

Agenda

Council


Summons

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

Date: **Monday 14 July 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

📞 01865 602767

✉️ 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 Louise Upton

Deputy Lord Mayor Councillor Mike Rowley

Sheriff Councillor Andrew Gant

Members	Councillor Mohammed Altaf-Khan	Councillor Dr Max Morris
	Councillor Lubna Arshad	Councillor Lois Muddiman
	Councillor Mohammed Azad	Councillor Edward Mundy
	Councillor Susan Brown	Councillor Chewe Munkonge
	Councillor Nigel Chapman	Councillor Simon Ottino
	Councillor Mary Clarkson	Councillor Alex Powell
	Councillor Tiago Corais	Councillor Susanna Pressel
	Councillor Lizzy Diggins	Councillor Anna Railton
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Dianne Regisford
	Councillor Laurence Fouweather	Councillor Asima Qayyum
	Councillor James Fry	Councillor Rosie Rawle
	Councillor Stephen Goddard	Councillor Ajaz Rehman
	Councillor Judith Harley	Councillor Kate Robinson
	Councillor David Henwood	Councillor Jo Sandelson
	Councillor Alex Hollingsworth	Councillor Linda Smith
	Councillor Jemima Hunt	Councillor Roz Smith
	Councillor Chris Jarvis	Councillor Dr Christopher Smowton
	Councillor Theodore Jupp	Councillor Anne Stares
	Councillor Emily Kerr	Councillor James Taylor
	Councillor Dr Amar Latif	Councillor Ed Turner
	Councillor Mark Lygo	Councillor Ian Yeatman
	Councillor Sajjad Malik	Councillor Naomi Waite
	Councillor Katherine Miles	

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.	
PART 1 - PUBLIC BUSINESS	
1 Apologies for absence	
2 Declarations of interest	
3 Minutes	21 - 42
Minutes of the ordinary meeting of Council held on 24 March 2025 and the annual meeting of Council on 15 May 2025. Council is asked to approve the minutes as a correct record.	
4 Appointment to Committees	
Any proposed changes will be circulated with the briefing note.	
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 [Director of Law, Governance and Strategy](#) by 5.00 pm on Tuesday, 8 July 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 Positive Action Policy

43 - 70

The Head of People has submitted a report regarding the Positive Action Policy. Cabinet considered the report and recommended to Council on 18 June 2025.

Recommendation: For Council to resolve to:

1. Approve the Positive Action Policy for publication and use

8 Adopt the Revised Community Infrastructure Levy

71 - 106

The Director of Planning and Regulation has submitted a report regarding the changes to the Community Infrastructure Levy, and for Council to approve of amended Charging Schedule. Cabinet considered the report and recommended to Council on 18 June 2025.

Recommendation: For Council to resolve to:

1. Adopt the CIL Charging Schedule in line with the recommendation of the independent examiner as set out in Appendix 1;
2. Approve the date on which the amended tariffs will come into effect.
3. Delegate authority to the Director of Planning and Regulatory to make any necessary further minor changes to the documents or any minor change to the implementation date for the new CIL rates.

COMMITTEE RECOMMENDATIONS

9 Appointment of Independent Persons

107 -
110

The Director of Law, Governance and Strategy has submitted a report recommending Council appoint six Independent Persons to assist with supporting the Monitoring Officer with the Standards Process. The Standards Committee considered the report and recommended to Council on 3 July 2025.

Recommendation: That Council resolves to:

Authorise the Monitoring Officer to re-appoint Chris Ballinger and Andrew Mills-Hicks and to appoint Eric Feltin, Lois Lezemore, Ala Soualhi and Dr. Bushra Almunir Yousef as the Council's Independent Persons for a five-year term.

OFFICER REPORTS

10 Urgent Key Decisions Since March 2025

111 -
114

The Director of Law, Governance and Strategy has submitted a report which updates Council on key decisions taken in cases of special urgency since March 2025.

Recommendation: That Council resolves to:

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

11 Constitution Review 2025

115 -
162

The Director of Law, Governance and Strategy has submitted a report to seek approval to the updated Committee procedures in the relevant sections of the Constitution and further amendments to the Constitution.

Recommendation: That Council resolves to:

1. **Approve** the updates to the Constitution, as listed in Appendix 1;
2. **Delegate** authority to the Monitoring Officer to make any other consequential amendments to the Constitution to reflect the changes in appendix 1 to the extent that they have not been identified in the above, provided such changes are purely required as a direct consequence.

12 Pay Policy Statement

163 -
186

The Head of People has submitted a report which asks Council to approve the pay policy.

Recommendation: That Council resolves to:

1. **Agree** the pay policy

QUESTIONS

13 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:

13a Minutes of the Cabinet meeting held on 9 April 2025

To be circulated with the Briefing Paper.

13b Minutes of the Cabinet Meeting held on 18 June 2025

To be circulated with the Briefing Paper.

13c Draft Minutes of the Cabinet Meeting held on 9 July 2025

To be circulated with the Briefing Paper.

14 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 Director of Law, Governance and Strategy by no later than 1.00pm on Wednesday, 2 July 2025.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

15 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 [Director of Law, Governance and Strategy](#) by 5.00 pm on Tuesday, 8 July 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*

16 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 Director of Law, Governance and Strategy by 1.00 pm Wednesday, 9 July 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.

Council is invited to comment on and note the report.

16a Oxfordshire Health and Wellbeing Board/ Health Improvement Board Partnership Report

The Director of Law, Governance and Strategy has submitted a report to provide the annual report on the work of the Oxfordshire Health and Wellbeing/ Health Improvement Board.

Recommendation: That Council resolves to:

Note the annual update report of the work the City Council does to

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support the Oxfordshire Health & Wellbeing Board and the Health Improvement Board

16b Annual Scrutiny Report 2024-2025

The Chair of the Scrutiny Committee has submitted a report to Council, providing a summary of the Scrutiny function during the 2024/2025 municipal year.

Councillor Katherine Miles, Chair of the Scrutiny Committee 2024-2025, will present the report.

Recommendation: That Council resolves to note the update report. Report will be published in the Briefing Note.

16c 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 March 2025.

Recommendation: That Council resolves to note the update report. Report will be published in the Briefing Note.

PART 3 - MOTIONS REPRESENTING THE CITY

17 Motions on notice July 2025

This item has a time limit of 60 minutes.

Motions received by the Director of Law, Governance and Strategy in accordance with the rules in Section 11 of the Constitution by the deadline of 1.00pm on Wednesday, 2 July 2025 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the Labour Group, Liberal Democrat Group, Green Group, Independent Oxford Alliance Group, Oxford Community Independent Group, Oxford Independent Group and Real Independent Group in that order.

Substantive amendments to these motions must be sent by councillors to the Director of Law, Governance and Strategy by no later than 10.00am on Friday, 11 July 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) Oppose the County Council Congestion Charge Scheme (Proposed by Councillor James Taylor, Seconded by Councillor Asima Qayyum)
- b) Ban Smartphones in Oxford Schools (Proposed by Councillor Katherine Miles, Seconded by Councillor Andrew Gant)
- c) Protecting trans peoples' access to services (Proposed by Councillor Alex Powell, Seconded by Councillor Chris Jarvis)
- d) Keep Oxfordshire's street lights on (Proposed by Councillor Susan Brown, Seconded by Councillor Lubna Arshad)
- e) Environmental Protections in the Planning and Infrastructure Bill (Proposed by Councillor Andrew Gant, Seconded by Councillor Chris Smowton)

17a Oppose the County Council Congestion Charge Scheme (Proposed by Councillor James Taylor, Seconded by Councillor Asima Qayyum)

Labour Group Motion

This council resolves to express its opposition to the congestion charge scheme proposed by the county council.

17b Ban Smartphones in Oxford Schools (Proposed by Councillor Katherine Miles, Seconded by Councillor Andrew Gant)

Liberal Democrats Group Motion

This Council calls for restrictions on the use of smartphones in all primary and secondary schools for children up to the age of 16 years within Oxford

MP Josh MacAlister's Safer Phones Bill¹ has been watered down to exclude the ban on smartphones in schools. He reports, "It's time to address the negative effects of excessive screen time and social media use on children's health, sleep and learning. Parents are crying out for legislation to support them in keeping their children safe from online harm. Gen Z themselves regret how long they spend on social media".

Gillian McDermott Head of Cutteslowe Primary School points to Jonathan Haidt's *The Anxious Generation*,² showing overwhelmingly the harm done to children through excessive use of smartphones. The author examined what happened to young

¹ 7 March 2025 BBC News Safer Phones Bill October 2024

² Cutteslowe Community Partnership Full Meeting 6 Feb 2025 The Anxious Generation Jonathan Haidt, Penguin 2024

people in the early 2010s that triggered the surge of anxiety and depression, social isolation and cyber-bullying and academic disengagement from 2012 which in some cases have contributed to self harm and death since then.

The LibDem MP Max Wilkinson³ says regulations are far behind reality and technology. Barnardos⁴ say that the average teenager is spending up to five hours a day on social media. Ofcom research⁵ found that 71% of children aged between 5 and 15 used a smartphone to get online in 2023. 75% of parents had concerns related to content inappropriate for their children's age. 73% was adult or sexual content.

Eric Schmit⁶ the ex-boss of Google and Alphabet emphasised the use of smartphones can be safe but need to be moderated. "Why," he asks, "would we run such a large uncontrolled experiment on the most important people in the world, which is the next generation?"

The council recognises that digital devices (e.g. a tablet, camera or video recorder) may be permitted for certain academic activities or research but should be provided by the school if required for learning. Moreover, students with specific learning needs may be permitted to use a digital device without social media access as a support tool.

Finally, this Council recognises that many parents in our city have signed up to the parent pact for a Smart-Phone Free Childhood – a collective agreement to delay getting kids smartphones until at least 14, and social media 16.

This Council:

1. Supports the principles of a Smartphone Free Childhood
2. Regrets that Josh McAlister's Bill has been watered down.
3. Notes that Secretaries of State for Education have favoured mandatory limits on mobile phone use in schools over the last fifteen years.
4. Asks the Leader to write to the Secretary of State for Education urging support for the original intentions of the McAlister Bill.
5. Asks the Leader to write to all schools in the city to offer the council's support and encouragement to continue to develop policies addressing concerns related to smartphone and social media use in schools.
6. Ask the Leader of the Council to look into whether the City Council can do this and implement as possible.

³ BBC R4 Any Questions 07.03.25

⁴ Westminster Hall Debate May 2024

⁵ Children and Parents: Media Use and Attitudes 29.03.2023

⁶ BBC 13 Feb 2025

17c Protecting trans peoples' access to services (Proposed by Councillor Alex Powell, Seconded by Councillor Chris Jarvis)

Green Group Motion

Council notes:

1. Whilst the Council accepts the interpretation of the courts which are now law, the wider principles of the November 2021 motion still apply and still reflect this Council's beliefs.⁷
2. That motion stated: "Trans women are women. Trans men are men. Non-binary people are non-binary."
3. It continued by saying: "Our aspiration is for Oxford to be a safe, welcoming and inclusive city for everyone, no matter their gender identity."
4. Since the passing of the motion, the Supreme Court has issued a ruling on the definition of the protected characteristic of sex as set out in the Equality Act.⁸

Council believes:

1. The principles of the November 2021 motion still apply and still reflect this Council's beliefs.
2. Since the November 2021 motion was passed by this council, trans and non-binary people have been subjected to a manufactured moral panic which seeks to demonise their very existence and undermine their rights.
3. Overly simplistic approaches to understanding sex, gender and sexuality can undermine the rights not only of trans and non-binary people, but also those of gender non-conforming cisgender people.
4. Trans and non-binary residents of our city deserve reassurance that they will not be discriminated against in the provision of council services.

Council resolves:

1. To request the leader of the council writes to the Minister for Women and Equalities calling for the government to introduce new legislation which protects trans rights and access to services.
2. To request the leader of the council writes to the Equality and Human Rights Commission calling for it to ensure that the

⁷ <https://mycouncil.oxford.gov.uk/mgAi.aspx?ID=31680>

⁸ <https://commonslibrary.parliament.uk/research-briefings/cbp-10259/>

Code of Practice it issues in relation to the Supreme Court ruling does not lead to trans and non-binary people facing discrimination or harassment in service provision.

3. To request that the leader of the council publicly sets out how the city council intends to ensure that its provision - including public toilets, community centres, housing and homelessness services and leisure provision remain trans inclusive.
4. To request that the leader of the Council and the Cabinet Members for Healthy Fairer Oxford, for Planning and Culture and for Citizen Focused Services undertake to work with both council bodies and local businesses to ensure that the rights and dignity of trans and non-binary residents of Oxford are supported to the maximum extent permitted by law in the delivery of services.
5. To request that the Cabinet member for Healthy Fairer Oxford write to the director of More Leisure publicly stating the councils support for an inclusive approach to accessing facilities and encourage More Leisure to ensure that they continue to provide services which are, to the maximum extent permissible by law, appropriate to the self-identification of Oxford residents.

