

Agenda

Council

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Summons

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

Date: **Monday 29 January 2024**

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:

Jonathan Malton, Committee and Member Services Manager,

01865 529117  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 Lubna Arshad

Deputy Lord Mayor Councillor James Fry

Sheriff Councillor Mark Lygo

Members	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 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
	Councillor Dr Amar Latif	

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	21 - 32
Minutes of the ordinary meeting of Council held on 27 November 2023. Council is asked to approve the minutes as a correct record.	
4 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	
5 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 23 January 2023.	
The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.	
<i>A total of 45 minutes is available for both public speaking items.</i>	

CABINET RECOMMENDATIONS

6 **Housing Revenue Account (HRA) Rent Setting Report 2024/25**

33 - 44

The Head of Financial Services submitted a report to Cabinet on 24 January 2024 which presented the outcome of Oxford City Council's (the Council's) annual rent review and associated rent setting proposal for 2024/25 in respect of all Council dwellings within the Housing Revenue Account (HRA), including the setting of associated services and facilities charges.

The draft Cabinet minutes will be available [here](#) when published.

Councillor Ed Turner, Deputy Leader (Statutory) and 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** an increase of 7.7% for 2024/25 (subject to any subsequent cap on increases imposed by central government) in social dwelling rents from 1st April 2024 giving an average weekly increase of £9.27 per week, and a revised weekly average social rent of £129.72 as set out in the Financial Implications section of this report;
2. **Approve** an increase to rents for shared ownership dwellings as outlined in paragraph 15 of the Financial Implications;
3. **Approve** an increase to service charges by 7.7% (CPI + 1%) to enable the HRA to recover the associated cost of supply;
4. **Approve** an increase to the charge for a garage of 7%, equating to an increase of £1.25 per week for a standard garage with a revised charge of £19.10 per week, and an increase of £1.44 per week for a premium garage with a revised charge of £21.60 per week; and
5. **Approve** the option to exercise the Rent Flexibility option in respect of re-lets to new tenants as outlined in paragraph 6 below.

7 **Project approvals, budget and delegations to develop five small sites for affordable housing, using spend from the Brownfield Land Release Fund**

45 - 64

Appendices 1 and 2 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 2 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 14).

The Executive Director (Development) submitted a report to Cabinet on 24 January 2024 which sought project and contract approval and delegations, budget and delegations in relation to affordable housing schemes across five small/garage sites. All sites had been allocated initial funding through the Brownfield Land Release Fund (“BLRF2”) following a successful bid. The report sought approval for appropriation from General Fund (“GF”) to Housing Revenue Fund, and to a planning purpose, where necessary; approval for the disposal of land as required; approval for the demolition of garages held in the GF and approval for demolition of vacant units currently held within the Housing Revenue Account (“HRA”).

The draft Cabinet minutes will be available [here](#) when published.

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

Recommendation: Cabinet recommends that Council resolves to:

1. **Allocate** of a £340,213 capital budget (which will be funded entirely by the BLRF2 grant) to carry out the demolition/ enabling works on each site as detailed within the BLRF2 application (see table, paragraph 14).

8 Council Tax Reduction Scheme for 2024-25

65 - 94

The Head of Financial Services submitted a report to Cabinet on 24 January 2024 which sought approval for changes to the Council’s Council Tax Reduction Scheme for 2024/25.

The draft Cabinet minutes will be available [here](#) when published.

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

Recommendation: Cabinet recommends that Council resolves to:

1. **Adopt** the new Local Council Tax Reduction Scheme for 2024/25.

QUESTIONS

9 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:

9a **Draft Minutes of the Cabinet Meeting held on 13 December 2023**

95 - 102

9b **Draft Minutes of the Cabinet Meeting held on 24 January 2024**

To be circulated with the briefing paper.

10 **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 17 January 2024.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

11 **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 23 January 2024.

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.

12 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 Wednesday 24 January 2024 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.

12a Outside Organisation Report: Future Oxfordshire Partnership

103 -
160

Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships, has submitted a report which updates Council on the work of the Future Oxfordshire Partnership.

Recommendation: that Council resolves to:

1. **Note** the annual update report on the work of the Future Oxfordshire Partnership and the Oxford Inclusive Economy Partnership.

