

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 27 January 2025**

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

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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 Mike Rowley

Deputy Lord Mayor Councillor Tiago Corais

Sheriff Councillor James Fry

Members	Councillor Asima Qayyum	Councillor Emily Kerr
	Councillor Mohammed Azad	Councillor Dr Amar Latif
	Councillor Theodore Jupp	Councillor Mark Lygo
	Councillor Dr Max Morris	Councillor Sajjad Malik
	Councillor Dianne Regisford	Councillor Katherine Miles
	Councillor Anne Stares	Councillor Lois Muddiman
	Councillor Ian Yeatman	Councillor Edward Mundy
	Councillor Judith Harley	Councillor Chewe Munkonge
	Councillor David Henwood	Councillor Susanna Pressel
	Councillor Kate Robinson	Councillor Anna Railton
	Councillor Mohammed Altaf-Khan	Councillor Rosie Rawle
	Councillor Lubna Arshad	Councillor Ajaz Rehman
	Councillor Susan Brown	Councillor Jo Sandelson
	Councillor Nigel Chapman	Councillor Linda Smith
	Councillor Mary Clarkson	Councillor Roz Smith
	Councillor Barbara Coyne	Councillor Dr Christopher Smowton
	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	

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

	Pages
Minute's silence and tributes	
To hear tributes and observe a minute's silence in memory of former Lord Mayors or serving councillors or serving senior officers who have died.	
Former Councillor Jim Campbell	
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 Monday, 25 November 2024.	
Council is asked to approve the minutes as a correct record.	
4 Appointment to Committees	33 - 34
The Head of Law and Governance has submitted a report which notifies Council of the amendments made to the membership of Committees since the initial appointments made at Council on 16 May 2024, and further changes made in 7 October 2024.	
Recommendation: That Council resolves to:	
1. Agree the appointments to Committees.	
5 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

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, 21 January 2025.

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 Housing Revenue Account (HRA) Rent Setting Report 2025/26

35 - 46

The Head of Financial Services had submitted a report to present the outcome of Oxford City Council's (the council's) annual rent review and associated rent setting proposal for 2025/26 in respect of all council dwellings within the Housing Revenue Account, including the setting of associated services and facilities charges.

Recommendation: That Council resolves to:

- **Approve** an increase of 2.7% for 2025/26 (subject to any subsequent cap on increases imposed by central government) in social dwelling rents from 1st April 2025 giving an average weekly increase of £3.51 per week, and a revised weekly average social rent of £133.68 as set out in the Financial Implications section of this report.
- **Approve** an increase to rents for shared ownership dwellings as outlined in paragraph 21 of the Financial Implications.
- **Approve** an increase to service charges by 2.7% (CPI + 1%) to enable the HRA to recover the associated cost of supply.

- **Approve** an increase to the charge for a garage of 4.1%, equating to an increase of £0.78 per week for a standard garage within a curtilage with a revised charge of £20.00 per week.

8 **Withdrawal of Oxford Local Plan 2040 from Examination** 47 - 58

The Head of Planning and Regulatory Service submitted a report which seeks approval for the withdrawal of the Oxford Local Plan 2040 from Examination.

Recommendation: That Council resolves to:

1. **Approve** the withdrawal of the Oxford Local Plan 2040 and the publication of the withdrawal statement;
2. **Note** the Cabinet decision to approve the Local Development Scheme 2025-2030;
3. **Authorise** the Head of Planning and Regulatory Services to make any necessary minor corrections not materially affecting the document prior to publication.

OFFICER REPORTS

9 **Urgent Key Decisions Taken Since November 2024** 59 - 66

The Head of Law and Governance has submitted a report which updates Council on key decisions taken in cases of special urgency since November 2024.

Recommendation: That Council resolves to:

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

10 **Council and Committee meetings programme for May 2025 to May 2027** 67 - 74

The Head of Law and Governance has submitted a report which sets out a programme of Council, committee and other meetings for the whole of the 2025/2026 and 2026/2027 Council years.