17d Keep Oxfordshire's street lights on (Proposed by Councillor Susan Brown, Seconded by Councillor Lubna Arshad)

Labour Group Motion

Council notes:

- Well-lit streets are a key component to our community's safety, security, and well-being.
- According to the Royal Society for the Prevention of Accidents, an approximate [40% of all vehicle collisions occur at night time](#). Residents in nearby [Warwickshire](#) and [Northamptonshire](#), where street lights have been off for some years in the early hours, have reported feeling less safe at night due to the change.
- Proposals to switch off Oxfordshire's street lights at 11pm were originally proposed by the then Liberal Democrat and Green Party-led Oxfordshire County Council with some exceptions as detailed [here](#). If this had been implemented, the decision would have been carried out with just a week's notice being given to the general public, and with no opportunity for them to make their views heard.
- Fortunately public outrage from this council and others stopped that from happening

- The county council now talks about communities having the option to request 'part-night lighting' which it defines as switching them off between 12 midnight and 5.30am in urban areas.

Council believes:

- Every resident in Oxford has the right to feel safe in their community.
- Darkened streets create an environment that fosters antisocial behaviour and crime, putting our most vulnerable residents at increased risk.
- The County Council's proposals would have a detrimental and disproportionate impact on women and girls, as well as all those who work unsocial hours including those in the NHS, hospitality, and retail, carers, cyclists, and pedestrians.
- These proposals also disregard public safety concerns raised in tackling Violence Against Women and Girls, ignoring both actual and perceived risks.
- Particularly in urban areas, people will be heading home from a night out or to and from work during this period.
- During these hours there are fewer people around and many will already feel more vulnerable.

Council resolves:

- To ask the City Council cabinet to adopt a position to oppose any proposal by the County Council to turn street lights off at 12midnight in Oxford
- To call on the Leader of the City Council to write to the Leader of the County Council requesting them not to rush through this half-baked, dangerous, and divisive proposal for the sake of financial expediency.
- To share the concerns raised by local communities, Thames Valley Police, Anneliese Dodds MP, Sean Woodcock MP, and the whole of the Labour Party across Oxfordshire, who have spoken out against these proposals.

17e Environmental Protections in the Planning and Infrastructure Bill (Proposed by Councillor Andrew Gant, Seconded by Councillor Chris Smowton)

Liberal Democrats Group Motion

Council notes that the Planning and Infrastructure Bill⁹ will, if

⁹ <https://bills.parliament.uk/publications/61396/documents/6667>

passed, significantly change the way this council makes planning decisions. Council believes these changes will curtail local democratic oversight and reduce environmental protections.

Clause 51 gives the Secretary of State powers to decide which applications are heard at committee, and to dictate the size and composition of planning committees.

Part 3 removes the requirement for developers to undertake an environmental impact assessment and deliver mitigation on a site-specific basis. Instead, clauses 66 to 75 provide for a “nature restoration levy”, allocated at national level by Natural England (called “cash to trash”¹⁰ by the RSPB).

This council believes these measures go entirely against the spirit of effective local decision-making and evidence-based environmental protection.

Council agrees with the Office for Environmental Protection:

In our considered view, the bill would have the effect of reducing the level of environmental protection provided for by existing environmental law. As drafted, the provisions are a regression.¹¹

Council also agrees with the 32 environmental organisations¹² and 81 environmentalists and academics who publicly criticised the bill, calling for a “Pause to bad law”.¹³

Council also agrees with Labour MP Chris Hinchcliff, who pointed out that “profit maximisation” is the biggest barrier to development, not “clear processes that uphold democracy and nature”.¹⁴

¹⁰ As quoted by Carla Denyer MP, HoC, 9 June 2025, see HC Hansard, col 689:

<https://hansard.parliament.uk/Commons/2025-06-09/debates/3B8E0A89-3756-49FB-8C07-CECF3B58A26A/PlanningandInfrastructureBill>

¹¹ 1 May 2025: <https://www.theoep.org.uk/report/oep-gives-advice-government-planning-and-infrastructure-bill>

¹² Wildlife and Countryside Link, ‘Letter to Steve Reed MP, secretary of state for environment, food and rural affairs, ref Planning and Infrastructure Bill’, 8 April 2025:

<https://www.wcl.org.uk/docs/2025/20250408WCLJointPlanningLetter.pdf>

¹³ Justin Adams et al, ‘Joint statement: Pause to bad law- a call for meaningful consultation on the Planning and Infrastructure Bill’, 22 May 2025: see House of Lords briefing, 19 June 2025, page 53:

<https://researchbriefings.files.parliament.uk/documents/LLN-2025-0025/LLN-2025-0025.pdf>

¹⁴ Report stage, 10-11 June 2025, backbench amendment no. 69, see HC Hansard, 9 June 2025, col 678 and 729:

<https://hansard.parliament.uk/Commons/2025-06-09/debates/3B8E0A89-3756-49FB-8C07-CECF3B58A26A/PlanningandInfrastructureBill>

This Bill will damage Oxford and Oxfordshire permanently, and will not build a single extra house.

Council asks the Leader to write to Oxford's MPs communicating these concerns, and asking them to oppose these elements in the bill.

18 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 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.

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Minutes of a meeting of Council on Monday 24 March 2025

www.oxford.gov.uk



Council members present:

Councillor Qayyum	Councillor Azad
Councillor Jupp	Councillor Max Morris
Councillor Regisford	Councillor Stares
Councillor Yeatman	Councillor Harley
Councillor Henwood	Councillor Altaf-Khan
Councillor Arshad	Councillor Brown
Councillor Chapman	Councillor Clarkson
Councillor Corais (Deputy Lord Mayor)	Councillor Coyne
Councillor Diggins	Councillor Djafari-Marbini
Councillor Fouweather	Councillor Fry (Sheriff)
Councillor Gant	Councillor Hunt
Councillor Jarvis	Councillor Kerr
Councillor Latif	Councillor Lygo
Councillor Malik	Councillor Miles
Councillor Muddiman	Councillor Mundy
Councillor Munkonge	Councillor Pressel
Councillor Railton	Councillor Rawle
Councillor Rehman	Councillor Sandelson
Councillor Linda Smith	Councillor Roz Smith
Councillor Snowton	Councillor Turner
Councillor Upton	Councillor Waite
Councillor Goddard	Councillor Ottino
Councillor Powell	Councillor Rowley (Lord Mayor)

Also present for all or part of the meeting:

Caroline Green, Chief Executive
Nigel Kennedy, Group Director Finance
Mish Tullar, Head of Corporate Strategy

Amber Khagoon, Trainee Solicitor

Emma Griffiths, Deputy Monitoring Officer

Jonathan Malton, Committee and Member Services Manager

Hannah Carmody-Brown, Committee and Member Services Officer

Tom Bridgman, Deputy Chief Executive - Place

Tom Hook, Deputy Chief Executive - Citizen and City Services

Apologies:

Councillor(s) Robinson and Hollingsworth sent apologies.

The minutes show when Councillors who were absent for part of the meeting arrived and left.

90. Apologies for absence

Councillor(s) Robinson and Hollingsworth sent apologies.

Councillor Latif would join the meeting late.

91. Declarations of interest

Councillor Gant declared an interest in items 16b, 16c, 16g, and 16h, due to his role as the Cabinet Member for Transport Management for Oxfordshire County Council. He agreed that he would leave the room for these items.

Councillor Ottino declared, in relation to item 16a, that he receives income from the Oxfordshire pension fund as his late partner was an employee of Oxfordshire County Council. He also noted that his current partner is employed by Oxfordshire County Council. Councillor Ottino would remain in the meeting for the duration of any debate relating to this item.

Councillor Diggins declared her employment as a teacher in relation to item 16d; the Lord Mayor confirmed it was not a declarable interest.

92. Minutes

Council resolved to **approve** the minutes of the meetings held on Monday 27 January 2025 and Thursday 13 February 2025 as a true and accurate record.

93. Appointment to Committees

None.

94. Announcements

The Lord Mayor announced his recent attendance at the Oxford Centre of Islamic Studies where he participated in Iftar and met the Deputy Prime Minister, the Faith Minister, and the High Commissioners to Pakistan and Bangladesh. Council heard of discussions regarding Oxford's diverse immigrant communities and the importance of diverse representation across institutions, such as the universities and Councils.

The Lord Mayor also informed Council of his attendance at an event at the Oxford Playhouse with the Primary Playmaker Scheme which is in its tenth year. Council heard that the programme brings together children from areas of deprivation to provide professional support for writing short plays and developing future skills.

The Leader of the Council notified members of her recent correspondence with the Mayor of Ramallah following recent events on the West Bank. Council heard that the Leader has written back expressing deep sorrow and concern. Council was informed that the letter would be circulated.

The City Rector remembered Oscar Romero, an Archbishop from El Salvador, who on the date of this meeting in 1980, was killed during a church service. Council heard how Oscar Romero used his platform to speak for those who were voiceless and act for the needs of others.

95. Public addresses and questions that relate to matters for decision at this meeting

There were no addresses or questions.

96. Amendment to Political Proportionality

Council received a report from the Monitoring Officer asking Council to consider a change of seat allocation on the Scrutiny Committee from the Real Independents Group to the Oxford Independent Group.

Councillor Brown introduced the report and proposed the recommendations, noting to Council that it requires no one to vote against it in order for it to carry through.

On being seconded by Councillor Jarvis, the recommendations were put to a vote and **agreed.**

97. Improving Recruitment and Retention of Talent

Council received a report from the Head of People requesting approval the policy for the payment of market allowances.

Councillor Chapman introduced the report and proposed the recommendations, explaining that it summarises the pay and rewards provided to Oxford City Council employees and outlines the how market allowances are utilised to supplement pay order to attract and retain talent.

Councillor Roz Smith enquired as to whether the Cabinet member felt that the policy will reduce the money being spent on temporary recruitment agencies to which Councillor Chapman clarified that certainty around alternative costs could not be provided, but emphasised his belief that without the policy, it would be more challenging to recruit people to those positions which are more difficult to fill.

On being seconded by Councillor Brown the recommendations were put to a vote and agreed. Council **approved** the report.

98. Pay Policy Statement 2025-2026

Council received a report from the Head of People regarding the annual Pay Policy Statement for 2025-2026.

Councillor Chapman introduced the report and proposed the recommendations, noting that the requirement for an annual report has existed since the 2011 Localities Act. Council heard that the report summarises how Council employees are paid and that no changes are expected for next year as Council is mid-way through a two-year pay settlement.

On being seconded by Councillor Brown, the recommendations were put to a vote and **agreed**.

99. Extension of Term of Appointments of Independent Persons

Council received a report from the Monitoring Officer asking for authorisation to extend the terms of office of the Council's independent persons for a further four months to July 2025.

Councillor Diggins introduced the report and proposed the recommendations.

On being seconded by Councillor Mundy the recommendations were put to a vote and agreed.

100. Questions on Cabinet minutes

101. Minutes of the Cabinet Meeting held on 5 February 2025

Councillor Roz Smith, in relation to the report on Grant Allocations to community and voluntary organisations for the year 2025/26, queried the timing of grant decisions and asked whether all will be taken by the end of July. Specific reference was made to Headington Festival. Councillor Linda Smith emphasised that the timetable for the grant programme is published, is publicly available, and cannot be varied. Instead, it was recommended that members utilise ward budgets to support events such as Headington Festival, if required.

102. Draft Minutes of the Cabinet Meeting held on 12 March 2025

In relation to item 14 of the minutes, Councillor Miles asked whether the Council has conducted any analysis of savings and efficiency for the three unitary proposals in relation to devolution. Councillor Brown confirmed that this work has begun.

In regards item 139 of the minutes on homelessness, Councillor Fouweather asked when a report on the outcome of the Housing First scheme can be expected. Councillor Linda Smith confirmed that work is ongoing to assess expansion possibilities and to increase the number of tenancies using the Housing First model. Council heard that a report could be expected at the Housing and Homelessness Panel.

103. Draft Minutes of the Cabinet Meeting held on 19 March 2025

No questions were raised.

104. Questions on Notice from Members of Council

42 written questions were asked of the Cabinet Members and the Leader, and these and written responses were published before the meeting.

These along with summaries of the 18 supplementary questions and responses asked and given at the meeting are set out in the minutes pack.

The Lord Mayor informed Council that item 15 (Scrutiny Committee Update report) would be considered next as the public speaker for item 13 would not be in attendance until 19.30.

105. Outside organisation/Committee Chair reports and questions

None.

106. Scrutiny Committee update report

Council had before it the report of the Scrutiny Committee Chair.

Councillor Miles provided Council an update on the work of the Scrutiny Committee and its panels in the period from 29 January 2025 to 3 March 2025 during which the Scrutiny Committee had met twice, and each of the three panels had met once.

The Scrutiny Committee had discussed eight substantive items including the Equalities Update, the Annual Business Plan, and the Adult Exploitation Modern Slavery Update. 14 recommendations were made to Cabinet, of which 10 were accepted, 1 was accepted in part, and 3 were rejected.

Council also heard that the panels collectively reviewed nine substantive items and made 6 recommendations to Cabinet, all of which were agreed.