12b Scrutiny Committee update report

161 -
170

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

13 Motions on notice 29 January 2024

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 17 January 2024 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the Oxford Socialist Independents, Independent Group, 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

26 January 2024 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) Stop the Anti-Boycott Bill (proposed by Cllr Hosnieh Djafari-Marbini, seconded by Cllr Chris Jarvis)
- b) Moving Oxford City Council to a committee system of representation to increase residents' confidence in democracy (proposed by Cllr Amar Latif, seconded by Cllr Shaista Aziz)
- c) The Cost of Living Crisis and local spending in England (proposed by Cllr Ed Turner, seconded by Cllr Nigel Chapman)
- d) Scrap the two-child benefit cap (proposed by Cllr Christopher Smowton, seconded by Cllr Katherine Miles)
- e) Disposable Vapes (proposed by Cllr Lucy Pegg, seconded by Cllr Rosie Rawle)

13a Stop the Anti-Boycott Bill (proposed by Cllr Hosnieh Djafari-Marbini, seconded by Cllr Chris Jarvis)

Oxford Socialist Independents Group Motion

Council Notes

1. The Economic Activity of Public Bodies (Overseas Matters) Bill passed its third reading in the House of Commons on 10 January 2024.¹ It will now continue its passage through the House of Lords.
2. The legislation has been dubbed the 'Anti-Boycott Bill' and seeks to stop public bodies from making any decisions around investment and procurement that aren't in line with UK government foreign or economic trade policies.²
3. The Anti-Boycott Bill is specifically designed to target the international Boycott, Divestment and Sanctions (BDS) movement - an initiative launched by Palestinian civil society organisations. The BDS movement seeks to end international support for Israel's oppression of Palestinians and pressure Israel to comply with international law.
4. The only geographical areas that the legislation would prohibit the government making exemption provisions for are - as listed in the Bill - 'Israel', 'the Occupied Palestine

¹ <https://bills.parliament.uk/bills/3475>

² <https://righttoboycott.org.uk/>

Territories' and 'the Occupied Golan Heights'.³ The legislation would therefore explicitly prohibit public bodies - including local authorities - from engaging in any form of boycott of Israeli goods and services, including those produced or developed through an illegal occupation.

5. More than 60 charities, campaign groups, civil society organisations and trade unions have publicly opposed the legislation, including ASLEF, CWU, FBU, Friends of the Earth, Global Justice Now, Greenpeace, Jews for Justice for Palestinians, Liberty, Methodist Church in Britain, Muslim Association of Britain, Na'Amod, NEU, NUS, Palestine Solidarity Campaign, PCS, Unison, UCU, and War on Want.⁴

Council Believes

1. The Anti-Boycott Bill is an anti-democratic measure which restricts the ability of public bodies to take ethics and human rights into account in key parts of their decision making. It has profound implications on public bodies' ability to act upon human rights violations, slavery and environmental destruction.
2. Ethical boycotts from public bodies - including local councils - have played an important role in many historic campaigns for justice - most notably in the struggle against the Apartheid regime in South Africa.
3. Local authorities like Oxford City Council have a duty to speak out and resist such attempts to diminish democracy.

Council Resolves

To ask the leader of the council to:

1. Issue a public statement condemning the Anti-Boycott Bill.
2. Write to the Secretary of State for Levelling Up, Housing and Communities - Michael Gove - expressing Oxford City Council's opposition to the legislation and calling for him to withdraw the Bill.
3. Write to Ben Jamal, Director of the Palestine Solidarity Campaign, expressing Oxford City Council's opposition to the Anti-Boycott Bill and support for the Right to Boycott campaign.
4. Write to Labour leader Keir Starmer, Liberal Democrat leader Ed Davey, and Green Party co-leaders Adrian Ramsay and Carla Denyer, encouraging them to ensure that their MPs actively oppose the legislation in

³ <https://bills.parliament.uk/publications/53574/documents/4223>

⁴ <https://righttoboycott.org.uk/#signatories>

parliament.

5. Write to the leaders of the parliamentary groups in the House of Lords, encouraging them to ensure that peers within their groups actively oppose the legislation in the Lords.

13b Moving Oxford City Council to a committee system of representation to increase residents' confidence in democracy (proposed by Cllr Amar Latif, seconded by Cllr Shaista Aziz)

Independent Group Motion

This council notes:

Years of low voter turnout in local elections (less than 40% in May 2022) [1] within Oxford would suggest that there is discontent amongst the electorate in the city.

Low turn out has been suggested to disproportionately affect the more disadvantaged across communities and society who may find it more difficult to access elected politicians, find it challenging to access online consultations and be more disenfranchised with the political process. [2] [3]

That the Labour administration has lost 10 councillors since October 13th, 2023, which is almost a third of total Labour Councillors, yet continues as a minority administration.

Furthermore, despite Oxford having the third largest ethnic minority population, 29% [4], within the Southeast of England, and being proud of its diversity and internationalist identity as a city, there is only one cabinet member from an ethnic minority background.

