

Agenda

Council

Budget Council

Summons

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

Date: **Wednesday 21 February 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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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 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
1 Apologies for absence	
2 Declarations of interest	
3 Announcements	
Announcements by:	
1. The Lord Mayor	
2. The Sheriff	
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)	
4. The Chief Executive, Chief Finance Officer, Monitoring Officer	
4 Budget Debate Procedure	13 - 18
The procedure for this meeting, including timings for the debate on the Council's budget, capital programme and medium term financial strategy as recommended by Cabinet, is set out in the Council's Constitution at Part 11.4.	
Any amendments to the procedure must be agreed by majority vote and will only apply to this meeting.	
Recommendation: Council is recommended to note that the times permitted for each state in the budget debate (Item 9 on the agenda) are as detailed in the Council's Constitution.	
5 Public addresses and questions that relate to matters for decision at this meeting	
Public addresses, and questions of under 200 words, to the Leader or other Cabinet member received in accordance with Council Procedure Rules 11.4, 11.12, 11.13, and 11.14 relating to matters for decision on this agenda.	
The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by <u>5.00 pm on Thursday 15 February 2024.</u>	
The briefing note will contain the text of addresses and questions	

submitted by the deadline, and written responses where available.

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

Committee recommendations to be considered before the budget debate

6 General Purposes Licensing and Licensing and Gambling Acts Committees - recommendations on fees and charges 2024/25

The General Purposes Licensing Committee and the Licensing and Gambling Acts Committee considered at their meetings on 25 September 2023 and 5 February 2024, reports on fees and charges for the licensing functions falling within their remits.

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

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

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

Recommendations: The General Purposes Licensing Committee and the Licensing and Gambling Acts Committee recommend that Council resolves to agree the relevant licence fees and charges for 2024/25 as set out in Items 6a, 6b and 6c (and repeated in the relevant sections of Item 9, Appendix 7).

6a	Licensing Act 2003 and Gambling Act 2005 Licensing and Gambling Acts Fees and Charges for the 2024/25 financial year	19 - 26
6b	Miscellaneous Licensing: Fees and Charges for the 2024/25 Financial Year	27 - 34
6c	Commercial Events, Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments and Street Parties: License Fees and Charges for the 2024/25 Financial Year	35 - 42
6d	Endorsement of Variation (increase) of the current Hackney Carriage Tariffs (table of fares)	43 - 52

Budget and Council Tax

7	Chief Finance Officer’s report on the robustness of the Council’s 2024/25 budget	53 - 64
	<p>Under Section 25 of the Local Government Act 2003 there is a requirement for the Council’s Chief Financial Officer to report to Council on:</p> <p>a) the robustness of the estimates made for the purposes of the calculations of the budget; and</p> <p>b) the adequacy of the proposed financial reserves.</p> <p>Council in considering its Budget should have regard to this advice.</p> <p>Recommendation: That Council notes this report in setting its budget for 2024/25 and the indicative budgets for 2025/26 – 2027/28.</p>	
8	Report of the Scrutiny Budget Review Group	65 - 106
	<p>Report of the Scrutiny Budget Review Group on the proposed budget. The Chair of the Budget Review Group will present the report and recommendations.</p> <p>Recommendation: Council is asked to note the recommendations of the Budget Review Group and Cabinet’s response.</p>	
9	Medium Term Financial Strategy 2025/26 to 2026/27 and 2024/25 Budget	107 - 272
	<p>The Head of Financial Services submitted a report to Cabinet on 7 February 2024, to present the outcome of the budget consultation and agree the Council’s Medium Term Financial Strategy for 2025-26 to 2027-28 and 2024-25 Budget for recommendation to Council.</p> <p>The Cabinet decision is reported in the Cabinet minutes found here, and any further proposed amendments to the budget will be reported in the Briefing Note.</p> <p>Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management, will present the report and propose Cabinet’s recommendations.</p> <p><i>Amendments to the budget proposed by opposition groups or individual councillors must be received by Democratic Services before 1.00 p.m. on Wednesday 14 February 2024 and will be published in the Briefing Note.</i></p> <p><i>The procedure for this item is set out in Part 11.4 of the Council’s Constitution.</i></p> <p><i>A recorded vote must be taken when voting to agree the final budget and medium term strategy.</i></p>	