Councillor Miles thanked all officers and councillors for their presentations, recommendations, and responses.

Council raised no questions.

Council noted the report.

The Lord Mayor informed Council that, as all items on the agenda other than motions had been completed early and the public speaker would arrive before 19:30, item 16b would now be considered.

107. Motions on notice March 2025

Council had before it 9 motions on notice submitted in accordance with Council procedure rules and reached decisions as set out below.

Motions agreed as set out below:

- a) Strengthening Ethical Procurement and Investment Policies to Reaffirm Oxford City Council's Commitment to Human Rights and International Law (proposed by Cllr Barbara Coyne, Seconded by Cllr Dr Hosnieh Djafari-Marbini)

Motions taken but lost:

- b) Impact of Traffic Filters (Proposed by Cllr Saj Malik, Seconded by Cllr. Mohammed Azad)

Motions not taken as the time allocated for debate had finished:

- c) Devolution (Proposed by Cllr. Susan Brown, Seconded by Cllr. Anna Railton)
- d) Ban Smartphones in Oxford Schools (Proposed by Cllr. Jo Sandelson, Seconded by Cllr Andrew Gant)
- e) Standing up for the rights of refugees, asylum seekers and all of Oxford's community (Proposed by Cllr Alex Powell, Seconded by Cllr Dianne Regisford)
- f) Decent and Genuinely Affordable Housing for All (Proposed by Cllr. Linda Smith, Seconded by Cllr. Ed Turner)
- g) School Transport Support (Proposed by Cllr. Katherine Miles, Seconded by Cllr. Roz Smith)
- h) Better Bus Connectivity – Putting People Before Profit (Proposed by Cllr. Simon Ottino, Seconded by Cllr. Tiago Corais)
- i) Youth Mobility Scheme (Proposed by Cllr. Laurence Fouweather, Seconded by Cllr. Theo Jupp)

108. Impact of Traffic Filters (Proposed by Cllr Saj Malik, Seconded by Cllr. Mohammed Azad)

Councillor Malik, seconded by Councillor Azad, proposed the amended motion as set out in the briefing note.

Councillor Brown left and rejoined the meeting during the discussion of this item.

Councillor Arshad left and rejoined the meeting during the discussion of this item.

Councillor Diggins left the meeting left the meeting.

The Lord Mayor invited Council to take a short break at 18.25 for 10 minutes.

Council resumed at 18.35.

Councillor Regisford rejoined the meeting following the break.

Following debate and on being put to the vote, the motion was **lost**.

The Council notes that Oxfordshire County Council refuses to commit to a thorough economic impact assessment of the likely effects of the traffic filters on Oxford's small business community, instead focusing on three quantitative metrics (Mastercard spend, footfall and shop vacancy rates) plus qualitative business surveys as part of stakeholder engagement.¹

The City Council believes that these metrics fail to offer an accurate assessment of the economic impact on small businesses which would be better evaluated by reference to turnover, and staff numbers.

This Council therefore requests that the Cabinet Member for Planning:

1. Look to commission and publish its own independent survey of Oxford's businesses with regard to the economic impact of the traffic filters with particular reference to businesses' turnover and staff numbers impact, which will help the council properly understand the impact.
2. Commits to working closely with existing Oxford small business groups in order to maximise the response of the survey.

¹ [Microsoft Word - Appx A Traffic Filter M&E Plan Monitoring Data & Evidence v2.2 accessible.docx](#)

109. Public addresses and questions that do not relate to matters for decision at this Council meeting

Council heard 1 address and Cabinet Members read or summarised their written responses. Both addresses and responses are set out in full in the minutes pack.

1. Address from Professor Nick Maynard – Support for Motion 16a

The Lord Mayor invited Council to break until 19.30.

Council resumed at 19.31.

Councillor Latif joined the meeting following the break.

110. Strengthening Ethical Procurement and Investment Policies to Reaffirm Oxford City Council's Commitment to Human Rights and International Law (proposed by Cllr Barbara Coyne, Seconded by Cllr Dr Hosnieh Djafari-Marbini)

The Lord Mayor notified Council that any debate of motion 16a should relate only to the text of the motion as written, and not the attached footnotes which exceed the 500-word allowance. The Lord Mayor invited the Section 151 Officer (Group Finance Director) to provide some context to Council, noting that this would not subtract from the time allowed for debate. Council understood that 30 minutes remained for the debate.

The Group Finance Director spoke in relation to the motion, reminding Council that as the Section 151 Officer he is legally required to consider all investments under the principles of security, liquidity and yield. Any aspect of the motion which can legally be implemented will be, otherwise Cabinet will take the matter into consideration.

Debate of motion 16a resumed at 19.34.

Councillor Coyne, seconded by Councillor Dr. Djafari-Marbini, proposed the motion as set out in the briefing note.

During debate of this motion Council agreed to suspend standing orders.

Following debate and on being put to the vote, the motion was **agreed**.

Council notes:

- Oxford City Council's commitment to human rights, equality and justice is longstanding. We have democratically embedded ethical policies and practices across our administration. Our progressive procurement policies support local jobs, small businesses, the Oxford Living Wage, apprenticeships and social value; and our Treasury Management Strategy includes an ESG policy recently approved at budget council. We are committed to representing every resident in our international city, challenging inequalities, and upholding the fundamental rights and freedoms of all.
- Our leader has noted "the historic role of ethical boycotts, which have played a pivotal role in campaigns for justice" and "Oxford's prominent role in the anti-apartheid movement", which culminated in Nelson Mandela's 1997 visit.
- Over the past year, successive International Court of Justice (ICJ) rulings have underlined UN member states' obligation to actively avoid complicity in Israel's illegal occupation of Palestine and grave violations of human rights, with UN experts warning that continued inaction "jeopardises the entire edifice of international law".
- Under international law, the legal norms that apply to a state extend to local authorities.
- Council has previously written to Barclays Bank to ask it to desist from fossil fuel investments.

Council believes that:

- We have an ethical duty and legal obligation to avoid trade and investment relations and cooperation with entities that legitimise, aid or assist violations of international law.
- The Oxfordshire Pension Fund—to which Council employees and city residents contribute—should adhere to similarly robust ethical standards, in line with its fiduciary duty towards scheme members and employers.

Council resolves to:

- Request that the cabinet member for finance and asset management bring forward to the next review of the Treasury Management Strategy and the Procurement Strategy costed policies that incorporate, wherever possible and in line with applicable legislation, the UN Principles for Responsible Investment (UN PRI) and Guiding Principles on Business and Human Rights (UNGP); and that explicitly preclude Council knowingly, indirectly or directly, investing in or trading with entities implicated in the following, henceforth referred to as "the proscribed activities":
 - fossil fuel extraction, processing, or trade;

- state violence and repression, war and occupation comprising grave violations of human rights as defined in international law (including war crimes, crimes against humanity, and genocide);
- the production of weapons, weapon parts, or military equipment where there is risk of the above violations being committed.
- Request that the leader write a letter urging the Oxfordshire Pension Fund Committee to work with Brunel to:
 - extend existing investment exclusions and restrictions to encompass the proscribed activities, anywhere in the world;
 - divest from current investee entities known to be involved in the proscribed activities; and
 - commit to ensuring that all investee entities adopt and rigorously implement the UNGP, in addition to the UN Global Compact.
- When we retender our banking contract with Barclays, commit to an ethically robust procurement process that takes due note of the proscribed activities; and commit to bringing forward information on costs involved in changing bank accounts to the 2026 budget debate for councillors' decision.
- Request that the cabinet member for business, culture and an inclusive economy issue and actively disseminate a statement encouraging local businesses and institutions to follow Council's example in developing robust ethical trade and investment policies and practices, aligned with international law and standards.
- Where no contrary legal requirement exists, forgo cooperation with authorities, institutions or groups that participate in, enable, profit from or legitimise the proscribed activities.
- Ensure that Council implements the above policies and that these are operated and effective, once adopted.

Councillor Sandelson left the meeting at the end of this item.

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

This motion was not taken as the time allocated for debate had finished.

112.Ban Smartphones in Oxford Schools (Proposed by Cllr. Jo Sandelson, Seconded by Cllr Andrew Gant)

This motion was not taken as the time allocated for debate had finished.

113.Standing up for the rights of refugees, asylum seekers and all of Oxford's community (Proposed by Cllr Alex Powell, Seconded by Cllr Dianne Regisford)

This motion was not taken as the time allocated for debate had finished.

114.Decent and Genuinely Affordable Housing for All (Proposed by Cllr Linda Smith, Seconded by Cllr. Ed Turner)

This motion was not taken as the time allocated for debate had finished.

115.School Transport Support (Proposed by Cllr. Katherine Miles, Seconded by Cllr. Roz Smith)

This motion was not taken as the time allocated for debate had finished.

116.Better Bus Connectivity – Putting People Before Profit (Proposed by Cllr Simon Ottino, Seconded by Cllr Tiago Corais)

This motion was not taken as the time allocated for debate had finished.

117.Youth Mobility Scheme (Proposed by Cllr. Laurence Fouweather, Seconded by Cllr. Theo Jupp)

This motion was not taken as the time allocated for debate had finished.

The meeting started at 5.00 pm and ended at 8.14 pm

Lord Mayor

Date: Thursday 15 May 2025

Decisions on items of business take effect immediately:

Motions may be implemented immediately or may require further budget provision and/or reports to Cabinet before implementation.

Details are in the Council's Constitution.

To: Council

Date: 24 March 2025

Report of: Director of Law, Governance and Strategy

Title of Report: Public addresses and questions that do not relate to matters for decision – as submitted by the speakers and with written responses from Cabinet Members

Introduction

1. Addresses made by members of the public to the Council, and questions put to the Cabinet members or Leader, registered by the deadline in the Constitution, are below. Any written responses available are also below.
2. The text reproduces that sent in the speakers and represents the views of the speakers. This is not to be taken as statements by or on behalf of the Council
3. This report will be republished after the Council meeting as part of the minutes pack. This will list the full text of speeches delivered as submitted, summaries of speeches delivered which differ significantly from those submitted, and any further responses.

Addresses and questions to be taken in Part 2 of the agenda

1. Address from Professor Nick Maynard – Support for Motion 16a (Strengthening Ethical Procurement and Investment Policies to Reaffirm Oxford City Council's Commitment to Human Rights and International Law)

Addresses and questions to be taken in Part 2 of the agenda

1. **Address from Professor Nick Maynard – Support for Motion 16a (Strengthening Ethical Procurement and Investment Policies to Reaffirm Oxford City Council's Commitment to Human Rights and International Law)**

I am here to speak in support of the motion before the Council to "Reaffirm Oxford City Council's Commitment to Human Rights and International Law". I have spent 4 weeks in Gaza over the last 18 months leading Emergency Medical Teams on behalf of MAP and have witnessed with my own eyes multiple war crimes committed by the Israeli military, which are clear breaches of International Law. These war crimes have been ignored by our government and our media, being silent whilst continuing to support Israel, allowing Israel to commit these war crimes, to commit genocide with impunity. The ceasefire in Gaza has been broken illegally by Israel – on March 18th alone 174 children were killed by the Israeli military. It is time for our politicians, both national and local, to stand up and speak out against these multiple breaches of International Law, and Oxford City Council must demonstrate their commitment to Human Rights and

International Law by publicly calling out these war crimes and demonstrating their support for Gaza.

In Gaza I witnessed things I never would have expected to see in any healthcare setting. I have witnessed deliberate targeted attacks on hospitals – not only since October 7th but indeed as far back as 2014 when Al Wafa Hospital, a beautiful neurorehabilitation hospital was completely destroyed by the Israeli Air Force. There have been many other hospitals which been targeted in the intervening years. Al Aqsa Hospital was attacked with Israeli missiles whilst I was operating on a critically injured lady on January 4th. Not only have the hospitals been bombed but the Israeli ground forces have systematically destroyed the laboratories, have systematically destroyed the dialysis machines, the CT and MRI scanners, the gas and water supplies and the sewage facilities in order to make them completely disabled and unable to function as hospitals. And let me completely dispel the false narrative given to us by Israeli spokesmen, and repeated by our media and politicians, that these hospitals have been used as Hamas command bases – none of us, not a single humanitarian worker that I know, has seen any evidence of Hamas militants in the hospitals. There is no credible evidence at all to support this narrative.

More than a thousand healthcare workers have been deliberately targeted and killed including friends of mine, people I have worked with over the years. Friends of mine have been discovered dead with bullets in their head and their hands handcuffed behind their back. Over 400 healthcare workers have been abducted and illegally detained and tortured. I have taken direct audio and video testimony from 2 individuals I worked with. Both were detained for 54 and 60 days respectively, having been abducted from Indonesian Hospital and Nasser Hospital. They both told identical stories of being stripped naked, handcuffed with their hands behind their backs, blindfolded, their genitals beaten, beaten up to 12 hrs per day, had dogs set on them repeatedly, and electrocuted. Adnan Al Bursh was a well-known orthopaedic surgeon who I briefly worked with in May 2023 – he was abducted and imprisoned and tortured to death. A detailed investigation by a Sky investigative journalist, speaking to many fellow detainees describe how he was serially raped to death for 2 weeks before he died.

