

Agenda

Council

Summons

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

Date: **Monday 17 July 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,

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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 Lubna Arshad

Deputy Lord Mayor Councillor James Fry

Sheriff Councillor Mark Lygo

Members	Councillor Mike Rowley	Councillor Dr Amar Latif
	Councillor Mohammed Altaf-Khan	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 Minutes of the ordinary meeting of Council held on 20 March 2023 and Annual Council meeting held on 17 May 2023. Council is asked to approve the minutes as a correct record.	21 - 42
4	Appointment to Committees Any proposed changes will be circulated with the briefing note or notified at the meeting.	
5	Announcements Announcements by: <ol style="list-style-type: none">1. The Lord Mayor2. The Sheriff3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)4. The Chief Executive, Chief Finance Officer, Monitoring Officer	
6	Public addresses and questions that relate to matters for decision at this meeting Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution relating to matters for decision in Part 1 of this agenda. Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words. The request to speak accompanied by the full text of the address	

or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 11 July 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 Ice Rink Future Car Parking Provision

43 - 58

The Head of Community Services submitted a report to Cabinet on 14 June 2023 seeking approval for the favoured on-site option for future car parking provision for users of the Oxford Ice Rink when the Oxpens car park is closed permanently for redevelopment.

The Cabinet minutes are available at item 11b.

Councillor Chewe Munkonge, Cabinet Member for Leisure and Parks will present the report and present Cabinet's recommendations.

Recommendation: Cabinet recommends that Council resolves to:

1. Establish a budget of £580,000 within the Council's capital programme, profiled across 2024/25 and 2025/26, to fund the provision of new car parking at the front of the ice rink, subject to OXWED's programme for closing the Oxpens car park, and approve the payback of previously spent feasibility funding of £46,000 into the feasibility budget.

8 Oxford City Council Safeguarding Report 2022/23 and Policy 2023-26

59 - 106

The Executive Director (Communities and People) has submitted a report to Cabinet on 12 July 2023 reporting on progress made on Oxford City Council's Safeguarding Action Plan for 2022/23 and to present an updated Safeguarding Policy for 2023-26.

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

Councillor Shaista Aziz, Cabinet Member for Safer Communities will present the report and present Cabinet's recommendations.

Recommendations: Cabinet recommends that, subject to the decision of Cabinet on 12 July 2023, Council resolves to:

1. **Note** the key achievements of the Safeguarding work delivered

- through Oxford City Council during 2022/23;
2. **Approve** the Safeguarding Policy 2023-2026;
 3. **Note** the Safeguarding Action Plan 2023/24; and
 4. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Safer Communities, to make minor changes to the approved policy in order to continue its alignment with the Oxfordshire Multi-Agency Safeguarding Arrangements.

OFFICER REPORTS

9 Decisions taken under Part 17.9 of the Constitution

107 -
110

The Head of Law and Governance has submitted a report to Council that asks Council to note the decision taken by the Executive Director (Development) under the provisions in Part 17.9 of the Constitution.

Recommendation: That Council resolves to:

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

10 Urgent key decisions taken since October 2022

111 -
114

The Head of Law and Governance has submitted a report which updates Council on key decisions taken in cases of special urgency since October 2022.

Recommendation: Council is recommended to:

1. **Note** the urgent key decisions taken in cases of special urgency as set out in the report.

QUESTIONS

11 Questions on Cabinet minutes

This item has a time limit of 15 minutes.

Councillors may ask the Cabinet Members questions about matters in these minutes:

11a Minutes of the Cabinet meeting held on 19 April 2023

115 -
118

11b Draft Minutes of the Cabinet meeting held on 14 June 2023

119 -
126

11c Draft Minutes of the Cabinet meeting held on 12 July 2023

To follow in the briefing note.

12 Questions on Notice from Members of Council

Questions on notice from councillors received in accordance with Council Procedure Rule 11.11(b).

Questions on notice may be asked of the Lord Mayor, a Member of the Cabinet or a Chair of a Committee. One supplementary question may be asked at the meeting.

