

Agenda

Council

Annual Meeting

Summons

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

Date: **Thursday 16 May 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, Committee and Member Services Officer

 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 Lubna Arshad

Deputy Lord Mayor Councillor James Fry

Sheriff Councillor Mark Lygo

Members	Councillor Asima Qayyum	Councillor Dr Amar Latif
	Councillor Mohammed Azad	Councillor Sajjad Malik
	Councillor Theodore Jupp	Councillor Katherine Miles
	Councillor Max Morris	Councillor Alistair Morris
	Councillor Denise Regisford	Councillor Lois Muddiman
	Councillor Anne Stares	Councillor Edward Mundy
	Councillor Ian Yeatman	Councillor Chewe Munkonge
	Councillor Judith Harley	Councillor Susanna Pressel
	Councillor David Henwood	Councillor Anna Railton
	Councillor Mohammed Altaf-Khan	Councillor Rosie Rawle
	Councillor Susan Brown	Councillor Ajaz Rehman
	Councillor Nigel Chapman	Councillor Jo Sandelson
	Councillor Mary Clarkson	Councillor Linda Smith
	Councillor Tiago Corais	Councillor Roz Smith
	Councillor Barbara Coyne	Councillor Dr Christopher Snowton
	Councillor Lizzy Diggins	Councillor Ed Turner
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Louise Upton
	Councillor Laurence Fouweather	Councillor Naomi Waite
	Councillor Andrew Gant	Councillor Stephen Goddard
	Councillor Alex Hollingsworth	Councillor Simon Ottino
	Councillor Jemima Hunt	Councillor Alex Powell
	Councillor Chris Jarvis	Councillor Mike Rowley
	Councillor Emily Kerr	

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

Pages

PART 1 - PUBLIC BUSINESS

1 Election of Lord Mayor for the Council year 2024/25

Council is recommended to resolve to elect a Lord Mayor to the start of the Annual Council meeting in May 2024

2 Appointment of Deputy Lord Mayor for the Council year 2024/25

Council is recommended to resolve to elect a Deputy Lord Mayor to the start of the Annual Council meeting in May 2024.

3 Appointment of Sheriff for the Council year 2024/25

Council is recommended to resolve to appoint a Sheriff to the start of the Annual Council meeting in May 2024

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 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

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);
 - a. Housing
 - b. Infrastructure
 - c. Environment
 - d. Planning
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 1 March 2024 (and agreed by Council on 27 November 2023); and
8. any other matters.

8 Appointment to Council Committees 2024/25

9 - 14

The Head of Law and Governance has submitted a report asking Council to appoint committees and the members serving on those committees for the Council year 2024-25 in accordance with the provisions of the Local Government and Housing Act 1989 (Section 15) and other relevant legislation.

Appendices 2 and 3 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.

Recommendation(s): Council is recommended to:

1. **Approve** the structure of the Council committees, as defined within the Council's Constitution and set out in Appendix 1: Committee structure 2024/25;
2. **Approve** the methods, calculations and conventions used in determining political representation on committees as outlined in the report and shown in Appendix 2: Political proportionalities on Council

committees 2024-25;

3. **Appoint** to committee seats in accordance with the requirements of political proportionality and the nominations made by political groups, as shown in Appendix 3: Committee nominations 2024-25;
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 Oxfordshire Growth Board Scrutiny Panel (see Appendix 3: Committee nominations 2024-25);
6. **Appoint** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see Appendix 3: Committee nominations 2024-25).

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 day 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.

*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.