70% of the patients I treated were women and children. Let me tell you about Aya and Ala, a brother and sister who were bombed in their home and whose parents were killed by the same bomb. They were brought to Al Aqsa Hospital as a mass casualty admission in January when I was there. Ala was 6 years old, and I discovered him lying unconscious on the floor of the waiting area not having been seen by anyone, and the first thing I noticed was a large hole in the side of his chest with air being sucked in and that is a rapidly fatal condition unless treated. He also had a hole in the head from shrapnel - we resuscitated and stabilised him but to this day I still do not know whether he survived. I suspect not. His sister, Aya, had a badly fractured leg and it was so displaced that it was cutting off the blood supply to her foot so that leg had to be straightened urgently. This was a day at al Aqsa Hospital, like most days, when we had run out of all pain relief. We had no strong pain relief, and her leg had to be straightened without any pain relief at all. I can still hear her screams as her leg was straightened, and those screams will haunt me for ever. Let me tell you about another girl whose name I never found out who came in with burns so bad to her face that my colleague could see her facial bones. She was never going to survive, not in Oxford, not in Gaza, but we could not even let her die peacefully. We had no pain relief to give her, and she died in agony in public lying on the floor of the waiting area of the emergency room

Let me tell you about Lama, an 18-year-old girl and Tala, a 16-year-old girl both blown up by Israeli bombs with severe internal injuries, whom I operated on. They had survivable injuries, but were already profoundly malnourished, as a result of the forced

starvation used as a weapon of war by the Israelis. Despite our surgery to repair their injuries they were unable to heal and died under my care of malnutrition, malnutrition caused by deliberate starvation by the Israeli government.

30 UK doctors and 90 USA doctors have written to our respective governments describing the multiple war crimes we have witnessed, and every one of us described our witnessing pre-teen children being shot in the head or torso – these are not collateral damage, these are multiple examples of Israeli soldiers deliberately targeting and killing children.

Political institutions throughout the UK, both national and local have failed Gaza – at best they have been silent whilst witnessing multiple breaches of International Humanitarian Law; at worst they have been complicit and have allowed the Israelis to continue their genocidal destruction of Gaza with impunity. Oxford City Council must stand up and speak out in support of Gaza and to demonstrate that you are committed to human rights and International Law - you must support this motion.

Response from Councillor Susan Brown, Leader and Cabinet Member for Partnership Working

Thank you for your important and moving address. As you will know we have a motion in front of us tonight. It builds on existing work and policies of this council which has long pursued ethical investment and procurement policies. There has been a lot of cross party working to find wording that we can all agree on, and I am hopeful for cross party support for the motion tonight.

I mentioned at the beginning of council that we had received a letter from the Mayor of our twin city Ramallah and that I responded today.

I think it might be helpful to quote from my response to the Mayor.

I thanked him for his letter which I said I read with deep sadness and concern

I said that the images of renewed destruction in Gaza are truly shocking and that we can only condemn Israel's resumption of its military action there.

I commented that it was essential that we see Israel's immediate return to the ceasefire agreement, and a resumption of its staged withdrawal from the territory, along with the release of hostages Hamas continues to hold.

During Ramadan, it is also more important than ever that food aid can resume, together with the other forms of humanitarian assistance and electricity – all desperately needed in Gaza.

I also said that I know our Prime Minister shares these concerns and is urging both Israel and Hamas to return urgently to talks to implement the ceasefire agreement in full and work towards peace. That should involve a credible plan to allow Palestinians in Gaza to return home and rebuild their lives, as envisaged in the Arab proposed recovery and reconstruction plan, and Hamas removed from power. There can be no attempt to forcibly annex land in Gaza.

I said that reports of the killing of Palestinian civilians in the West Bank, including children, are abhorrent and that violent settlers must be held to account, and the Israeli Defence Force must be fully accountable to the law.

Our greatest wish is that the attacks in both Gaza and the West Bank cease immediately, and that the citizens of Ramallah can celebrate Eid at the end of the month in a climate of renewed hope for an agreement settlement that can bring permanent peace and freedom.

Finally, I would also like to take this opportunity to offer our heartfelt congratulations to you and your OUH colleague Alessandra Morelli, a Senior Research Midwife, on your recent presentation of Humanitarian Medals at Buckingham Palace for in your case your work in Gaza and in her case her work in Libya post Storm Daniel.

Minutes of a meeting of Council on Thursday 15 May 2025

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Council members present:

Councillor Altaf-Khan	Councillor Arshad
Councillor Azad	Councillor Brown
Councillor Chapman	Councillor Clarkson
Councillor Corais (Deputy Lord Mayor)	Councillor Diggins
Councillor Djafari-Marbini	Councillor Fouweather
Councillor Fry (Sheriff)	Councillor Gant
Councillor Harley	Councillor Henwood
Councillor Hollingsworth	Councillor Hunt
Councillor Jarvis	Councillor Kerr
Councillor Latif	Councillor Lygo
Councillor Malik	Councillor Miles
Councillor Muddiman	Councillor Mundy
Councillor Munkonge	Councillor Ottino
Councillor Pressel	Councillor Qayyum
Councillor Railton	Councillor Rawle
Councillor Regisford	Councillor Rehman
Councillor Robinson	Councillor Rowley (Lord Mayor)
Councillor Sandelson	Councillor Linda Smith
Councillor Roz Smith	Councillor Snowton
Councillor Stares	Councillor Taylor
Councillor Turner	Councillor Upton
Councillor Waite	Councillor Yeatman

Also present for all or part of the meeting:

Caroline Green, Chief Executive
Emma Jackman, Director of Law, Governance and Strategy
Mish Tullar, Director of Corporate Strategy (Interim)
Jonathan Malton, Committee and Member Services Manager

Celeste Reyeslao, Scrutiny and Governance Advisor
Uswah Khan, Committee and Member Services Officer
Hannah Carmody-Brown, Committee and Member Services Officer

Apologies:

Councillor(s) Goddard, Jupp, Max Morris and Powell sent apologies.

The minutes show when Councillors who were absent for part of the meeting arrived and left.

1. Election of Lord Mayor for the Council Year 2025/2026

Councillor Rowley, outgoing Lord Mayor, invited nominations for the office of Lord Mayor.

Councillor Railton moved, and Councillor Fry seconded, that Councillor Louise Upton be elected Lord Mayor for the 2025/26 Council Year. There being no other nominations or dissent, Councillor Upton was duly declared elected Lord Mayor.

Council resolved that Councillor Louise Upton be elected Lord Mayor for the 2025/26 Council Year.

Cllr L Smith left the Council Chamber.

2. Appointment of Deputy Lord Mayor for the Council Year 2025/2026

The Lord Mayor invited nominations for the office of Deputy Lord Mayor.

Councillor Clarkson moved, and Councillor Lygo seconded, that Councillor Mike Rowley be appointed Deputy Lord Mayor for the 2025/26 Council Year. There being no other nominations, Councillor Rowley was duly declared appointed.

Council resolved that Councillor Mike Rowley be appointed Deputy Lord Mayor for the 2025/26 Council Year.

Cllr L Smith returned to the Council Chamber; Cllr Regisford joined the meeting.

3. Appointment of Sheriff for the Council Year 2025/2026

The Lord Mayor invited nominations for the office of Sheriff.

Councillor Miles moved, and Councillor Kerr seconded, that Councillor Andrew Gant be appointed Sheriff for the 2025/26 Council Year. There being no other nominations, Councillor Gant was duly declared elected.

Council resolved that Councillor Andrew Gant be elected Sheriff for the 2025/26 Council Year.

4. Declarations of interest

There were no declarations.

5. Announcements

The Lord Mayor announced her chosen charities for the 2025/26 Civic Year were The Gatehouse, OXSRAD and TRAX. She also announced that during the Mayor Making Ceremony, she would formally welcome Cadet Serjeant Ffion Trinder of the Blackbird Leys Detachment as the Lord Mayor's Cadet for 2025–2026, a tradition that was lost over the last years but today revived.

The Leader congratulated the new Civic Office holders and Councillor James Taylor to their new posts. She thanked the outgoing Civic Members, and Cllr Barbara Coyne for their service to the Council over the years.

There were no announcements from the Chief Executive.

Reverend Buckley, City Rector offered his congratulations to new and returning Members noting the shuffle of the seats within the Chamber. He gave his best wishes to the Council for the 2025/26 Council Year.

6. Report of the Leader of the Council

Councillor Brown, Leader of the Council moved the report, seconded by Councillor Chapman, which set out the appointment and responsibilities of the Deputy Leader, Cabinet portfolio holders and other executive appointments. They were as follow:

Deputy Leader and Cabinet appointments and responsibilities

Role	Member	Portfolio
Leader	Cllr Susan Brown	Partnership Working and Inclusive Economic Growth
Deputy Leader (Statutory)	Cllr Ed Turner	Finance and Asset Management
Deputy Leader	Cllr Anna Railton	A Zero Carbon Oxford
Cabinet Member	Cllr Lubna Arshad	A Safer Oxford
Cabinet Member	Cllr Nigel Chapman	Citizen Focused Services and Council Companies
Cabinet Member	Cllr Alex Hollingsworth	Planning and Culture
Cabinet Member	Cllr Chewe Munkonge	A Healthy, Fairer Oxford
Cabinet Member	Cllr Linda Smith	Housing and Communities

Oxfordshire Joint Leaders Committee appointments

Body	Member	Named Substitute
Oxfordshire Joint Leaders Committee	Cllr Susan Brown	Cllr Ed Turner Cllr Anna Railton

Council resolved to note the report.

Cllr Roz Smith joined the meeting.

7. Appointment to Council Committees 2025/2026

Council had before it a report from the Director of Law, Governance and Strategy (Monitoring Officer) asking Council to appoint committees and the members serving on those committees for the 2025/26 council year, in accordance with the provisions under Section 15 of the Local Government and Housing Act 1989 and other relevant legislation.

The Lord Mayor noted the late amendment to Appendix 3 to the report which nominates Councillor Jupp to the Audit and Governance Committee, explaining that the reallocation of the seat would mean that political proportionality rules would not be met across committees.

On being moved by Councillor Brown and seconded by Councillor Smowton, the recommendation was put to the vote. Council approved the recommendations and nominations to committee places, with no member voting against the amendment.

Council resolved to:

1. **Approve** the structure of the Council committees, as defined within the Council's Constitution and set out in Appendix 1: Committee Structure 2025-2026;
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 2025-2026;
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 2025-2026;
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** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee, as shown in Appendix 3: Committee Nominations 2025-2026.

The meeting started at 5:00 pm and ended at 5:15 pm

Lord Mayor

Date: Monday 14 July 2025

Decisions on items of business take effect immediately:

Motions may be implemented immediately or may require further budget provision and/or reports to Cabinet before implementation.

Details are in the Council's Constitution.

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To: Council
Date: 14 July 2025
Report of: Gail Malkin, Head of People
Title of Report: Positive Action Policy

Summary and recommendations	
Decision being taken:	To agree to the proposed Positive Action Policy
Key decision:	No
Cabinet Member:	Councillor Nigel Chapman, Cabinet Member for Focused Services and Council Companies
Corporate Priority:	Well Run Council
Policy Framework:	Recruitment Policy

Recommendation(s): That Council resolves to:
1. Approve the Positive Action Policy for publication and use.

Information Exempt From Publication	
	N/A

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Positive Action Policy	No
Appendix 2	Equalities Impact Assessment	No

Introduction and background

1. Oxford City Council is committed to promoting equality, diversity and inclusion within our community and workforce. This Positive Action Policy outlines our commitment to taking proactive steps to address underrepresentation and ensure diversity in employment opportunities. We take positive action to create a fairer work environment

where everyone has the chance to succeed. We adopt these approaches to create a more diverse workforce that reflects the community we serve.

2. Our annual workforce equalities report has identified underrepresentation of minority ethnic groups across most service areas and underrepresentation of minority ethnic groups, women and employees with a disability at senior levels. This policy will help us to improve the diversity of the organisation at all levels and is part of the current diversity and inclusion action plan.

What does this Policy Cover?

3. This policy allows the Council to take proportionate measures to tackle underrepresentation in our workforce of groups who share a 'protected characteristic' (for example, race, sex, or minority ethnic group).

Why do we need this Policy?

4. **Promoting Equality:** It helps to address and reduce inequalities in the workplace by providing support to underrepresented or disadvantaged groups. This can include training, mentoring, or other initiatives designed to level the playing field.

5. **Enhancing Diversity:** By encouraging a more diverse workforce, positive action can bring a variety of perspectives and ideas, which can lead to more innovative solutions and better decision-making.

6. **Improving Organisational Culture:** It fosters an inclusive environment where all employees feel valued and supported, which can improve morale, job satisfaction, and retention rates.

7. **Addressing Disadvantages:** Positive action can help to rectify disadvantages faced by certain groups, ensuring that everyone has an equal opportunity to succeed.