The full text of questions must have been received by the Head of Law and Governance by no later than 1.00pm on Wednesday 5 July 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 Tuesday 11 July 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.*

14 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 13 July 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.

14a The Oxfordshire Resources and Waste Partnership

127 -
136

The Head of Corporate Strategy has submitted a report that notes the annual update on the Oxfordshire Resources & Waste Partnership.

Recommendation: That Council resolves to:

1. **Note** the annual update report on the work of the Oxfordshire Resources and Waste Partnership.

14b Scrutiny Committee Annual Report 2022/23

137 -
144

The Chair of the Scrutiny Committee has submitted a report which provides Council with a summary of Scrutiny activity during the 2022/23 municipal year.

Recommendation: That Council resolves to note the update report.

14c Scrutiny Committee update report

145 -
148

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 17 July 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 5 July 2023 are listed below.

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

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 14 July 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) Support Oxford's Sudanese community – create safe pathways for Sudanese families with ties to Britain and Oxford to be granted the right to join their loved ones here. (proposed by Cllr Shaista Aziz, seconded by Councillor Hosnieh Djafari Marbini)
- b) Use car parking sites for Solar Farms (proposed by Cllr Laurence Fouweather, seconded by Cllr Katherine Miles)
- c) Extending the Smoke Control Area (proposed by Cllr Emily Kerr, seconded by Cllr Lucy Pegg)
- d) Supporting a Community Right to Grow (proposed by Cllr Alex Hollingsworth, seconded by Councillor Mark Lygo)
- e) Housing Management System problems and resultant accounts issues at Oxford City Council and ODS (proposed by Cllr Christopher Smowton, seconded by Cllr Laurence Fouweather)

15a Support Oxford's Sudanese community - create safe pathways for Sudanese families with ties to Britain and Oxford to be granted the right to join their loved ones here. (proposed by Cllr Shaista Aziz, seconded by Councillor Hosnieh Djafari Marbini)

Labour member motion

The war in Sudan is leading to the loss of life, displacement of hundreds and thousands of people inside and outside the country's borders, a hunger and health crisis, and reports of rape and sexual violence against women and girls.

This Council stands in solidarity with Oxford's Sudanese communities and calls for an immediate end to the conflict and violence, urging all parties to engage in negotiations to find a peaceful and lasting solution to the crisis.

Sudanese families in our city have witnessed family members turned away from British Government run evacuation schemes, separating families and further traumatising desperate and vulnerable people.

We call on the government to urgently create safe pathways for all Sudanese families with ties to Britain and Oxford to be granted the

right to join their loved ones here.

This Council pledges to:

- Work with Oxford's Sudanese community and asylum support organisations to identify and support new arrivals;
- Advocate for support for those arriving with physical and psychological trauma;
- Ensure frontline Council staff can sign post people to appropriate services.

This Council therefore resolves to ask the Leader:

1. As a Council seeking to become a City of Sanctuary, we resolve to work with partner organisations across the city and our MPs to lobby the government to:
 - Expand safe, legal routes for extended family of British citizens and Sudanese asylum seekers;
 - Waive existing barriers to support
 - Establish a formal programme mirroring the Ukrainian settlement scheme to provide clarity and security for Sudanese nationals seeking sanctuary.

15b Use car parking sites for Solar Farms (proposed by Cllr Laurence Fouweather, seconded by Cllr Katherine Miles)

Liberal Democrat member motion

Oxford City Council declared a climate emergency in 2019. The Council has made progress with the decarbonisation of Council owned social housing and leisure centres. The rise in costs of fossil fuel generated electricity over the past 12 months shows the need to push ahead with renewable energy projects.

This proposal is that the case for installing solar panels over the car parks in the city is examined.

The French government has announced plans to mandate that all car parks over 80 spaces 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. Leicester City Council has recently completed a similar but smaller scheme.

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

Two of the City owned P+R 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 which is nearly 10% of the Oxfordshire Energy Strategy target.

