

Agenda

Council

Summons

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

Date: **Monday 20 March 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:

Committee & Member Services, Committee and Member Services Officer

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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 Dr Sandy Douglas	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 - 44
Minutes of the special and ordinary meetings of Council held on 30 January 2023 and of the Budget Council meeting held on 16 February 2023.	
Council is asked to approve the minutes as a correct record.	
4 Appointment to Committees	
Any proposed changes will be circulated with the briefing note or notified at the meeting.	
5 Announcements	
Announcements by:	
1. The Lord Mayor	
2. The Sheriff	
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)	
4. The Chief Executive, Chief Finance Officer, Monitoring Officer	
6 Public addresses and questions that relate to matters for decision at this meeting	
Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution relating to matters for decision in Part 1 of this agenda.	
Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words.	

The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 14 March 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 time.

CABINET RECOMMENDATIONS

7 **Housing, Homelessness & Rough Sleeping Strategy 2023-28**

45 - 258

The Executive Director (Communities and People) submitted a report to Cabinet on 15 March 2023 seeking approval of the Housing, Homelessness and Rough Sleeping Strategy 2023-28 with associated appendices.

The Cabinet minutes are available at item 12b.

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

Recommendations: Cabinet recommends that Council resolves to:

1. **Adopt** the Housing, Homelessness and Rough Sleeping Strategy 2023-28 and its associated appendices;
2. **Adopt** of the Strategy's Action Plan for 23-24; and
3. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing, to update the Action Plan when required.

COMMITTEE RECOMMENDATIONS

8 **Street Trading Policy and amendment to Constitution Part 5.7(b)**

259 -
290

The Head of Regulatory Services and Community Safety has submitted a report requesting Council adopt the Street Trading Policy following the review, public consultation process and recommendation from the General Purposes Licensing Committee and to agree a concurrent amendment to the Council's Constitution Part 5.7(b).

Councillor Edward Mundy, Chair of the General Purposes Licensing Committee will present the report and propose the Committee's recommendations.

Recommendations: That Council resolves to:

1. **Adopt** the Street Trading Policy at Appendix B with effect from 01 April 2023.
2. **Amend** Part 5.7(b) of the Constitution as set out at Appendix C with effect from 01 April 2023.

OFFICER REPORTS

9 Pay Policy Statement 2023

291 -
304

The Head of Business Improvement has submitted a report requesting Council approve the Annual Pay Policy Statement.

Councillor Nigel Chapman, Cabinet Member for Citizen Focussed Services will present the report and propose the recommendation.

Recommendation: that Council resolves to:

1. **Approve** the Annual Pay Policy Statement 2023/24 as attached at Appendix 1.

10 Constitution Review 2022/23

305 -
334

The Head of Law and Governance has submitted a report requesting Council approve the recommended changes to the Council's Constitution following an annual review of the Constitution overseen by a Cross-Party Constitution Review Working Group.

Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships will present the report and propose the recommendations.

Recommendations: that Council resolves to:

1. **Approve** the list of proposed amendments to the Council's Constitution listed in Appendix A with effect from 17 May 2023;
2. **Delegate** authority to the Head of Law and Governance to amend any further wording and/or numbering that is identified as being inconsistent with the changes approved by Council.

11 Designation of Interim Monitoring Officer, and Appointment of Returning Officer and Electoral Registration Officer

335 -
338

The Head of Paid Services has submitted a report to Council seeking approval to designate the Council's Interim Monitoring Officer and to

appoint a Returning Officer and Electoral Registration Officer.

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

Recommendations: That Council resolves to:

1. **Designate** the newly appointed Interim Head of Law & Governance, Rhian Davies, as the Council's Interim Monitoring Officer with effect from 03 April 2023;
2. **Appoint** Caroline Green, Chief Executive and Head of Paid Service, as the Council's Returning Officer and Electoral Registration Officer with effect from 03 April 2023.

QUESTIONS

12 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:

12a Minutes of the Cabinet Meeting held on 8 February 2023

339 -
348

12b Draft Minutes of the Cabinet Meeting held on 15 March 2023

To follow in the briefing note.

13 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 8 March 2023.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

14 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 14 March 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 within this limit.

15 Petition submitted in accordance with Council procedure rules - Save Tumbling Bay

349 -
352

The petition organiser may address Council upon the petition for up to 5 minutes at the start of this item.

Council is asked to consider a petition meeting the criteria for debate under the Council's petitions scheme.

The full text of the petition is contained in the accompanying report of the Head of Law and Governance.

If a Member wishes to put a substantive motion/recommendation on a petition they must submit this by 10am on the working day before the full Council meeting (Friday 17 March 2023). These are then published in the Council briefing note. Any amendments to these must be submitted by 11am on the day of the meeting (Monday 20 March 2023).

If no substantive motion is agreed, Council is asked to note the petition.

16 Outside organisation/Committee Chair reports and questions

As set out in the Constitution at procedure rule 11.16, Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, may give notice to the Head of Law and Governance by 1.00 pm Thursday 16 March 2023 that they will present a written or oral report on the event or the significant decision and how it may influence future

events. Written reports will be circulated with the briefing note.