8. Alternative Options Considered

No alternative options were considered.

Consultation and communication

9. We have consulted with the Trade Unions, our Corporate Leadership Team and our internal Staff Networks.

- We will publish the policy on the Staff Intranet and via Published News. We will roll this out via the Hiring Managers' Network and also in any upcoming relevant Leadership Conversations.
- We will monitor the impact of this policy by reviewing our workforce profile data and gaining feedback from managers within the first 6 months.

Financial implications

10. There are no financial implications.

Legal issues

11. The Equality Act 2010, section 149 introduced the Public Sector Equality Duty. It requires that in everything the Council does, must have due regard to: the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act; the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Level of risk

12. N/A

Equalities impact

13. Please see Annex 2: Equalities Impact Assessment.

Carbon and Environmental Considerations

14. N/A

Conclusion

15. For the Council to improve the diversity of the workforce and support its objective to improve inclusion, it is proposed that positive action becomes formalised as policy.

Report author	Sobia Afridi
Job title	EDI Specialist
Service area or department	People Services
Telephone	01865 529338
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Background Papers: N/A

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Positive Action Policy

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1 Policy Statement

- 1.1 Oxford City Council is committed to promoting equality, diversity and inclusion within our workforce. This Positive Action Policy outlines our commitment to taking proactive steps to address underrepresentation of groups in our workforce that share a protected characteristic and provide greater diversity in our Council teams
- 1.2 Protected characteristics include:
- Age
 - Disability
 - Gender reassignment
 - Marriage and Civil Partnership
 - Pregnancy and Maternity
 - Race
 - Religion or belief
 - Sex
 - LGBTQ+

2 Scope

- 2.1 This policy applies to all employees and job applicants.

3 Positive Action

What is positive action?

- 3.1 Positive action refers to proportionate measures to help individuals from underrepresented or disadvantaged groups to overcome barriers and gain employment.
- 3.2 This can include targeted training, mentorship, and recruitment strategies aimed at improving diversity and inclusion.

Why do we take positive action?

- 3.3 We take positive action to create a fairer work environment where everyone has the chance to succeed.
- 3.4 We adopt these approaches to create a more diverse workforce that reflects the community we serve.

How is it different to positive discrimination?

- 3.5 Positive discrimination involves giving preferential treatment to individuals based solely on their protected characteristics and not considering their skills or abilities, for example by promoting a less qualified candidate over someone more qualified solely to increase representation of a particular group.
- 3.6 Under the Equality Act 2010 it is unlawful to positively discriminate in the workplace.

4 How to apply positive action

- 4.1 In line with the Council's Equality, Diversity and Inclusion Strategy, managers are encouraged to address underrepresentation within their teams or service areas by adopting the following practices.

Targeted support

What is it?

- 4.2 Targeted support refers to the provision of specific training or support to individuals with a particular protected characteristic to help them overcome barriers or disadvantage.

How can it be applied?

- 4.3 When identifying training needs for a team, consider any specific training for those from underrepresented groups.
- 4.4 An example would be to offer specialised training and development programmes such as leadership courses specifically for women, people from minority ethnic groups, or employees with disabilities.

Seeking diverse candidates when recruiting

What is it?

- 4.5 This refers to taking proactive steps during the recruitment process to seek out candidates from underrepresented groups.

How can it be applied?

- 4.6 It can be applied by partnering with community organisations, attending diversity-focused job fairs, and posting job openings on diverse job boards.
- 4.7 An example of this in practice at the Council can be seen through our Internship and Graduate schemes, where we work with two local universities.
- 4.8 Another example of recruitment action is through the apprenticeship scheme. Hiring managers are encouraged to work with communities and schools where there is a diverse group of potential applicants.

Bias-free job descriptions

What is it?

- 4.9 This is the practice of reviewing job descriptions and job adverts to ensure they use inclusive language, focus on essential skills and qualifications, avoid gendered language and any other requirements that may inadvertently exclude certain groups such as Minority Ethnic groups and other protected characteristics.

How can it be applied?

- 4.10 By using our template that follows inclusive language guidelines and removes unnecessary barriers.
- 4.11 As an example of things to consider on a job description, under 'Core Skills and Competencies', managers should avoid inflated requirements that could discourage candidates from a more diverse range of backgrounds. For instance, instead of saying '10+ years of experience required', a more inclusive approach is 'Experience in [identify the specific skills] is needed. Equivalent experience is welcome'.

Anonymous recruitment

What is it?

- 4.12 Anonymous recruitment, also known as blind hiring, is a process that removes personal information from job applications to reduce unconscious bias and ensure fair candidate selection. It focuses only on skills, experience, and qualifications, rather than personal details like name, gender, age, or ethnicity.

How can it be applied?

- 4.13 Anonymised recruitment can be applied through the removal of names, gender and age from applications.
- 4.14 Oxford City Council standard procedure removes names, gender and age from applications.

Diverse interview panel

What is it?

- 4.15 A diverse interview panel includes interviewers from different backgrounds, experiences, and perspectives. This is proven to reduce unconscious bias, improve candidate experience, and increase workplace diversity.

How can it be applied?

- 4.16 When appointing an interview panel, hiring managers should make sure it is diverse and represents a range of protected characteristics.

Inclusive interview questions

What is it?

- 4.17 This involves the use of structured interview questions that focus on skills and experiences relevant to the job.
- 4.18 Inclusive interview questions ensure fairness, diversity, and inclusion by assessing a candidate's skills, experiences, and values without introducing bias. Using inclusive questions creates a welcoming environment and allows all candidates, regardless of background, to showcase their potential. To maintain a fair and

consistent recruitment process, all candidates should be asked the same set of questions in the same order. The questions should focus solely on each candidate's relevant experience and skills for the role. Relevant skills and experience might be gained in roles different to the job being recruited to and there will be some elements of the role where training can be provided easily. Questions relating to personal life should be avoided.

How can it be applied?

- 4.19 Hiring managers should discuss and agree interview questions with the diverse interview panel, creating questions that are focused on the requirements of the role.
- 4.20 The panel should ensure that all candidates are asked the same questions to provide a fair selection process by assessing each candidate on the same criteria.

Tie-break rule

What is it?

- 4.21 The 'tie-break' rule allows a hiring manager to favour a candidate with a protected characteristic over another equally qualified candidate, if that characteristic is underrepresented. This rule can only be applied where the candidates are of equal merit.

How can it be applied?

- 4.22 Where two candidates have identical level of qualifications, experience and interview performance, but one candidate has an underrepresented protected characteristic, that individual could be offered the role.
- 4.23 For example, this could be applied in a scenario where the hiring manager has identified that individuals from minority ethnic backgrounds were underrepresented in the workforce and, after a thorough recruitment process, had two final candidates who were equally qualified and performed equally well in interviews.

If one of the candidates was from a minority ethnic background and the other was not, the hiring manager could use the 'tie-break' rule to offer the job to the candidate from a minority ethnic background. This decision would help to address the underrepresentation of minority ethnic groups in the workforce and is lawful under the Equality Act 2010.

5 Roles and responsibilities

All employees

- 5.1 Council staff are all responsible for:
 - Fostering an inclusive culture by encouraging, valuing and supporting diverse perspectives.
 - Championing equity, diversity, and inclusion (EDI) by actively promoting EDI principles within their teams and across the Council.

Leaders

5.2 Leaders and managers at the Council are responsible for:

- Providing strategic direction and oversight to ensure that Equality, Diversity, and Inclusion (EDI) principles are embedded in all council activities.
- Embedding inclusive recruitment practices so that they become normal management practices to reduce bias and encourage diverse candidate pools.
- Delivering the outcomes of EDI initiatives and ensuring alignment with the Council's broader strategic objectives.
- Ensuring all staff, particularly those involved in recruitment and leadership, receive appropriate training on EDI

People Team

5.3 The People Team are responsible for:

- Ensuring that staff are fully informed about the Positive Action Policy and understand its purpose and application.
- Providing ongoing support and guidance to managers and staff on how to effectively apply the Positive Action Policy
- Regularly reviewing workforce and community demographics to identify areas of underrepresentation.
- Setting measurable targets for improving diversity and inclusion.
- Reporting on progress annually and adjusting people strategies as needed.
- Promoting opportunities through staff networks

6 Useful resources

6.1 For more support and information please follow these links:

- <https://www.gov.uk/government/publications/positive-action-in-the-workplace-guidance-for-employers/positive-action-in-the-workplace>
- Equality and Human Rights Commission [Employment: Statutory Code of Practice](#)
- [Acas](#) the Advisory, Conciliation and Arbitration Service
- The [Equality Advisory and Support Service](#) provides free and accessible advice about the Equality Act 2010 to individuals in England, Scotland, and Wales.
- [Equality Act 2010: A quick start guide to positive action in service provision for voluntary and community organisations \(PDF\)](#) ⇐

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Why do an Equalities Impact Assessment (EqIA)?

1. Equalities Impact Assessment (EqIA) is part of Oxford City Council's **Public Sector Equality Duty (PSED) (Equality Act 2010)**.

The General PSED enables Oxford City Council to:

- a. **identify and remove discrimination,**
 - b. **identify ways to advance equality of opportunity,**
 - c. **foster good relations.**
2. **An EqIA must be done before making any decision(s)** that may have an impact on people and/or services that people use and depend on.
 3. An **EqIA form is one of many tools** that can simplify and structure your equalities assessment.
 4. We are passionate about equalities, and we highly recommend that **Corporate Management Team (CMT) reports and all projects must attach an EqIA.**

A good EqIA has the following attributes:

1. **Comprehensively considers the 9 protected characteristics.**

1. Age	6. Race & Ethnicity
2. Disability	7. Religion or Belief
3. Gender Reassignment	8. Sex
4. Marriage & Civil Partnership	9. Sexual Orientation
5. Pregnancy & Maternity	NEW- Socio-economic inequalities (voluntary adoption)

2. It has **considered equality of treatment** towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
3. Sufficiently considered **potential and real impact** of proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members.
4. **Systematically recorded and reported** any potential and real impact of your proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members
5. **Collected, recorded, & reported sufficient information and data** on how your policy or proposal will have an impact.
6. Offers **mitigations or adjustments** if a PSED has been impacted.
7. Provides clear **justifications** for your decisions.
8. It is written in **plain English** with simple short sentence structures.

Section 1: General overview of the activity under consideration

1.	Name of activity being assessed. New Positive Action Policy	2.	The implementation date of the activity under consideration: July 2025
3.	Directorate/Department(s): FORMTEXT People Services	4.	Service Area(s): People Services
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address Sobia Afridi Safridi@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address Error! Bookmark not defined.
7.	Is this a new or ongoing EqlA? New as it is a new policy <input type="checkbox"/> <input type="checkbox"/>	8.	If this is an extension of a previous EqlA, please indicate where the previous EqlA is located and share the link to the said EqlA. N/A
9.	Date this EqlA started: 25/4/25		
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online? Will be attached to the cabinet report can be published if required.	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT. Policy has been taken to CLT 7/4/25


Section 2: About the activity, change, or policy that is being assessed.

12.	Type of activity being considered: Check the most appropriate.	<input type="checkbox"/> Budget	<input type="checkbox"/> Decommissioning	<input type="checkbox"/> Commissioning	<input type="checkbox"/> Change to an existing activity.	
		<input checked="" type="checkbox"/> New Activity	<input type="checkbox"/> Others. Please specify:			
13.	Which priority area(s) <u>within Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil? Please check as needed.	<input type="checkbox"/> Good, affordable homes N/A	<input type="checkbox"/> Strong, fair economy N/A	<input type="checkbox"/> Thriving Communities N/A	<input type="checkbox"/> Zero Carbon Oxford N/A	<input type="checkbox"/> Well run council Yes
14.	Which priority area(s) within <u>Oxford City Council's Equality, Diversity & Inclusion Strategy (2022)</u> does this activity fulfil? Please check as needed.	<input type="checkbox"/> Responsive services and customer care. N/A	<input type="checkbox"/> Diverse and engaged workforce. Yes	<input type="checkbox"/> Leadership & organisational commitment. N/A	<input type="checkbox"/> Understanding and working with our communities. N/A	
15.	Outline the aims, objectives, & priorities of the activity being considered.	Promote equity by providing a process for supporting equal opportunities for all individuals regardless of their background. Enhance diversity of the workforce and foster a diverse working environment that reflects the community we serve. Improve representation by supporting opportunities for under-represented groups in each service area.				

<p>16. Please outline the consequences of not implementing this activity.</p> <p>For example,</p> <ul style="list-style-type: none"> -Existing activity does not fulfill Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few. 	<p>Inequality: Existing barriers and biases may persist, resulting in unequal opportunities and treatment for certain groups.</p> <p>Reduced Innovation: Diverse teams are known to drive innovation and creativity. A lack of diversity can stifle new ideas and perspectives.</p> <p>Poor Reputation: Organisations that fail to promote equality and diversity may suffer reputational damage, affecting their ability to attract talent and customers.</p> <p>Low Morale: Employees or members of the community may feel undervalued and disengaged, leading to lower morale and productivity.</p>
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Section 3: Understanding service users, residents, staff and any other impacted parties.