Recommendations: that Council resolves to:

1. **Approve** the programme of Council, committee and other meetings from 1 May 2025 to 31 May 2027 attached at Appendix A;
2. **Delegate** authority to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme in the event that there is any decision by Council to change the committee structure or committee remits which impacts on the programme of meetings; and
3. **Delegate** authority to the Head of Law and Governance to set dates

for additional training and briefing sessions for Members.

11 Polling Place Review

75 - 82

The Head of Law and Governance has submitted a report asking Council to approve the schedule of polling districts and polling places (shown at Appendix A to the report) for the administrative area of the City Council as required by the Electoral Administration Act 2006.

Recommendation: That Council resolves to:

1. **Approve** the schedule of polling districts and polling places (shown at Appendix 1) for the administrative area of the City Council.

QUESTIONS

12 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:

12a Minutes of the Cabinet Meeting held on 11 December 2024

To be circulated with the Briefing Paper.

12b Draft Minutes of the Cabinet Meeting held on 22 January 2025

To be circulated with the Briefing Paper.

13 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, 15th January 2025.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

14 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 21 January 2025.

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.

15 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, 23 January 2025 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.

15a Outside Organisation Report: OxLEP and Skills Board

83 - 268

The Head of Regeneration and Economy has submitted a report which updates Council on the work of the Oxfordshire Local Enterprise Partnership Ltd (OxLEP), the over-arching local partnership promoting economic growth and shaping the strategic direction of the Oxfordshire economy.

Recommendation: that Council resolves to:

1. **Note** the report of the Oxfordshire Local Enterprise Partnership Ltd

15b Outside Organisation Report: Oxfordshire Waste and Resources Partnership

269 -
290

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 report on the work of the Oxfordshire Resources and Waste Partnership, 2023 to 2024

15c Scrutiny Committee update report

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and the implementation of recommendations since October 2024.

Council is invited to comment on and note the report.

The report will be published as part of the briefing note.

PART 3 - MOTIONS REPRESENTING THE CITY

16 Motions on Notice January 2025

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, 15th January 2025 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the *Independent Oxford Alliance Group, Oxford Community Independents Group, Oxford Independent Group, Real Independent Group, Labour Group, Liberal Democrats 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, 24th January 2025 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) Zero Emission Zone (Proposed by Cllr. David Henwood, Seconded by Cllr. Ian Yeatman)

- b) Visitor Parking Permits (Proposed by Cllr. Ajaz Rehman, Seconded by Cllr. Dr. Amar Latif)
- c) Devolution (Proposed by Cllr. Susan Brown, Seconded by Cllr. Anna Railton)
- d) Protection of Carers from Exploitation (Proposed by Cllr. Jo Sandelson, Seconded by Cllr Theo Jupp)
- e) Demand compensation from Network Rail for delays in reopening Botley Road (Proposed by Cllr. Lois Muddiman, Seconded by Cllr. Alex Powell)

16a Zero Emission Zone (Proposed by Cllr. David Henwood, Seconded by Cllr. Ian Yeatman)

Independent Oxford Alliance Group Motion

In February 2024, Oxfordshire County Council committed to spending £5.2m¹ developing plans to expand Oxford's existing Zero Emission Zone (ZEZ). Although previously agreed in principle as part of the Central Oxfordshire Travel Plan², Oxfordshire County Council has not yet committed to proceeding with the ZEZ expansion.³

Each year, Oxford City Council produces an Air Quality Annual Status Report (AQASR)⁴. The report includes a detailed account of NO₂ pollution levels, across numerous monitoring stations in Oxford and surrounding areas in the preceding year. The report also includes a commentary and analysis of themes relating to NO₂ pollution in Oxford, such as the impact of the current ZEZ and Low Traffic Neighbourhoods on NO₂ pollution levels.

Given the current development work taking place by Oxfordshire County Council in relation to the planned ZEZ expansion, it could be useful to draw on the insights collected as part of the AQASR publication process to produce an in-depth analysis of NO₂ pollution levels in the planned ZEZ expansion zone.