16a The Oxford Strategic Partnership

353 -
362

Councillor Susan Brown, Leader of the Council will present the report which notes the annual update on the Oxford Strategic Partnership.

Council is invited to comment on and note the report.

16b Oxfordshire Local Enterprise Partnership

363 -
372

Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships, will present the report which provides members with an update on the work of Oxfordshire Local Enterprise Partnership (OXLEP).

Council is invited to comment on and note the report.

16c Health & Wellbeing Board/Health Improvement Board

373 -
384

Councillor Louise Upton, Cabinet Member for Health and Transport, will present the report which provides the annual report on the work of the Oxfordshire Health and Wellbeing/Health Improvement Board.

Council is invited to comment on and note the report.

16d Scrutiny Committee update report

385 -
388

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

17 Motions on notice 20 March 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 8 March 2023 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the Green, Labour, and Liberal Democrat Groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 17 March 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) Four Day Week (proposed by Cllr Kerr, seconded by Cllr Pegg)
- b) Plant-based Food and Sustainable Farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)
- c) Use Car Parking Sites for Solar Farms (proposed by Cllr Fouweather, seconded by Cllr Miles)
- d) Consultation on the Sale of Council Art Works (proposed by Cllr Miles, seconded by Cllr Smowton)

17a Four Day Week (proposed by Cllr Kerr, seconded by Cllr Pegg)

Green member motion

Council notes

1. From June to December 2022, a sixth month pilot of a four day working week was carried out in the UK. This pilot saw 61 organisations with almost 3,000 workers trial the introduction of reducing working hours for staff while maintaining 100% of pay. This trial was the largest of its kind in the world to date, and saw companies introduce a 'meaningful' reduction of hours for staff up to the implementation of a four day week. It was carried out by Autonomy, the 4 Day Week Campaign and 4 Day Week Global.¹
2. Participating organisations in the trial spanned a wide range of sectors including marketing, charities, finance, healthcare, manufacturing, construction, engineering and the arts.²
3. 92% of the organisations participating in the four day week trial have continued its implementation beyond the pilot period. 30% of the participating organisations have already decided to make the change in working hours permanent.
4. The trial found that 39% of workers were less stressed, 71% had lower levels of burnout, 60% said it was easier to

¹ <https://autonomy.work/portfolio/uk4dwpilotresults/>

² Page 17: <https://autonomy.work/wp-content/uploads/2023/02/The-results-are-in-The-UKs-four-day-week-pilot.pdf>

balance paid work and care responsibilities, 62% found it easier to balance work and social life. The number of workers leaving participating companies decreased by 57% over the trial period.

Council believes

1. We should continue to take steps to improve the working conditions of our own staff, while maximising the quality of the services we deliver.
2. The Council has over many years played a significant role in improving pay and working conditions throughout Oxford, through using its considerable influence with initiatives such as the Oxford Living Wage.
3. The Council should continue, expand and extend its work driving improvements for workers across our city.

Council resolves

1. To request that the Chief Executive submits a report to Cabinet investigating the feasibility of trialling a four day week or similar reduction in working hours at no loss of pay within its own operations.
2. To request that the Leader and Cabinet Member for Inclusive Economy and Partnerships begin a conversation with the organisations involved in running the four day week trial and employers in Oxford about the possibility of organisations in the city trialling a four day week for their own employees.

17b 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.³
- Oxford City Council is committed to reducing its impact on the environment and to becoming carbon neutral by 2030.⁴
- 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.

³ https://www.ipcc.ch/report/ar6/wg1/downloads/outreach/IPCC_AR6_WGI_Press_Conference_Slides.pdf

⁴ https://www.oxford.gov.uk/news/article/1705/council_outlines_how_it_aims_to_become_a_zero_carbon_council_by_2030_at_the_latest

- 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.⁵
- 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.⁶
- 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.⁷
- 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.

⁵ <https://www.rspb.org.uk/globalassets/downloads/documents/conservation-projects/state-of-nature/state-of-nature-uk-report-2016.pdf>

⁶ <https://www.greenpeace.org.uk/news/how-much-meat-should-i-be-eating/>

⁷ <https://www.theguardian.com/environment/2020/sep/22/eu-farm-animals-produce-more-emissions-than-cars-and-vans-combined-greenpeace>

- 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.⁸
- 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 April 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 April 2023.

17c Use Car 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 and the Council has made progress with the decarbonisation of Council owned social housing and leisure centres.

This proposal is that the case for installing solar panels over the car parks in the city 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 raised framework so that the majority of cars would be able to park underneath. Another benefit would be that cars would be protected from both bad weather and overheating due to sunshine.

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

The benefit of this proposal is that it makes better use of non-productive land and demonstrates that the City Council is fully behind the push for Green Energy and Net Zero. It would contribute to the targets for increased PV generation across the County as defined in the Oxfordshire Energy Strategy.