Council is recommended to:

1. Note the approval by Cabinet on 24 January and subsequently agreed by the Council on 29 January of an increase of 7.7% (£9.27 per week) in social dwelling rents from 1 April 2024 giving a revised weekly average social rent of £129.72 as set out in Appendix 5 based on a HRA budget as set out in Appendix 4, together with the comments in paragraphs 35-40;
2. Approve the 2024-25 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Strategy as set out in Appendices 1-9, noting:
 - a) the Council's General Fund Budget Requirement of £27.752 million for 2024/25 and an increase in the Band D Council Tax of 2.99% or £10.06 per annum representing a Band D Council Tax of £346.36 per annum; and
 - b) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6;
3. Agree the fees and charges shown in Appendix 7;
4. Delegate to the Section 151 Officer, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 16-18 of the report; and
5. Note the changes to council tax charges in respect of second homes and properties empty for more than one year as referred to in paragraphs 19-22 from 1st April 2025 and 1st April 2024 respectively.

10 Council Tax 2024/25

273 -
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The Head of Financial Services has submitted a report which sets out the necessary calculations to enable Council to set the 2024/25 Council Tax for Oxford City.

Recommendations: That Council resolves to approve for the financial year 2024/25 recommendations 1 to 5 and to note points 6 to 8 below:

1. The City Council's precept and Council Tax requirement of £16,277,802 including Parish precepts and £16,014,035 excluding Parish Precepts.
2. The average Band D Council Tax figure (excluding Parish Precepts) of £346.36, a 2.99% increase on the 2023/24 figure of £336.30. Including Parish Precepts, the figure is £352.07, a 2.91% increase (see paragraphs 2 to 8 of the report).
3. A contribution of £10,000 to Old Marston Parish Council in

recognition of the additional expenditure that the parish incurs as a consequence of maintaining the cemetery (see paragraphs 11 and 12 of the report).

4. The amount of £692,280 to be treated as Special Expenses (see paragraph 16 of the report).
5. The Band D Council Taxes for the various areas of the city (excluding the Police and Crime Commissioner and Oxfordshire County Council's precepts) as follows:

Littlemore £372.56

Old Marston £380.03

Risinghurst and Sandhills £371.41

Blackbird Leys £350.78

Unparished Area £349.34

These figures include Parish Precepts and special expensing amounts as appropriate; in addition to the City Wide Council Tax of £331.39.

The Council is also asked to note:

6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 19 below
7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 20 below, and
8. The overall average Band D equivalent Council Tax of £2,441.91 including Parish Precepts (subject to confirmation of the Band D figures for the Oxfordshire County Council).

Cabinet recommendations relating to the Council's budget

11 Treasury Management Strategy 2024/25

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The Head of Financial Services submitted a report to Cabinet on 7 February 2024 which presents the Council's Treasury Management Strategy for 2024/25 together with the Prudential Indicators for 2024/25 to 2027/28.

The Cabinet decisions are reported in the Cabinet minutes found [here](#).

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

Recommendations: Cabinet recommends that Council resolves to approve:

1. The Treasury Management Strategy 2024/25 as set out in paragraphs 12 to 60 of this report and the Prudential Indicators for 2024/25 – 2027/28 as set out in Appendix 2;
2. The Borrowing Strategy 2024/25 at paragraphs 34 to 36 of this report;
3. The Minimum Revenue Provision (MRP) Statement at Appendix 3 which sets out the Council's policy on charging borrowing to the revenue account;
4. The Investment Strategy for 2024/25 and the investment criteria as set out in paragraphs 38 to 56 of this report and in Appendix 1; and
5. The Treasury Management Scheme of Delegation at Appendix 4.

12 Capital Strategy 2024/25 to 2027/28

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374

The Head of Financial Services submitted a report to Cabinet on 7 February 2024 which presented the Capital Strategy for approval.

The Cabinet decision is reported in the Cabinet minutes found [here](#).

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

Recommendation: Cabinet recommends that Council resolves to:

1. Approve the Capital Strategy attached at Appendix A.

13 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)

13a Exempt Appendices - Budget Review Group

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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.