<p>17. Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</p> <p>Please provide details—</p> <ul style="list-style-type: none"> -when, -how many, and -the approach taken. 	<p>The policy was taken to the following groups: Corporate Leadership Team The Trade Unions Staff Networks</p> <p>The policy has been received positively.</p>
<p>18. List information and data used to understand who your residents or staff are and how they will be impacted.</p> <p>These could be-</p> <ul style="list-style-type: none"> -third-party research, -census data, -legislation, -articles, -reports, 	<p>We have reviewed a range of data to include: Data from our Annual Workforce Report Data for the workforce profile for senior roles at Grade 11 Impact of the positive action management development programme, Aspiring Managers The data shows that there is still work to be done around increasing the diversity of the workforce so that it better represents the communities we serve and improving representation of women, people from minority ethnic groups and those with a disability at senior levels. Actions will include more targeted work to build inclusive recruitment practices. The implementation of a Positive Action Policy will support this work and outline the Council's commitment to diversity and inclusion.</p>

	-briefs.	<p>The Workforce Equalities report has highlighted we have significant gaps in representation of certain groups at senior levels of the organisation. Positive action is a way of tackling inequity and improving diversity in management and leadership roles. By helping people at the start of their careers we can set them on the right path to becoming leaders of the future.</p> <p>When we look at our workforce profile in the latest Workforce Equalities report, we can see that:</p> <ul style="list-style-type: none"> • Around 60% of the workforce is female but only 50% of senior roles are occupied by women • Around 14% of the workforce is from a minority ethnic background but only 9% of senior roles are occupied by employees from minority ethnic groups. • Around 12% of the workforce have a disability but only 2% of senior roles are occupied by those with a disability <p>We have already seen success with a number of promotions from the Aspiring Managers programme (a positive action initiative) and there are benefits to all of those who have attended. Also, this initiative has sent important messages to other staff. The impact has been very positive.</p>
19.	<p>If you have not done any consultations or collected data & information, are you planning to do so in the future?</p> <p>Please list the details –</p> <ul style="list-style-type: none"> -when, -with whom, and -how long will you collect the relevant data. 	<p>N/A</p> 

Section 4: Impact analysis.

20.	Who does the activity impact?	Service Users	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
	Check as needed.	Members of staff	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

The impact may be positive, negative or unknown.	General public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	Partner / Community Organisation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
	City Councillors	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
	Council suppliers and contractors	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>



21.	<p>Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?</p> <p>As mentioned above in point 18 we have done are research into workforce data. This policy is to encourage protected characteristics to apply to the council.</p>					
Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
Age		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workforce report shows the average employee age is 45, the same as last year and in line with the local population where, at 34% of the total population, the 35-49 age band of Oxford residents is the largest. The largest employee group is the 51-60 age band.	Continue to monitor workforce profile.

Disability (Visible and invisible)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>10.2% of the workforce declared a disability, a small decrease from last year at 10.4%. This compares well to the local population of 9.2%. Employees with a disability are well represented at lower grades and at senior grades representation has increased from 2% to 5% in 2024. Positive action will help to tackle under-representation at senior levels.</p>	Continue to monitor workforce profile.
Gender re-assignment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>When we look at employee numbers, they are very small. This is not shown in the workforce report. It is not appropriate to report the data because of the small group size.</p>	The Council's approach to inclusion will support all employee groups.
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>We do not monitor this data.</p>	The Council's approach to inclusion will support all employee groups.
Race, Ethnicity and/or Citizenship	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Workforce Equality report shows that employees from minority ethnic groups is 14%. The proportion of people from minority ethnic groups</p>	<p>Positive action can help to tackle under-representation.</p> <p>We will establish clear, objective criteria for</p>

					<p>applying for jobs has increased from 32% to 39.8%. The proportion appointed has increased to 18.5% from 14% last year. Ethnic minority representation in management roles has increased from 9% to 10% (21% managers have not declared their ethnicity). Census data puts the economically active population from ethnic minority groups at 27.7%.</p> <p>Employees from the majority ethnic group (white) may feel disadvantaged. It is possible that white employees or candidates for jobs may not have as many opportunities.</p>	<p>positive action and it will be evidence led.</p> <p>We will monitor the outcomes of any positive action</p>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>We do not monitor this data.</p>	<p>The Council's approach to inclusion will support all employee groups.</p>

61 Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<p>34% of the workforce has declared as Christian compared with 41% in Oxford. 29.1% is atheist/humanist/no belief compared to 40% in Oxford and 28.2% of employees have not provided information. 4.4% of the workforce has chosen other, 2.1% is Muslim (Oxford 7.2%) and 0.5% Sikh (Oxford 0.4%).</p>	
Sex	<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> Male		<input type="checkbox"/>	<p>Over half of the workforce are women (60%) which is around 10% above that of the population of Oxford at 50.1%. However, women are not represented at the same level in senior roles at grade 11 and above.</p> <p>Positive action in favour of women may disadvantage</p>	<p>We will establish clear, objective criteria for positive action and it will be evidence led.</p> <p>We will monitor the outcomes of any positive action.</p>

					men and male employees may feel this. Male employees may not have as many opportunities.	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Workforce report shows: 4.2% of the workforce identifies as bisexual, lesbian or gay. The 2021 census data indicates that 4.7% of economically active residents in Oxford identify as bisexual, lesbian and gay. We have started to collect data on non-binary and trans staff but it is likely that individuals may feel reluctant to share this data before they learn about the organisation's culture	The Council's approach to inclusion will support all employee groups.
Socio-economic inequalities such as: - income and factors that impact income. -access to jobs This was voluntarily adopted by Oxford City Council on the 13th of March 2024.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	The policy demonstrates a commitment to diversity and inclusion and may encourage other groups to apply for posts at the Council. Individuals will see it as a positive step to diversify our workforce.	The Council's approach to inclusion will support all employee groups.

Other (voluntary consideration) For example:  Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	 OXFORD CITY COUNCIL	
Other For example: <ul style="list-style-type: none"> - Unpaid carers - Prison population - Homeless population - Council suppliers & contractors - Cabinet Members 	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		


Section 5: Conclusion(s) of your Full Impact Assessment

22.	<p>Conclusions. Implementation of a positive action policy is crucial for fostering an inclusive, diverse, and equitable work environment. A positive action policy will help to address inequity, promote innovation, and improve the Council's reputation as an inclusive employer. By setting clear aims, objectives, and priorities, and addressing potential barriers, we can create a more supportive and dynamic environment that benefits everyone.</p>							
	<input type="checkbox"/>	Stop and reconsider the activity.	<input type="checkbox"/>	Adjust activity before beginning the activity and continue to monitor.	<input checked="" type="checkbox"/>	No major change(s) or adjustments and continue with activity but continue to monitor.	<input type="checkbox"/>	No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	<p>Please explain how you have reached your conclusions above.</p>		<p>We have reached this conclusion by analysing the potential benefits of implementing a positive action policy and balancing these with the negative consequences of not having a policy. Here is a breakdown of the reasoning:</p> <p>Benefits of Implementation:</p> <p>Promotes Equity: Ensures everyone has equal opportunities.</p> <p>Enhances Diversity: Creates a more inclusive environment.</p> <p>Improves Representation: Helps underrepresented groups gain visibility and opportunities.</p>					

Section 6: Monitoring and review plan.

The responsibility for maintaining a monitoring arrangement of the EqIA action plan lies with the service/team completing the EqIA.

These arrangements must be built into the performance management framework such as KPIs or Risk Registers.

24.	<p>Who or which team or service area will be responsible for monitoring equalities impact?</p> <p>For example-</p> <ul style="list-style-type: none">- team,-directorate,-service area,-Equalities Steering Group,etc.	<div>People Services, Sobia Afridi</div> <div><div>www.oxford.gov.uk</div><div></div></div>			
25.	<p>Who (individual, team, or service area) will be responsible for carrying out the EqIA review?</p>	<div>Sobia Afridi</div>			
26.	<p>How often will the equality impact be reviewed for this activity?</p> <p>For example-</p> <ul style="list-style-type: none">-quarterly,-yearly, etc.	<div>Yearly</div>	27.	<div>Date when the EqIA will be reviewed again.</div>	<div>July 2026</div>

Section 7: Sign-off

Name:

Job Title:

Signature:

Name: **Gail Malkin**

Job Title: Head of People

Signature:

G. Malkin

Name: Full Name

Job Title: Type here

Signature:

Name: Sobia Afridi

Job Title: EDI Specialist

Signature:

Sobia Afridi

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

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Name: Full Name

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Name: Full Name

Job Title: Type here

Signature:

Suggested list of people to include are:

- 1) Project lead/manager.
- 2) Head of service area or team.
- 3) Person who completed the EqIA.
- 4) EDI Lead.
- 5) EDI Specialist.
- 6) For joint projects, please consider the following:
 1. Other project leads
 2. Other service area and/or team lead/managers.

This is not an exhaustive list.

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You have now reached the end of the assessment.

 Please appended this to any reports and project files for reference.

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To: Council

Date: 14 July 2025

Report of: Director of Planning and Regulation

Title of Report: Community Infrastructure Levy – to approve of amended Charging Schedule

Summary and recommendations	
Decision being taken:	For Council to approve the Partial Review of the Community Infrastructure Levy Charging Schedule
Key decision:	No
Cabinet Member:	Councillor Alex Hollingsworth Cabinet Member for Planning and Culture
Corporate Priority:	Enable an Inclusive Economy Deliver More Affordable Housing Support Thriving Communities Pursue a Zero Carbon Oxford
Policy Framework:	The Community Infrastructure Levy (CIL) is a charge on new developments which helps to fund infrastructure, as is set out in CIL Regulations 2010 (as amended). ¹ The CIL Charging Schedule sets out a standard tariff on development in Oxford City.

Recommendation(s): that Council resolves to:
<ol style="list-style-type: none"> Adopt the CIL Charging Schedule in line with the recommendation of the independent examiner as set out in Appendix 1; Approve the date on which the amended tariffs will come into effect. Delegate authority to the Director of Planning and Regulatory to make any necessary further minor changes to the documents or any minor change to the implementation date for the new CIL rates.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	The CIL Charging Schedule as amended	No
Appendix 2	Inspectors Report	No

Introduction and background

- 1. The CIL Charging Schedule sets out a tariff in the form of a standard charge on new development to help the funding of infrastructure in Oxford. The City Council has been charging CIL on qualifying developments since 2013. The rates charged have risen with inflation but not been reviewed since the first Charging Schedule was published.
- 2. A Partial Review of the CIL Charging Schedule has been underway since 2023 and involved public consultation and an examination by an independent examiner. In the Charging Schedule submitted for examination, the City Council proposed amending the rate chargeable on Office and Research and Development uses from £33.74/m2 to £168.74/m2 (£172.28 m2 under current indexation). All other rates for all other uses would be unaffected by the review.
- 3. The Examiners’ Report was received on 30th April 2025. The report found that the proposed rate would not threaten delivery of Office and Research & Development business in Oxford and concludes that the draft Oxford City Council Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area. The purpose of this report therefore is to request that Cabinet recommend to Full Council that they approve the amended CIL Charging Schedule for use in calculating the planning charge on new development to help the funding of infrastructure.

Findings of the independent examiner

- 4. The City Council asked Intelligent Plans and Examinations (IPE) to examine the Partial Review of the Charging Schedule who appointed Mr Keith Holland BA (Hons) DipTP MRTPI ARCIS to the examination. The examination hearing was held on the 31st March 2025. Those who had responded to the consultation had the opportunity to appear at the examination in person or to rely on their written representations. Seven parties requested to be heard in person and the examination was concluded in one session.
- 5. The Council received the Examiner’s final report on 30th April 2025. In his conclusions the Examiner states: *“I consider the viability assessment to be robust and conclude that the rate proposed would not threaten delivery of office/R&D development in Oxford. The proposed rates are justified, therefore. I conclude that the partial review of the draft Oxford City Community Infrastructure Levy Charging Schedule, satisfies the drafting requirements and I therefore recommend that the draft Charging Schedule be approved.”*
- 6. This positive report means that the Council can now move to approving the Charging Schedule and start collecting CIL monies at the amended rates. Table 1 below sets out the CIL rates as amended, and (for comparison purposes) as existing. The highlighted row is the only change.

Table 1: CIL rates: existing and as amended

Development Type*	Jan 2024 rates per m²	Amended rates per m² following review
E Shops	£168.74	£168.74
E Financial and professional services	£168.74	£168.74
E Restaurants and cafés	£168.74	£168.74
Sui Generis Drinking establishments	£168.74	£168.74
Sui Generis Hot food takeaways	£168.74	£168.74
E Office and Research & Development Business	£33.74	£168.74
B2 General industrial	£33.74	£33.74
B8 Storage or distribution	£33.74	£33.74
C1 Hotels	£33.74	£33.74
C2 and C2A Residential institutions and secure residential institutions	£33.74	£33.74
C3 Dwelling houses**	£168.74	£168.74
C4 Houses in multiple occupation (HMO)	£168.74	£168.74
Student accommodation	£168.74	£168.74
F1 Non-residential institutions	£33.74	£33.74
Sui Generis Assembly and leisure	£33.74	£33.74
All development types unless stated otherwise in this table	£33.74	£33.74

7. Following the receipt of the Examiner's report the Regulations require that the Charging Schedule be formally approved by a resolution of Full Council. This report seeks a Cabinet recommendation for that approval. The final Charging Schedule is attached at Appendix 1. The existing adopted Charging Schedule has been updated with the amended rate for Office and R&D uses. Factual updates to reflect the adoption of the document are shown as tracked changes. A clean version with the amendments accepted will be published as the final document.