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 and planning permission as would other potential uses such as power storage.

Therefore this Council requests that the Head of Corporate Strategy submits a written report to Cabinet by the end of March 2024 which:-

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

15c Extending the Smoke Control Area (proposed by Cllr Emily Kerr, seconded by Cllr Lucy Pegg)

Green member motion

This Council notes that

1. Wood-burning takes place in just 8% of UK homes, and yet is the second highest cause of particle pollution in the UK. It has grown by 35% in the last 10 years as more people install wood-burning stoves.

2. The chief medical officer, Chris Whitty, wrote his last report on air pollution.¹ He states that we need to focus on areas where people live – i.e. cities such as Oxford. The report highlights wood burning is dangerous at any level: DEFRA approved stoves produce more than 300 times as much PM 2.5 as gas fires; open fires ten times as much again. Particles accrue in the top of the home, often where people sleep and are exposed for a long time. This is especially an issue for children, who are more sensitive to wood burning.
3. National figures from a DEFRA survey² of 46,000 people show over 70% of people who use wood burners do so for purely aesthetic reasons. We also know people who use wood burners are twice as likely to be AB social grade as those who do not, and much more likely to own their own homes. The 8% of people who rely entirely or primarily on burning as a fuel source overwhelmingly live in rural areas.
4. Oxford has led the way on reducing air pollution resulting from traffic through restricting and electrifying motor traffic, with an 8.3% reduction across the city, or 24% reduction vs pre-pandemic levels.
5. The 2021-2025 AQAP mentions a focus on ‘reducing emissions from domestic heating’ and ‘reviewing smoke control zones’. This has focused on awareness raising campaigns such as last year’s ‘do you fuel good’. Pilot projects such as the ability for canal boats to charge on solar are useful, but the vast majority of burning is not linked to people who live on canal boats.
6. Current Smoke Control Areas (SCAs) or Smoke Control Zones (SCZs) cover some of the city, but miss out key areas such as North Oxford, which have higher home ownership rates and more ABC1 residents – the demographics more likely to be burners.

Council believes:

1. We should continue to take steps to improve air quality, given the devastating and unevenly distributed effects of pollution.
2. The Council has played a significant role in recent years by electrifying and restricting polluting motor traffic. Reducing emissions from domestic heating should continue to be a core area of focus.

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1124738/chief-medical-officers-annual-report-air-pollution-dec-2022.pdf

²

<https://randd.defra.gov.uk/ProjectDetails?ProjectID=20159&FromSearch=Y&Publisher=1&SearchText=AQ1017&SortString=ProjectCode&SortOrder=Asc&Paging=10#Description>

This Council asks the Cabinet Member for Zero Carbon Oxford and Climate Justice:

1. To look at expanding our SCAs across the entire of Oxford City, giving us a standardised city-wide approach which does not exclude the most affluent parts of the city.
2. To build on last year's awareness campaign and deliver a best-in-class example which leverages new data from the CMO's report and shares an honest picture of the dangers of wood burning, including the implications for indoor air quality.

15d Supporting a Community Right to Grow (proposed by Cllr Alex Hollingsworth, seconded by Councillor Mark Lygo)

Labour member motion

This Council notes:

- The importance of locally produced food to provide affordable and healthy options for local people
- The physical and mental health benefits of gardening, especially communally, backed by the RHS's gardening for health and well-being campaign
- The success of inclusive local community gardening groups like Greening Jericho, winners of the 2021 Oxford Preservation Trust's award for landscape and public realm
- The ongoing experience of the Edible Streets project in establishing food growing spaces in Barton
- The Community Right to Grow campaign launched by Incredible Edible, and the supported by a 10-Minute Rule Bill proposed by Mike Kane MP and proposed amendments to the Levelling Up Bill in the House of Lords
- The Oxfordshire Food Strategy, endorsed by the City Council in 2022, and the work of Good Food Oxfordshire

This Council believes that the benefits from public spaces which are cared for by local people and can be used to produce food, flowers or both are self-evident, in terms of the positive impact on the well-being of local communities, the individuals that tend and use them and the broader environment and biodiversity of Oxford and beyond.

