

Agenda

Council

Budget Council


Summons

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

Date: **Thursday 16 February 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](#)

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:

Democratic Services

 01865 529834

 democraticservices@oxford.gov.uk

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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 Susan Brown	Councillor Alistair Morris
	Councillor Nigel Chapman	Councillor Lois Muddiman
	Councillor Mary Clarkson	Councillor Edward Mundy
	Councillor Tiago Corais	Councillor Chewe Munkonge
	Councillor Barbara Coyne	Councillor Jabu Nala-Hartley
	Councillor Lizzy Diggins	Councillor Lucy Pegg
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Susanna Pressel
	Councillor Paula Dunne	Councillor Anna Railton
	Councillor Laurence Fouweather	Councillor Rosie Rawle
	Councillor Andrew Gant	Councillor Ajaz Rehman
	Councillor Stephen Goddard	Councillor Jo Sandelson
	Councillor Duncan Hall	Councillor Linda Smith
	Councillor Tom Hayes	Councillor Roz Smith
	Councillor Alex Hollingsworth	Councillor Dr Christopher Smowton
	Councillor Rae Humberstone	Councillor Imogen Thomas
	Councillor Jemima Hunt	Councillor Ed Turner
	Councillor Chris Jarvis	Councillor Louise Upton
	Councillor Emily Kerr	Councillor Naomi Waite
	Councillor Tom Landell Mills	Councillor Diko Walcott

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

Pages

Minute's silence and tributes

To hear tributes and observe a minute's silence in memory of former Lord Mayors or serving councillors or serving senior officers who have died:

- Former Cllr Margaret Godden

1 Apologies for absence

2 Declarations of interest

Relevant Dispensations: Council on 21 March 2022 agreed a set of general dispensations for a 4 year period from 1 October 2022 for all councillors including:

- Determining an allowance (including special responsibility allowances), travelling expense, payment or indemnity given to Members
- Housing: where the Member (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not relate to the particular tenancy or lease of the Member (their spouse or partner);
- Housing Benefit/Universal Credit: where the Councillor (or spouse or partner) receives housing benefit;
- Any Ceremonial Honours given to Members;
- Setting the Council Tax or a precept under the Local Government and Finance Act 1992 (or any subsequent legislation); and
- Setting a Local Council Tax Reduction Scheme or Local scheme for the payment of business rates (including eligibility for rebates and reductions) for the purposes of the Local Government Finance Act 2012 (or any subsequent legislation).

3 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

4 Budget debate procedure

The procedure for this meeting, including timings for the debate on the Council's budget, capital programme and medium term financial strategy as recommended by Cabinet, is set out in the Council's Constitution at Part 11.4.

Any amendments to the procedure must be agreed by majority vote and will only apply to this meeting.

Recommendation: Council is recommended to note that the times permitted for each state in the budget debate (Item 9 on the agenda) are as detailed in the Council's Constitution.

5 Public addresses and questions that relate to matters for decision at this meeting

Public addresses, and questions of under 200 words, to the Leader or other Cabinet member received in accordance with Council Procedure Rules 11.4, 11.12, 11.13, and 11.14 relating to matters for decision on this agenda.

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 Friday 10 February 2023.**

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

A total of 30 minutes is available for this item. Responses are included in this time. Up to five minutes is available for each public address and up to three minutes for each question.

Committee recommendations to be considered before the budget debate

6 General Purposes Licensing and Licensing and Gambling Acts Committees - recommendations on fees and charges 2023/24

The General Purposes Licensing Committee and the Licensing and Gambling Acts Committee considered at their meetings on 06 February 2023, reports on fees and charges for the licensing functions falling within their remits.

The draft minutes of the meetings will be available on the webpages for the meetings of the [General Purposes Licensing Committee](#) and the [Licensing and Gambling Acts Committee](#).

Cllrs Mundy and Clarkson, the Committee Chairs, will propose the recommendations.

The fees and charges are also included in the budget papers at Item 9, Appendix 7.

Recommendations: the General Purposes Licensing Committee and the Licensing and Gambling Acts Committee recommend that Council resolves to agree the relevant licence fees and charges for 2023/24 as set out in Items 6a, 6b and 6c (and repeated in the relevant sections of Item 9, Appendix 7).

