

### **Recommendation: that Council resolves to:**

1. **Approve** the programme of Council, committee and other meetings from 01 May 2023 to 31 May 2025 attached at Appendix A;
2. **Delegate** authority to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme in the event that there is any decision by Council to change the committee structure or committee remits which impacts on the programme of meetings; and
3. **Delegate** authority to the Head of Law and Governance to set dates for additional training and briefing sessions for Members.

## **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 Draft Minutes of the Cabinet Meeting held on 14 December 2022**

183 -  
192

**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 18 January 2023.

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 Wednesday 24 January 2023.**

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 Committee update report**

193 -  
196

The Chair of the Scrutiny Committee 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**

### **15 Motions on notice 30 January 2023**

**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 18 January 2023 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the *Liberal Democrat Group, Green Group, Labour 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 27 January 2023 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) Opposing Voter ID (proposed by Cllr Landell Mills, seconded by Cllr Smowton)
- b) Fixing Oxford's Water (proposed by Cllr Jarvis, seconded by Cllr Muddiman)
- c) End Tory Cost of Living Crisis (proposed by Cllr Aziz, seconded by Cllr Upton)
- d) Use Park and Ride Parking Sites for Solar Farms (proposed by Cllr Fouweather, seconded by Cllr Miles)
- e) Plant-based Food and Sustainable Farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)

### **15a Opposing Voter ID (proposed by Cllr Landell Mills, seconded by Cllr Smowton)**

Liberal Democrat member motion

Voting at elections is the cornerstone of democracy at both local and national level.

Participation in elections should be encouraged in all those who are qualified regardless of age, ethnicity or income.

Unnecessary barriers to voting are likely to reduce voter participation in elections, proper representation of all parts of the community and so legitimacy of those elected to office.

Voter ID is a solution without a problem and as such insinuates barriers to voting which should be of great concern to anyone who supports an open and effective democratic system of government.

The specific details released at the end of 2022, showing that considerably more forms of ID will be accepted for older voters than for younger voters, is particularly concerning in that it risks disproportionately disenfranchising voters who tend not to support the current Government.

This Council therefore requests that the Leader should write to Minister for the Cabinet Office to convey:

- This council's opposition to mandatory voter ID.
- That the list of acceptable documentation should be reviewed at the earliest opportunity and its equalities impacts measured.
- That adequate funding for local advertising must be provided to minimise the risk of voter disenfranchisement due to unawareness of the new requirements.

## **15b Fixing Oxford's Water (proposed by Cllr Jarvis, seconded by Cllr Muddiman)**

### 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.<sup>1</sup>
4. Failure to fix leaks has had a major impact on public 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.

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



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.<sup>2</sup>
7. Since privatisation in 1989, shareholders of water companies have pocketed over £72bn in dividends.<sup>3</sup> Thames Water paid out £392 million in profit to shareholders between 2013 and 2017.<sup>4</sup>

#### **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 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.

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

#### Labour member motion

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

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

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

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 continues, 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 is causing people and communities daily.

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

We reject this government's 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 multi-

millionaires 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 implement urgently 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.

**15d Use Park and Ride Parking Sites for Solar Farms (proposed by Cllr Fouweather, seconded by Cllr Miles)**

Liberal Democrat member motion

Oxford City Council declared a 'Climate Emergency' in 2019. Various initiatives have been proposed since then and the Council has been making progress in areas such as decarbonisation of Council owned social housing and leisure centres.

This proposal is to ask that the case for installing solar panels on the Park and Ride sites around Oxford is examined and a report prepared for Cabinet to consider at a future meeting.

A solar farm in this case would consist of solar panels mounted on a sufficiently high framework so that the majority of cars would be able to park underneath. An additional benefit would be that cars would be protected from both bad weather and overheating due to sunshine.

The French government has recently announced a plan to mandate that all car parks in France must have solar farms installed. The Bentley Car Company recently announced that they were installing a car park solar farm at their plant in Crewe which will cover 1378 spaces and generate 2.7 MW of power.