Two of the City-owned P+R⁹ sites together total 2801 car spaces. This could generate at least 4.2 MW of power — enough for 600–800 average sized houses. If the other P+R sites are included then this rises to over 9MW. The Building Research Establishment

⁸ Oxford City Council stopped catering for council meetings a year ago so plant-based catering would be for the few remaining internal council events.

⁹ Acronym - Park & Ride

estimates the capital cost per space at £900–£1400 /kWp.

There are other Council owned car parks which could be utilised in this way including those at leisure centres and public parks. Even a small car park could be a useful local source of PV energy and may be able to be implemented over a shorter timescale.

There would also be opportunities to extend the existing EV charging in sites using the power generated locally. The space for physical equipment needed for connection to the local electricity grid will need consideration as would other potential uses such as power storage, freight consolidation or tourist coach parking.

Therefore this Council requests that the Head of Corporate Strategy submits a report to Cabinet by the end of 2023 which:-

- 1) Examines this proposal to assess the feasibility of installing solar panels in various Council owned car parking sites around Oxford including Park and Rides.
- 2) Considers what alternative uses of existing sites will need consideration when assessing sites for use as a solar farm.
- 3) Explores alternative possibilities for funding the installation costs.
- 4) Considers the feasibility of the Council being the operator of the solar farm(s) and thus selling the electricity generated to energy companies.
- 5) Assesses the potential income stream to the Council from the solar farms once installed.
- 6) Reports on discussions with the relevant County Council officers about their P+R sites being included in this scheme.

17d Consultation on the Sale of Council Art Works (proposed by Cllr Miles, seconded by Cllr Smowton)

Liberal Democrat member motion

Within Oxford City Council's art collection there are several items that are of no practical value to the city, do not have a clear link to Oxford, and depict themes that are inappropriate for a progressive public body that wants to lead by example: namely animal cruelty and gender-based violence. These include: the Morrell Trophy, featuring a fox hunting group, representing death and a huntsman holding a fox above hounds, which is not currently on public display; and two paintings: The Rape of the Sabines; and Salome and Head of John the Baptist.

This council agrees that there is a place for these artworks in art galleries or museums, but they are not appropriate for display at the town hall.

In their place, this Council believes there is a need to rebalance the lack of diversity in representation on public display in the artwork in the town hall. This is because of the 45 portraits showing people, there are 40 depicting males and only 3 of females (the remaining 2 show both males and females). Moreover, the currently displayed works do not represent Oxford's ethnic diversity.

This motion calls on the council to conduct a public consultation on a one-off sale of these select artworks from its collection. Therefore this Council calls on the Leader of the City Council and Cabinet to:-

- 1) Request a report to Cabinet setting out the cost, process and timeline for implementing a public consultation on the sale of select artworks; and
- 2) Request a report to Cabinet on the costs and feasible timelines of identifying, framing and hanging additional artworks in the council chamber and town hall to redress the existing lack of diversity within the current town hall portraits with the goal for implementation by the end of 2024.

18 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)

18a Additional Loan Finance for Oxford West End Developments (OxWED LLP)

389 -
400

Appendix 1 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 1 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 18).

The Executive Director (Development) submitted a report to Cabinet on 08 February 2023 seeking approval to secure a budget to allow the City Council to lend OxWED up to £750,000 to support continuing work on the Oxpens project and in particular preparing (and subject to LLP Member approval and planning permission) implementing the Delivery Strategy for the Oxpens development.

The Cabinet minutes are available at item 12a.

Councillor Ed Turner, Deputy Leader and Cabinet Member for Finance and Asset Management, and Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery will present the report and proposed the recommendations.

Recommendation: That Cabinet recommends that Council resolves to:

1. **Agree** to include £750,000 in its capital budget to allow the City Council to loan these funds to OxWED to continue work on the Oxpens project in accordance with the LLP Members agreement, and in particular preparation and (if planning permission is granted) implementation of the Delivery Strategy.

18b Delivery of Affordable Housing

401 -
426

Appendices 1-4 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 1-4 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 18).

The Executive Director (Development) submitted a report to Cabinet on 15 March 2023 seeking further project approvals and delegations to enable the continued delivery of more affordable housing in Oxford.

The Cabinet minutes are available at item 12b.

Councillor Linda Smith, Cabinet Member for Housing, Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery and Councillor Ed Turner, Cabinet Member for Finance and Asset Management will present the report and present Cabinet's recommendations.

Recommendations: Cabinet recommends that Council resolves to:

1. **Approve** a revision to the HRA capital budget of an additional £825,000, with the realignment of budgets and schemes within the HRA new build programme, in order for the schemes listed

below to be delivered within the capital programme funded predominantly from borrowing. This additional spend to be profiled into 2024/25.

- a) Increase Northfield Hostel budget by £3.25m (see paragraph 52)
- b) Increase Lanham Way budget by £361k (see paragraph 53)
- c) Reduce East Oxford Community Centre budget by £700k (see paragraph 54)
- d) Close Juniper Close scheme (see paragraph 55).

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.