¹

<https://mycouncil.oxfordshire.gov.uk/documents/s70023/Section%205.4%20Capital%20Programme%20Council%20Feb%2024.pdf>

² <https://mycouncil.oxfordshire.gov.uk/ieDecisionDetails.aspx?AllId=26981>

³ www.oxfordshire.gov.uk/residents/roads-and-transport/connecting-oxfordshire/city-centre-zez#:~:text=A%20small%20pilot%20ZEZ%20became,assessments%2C%20engagement%20and%20formal%20consultation

⁴ www.oxford.gov.uk/air-quality-data/air-quality-annual-status-reports

Oxford City Council's policy on NO₂ pollution is that the local annual mean NO₂ target for Oxford should be 30 µg/m³ by 2025⁵, which reflects "step two" of the WHO's updated interim target for NO₂.

Oxford City Council notes that Oxford is currently in the process of taking delivery of numerous new electric buses, which have the potential to significantly reduce pollution in and around Oxford city centre⁶.

The Council:

- Believes it would be useful for Oxford City Council to publish a (non-statutory) supplement to its already-published 2023 AQASR. This supplement would help provide the public with the council's baseline analysis of NO₂ pollution levels in the planned ZEZ expansion zone, reusing existing data.
- Further believes that subsequent AQASRs should also include an in-depth analysis of NO₂ pollution levels in the planned ZEZ expansion zone.
- Collectively, these analyses would assist Oxford City Council in deciding whether – in the council's view – the ZEZ expansion remains objectively justified as a policy that the City Council should continue to endorse.

Noting that where there are any financial and/or resource implications that the implantation of the report will be subject to a report to Cabinet, Council therefore request that Cabinet ask those officers responsible for producing the Oxford City Council's AQASR to:

- Publish a supplement to 2023 AQASR (within three months of the date of this motion), which includes a detailed data table setting out the verified average NO₂ pollution levels between 2019 and 2023, for each pollution monitoring station within the proposed ZEZ expansion zone.
- To provide equivalent data in the 2024 AQASR, and in future years.
- To ensure this data is accompanied by a detailed analysis of recent NO₂ pollution trends within the planned ZEZ expansion zone, where reasonably possible, including an analysis of whether NO₂ pollution within the proposed ZEZ expansion zone have yet fallen to Oxford City Council's 30µg/m³ by 2025 target.

Council also asks Cabinet to consider not taking any decision about revenue and cost sharing arrangements with Oxfordshire County Council beyond the one agreed for the pilot (should they come

⁵ www.oxford.gov.uk/air-quality-management/air-quality-action-plan

⁶ www.oxford.gov.uk/news/article/1394/oxford-launches-major-all-electric-city-bus-fleet

forward) until the initial ZEZ pollution analysis has been completed.

16b Visitor Parking Permits (Proposed by Cllr. Ajaz Rehman, Seconded by Cllr. Dr. Amar Latif)

Oxford Independent Group Motion

This Council asks the Leader of the Council to write to the relevant officers at Oxfordshire County Council to revert back to scratch card permits for visitors

The new scheme is discriminatory against residents who do not have access or struggle with digital technology.⁷

Requesting a family member or neighbour to assist can again be embarrassing or leave a feeling of worthlessness.⁸

This council believes it is the service providers responsibility to ensure services are workable and residents should not be left to seek additional help.

Council tax is at an all-time high⁹ ¹⁰ and pays for services such as parking permits, whilst efficiency is clearly good, this change places an unfair burden on residents. It may well lead to visitors handed parking fines. The scratch card system is fair and reasonable system that works for all.

16c Devolution (Proposed by Cllr. Susan Brown, Seconded by Cllr. Anna Railton)

Labour Group Motion

The English Devolution White Paper published by the Government on Monday 16 December 2024 will open up opportunities for our local economy and for local residents in Oxford.¹¹

Devolution could give more influence here in our local community over the policies and services that impact on our lives and our local economy.

