

Agenda

Council

Annual Council

Summons

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

Date: **Wednesday 17 May 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

 01865 529117

 democraticservices@oxford.gov.uk

View or subscribe to updates for agendas, reports and minutes at mycouncil.oxford.gov.uk.

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 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

- 1 Election of Lord Mayor for the Council year 2023/24
- 2 Appointment of Deputy Lord Mayor for the Council year 2023/24
- 3 Appointment of Sheriff for the Council year 2023/24
- 4 Apologies for absence
- 5 Declarations of interest

To make any declarations of disposable pecuniary interests relating to items on this agenda (see *guidance note attached to agenda frontsheet*).

6 Announcements

Announcements by:

1. The Lord Mayor
2. The Chief Executive

7 Report of the Leader of the Council

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

1. the appointment of the deputy Leader of the Council;
2. the appointment of up to 8 additional members of the Cabinet;
3. the responsibilities of the Leader, Deputy Leader, and other Cabinet Members;
4. the Council's representative and their substitute on the Future Oxfordshire Partnership (both members of this Council's Cabinet);
5. the Council's representative (and their substitutes) on the Future Oxfordshire Partnership's four advisory sub-groups (drawn from members of this Council's Cabinet);
 - Housing
 - Infrastructure

- Environment
 - Planning (*in development*)
6. the appointment of Members of the Shareholder and Joint Venture Group which has responsibility for acting as shareholder of the Council's companies and for safeguarding and furthering the Council's interests and investments in its companies and joint ventures.
 7. the Executive Scheme of Delegation as set out in Section 4 of the Council's Constitution dated 17 May 2023 (and agreed by Council on 20 March 2023); and
 8. any other matters.

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

OFFICER REPORTS

8 Appointments to Council Committees 2023/24

9 - 18

The Head of Law and Governance has submitted a report requesting Council appoint committees and the members serving on those for the Council year 2023-24 in accordance with the provisions of the Local Government and Housing Act 1989 (Section 15) and other relevant legislation.

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

Recommendations: Council is recommended to:

1. **Approve** the structure of the Council committees, as defined within the Council's Constitution and set out in *Appendix A: Committee structure 2023/24*;
2. **Approve** the methods, calculations and conventions used in determining political representation on committees as outlined in the report and shown in *Appendix B: Political proportionalities on Council committees 2023-24*;
3. **Appoint** to committee seats in accordance with the requirements of political proportionality and the nominations made by political groups, as shown in *Appendix C: Committee nominations 2023-24*;
4. **Agree** that all members of Council will form the pool of members able to observe on appeals and some grievances panels in accordance with the Council's policies;
5. **Appoint** three non-executive members to the Future Oxfordshire Partnership Scrutiny Panel (see *Appendix C: Committee nominations 2023-24*);
6. **Appoint** one non-executive member to the Joint Oxfordshire Health

CABINET RECOMMENDATIONS

9 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)

9a Local Authority Housing Fund

19 - 56

Appendix 3 to this item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendix 3 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 9).

The Executive Director (Communities and People) submitted a report to Cabinet on 19 April 2023 seeking project approval and delegations to enable the Council to proceed with entering into the national Local Authority Housing Fund, and make available the required budget provision.

The draft Cabinet minutes are available [here](#).

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

Recommendation: Cabinet recommends that Council resolves to:

1. **Approve** the allocation of £2,330,320 capital budget from the Housing Revenue Account, for the Council's investment to purchase the properties as part of Local Authority Housing Fund.

9b Approval of a bid to run the South and Vale Home Improvement Agency on behalf of Oxfordshire County Council and to provide assistance to deal with their Disabled Facilities Grant application backlog

57 - 124

Appendices 1-6 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 1-6 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 9).

The Executive Director (Communities and People) submitted a report to the Cabinet Member for Housing on 10 March 2023 seeking approval for the submission of a bid for the contract to deliver the South and Vale Home Improvement Agency and approve the provision of assistance to South and Vale to deal with a backlog of applications for Disabled Facilities Grants (DFG).

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

Recommendation: That the Council resolves to:

- 1. Amend** the budget to take into account the provision of HIA service to deliver the contract.

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.