Bringing the new levy rates into effect

8. The Regulations require that a date be approved by Council for the bringing into effect of the amended levy. The date recommended to Council for bring the levy into effect is Friday 15th August 2025. To be clear, any planning approvals granted after this date (defined by the issuing of a decision notice) will be subject to the amended CIL charge, irrespective of when that application was submitted.

Alternative Options Considered

9. The only alternatives to the recommendations outlined above are:
- To decide not to bring the amended rates into force and retain the existing rates – this would result in a significant overall reduction in the potential CIL receipts and the consequential loss of funding options for infrastructure

projects within Oxford. Office and R&D development would continue to pay a much lower rate than other development types.

- b. To delay bringing the new levy rates into force – this would have similar but time limited impacts as point a above. There has already been a significant period of time for potential developers to anticipate this change. The proposed new rates were first published for consultation in November 2023 and again, for the statement of modifications in Feb/March 2025. The examiner's also states: "The Charging Schedule complies with the Act and the Regulations, including in respect of the statutory processes and public consultation".

However, based on the Examiner's report, *"the evidence which has been used to inform the Charging Schedule is robust, proportionate and appropriate"* and *"adoption of the rates are justified"*. We therefore recommend proceeding with his recommendation to adopt the new rates.

Financial implications

- 10. The rates at which the CIL tariff is set will determine the amount of income received by the Council from new development to be spent on infrastructure, which includes expenditure on the Council's Capital Programme. The evidence base for the Charging Schedule demonstrated that there is likely to be a continued supply of prime E(g) Office and Laboratory floorspace within the Local Plan period, increasing rates where this is viable will help fund the required infrastructure needs associated with development. Based on evidence submitted to the CIL examination library on the Infrastructure Funding Gap, this rate could result in income of >£30m for infrastructure in the city.
- 11. A discretionary relief policy for CIL remains in place for cases where developers can demonstrate that their proposed development is unviable to the Council

Legal issues

- 12. The Independent Examiner has found that the City Council has complied with the statutory requirements of the Act and CIL Regulations (as amended). There are no other legal issues arising from this report.

Level of risk

- 13. Risks around the potential impact of the new rates have been considered by the Independent Examiner who found the raise in the charge for R&D would not threaten the delivery of this type of development in Oxford. The receipt of the Examiner's Report has also dealt with any procedural risk around the process of drafting of the Charging Schedule.

Equalities impact

- 14. There are no equalities impacts arising from this report.

Carbon and Environmental Considerations

- 15. There are no direct carbon or environmental considerations arising from this report.

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Community Infrastructure Levy Charging Schedule

August 2025



Introduction

- 1 In 2010, the Government introduced the Community Infrastructure Levy (CIL) as the preferred mechanism for securing developer contributions towards infrastructure to support growth in an area.
- 2 The City Council was a front-runner in adopting its current CIL Charging Schedule in October 2013, but it is important that the CIL charges are reviewed to ensure that the Council is maximising funding towards infrastructure.
- 3 The City Council is also in the process of producing the Local Plan 2040. It is therefore prudent to review the Charging Schedule at the current time so that it can be demonstrated how the Charging Schedule will support delivery of the Local Plan 2040.
- 4 New viability evidence has been produced to support a review of the Charging Schedule and provide evidence for the Local Plan 2040 to support the proposed rates following the CIL consultation.
- 5 The City Council is a charging authority under CIL legislation and went out to consultation on this Draft Charging Schedule with a view to adopting the new schedule in 2024/5. The consultation took place from **Friday 10th November 2023 to Friday 5th January 2024 and again, for the statement of modifications in Feb/March 2025.**
- 6 In line with the updated evidence and having taken into consideration the content of the representations raised at consultation, partial amendments to the existing CIL Charging Schedule are published for examination.
- 7 The Draft Charging Schedule is supported by the following evidence documents, which can be found on the Council's website:
 - *The Infrastructure Delivery Plan (IDP)* which sets out infrastructure requirements to support the delivery of the Local Plan 2040.
 - *An Infrastructure Funding Gap Statement* – demonstrating that a considerable infrastructure gap remains, and CIL funding is still highly desirable for Oxford in addition to other funding sources.
 - *The Infrastructure Funding Statement 2021/2022*, which includes the list of Infrastructure Projects which CIL is intended to fund partly or in full.
 - *The Oxford City Council: Local Plan Viability Assessment* has been undertaken by consultants (BNP Paribas) and is a critical piece of evidence to assist in determining the most appropriate level for the CIL tariff. It considers the viability of development against the costs placed upon new development through the Local Plan 2040's policies and the application of CIL.
 - *The Oxford CIL Offices and R&D Viability Addendum note* was produced following consultation to consider additional site-specific testing of the R&D and Offices rates.

The Community Infrastructure Levy

- 8 Oxford City Council is the charging authority for the purpose of Part 11 of the Planning Act 2008 and the CIL Regulations 2010 (as amended).
- 9 The Community Infrastructure Levy is a tariff in the form of a standard charge on new development, which in Oxford is set by the City Council to help the funding of infrastructure. It is intended to supplement, or top up, other sources of funding to widen infrastructure delivery.
- 10 Most development has some impact on infrastructure and should contribute to the cost of providing or improving infrastructure. The principle behind CIL is for those who benefit financially from a planning permission to pay towards the cost of funding the infrastructure needed to support development.
- 11 CIL will improve Oxford City Council's ability to mitigate the cumulative impacts on infrastructure from most developments as it is charged on a per square metre basis and is proportional to the scale of the development.
- 12 In investing in the infrastructure of the area, CIL is expected to have a positive economic effect on development in the medium to long term.
- 13 The City Council must set CIL rates in a Charging Schedule and can implement these, after taking a consultation and an Examination in Public followed by adoption. Following the 2019 amendments to the CIL regulations, the requirement for a preliminary draft charging schedule and consultation has been removed.
- 14 Regulation 14 of the CIL regulations (as amended) state that when setting CIL rates, the Council must strike an appropriate balance between the desirability to fund infrastructure through CIL and the potential effect (taken as a whole) of the levy on the economic viability of development in the area where CIL charges apply. When considering infrastructure costs, the Council needs to estimate the cost of infrastructure to support development and take into account other sources of funding.

CIL Regulations 2010 (as amended), Part 3, Regulation 14:

'14. —(1) In setting rates (including differential rates) in a charging schedule, a charging authority must strike an appropriate balance between—
(a) the desirability of funding from CIL (in whole or in part) the actual and expected estimated total cost of infrastructure required to support the development of its area, taking into account other actual and expected sources of funding; and
(b) the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.
(2) In setting rates in a charging schedule, a charging authority may also have regard to actual and expected administrative expenses in connection with CIL to the extent that those expenses can be funded from CIL in accordance with regulation 61...'

- 15 Regulation 13 of the CIL Regulations 2010 (as amended) makes provision for the setting of differential rates for different geographical areas, different development types/uses,

and development size or a combination of them. Any differential rate should be justified by economic viability evidence.

- 16 The term 'taken as a whole' indicates that economic viability evidence is used to show that CIL rates can be borne by most development across Oxford. It does not mean that CIL rates can be borne by each and every development. The City Council has used evidence in the Oxford City Council: Local Plan Viability Assessment to inform appropriate CIL rates.
- 17 Infrastructure and economic viability evidence supporting the Draft Charging Schedule illustrates that an appropriate balance between funding infrastructure and economic viability has been sought.

Viability Evidence and Proposed CIL Charges

- 18 The Oxford City Council: Local Plan Viability Assessment assesses the economic viability of development in Oxford. To consider setting CIL rates for different types of development, the Study considers the cumulative application of policies in the Local Plan 2040 on different development typologies and then considers the ability of each development type to support additional CIL rates.
- 19 Following consultation, an additional addendum note was produced to consider comments made at consultation of the partial review of the charging schedule.
- 20 The evidence gathered in the original and supplementary viability work supports an increase in Class E – Office and R&D rates, demonstrating from site-specific testing that surpluses from key employment sites can accommodate an increase in this rate.
- 21 Although original viability testing showed that Class B developments can accommodate an increased CIL rate, following the approval of a recent major industrial development, there is currently no known Class B floorspace anticipated to come forth, meaning that additional site-specific testing could not be carried out.
- 22 The proposed changes to the adopted charging schedule are thus to increase E – Office and R&D rates, and to maintain B2/B8 industrial rates at their current rate.
- 23 As these are the only changes being proposed, the Council intends for the rest of the charging schedule to remain as it is and for this review to be considered a partial review.
- 24 If and where issues of viability or economic impact may arise, the exceptional circumstances relief policy introduced in 2019 can be considered to mitigate risk of delivery of sites on a case-by-case basis (Annex 5).
- 25 The proposed CIL rates in pounds sterling per square metre according to the type of development are shown in Table 1 below:

Table 1 - CIL Charging Schedule for Oxford City Council
(Changes from original 2013 schedule highlighted in green)

Development Type*	Jan 2023 Rates per m ²	Jan 2024 Rates per m ²	Proposed rates per m ² following Partial Review Consultation	Jan 2025 Rates per m ²
E Shops	£158.00	£168.74	£168.74	£172.28
E Financial and professional services	£158.00	£168.74	£168.74	£172.28
E Restaurants and cafés	£158.00	£168.74	£168.74	£172.28
Sui Generis Drinking establishments	£158.00	£168.74	£168.74	£172.28
Sui Generis Hot food takeaways	£158.00	£168.74	£168.74	£172.28
E Offices and R&D	£31.59	£33.74	£168.74	£172.28***
B2 General industrial	£31.59	£33.74	£33.74	£34.45
B8 Storage or distribution	£31.59	£33.74	£33.74	£34.45
C1 Hotels	£31.59	£33.74	£33.74	£34.45
C2 and C2A Residential institutions and secure residential institutions	£31.59	£33.74	£33.74	£34.45
C3 Dwelling houses**	£158.00	£168.74	£168.74	£172.28
C4 Houses in multiple occupation (HMO)	£158.00	£168.74	£168.74	£172.28
Student accommodation	£158.00	£168.74	£168.74	£172.28
F1 Non-residential institutions	£31.59	£33.74	£33.74	£34.45
Sui Generis Assembly and leisure	£31.59	£33.74	£33.74	£34.45
All development types unless stated otherwise in this table	£31.59	£33.74	£33.74	£34.45

*Changes to the Use Class Order came into effect 1 September 2020

**C3 includes self-contained sheltered accommodation and self-contained graduate accommodation

*** New rate from August 2025

CIL liability

26 Development liable for CIL payment comprises:

- Development that creates 100m² or more of new build floor space measured as Gross Internal Floor Area (GIA).
- Development of less than 100m² new build GIA that results in the creation of one or more dwellings.
- The conversion of a building that is no longer in lawful use.

27 Liability to pay CIL on qualifying developments applies whether development requires planning permission or is enabled through permitted development orders (General Permitted Development Order, Local Development Orders, Neighbourhood Development Orders, Enterprise Zones)¹

CIL exemptions

28 CIL charges will not be levied on:

- Development that creates less than 100m² of new build floor space measured as GIA and does not result in the creation of one or more dwellings;
- Buildings into which people do not normally go, or a building into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery;²
- Buildings for which planning permission was granted for a limited period.
- Affordable housing, subject to an application by a landowner for CIL relief (CIL regulation 49);
- Development by charities for charitable purposes subject to an application by a charity landowner for CIL relief (CIL regulation 43) (mandatory charitable relief);
- Self-build (CIL regulation 42A and 54A).³

29 A charging authority can choose to offer discretionary relief to a charity landowner where the greater part of the chargeable development will be held as an investment, from which the profits are applied for charitable purposes (CIL regulation 44).

30 It can also choose to offer exceptional circumstances relief (CIL regulation 55) on the basis of an unacceptable impact on the economic viability of a development, and where the exemption of a charitable institution from liability to pay CIL would constitute State aid (CIL regulation 45) and would otherwise be exempt from liability under regulation 43.