The benefit of this proposal is that it makes much more efficient use of available land – rather than using farmland in the Green Belt and demonstrates that the City Council is fully behind the push for Green Energy and Net Zero.

Taking the three City owned P+R sites (Peartree, Redbridge and Seacourt) together there are 3836 car spaces. This could generate at least 6MW of power – enough for 800–1000 average sized houses. If the other P+R sites (Thornhill and Water Eaton/Parkway) are included then this rises to over 9MW.

Therefore this Council requests that the Head of Corporate Strategy submits a report to Cabinet which:

1. Examines this proposal to assess its feasibility.
2. Explores alternative possibilities for funding the installation costs.
3. Considers the desirability or otherwise of the Council being the operator of the solar farm(s) and thus selling the electricity generated to energy companies.
4. Assesses the potential income stream to the Council from the solar farms once installed.
5. Reports on discussions with the relevant County Council officers about the possibility of the other P+R sites at Thornhill and Water Eaton being included in this scheme.

**15e 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.<sup>5</sup>
- Oxford City Council is committed to reducing its impact on the environment and to becoming carbon neutral by 2030.<sup>6</sup>
- 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.<sup>7</sup>
- 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.<sup>8</sup>
- Plant-based sources of protein have much smaller carbon

<sup>5</sup> [https://www.ipcc.ch/report/ar6/wg1/downloads/outreach/IPCC\\_AR6\\_WGI\\_Press\\_Conference\\_Slides.pdf](https://www.ipcc.ch/report/ar6/wg1/downloads/outreach/IPCC_AR6_WGI_Press_Conference_Slides.pdf)

<sup>6</sup> [https://www.oxford.gov.uk/news/article/1705/council\\_outlines\\_how\\_it\\_aims\\_to\\_become\\_a\\_zero\\_carbon\\_council\\_by\\_2030\\_at\\_the\\_latest](https://www.oxford.gov.uk/news/article/1705/council_outlines_how_it_aims_to_become_a_zero_carbon_council_by_2030_at_the_latest)

<sup>7</sup> <https://www.rspb.org.uk/globalassets/downloads/documents/conservation-projects/state-of-nature/state-of-nature-uk-report-2016.pdf>

<sup>8</sup> <https://www.greenpeace.org.uk/news/how-much-meat-should-i-be-eating/>

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.<sup>9</sup>
- 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.<sup>10</sup>
- 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 March 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 March 2023.

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<sup>9</sup> <https://www.theguardian.com/environment/2020/sep/22/eu-farm-animals-produce-more-emissions-than-cars-and-vans-combined-greenpeace>

<sup>10</sup> 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 Cowley Branch Line Local Funding for Full Business Case

197 -  
218

*Appendices 1 and 4 to this item include 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 Appendices 1 and 4 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 16).*

The Executive Director (Development) submitted a report to Cabinet on 14 December 2022 seeking approval for the funding package and to enter into all necessary contracts to undertake the Approval in Principle design and Full Business Case and local connectivity studies for the reopening of the Cowley Branch Line to passengers. This includes the parameters for a financial contribution from Oxford City Council, including the ring-fencing of future Community Infrastructure Levy (CIL) contributions.

Councillor Louise Upton, Cabinet Member for Health and Transport, will present the report and present the Cabinet's recommendation.

**Recommendation: Cabinet recommends that Council resolves to:**

1. **Approve** a capital budget of £4.56m to deliver the next phase of the project made up of:
  - Up to £289,000 up front contribution from Oxford City Council from already-secured Community Infrastructure Levy (CIL) funds;
  - Up to £3.5m of the costs to be funded by local landowners and then be reimbursed from CIL paid for any future developments by those landowners that gains planning consent after the date that contracts are entered

into;

- At least £771,000 from local landowners and Oxfordshire County Council as a non-repayable grant contribution;
- In the event that the submitted Levelling Up Fund 2 application seeking £4.0m is found to be successful in total or in part, the local funding arrangement described above would be reduced commensurately from one or more of the funding pots outlined above.

**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.