6a	Licensing Act 2003 and Gambling Act 2005 License Fees and Charges for the 2023/24 Financial Year	17 - 24
6b	Miscellaneous Licensing: Fees and Charges for the 2023/24 Financial Year	25 - 28
6c	Commercial Events, Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments and Street Parties: License Fees and Charges for the 2023/24 Financial Year	29 - 34

Budget and Council Tax

7	Report of the Council's Chief Finance Officer on the robustness of the 2023/24 budget	35 - 46
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Purpose of report:

Under Section 25 of the Local Government Act 2003 there is a requirement for the Council's Chief Financial Officer to report to Council on:

- a) the robustness of the estimates made for the purposes of the calculations of the budget; and
- b) the adequacy of the proposed financial reserves.

Council in considering its Budget should have regard to this advice.

Recommendation: That Council notes this report in setting its budget for 2023/24 and the indicative budgets for 2024/25 – 2026/27.

8	Report of the Scrutiny Budget Review Group	47 - 64
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Report of the Scrutiny Budget Review Group on the proposed budget.
Cabinet's response to the Scrutiny recommendations on the budget will

be included in the Briefing Note.

The Chair of the Budget Review Group will present the report and recommendations.

Recommendation: Council is asked to note the recommendations of the Budget Review Group and Cabinet's response.

9 Budget 2023/24

65 - 238

The Head of Financial Services submitted a report to Cabinet on 08 February 2023, to present the outcome of the budget consultation and agree the Council's Medium Term Financial Strategy for 2024-25 to 2026-27 and 2023-24 Budget.

The Cabinet decisions and any further proposed amendments to the budget will be reported in the Briefing Note.

Cllr Turner, Cabinet Member for Finance and Asset Management, will present the report and propose the Cabinet's recommendations.

Amendments to the budget proposed by opposition groups or individual councillors must be received by Democratic Services before 1.00 pm on Wednesday 15 February 2023 and will be published in the Briefing Note.

The procedure for this item is set out in Part 11.4 of the Council's Constitution.

A recorded vote must be taken when voting to agree the final budget and medium term strategy.

Council is recommended to:

- a. consider Cabinet's recommendations to Council, including the budget published as part of the agenda for this meeting along with any amendments resulting from the Cabinet meeting of 08 February 2023;
- b. consider the substantive amendments proposed by the opposition groups; and published with the briefing note;
- c. consider any individual amendments; and
- d. agree the recommendations from the Cabinet as presented to Council, or with further amendments as decided by Council.

Recommendations: Cabinet recommends subject to decisions taken at the Cabinet meeting on 08 February 2023, that Council resolves to:

- 1) **Approve** the 2023-24 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Strategy as set out in Appendices 1-9, noting :
 - a) the Council's General Fund Budget Requirement of £24.793

million for 2023/24 and an increase in the Band D Council Tax of 2.99% or £9.76 per annum representing a Band D Council Tax of £336.31 per annum

- b) the Housing Revenue Account budget for 2023/24 of £51.572 million and an increase of 7% (£7.51 per week) in social dwelling rents from 1 April 2023 giving a revised weekly average social rent of £114.73 as set out in Appendix 5
 - c) shared ownership dwellings are increased in line with those of other social rents as discussed in paragraph 39
 - d) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.
- 2) **Agree** the fees and charges shown in Appendix 7
 - 3) **Delegate** to the Section 151 Officer in consultation with the Cabinet Member for Finance and Asset Management the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 20-22 of the report.
 - 4) **Approve** the payment into the County Council Pension Fund of £5 million in 2023-24 as referred to in paragraph 28 of the report
 - 5) **Implement** the changes to Council Tax charges in respect of second homes and properties empty for more than one year as referred to in paragraphs 23-25 from 1st April 2024 when the Levelling Up and Regeneration Bill is enacted.
 - 6) **Note** the application of the Council Tax Support Fund allocation as referred to in paragraph 11-14 of the report.

9a Additional recommendations from Cabinet and corrections to the published budget

If Cabinet agrees changes to the recommendations, or changes or corrections to the published report or appendices, these will be published in the Briefing Note.

9b Alternative budget proposals - Liberal Democrat Group amendments

Liberal Democrat Group amendments to the revenue and capital budgets, including explanation, for debate. These will be published in the Briefing Note.