Prior to the racist murder of George Floyd in the USA in May 2020 and the reinvigoration of the Black Lives Matter and Rhodes Must Fall Movement in Oxford, the Labour lead Oxford City Council carried out internal work to ensure it has a racially diverse and representative Cabinet, the progress made has since been reversed.

That the decision-making process within the City Council leaves large numbers of decisions to individual cabinet members who cannot fully represent the diversity of views from residents across Oxford.

That other Councils, including Sheffield and Bristol, have moved towards a committee system of representation which better reflects views of residents across their respective cities.

This council believes that a committee system of representation:

Is a better and more transparent way for decisions to be made across Oxford, which will create a more equitable system ensuring residents voices are listened to and acted upon alongside a wider

group of councillors.

Will allow a less centralised and more collaborative way of working.

Will better reflect the diversity of views and opinions from a wider demographic of society, including across the political spectrum.

Will allow individual Cabinet members to be replaced by Policy Committee Chairs who will have responsibility for different areas of Council policy.

This council agrees to:

Request the Officers assess the implications (financial, resource, legal and otherwise), negatives and positives of the Council moving to a Committee System of governance, including considering and developing plans as to how such a system of governance may work.

Present the final proposals to Cabinet and then Council for comments and consideration as to whether to commence the process to consider a formal change of governance arrangements in the Council, with a view to putting this to a City-wide referendum by May 2025.

References:

[1]

https://www.oxford.gov.uk/info/20046/elections_and_voting/1521/oxford_city_council_election_results_-_5_may_2022

[2]

<https://www.sciencedirect.com/science/article/abs/pii/S0277953623000746>

[3]

<https://www.democraticaudit.com/2019/10/11/have-we-all-underestimated-the-severity-of-socioeconomic-differences-in-electoral-participation/>

[4]

[Ethnicity | Ethnicity | Oxford City Council](#)

13c The Cost of Living Crisis and local spending in England (proposed by Cllr Ed Turner, seconded by Cllr Nigel Chapman)

Labour Motion

This Council believes that the English local government finance settlement proposed by the Tories for 24/25 is thoroughly inadequate and penalises our poorest citizens the most, who are least well equipped to face the continuing cost-of-living crisis.

Government pronouncements about increased funding are “smoke and mirrors” and do not reflect the reality that costs are rising faster than any increases in funding, and that increases in “core spending

power” largely come from local residents, not government funding.

Council is very concerned that a one-year increase in local housing allowances (after years of freeze) will be eroded by the Government’s failure to increase the benefits cap and temporary accommodation housing benefit, thus offering support with one hand and then denying it with the other. That failure will be exacerbated by reintroducing the housing allowance freeze again in April 25. This will once again increase homelessness in areas like Oxford.

In addition, this Council is angry that the Conservative Government has abolished funding for the Household support grant from May 24 – denying poorer people a welcome source of cash support for household and fuel bills, and vital heating repairs. This comes in addition to the end of centrally provided fuel bill support for many who had been in receipt of it.

Overall, English local government faces a huge funding crisis and cannot close the gap without cutting front line services, especially those aimed at its poorest citizens. This is evidenced by Oxford City Council having to draw down on its reserves and propose a reduction in funding for its Council Tax reduction scheme from April 2025.

More widely, Council believes households are feeling huge pressure as a result of substantial increases in taxes as well as, for many, higher mortgage costs and rents due to the chaos caused by Liz Truss’ mini-budget, and a sharp focus on the cost of living is urgently needed.

This Council calls upon the Leader of the Council to write to the Secretary of State for Communities and Local Government demanding:

1. A sustainable long term funding settlement in the March Budget for councils like Oxford, facing a funding squeeze due to inflation and the rising costs of homelessness.
2. A commitment to increasing local housing allowances annually in line with local housing costs and scrapping the benefits cap.
3. The re-instatement of funding for the Household Support Grant which provides a flexible and rapid response to people with urgent needs.
4. Support for councils like Oxford which retains a Council Tax reduction scheme for people struggling to pay these costs, and encouragement that other councils should instigate such schemes.

It also asks the Leader of the Council to contact our two local MPs, for Oxford East and Oxford West and Abingdon respectively, and ask them to write with the same demands to the Secretary of State for Communities and Local Government.