While there is much thinking and discussion needed for the detail of the changes in our area, this is a chance to make important

⁷ <https://www.oxfordmail.co.uk/news/24799256.residents-slam-replacement-scratch-card-parking-permits/>

⁸ Oxfordshire County Council Equalities Impact Assessment- Changes from Physical/paper based residents permits to virtual online permit system

⁹ [Council Tax bills to go up by an average of £100 this year | Oxford Mail](https://www.oxfordmail.co.uk/news/24829990.council-tax-bills-go-average-100-year/)

¹⁰ <https://www.oxfordmail.co.uk/news/24829990.council-tax-bills-go-average-100-year/>

¹¹ [English Devolution White Paper - GOV.UK](https://www.gov.uk/government/consultations/english-devolution-white-paper)

changes for the better.

Services currently run from Whitehall could instead be run by a new strategic authority for the Thames Valley, which would be led by a directly elected mayor.

Learning from and inspired by the work of elected Mayors and strategic areas like Greater Manchester and the West Midlands, a Thames Valley authority linking together our cities, towns and villages has the potential to be the largest and most successful economy in the UK outside London. The opportunities for our region are huge, and we need to take advantage of them.

This council welcomes any movement of power away from Whitehall closer to local communities, and the Mayoral Strategic Authorities will gain strategic powers on transport, employment growth and skills and strategic planning.

The White Paper also gives us an historic opportunity to bring all local government services back together and to an authority that reflects our city geography.

Council believe once unitary geography is established, citizens of Oxford and our local communities will be best served from having councillors who are as close to those communities as possible. It believes that in designing new unitary authorities, there is a balance to be struck over size and that very large authorities are unlikely to be sufficiently responsive to their communities.

We are rightly proud in Oxford that our councillors are representative of our wider community in terms of age, gender, work, skills and diversity. We want to ensure that far into the future councillors of all parties and none will continue to represent the full diversity of our historic city.

Our councillors will be represent all ages; those in work, retired or carers; those whose families have lived here for generations and those who have recently made our city their home; people from many different jobs and experiences and from different working backgrounds and cultures; of different, ethnic, religious and political influences.

With local government reorganisation alongside the creation of a new strategic authority for the Thames Valley, it is vital that in the new unitary councils, the future representatives are able to continue the long tradition of standing up for the people of Oxford and those who work here.

Council resolves:

- To pledge to put the citizens of Oxford at the heart of all of our discussions to develop proposals that will be best for the

residents and businesses in our city.
To side with those who take the time to develop proposals rather than rushing to deliver a particular outcome without public support or consultation.

16d Protection of Carers from Exploitation (Proposed by Cllr. Jo Sandelson, Seconded by Cllr Theo Jupp)

Liberal Democrat Group Motion

This council has no confidence in the employee protection offered to migrant care workers in Oxfordshire and in the UK, and believe that visa design is driving exploitation.¹² Sponsorship agencies have been able to get away with exploiting these carers by demanding large sums of money (often thousands of pounds) in exchange for arranging the carers' journey to the UK, housing them (often in disgraceful conditions) and arranging work. Carers often find they are not given the number of hours work promised and are forced to use food banks to survive.¹³ Many migrant carers have borrowed large sums from loan companies in their own country in order to pay the sponsorship fees, and are then trapped in the UK as they cannot return home without paying the money back. When migrants raise their concerns and needs with their sponsors they are threatened with being returned to their countries.¹⁴

The consequences are many. Migrant carers doing much needed work are forced to live in poverty with very stressful working conditions causing bad health and inability to work.¹⁵ For example, one Oxfordshire family with disabilities reported that their carer X from Ghana needed to arrive for work at a client's (rural) home at 6am. Public transport was not available but sponsors refused to pay for a taxi, so he spent all his wages paying for one himself.