9c Alternative budget proposals - Green Group amendments

Green Group amendments to the revenue and capital budgets, including explanation, for debate. These will be published in the Briefing Note.

9d Individual amendments to the budget

Individual amendments to the revenue and capital budgets, including explanation, for debate. These will be published in the Briefing Note or individual items from (b) or (c) above may be tabled at the appropriate point in the debate.

10 Council Tax 2023/24

239 -
252

The Head of Financial Services has submitted a report which sets out the necessary calculations to enable Council to set the 2023/24 Council Tax for Oxford City.

Recommendations: That Council **resolves to approve** for the financial year 2023/24 recommendations 1 to 5 and to **note** points 6 to 8 below:

1. The City Council's precept and Council Tax requirement of £15,682,423 including Parish precepts and £15,415,353 excluding Parish precepts.
2. The average Band D Council Tax figure (excluding Parish Precepts) of £336.30, a 2.99% increase on the 2022/23 figure of £326.54. Including Parish Precepts the figure is £342.13, a 2.88% increase (see paragraphs 2 to 8).
3. A contribution of £10,000 to Old Marston Parish Council in recognition of the additional expenditure that the Parish incurs as a consequence of maintaining the cemetery (see paragraphs 11 and 12).
4. The amount of £666,093 to be treated as Special Expenses (see paragraph 16).
5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's precepts) as follows:

Littlemore	£367.52
Old Marston	£369.96
Risinghurst and Sandhills	£359.59
Blackbird Leys	£341.16
Unparished Area	£339.20

These figures include Parish Precepts and special expensing amounts as appropriate; in addition to the City Wide Council Tax of £321.77.

The Council is also asked to **note**:

6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 19 below
7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 20 below, and
8. The overall average Band D equivalent Council Tax of £2,332.44 including Parish Precepts (subject to confirmation of the Band D figures for the County Council and Police and Crime Commissioner).

Cabinet recommendations relating to the Council's budget

11 Treasury Management Strategy 2023/24

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The Head of Financial Services has submitted a report to Cabinet on 8 February 2023 which presents the Council's Treasury Management Strategy for 2023/24 together with the Prudential Indicators for 2023/24 to 2026/27.

The Cabinet decisions will be reported in the Briefing Note.

Councillor Ed Turner, Cabinet Member for Finance and Asset Management will present the report and propose Cabinet's recommendations.

Recommendations: Cabinet recommends that subject to decisions taken at the Cabinet meeting on 8 February 2023 that Council resolves to approve:

1. The Treasury Management Strategy 2023/24 as set out in paragraphs 29 to 78 of this report and the Prudential Indicators for 2023/24 – 2026/27 as set out in Appendix 2;
2. The Borrowing Strategy 2023/23 at paragraphs 52 to 54 of this report;
3. The Minimum Revenue Provision (MRP) Statement at paragraphs 55 to 57 which sets out the Council's policy on charging borrowing to the revenue account;
4. The Investment Strategy for 2023/24 and the investment criteria as set out in paragraphs 58 to 77 of this report and in Appendix 1; and
5. The Treasury Management Scheme of Delegation at Appendix 4.

12 Capital Strategy 2023-24 to 2026-27

299 -
342

The Head of Financial Services has submitted a report to Cabinet on 8 February 2023 which presents the Capital Strategy for approval.

The Cabinet decisions will be reported in the Briefing Note.

Councillor Ed Turner, Cabinet Member for Finance and Asset Management will present the report and propose Cabinet's recommendations.

Recommendation: Cabinet recommends subject to decisions taken the Cabinet meeting on 8 February 2023 that Council resolves to approve the Capital Strategy attached at Appendix A.

Officer reports

13 Report of the Independent Remuneration Panel and Draft Councillors' Allowances Scheme 2023-2027

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The Head of Law and Governance has submitted a report presenting the recommendations of the Council's Independent Remuneration Panel (IRP) and a Draft Councillors' Allowances Scheme 2023-27.

The report, proposed scheme and IRP report are attached.

Councillor Susan Brown, Leader of the Council will present the report and propose the recommendations.