This Council therefore asks that:

- The Leader of the Council writes to the city's two MPs to ask

them to show their support for the Community Right to Grow in Parliament and beyond

- The Council, learning the lessons from the Edible Streets and Greening Jericho projects, provides a clear register of unused public land that can be offered to community groups for cultivation and a robust but simple process for doing so.

15e Housing Management System problems and resultant accounts issues at Oxford City Council and ODS (proposed by Cllr Christopher Smowton, seconded by Cllr Laurence Fouweather)

Liberal Democrat member motion

Council notes that the report by external consultants into the tendering process, procurement and implementation of a new Housing Management System revealed serious issues in the delivery of that system.

Council notes that the budget for the project has had to be markedly increased to over £3 million.

Council also notes that two years after going live, the benefits of the system are still not fully realised.

Council further notes with concern that as a further consequence of these issues, Oxford Direct Services (ODS) has been unable to submit its accounts for financial year 2021/22 to Companies House, and that this also prevents the Council's auditors from approving the Council's own accounts for submission to Central Government.

Council notes that the more information about any adverse event relating to public procurement that can be published, the more third parties including other local authorities and public bodies can benefit from the lessons learned. Council resolves to:-

Ask the Leader of the Council, as a matter of priority, to:-

1. Request the publication of a minimally redacted version of the lessons learned report, in contrast to the brief summary published in June 2023.
2. Ensure that action is taken as soon as possible to ensure the new Housing Management System is properly implemented in the Council and that the benefits promised are realised.
3. Ensure that the deadline (October 2023) for reporting the certified Council accounts to Central Government is met.

16 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)

16a East Oxford Community Centre

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Appendices 1-3 and 6-7 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 1-3 and 6-7 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 (Communities and People) submitted a report to Cabinet on 14 June 2023 providing an update on progress of the project to deliver the development of The East Oxford Community Centre at Princes Street in upgrading the main building and providing a modern new build extension in a single place. The report also set out, for approval, options to address the unprecedented construction inflation.

The Cabinet minutes are available at Item 11b.

Councillor Ajaz Rehman, Cabinet Member for Inclusive Communities, will present the report and present Cabinet’s recommendations.

Recommendation: Cabinet recommends that Council resolves to:

1. Increase the project budget by £1.298m (from £5.496m to £6.794m).

16b Housing Management System Implementation

189 -
232

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 (Communities and People) and the Head of Financial Services submitted a report to Cabinet on 14 June 2023 updating Members on the lessons learned from the implementation of the Housing Management System and the outcome of discussions with the supplier as to potential settlement; and to seek additional budget approval for further development of the product after the move to 'business as usual' which has now been secured.

The Cabinet minutes are available at Item 11b.

Councillor Nigel Chapman, Cabinet Member for Citizen Focussed Services and Council Companies will present the report and present Cabinet's recommendations.

Recommendation: Cabinet recommends that Council resolves to:

1. **Approve** the additional budget of £263k in 2022-23 as detailed in paragraph 8 of the report; and
2. **Include** an additional budgetary amount of £497k of capital and £97k of revenue over the next 4 year period for the further development of the system (paragraphs 9-11).

16c City Centre Land Regeneration Scheme

233 -
270

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 16).

The Executive Director (Development) will submit a report to Cabinet on 12 July 2023 updating Cabinet on progress of the procurement of a development partner to regenerate a council asset in the city centre; to recommend to Council to include additional budget for the scheme; and to seek approval to enter contracts with a preferred development partner and operator consortium to regenerate 38-40 George Street, Oxford.

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

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

Recommendation: Cabinet recommends, subject to the decision of Cabinet on 12 July 2023, Council resolves to:

1. Approve an additional capital budget of £12.1 million for delivery

of this regeneration scheme (see Confidential Appendix 1 for more details).

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.