Carers' clients are also affected, if carers become ill and are unable to work. This means their client either has no carer or numerous different cover carers to be instructed in the client's individual care needs. It can lead to clients' families being unable to cope so the client must go into residential care, at great emotional cost to the client and their family, and at great financial cost to Social Services. The Joseph Rowntree Foundation found that "despite need for care far outstripping current provision, care providers are losing business due to ongoing staff shortages. [A Care England study](#)¹⁶ found in 2023 that 44% of providers it surveyed had turned down new

¹² CAB; Restrictive Visas 11/03/24

¹³ Citizens Advice Benefits and Work 11/03/2024

¹⁴ Citizens Advice 2024

¹⁵ Joseph Rowntree Foundation 26/07/2024

¹⁶ <https://www.careengland.org.uk/wp-content/uploads/2024/02/Care-England-End-to-End-Workforce-Solution.pdf>

admissions and 18% had to close services altogether due to ongoing staff shortages.”¹⁷

Council believes the following steps should be taken to improve migrant carers' situation.

1. Simplify visa applications: The 60-day time limit needs to be extended so that carers don't lose their visa if they haven't found a new sponsor.

2. Grant access to public funds: Introduce a safety net whereby care workers can access public funds.

3. Provide flexible work visas: Support migrant care workers with work visas that are simply amendable to reflect changing work situations. Currently the UK's labour market enforcement system is complicated, confusing and in dire need of reform.

Council resolves to request that Cabinet Member Cllr Chewe Munkonge write to Wes Streeting, Secretary of State for Social Care, calling on him to drive these actions forward promptly.

16e Demand compensation from Network Rail for delays in reopening Botley Road (Proposed by Cllr. Lois Muddiman, Seconded by Cllr. Alex Powell)

Green Group Motion

This Council acknowledges the long-term benefits of the Oxford Station Project, which will increase capacity, deliver a new western entrance, create new off-road cycle lanes, contributing to a more sustainable and interconnected transport network.¹⁸ However, it is deeply concerned by the prolonged disruption caused by delays to this project by Network Rail, which has caused significant harm to local businesses and residents.¹⁹

The closure of Botley Road for 21 months has already led to substantial financial losses for local businesses, many of which are struggling to survive.²⁰ With no clear end date yet announced, these businesses face uncertainty and further financial strain, diminishing their ability to recover. The slow progress of Thames Water's work to relocate a mains water pipe and sewer are acknowledged²¹, but the extended delay and disruption cannot solely be attributed to

¹⁷ <https://www.irf.org.uk/care/our-acceptance-of-low-pay-in-social-care-costs-us-more-than-we-think#:~:text=Despite%20need%20for%20care%20far,due%20to%20ongoing%20staff%20shortages.>

¹⁸ <https://www.networkrail.co.uk/running-the-railway/our-routes/western/oxfordshire/>

¹⁹ <https://networkhell.co.uk/>

²⁰ <https://www.oxfordmail.co.uk/news/24844575.botley-road-closure-devastating-tap-social-brewery/>

²¹ <https://www.thameswater.co.uk/about-us/projects/improvements-in-your-area/osney-bridge-trunk-main-replacement>

external factors. However, this Council believes that Network Rail's failure to effectively manage the project, address challenges promptly, and communicate clear timelines has exacerbated the situation.

Furthermore, this Council is deeply concerned about the negative impact on the health and well-being of older and/or less mobile residents. Many of these individuals have been cut off from the city centre, with no through bus or alternative public transport routes available.²² This has left them isolated, unable to access essential services, and exposed to increased mental and physical strain. The closure has thus exacerbated inequalities, particularly for vulnerable groups.

In light of these serious concerns, this Council resolves:

1. To publicly campaign to protect the interests of Oxford's residents and businesses, and work to ensure that those responsible for the ongoing harm caused by this project are held to account.
2. To request the Leader of the council:
 - a. Examines possible avenues to initiate legal action against Network Rail for their management of the Oxford Station project.
 - b. Calls for a public inquiry into the mismanagement of the project
 - c. Writes to Network Rail to demand a clear and achievable completion timeline for the project.

17 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)

²² <https://www.oxfordmail.co.uk/news/24839904.oxford-bus-company-lost-money-due-botley-road-closure/>

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.