Recommendations: That Council resolves to:

1. Thank the Independent Remuneration Panel for its work.
2. Agree to include in the Councillors' Allowances Scheme 2023-27 the following provisions from the Councillors' Allowances Scheme 2019-23, as recommended by the Independent Remuneration Panel:
 - a) The following Special Responsibility Allowances (SRAs):
 - i. Leader - 3 x basic allowance
 - ii. Deputy Leader – 1 x basic allowance
 - iii. Non-statutory Deputy Leader - 1 x basic allowance
 - iv. Lord Mayor –1 x Basic Allowance
 - v. Deputy Lord Mayor – 0.25 x basic allowance
 - vi. Sheriff - 0.25 x Basic Allowance
 - vii. Cabinet Members with particular responsibilities – 1.5 x basic allowance
 - viii. Chair of Scrutiny Committee – 1x basic allowance
 - ix. Chair of Audit & Governance Committee – 0.25 x basic allowance
 - x. Chair of a Planning Committee – 0.5 x basic allowance
 - xi. Leader of an opposition group – 1 x basic allowance with

the additional clarification set out in paragraph 11

- xii. Chair of Scrutiny Standing Panel – 0.25 x basic allowance (Maximum of 2 Standing Panel SRAs available. Panel must meet at least 5 times to qualify. If more Standing Panels are set up then 0.5 x basic allowance to be divided between the Panel Chairs)
 - b) The rule that councillors will receive a maximum of two special responsibility allowances (excluding civic office holders);
 - c) The rule that where a member of the Council is also a member of another council, that councillor may not receive allowances from more than one council in respect of the same duties;
 - d) The rule that a 15% reduction to a special responsibility allowance will be applied for councillors who attend less than two thirds of the scheduled meetings required within a special responsibility
 - e) The ability for councillors to elect to forgo any part of their entitlement to an allowance;
 - f) The rule that where allowances have been paid in advance for a period during which a councillor is no longer a councillor, those allowances should be repaid;
 - g) Allowances for maternity or adoption leave, with the extension to entitlement set out at paragraph 14;
 - h) Allowances for travel to be paid for travel outside the City of Oxford boundary with the prior agreement of the Head of Law and Governance, with the additional reference to promoting green and public transport set out at paragraph 16;
 - i) Reasonable adjustments for councillors with a temporary or permanent disability;
 - j) The rule that all claims for repayment must be made on the forms provided and should be accompanied by receipts/invoices as appropriate before payment can be authorised;
3. Agree to increase the basic allowance to £5,471 for 2023/24, in line with the IRP proposal to increase the basic allowance by 4.5% in 2023/24.
 4. Agree to the indexation of the basic allowance to the local pay settlement for local government employees from 2024/25 onwards.
 5. Agree that the special responsibility allowance for 'Cabinet Member without particular responsibilities' be removed.
 6. Agree to include in the Scheme provision for allowances for co-opted members and Independent Persons at the rate of £75 for up to 4 hours and £150 for more than 4 hours but less than 24 hours in respect of any Committee, Sub-Committee or Panel meeting

attendance of which they are a member.

7. Agree to increase the maximum amount that any Member can claim for child and other dependants' care in any one financial year to £1,306 for 2023/24.
8. Agree to increase the maximum amount that any Member can claim for child and other dependants' care in any one financial year in line with the rate of increase in the Oxford Living Wage.
9. Agree to include the provision that 'Members' personal circumstances, including health, will be taken into account by the Head of Law & Governance in consultation with the Committee & Member Services Manager before any allowance reduction is applied' in respect of allowance reductions.
10. Agree that councillors will forgo part of their future allowance payments in the following circumstances:
 - (a) A 15% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend more than four meetings of Full Council in any municipal year except when a serious medical condition is the reason for absence;
 - ii. Members who fail to attend the induction training for newly elected councillors. A newly elected Councillor is any Councillor who was not holding City Council office before the election in question.
 - (b) A 10% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend compulsory planning and development control training (held every two years).
 - ii. Members who fail to attend compulsory code of conduct training (held annually).
 - iii. Members who are appointed to a Licensing Committee who fail to attend the compulsory licensing training (held annually).
11. Adopt the Draft Councillors' Allowances Scheme 2023-27 attached at Appendix B.

14 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.

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.