13d Scrap the two-child benefit cap (proposed by Cllr Christopher Smowton, seconded by Cllr Katherine Miles)

Liberal Democrat Group Motion

Council notes that:

- The two-child limit, introduced by the Conservative Government in 2017, restricts support in Universal Credit and tax credits to two children in a family.
- The Child Poverty Action Group identified 4.2 million children living in poverty in the UK in 2021–22, with the prevalence of poverty much higher among Black and minority ethnic groups ^[1].
- Research by the End Child Poverty Coalition shows that scrapping the two-child limit would lift 250,000 children out of poverty, and that the economic and societal effects of child poverty, including spending on public services, cost the UK £39 billion every year ^[2].
- A new report by the Commons Education Select Committee warns that cost-of-living pressures on families are driving missed education ^[3].
- In a country already struggling with fewer and fewer young people supporting an ageing population, it is not in any case in our interests to attempt to prevent or delay people from raising children through financial pressure.
- Despite initially pledging to repeal the policy in 2020 ^[4], the Leader of the Opposition then reversed himself and pledged to keep the Tory policy ^[5], before eventually adopting a noncommittal stance on the issue ^[6].

Council resolves:

- That the Leader should write to both the Prime Minister and the Leader of the Opposition expressing this council's strong support for a repeal to the two-child benefit cap.
- That the Leader should further write to Oxford's MPs requesting that they in turn pressure both government and opposition to abolish the cap.

[1] <https://cpag.org.uk/child-poverty/child-poverty-facts-and-figures>

[2] https://endchildpoverty.org.uk/two_child_limit/

[3] <https://committees.parliament.uk/publications/41590/documents/205>

[047/default/](#) particularly para.148

[4] https://twitter.com/Keir_Starmer/status/1225465424092987393

[5] <https://www.theguardian.com/politics/2023/jul/16/labour-keep-two-child-benefit-cap-says-keir-starmer>

[6] <https://news.sky.com/story/starmer-softens-stance-on-two-child-benefit-cap-amid-snp-attacks-ahead-of-by-election-12940684>

13e Disposable Vapes (proposed by Cllr Lucy Pegg, seconded by Cllr Rosie Rawle)

Green Group Motion

Disposable vapes are creating an environmental and health crisis. Far from helping smokers to quit, with their attractive packaging and child-friendly flavours, disposable vapes are getting a new generation addicted to nicotine. Frequently littered and hard to recycle, disposable vapes are also causing damage to the natural environment and wasting critical materials.

This council notes that:

- There has been a fourfold increase in the number of disposable vapes being discarded over the past year, with 5 million vapes now being thrown away every week⁵
- Vapes contain critical raw materials, such as lithium and copper, which are vital for our transition to a greener society. The disposable vapes thrown away over the past year contain enough lithium to create 5,000 batteries for electric cars⁶
- 1 in 9 young people aged 11 to 18 have experimented with e-cigarettes, with 69% of these people choosing disposable vapes, according to research from Action on Smoking and Health (ASH). There has been a 7-fold increase between 2020 and 2022 in the choice of disposables amongst this age group, alongside a 50% year on year increase in the proportion of children experimenting with vaping of all kinds.⁷
- Lithium ion batteries, like those used in vapes, caused 700 fires at waste sites in 2022 due to not being properly disposed of.⁸
- Prominent environmental and health organisations have

⁵ <https://www.theguardian.com/society/2023/sep/08/call-for-uk-ban-on-single-use-vapes-as-more-than-5m-discarded-each-week>

⁶ *ibid*

⁷ <https://ash.org.uk/uploads/Use-of-vapes-among-young-people-GB-2023.pdf?v=1690455394>

⁸ <https://www.materialfocus.org.uk/press-releases/over-700-fires-in-bin-lorries-and-recycling-centres-are-caused-by-batteries-many-of-which-are-hidden-inside-electricals/>

called for a ban, including The Royal College of Paediatrics and Child Health, Marine Conservation Society, Centre for Sustainable Healthcare and Surfers Against Sewage.⁹

- Councils across the country have called for a UK ban on disposable vapes by 2024, and the Scottish Government has already agreed to carry out a consultation on banning disposable vapes.¹⁰ The UK must rapidly respond to its consultation on youth vaping by bringing in a full prohibition on disposable vapes.
- Whilst vaping can help smokers to quit, reusable vapes serve this same purpose.

This council resolves to:

- Request that the Leader of the Council will write jointly to the Secretary of State for Health and Social Care and the Secretary of State for Environment, Food and Rural Affairs, supporting a ban on disposable vapes by the end of 2024 on environmental and child health grounds.
- Request that the Cabinet Member for Zero Carbon Oxford and Climate Justice and the Cabinet Member for Planning and Healthier Communities investigate ways the council can encourage retailers selling disposable vapes in Oxford to provide recycling facilities for vapes in their stores.

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

⁹ <https://green-alliance.org.uk/wp-content/uploads/2022/11/Letter-to-ministers-on-disposable-vapes.pdf>

¹⁰ <https://www.bbc.co.uk/news/uk-scotland-66718599>

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.