31 In Oxford City discretionary charity relief is not available (CIL regulation 44). However, a Discretionary Exceptional Circumstances Relief Policy (CIL regulation 55) is available. (Annex 5)

¹ Regulations 5 and 9 of the Community Infrastructure Levy Regulations 2010 as amended

² Regulation 6 (2) of the Community Infrastructure Levy Regulations 2010 as amended

Calculating the chargeable amount

- 32 The City Council will calculate the amount of CIL chargeable in accordance with regulation 40 of the Community Infrastructure Levy (as amended) Refer to Annex 2 for an extract of this regulation.
- 33 The relevant rate (R) for each development type is shown in the Charging Schedule above and the Gross Internal Area (GIA) is measured and calculated in accordance with the Royal Institute of Chartered Surveyors (RICS) Code of Measuring Practice. Annex 3 sets out an extract of RICS code.
- 34 The chargeable amount will reflect inflation by being index linked to RICS' Building Cost Information Service 'CIL Index'.
- 35 Amended CIL Regulations mean that for Section 73 applications to vary an existing planning condition, CIL will only be payable upon any increase in chargeable floorspace from the section 73 application/permission³.

Netting off existing floor space

- 36 In certain circumstances, where a development includes the demolition of an existing building, the existing Gross Internal Area (GIA) can be deducted from the proposed floorspace. These deductions in respect of demolition or change of use will only apply where the existing building has been in continuous lawful use⁴ for at least six months in the 3 years prior to the development being permitted and is still in situ on the day planning permission is granted.
- 37 Oxford City Council may deem the Gross Internal Area (GIA) of a building to be zero where there is not sufficient information, or no information of sufficient quality, regarding the GIA of an existing building or whether it is in lawful use.

Liability for CIL

- 38 Once planning permission is granted, CIL regulations encourage any party, (such as a developer submitting a planning application, or a landowner), to take liability to pay the CIL charge. CIL liability runs with the land. If no party assumes liability to pay before development commences, land-owners will be liable to pay the levy.

Payment of CIL

- 39 The default position is that CIL payment is due within 60 days of the commencement of development; however in some cases CIL is due immediately.⁵ For some developments,

³ Regulation 42A and 54A of the Community Infrastructure Levy (As amended)

⁴ 'in-use building' means a building which (i) is a relevant building and (ii) contains a part that has been in use for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development' (Regulation 40(11) of the Community Infrastructure Levy Regulations 2010 (as amended))

⁵ Payments are due immediately where no party assumes liability and/or no commencement notice is submitted before commencement. Where this occurs the developer does not get the benefit of payment by instalments.

instalments may be permitted in accordance with the City Council's Instalments policy. Annex 4 of this document sets out an Instalments Policy.

Payments in kind

40 In circumstances where the liable party and Oxford City Council agree, payment of the levy may be made by transferring land. The agreement cannot form part of a planning obligation, must be entered into before the chargeable development is commenced⁶ and is subject to fulfilling the following:

- the acquired land is used to provide or facilitate the provision of infrastructure within Oxford;
- the land is acquired by Oxford City Council or a person nominated by Oxford City Council;
- the transfer of the land must be from a person who has assumed liability to pay CIL;
- the land has to be valued by an independent person agreed by Oxford City Council and the person liable to pay CIL;
- 'Land' includes existing buildings and other structures, land covered with water, and any estate, interest, easement, servitude or right in or over the land.

Collection of CIL

41 Oxford City Council is the collecting authority for the purpose of Part 11 of the Planning Act 2008 and CIL Regulations 2010 (as amended).

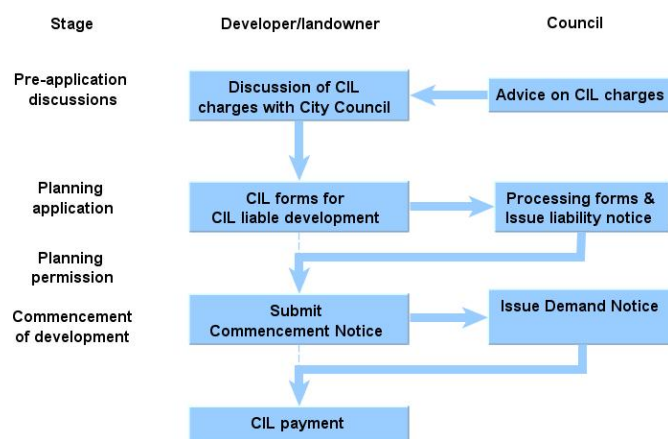
42 When planning permission is granted, Oxford City Council will issue a liability notice setting out the amount payable, and the payment procedure.

43 In the case of development enabled through permitted development orders, the person(s) liable to pay will need to consider whether their proposed development is chargeable, and to issue Oxford City Council a notice of chargeable development.

44 The diagram below illustrates a summarised version of the collection process:

CIL Collection Process

⁶ Regulation 73 (6)(d) of the Community Infrastructure Levy Regulations 2010 as amended.



Appeals

45 A liable person can request a review of the chargeable amount by the charging authority within 28 days from the issue of the liability notice. CIL Regulations allow for appeals on:

- The calculation of the chargeable amount following a review of the calculation by the City Council.
- Disagreement with the City Council's apportioned liability to pay the charge.
- Any surcharges incurred on the basis that they were calculated incorrectly, or that a liability notice was not served or the breach did not occur.
- A deemed commencement date if considered that the date has been determined incorrectly.
- Against a stop notice if a warning notice was not issued or the development has not yet commenced.

46 A person aggrieved by the levy (or attempt to levy), a distress may appeal to the Magistrates Court (regulation 99).

Spending and reporting on CIL revenue

47 CIL revenue will be spent on the infrastructure needed to support development in Oxford. Oxford City Council will publish on its website a list of infrastructure projects or types of infrastructure that may be wholly or partly funded by the levy. This list for CIL expenditure is set out each year in the Council's Infrastructure Funding Statement, and the full infrastructure list for Oxford City is set out in the Infrastructure Delivery Plan.

48 Oxford City Council will publish an annual Infrastructure Funding Statement, for each financial year including:

- How much has been collected in CIL and S106 contributions;
- How much has been spent;
- The infrastructure on which it has been spent;
- Any amount used to repay borrowed money;
- Amount of CIL retained at the end of the reported year.

- 49 It is the Government's intention to allow for a proportion of CIL to be passed to Parish Councils and Neighbourhoods⁷. 15% of CIL receipts in parished areas are to be passed to the relevant Parish Council. In unparished areas, this 15% would be held by the City Council and spent in consultation with the community. The proportion would rise to 25% in areas with adopted Neighbourhood Plans.

Administration fee

- 50 Oxford City Council will use 5% of the CIL revenue to fund the administration costs of the Levy.

CIL and Section 106 agreements

- 51 Unlike Section 106 (S106), the levy is to provide infrastructure to support the development of an area, not to make individual planning applications acceptable in planning terms. It breaks the link between a specific development site and the provision of infrastructure and thus provides greater flexibility for delivery of infrastructure when and where it is needed.
- 52 Section 106 agreements and Section 278 Highways Agreements will continue to be used to secure site-specific mitigation and affordable housing. In some instances, S106 agreements may be used in strategic development sites needing the provision of their own specific infrastructure for which delivery may be more suitably dealt with through S106s.
- 53 Following removal of the regulation 123 list, the amended CIL regulations no longer contain a restriction on the pooling of funds from more than five S106 obligations to fund a single infrastructure project and both CIL and S106 funding can be secured towards the same piece of infrastructure.

⁷ Set out in Regulation 59A of the Community Infrastructure Levy (As amended)

Annex 1 - Guide to Use class Order definitions

The following list is based on the Government's guide to Use Classes as shown in their planning and building regulations online resource 'The Planning Portal'. It is not a definitive source of legal information.

Class B

- B2 General industrial - Use for industrial process other than one falling within class E(g) (previously class B1) (excluding incineration purposes, chemical treatment or landfill or hazardous waste)
- B8 Storage or distribution - This class includes open air storage.

Class C

- C1 Hotels - Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels)
- C2 Residential institutions - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres
- C2A Secure Residential Institution - Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks
- C3 Dwellinghouses - This class is formed of three parts
- C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child
- C3(b) covers up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems
- C3(c) allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger
- C4 Houses in multiple occupation - Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.

Class E – Commercial, Business and Service

- In 11 parts, Class E more broadly covers uses previously defined in the revoked Classes A1/2/3, B1, D1(a-b) and 'indoor sport' from D2(e):
- E(a) Display or retail sale of goods, other than hot food
- E(b) Sale of food and drink for consumption (mostly) on the premises
- E(c) Provision of:
- E(c)(i) Financial services,
- E(c)(ii) Professional services (other than health or medical services), or

- E(c)(iii) Other appropriate services in a commercial, business or service locality
- E(d) Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)
- E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)
- E(f) Creche, day nursery or day centre (not including a residential use)
- E(g) Uses which can be carried out in a residential area without detriment to its amenity:
 - E(g)(i) Offices to carry out any operational or administrative functions,
 - E(g)(ii) Research and development of products or processes
 - E(g)(iii) Industrial processes

Class F – Local Community and Learning

- In two main parts, Class F covers uses previously defined in the revoked classes D1, 'outdoor sport', 'swimming pools' and 'skating rinks' from D2(e), as well as newly defined local community uses.
- F1 Learning and non-residential institutions – Use (not including residential use) defined in 7 parts:
 - F1(a) Provision of education
 - F1(b) Display of works of art (otherwise than for sale or hire)
 - F1(c) Museums
 - F1(d) Public libraries or public reading rooms
 - F1(e) Public halls or exhibition halls
 - F1(f) Public worship or religious instruction (or in connection with such use)
 - F1(g) Law courts
- F2 Local community – Use as defined in 4 parts:
 - F2(a) Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres
 - F2(b) Halls or meeting places for the principal use of the local community
 - F2(c) Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)
 - F2(d) Indoor or outdoor swimming pools or skating rinks

Sui Generis

- 'Sui generis' is a Latin term that, in this context, means 'in a class of its own'.
- Certain uses are specifically defined and excluded from classification by legislation, and therefore become 'sui generis'. These are:
 - theatres
 - amusement arcades/centres or funfairs
 - launderettes
 - fuel stations
 - hiring, selling and/or displaying motor vehicles
 - taxi businesses
 - scrap yards, or a yard for the storage/distribution of minerals and/or the breaking of motor vehicles
 - 'Alkali work' (any work registerable under the Alkali, etc. Works Regulation Act 1906)

(as amended))

- hostels (providing no significant element of care)
- waste disposal installations for the incineration, chemical treatment or landfill of hazardous waste
- retail warehouse clubs
- nightclubs
- casinos
- betting offices/shops
- pay day loan shops
- public houses, wine bars, or drinking establishments – from 1 September 2020, previously Class A4
- drinking establishments with expanded food provision – from 1 September 2020, previously Class A4
- hot food takeaways (for the sale of hot food where consumption of that food is mostly undertaken off the premises) – from 1 September 2020, previously Class A5
- venues for live music performance – newly defined as ‘Sui Generis’ use from 1 September 2020
- cinemas – from 1 September 2020, previously Class D2(a)
- concert halls – from 1 September 2020, previously Class D2(b)
- bingo halls – from 1 September 2020, previously Class D2(c)
- dance halls – from 1 September 2020, previously Class D2(d)
- Other uses become ‘sui generis’ where they fall outside the defined limits of any other use class.
- For example, C4 (Houses in multiple occupation) is limited to houses with no more than six residents. Therefore, houses in multiple occupation with more than six residents become a ‘sui generis’ use.

Source: Planning Portal <http://www.planningportal.gov.uk>

Annex 2 – Schedule 1 of the Community Infrastructure Levy Regulations (As amended)

CHARGEABLE AMOUNT – Part 1 – Standard Cases

Calculation of chargeable amount

- (1) The collecting authority must calculate the amount of CIL payable (“chargeable amount”) in respect of a chargeable development in accordance with this regulation.
- (2) The chargeable amount is an amount equal to the aggregate of the amounts of CIL chargeable at each of the relevant rates.
- (3) But where that amount is less than £50 the chargeable amount is deemed to be zero.
- (4) The relevant rates are the rates, taken from the relevant charging schedules, at which CIL is chargeable in respect of the chargeable development.
- (5) The amount of CIL chargeable at a given relevant rate (R) must be calculated by applying the following formula—

$$\frac{R \times A \times I_P}{I_C}$$

where—

A = the deemed net area chargeable at rate R, calculated in accordance with paragraph (7);
 I_P = the index figure for the year in which planning permission was granted; and
 I_C = the index figure for the year in which the charging schedule containing rate R took effect.

(6) In this regulation the index figure for a given year is -

- (a) the figure for 1st November for the preceding year in the RICS CIL Index published from time to time by the Building Cost Information Service of the Royal Institution of Chartered Surveyors (1); or
- (b) if the RICS CIL Index ceases to be published, the figure for 1st November for the preceding year in the retail prices index.

(7) The value of A must be calculated by applying the following formula—

$$G_R - K_R - \left(\frac{G_R \times E}{G} \right)$$

where—

G = the gross internal area of the chargeable development;
 G_R = the gross internal area of the part of the chargeable development chargeable at rate R;
 K_R = the aggregate of the gross internal areas of the following—

- (i) retained parts of in-use buildings, and
- (ii) for other relevant buildings, retained parts where the intended use following completion of the chargeable development is a use that is able to be carried on lawfully and permanently without further planning permission in that part on the day before planning permission first permits the chargeable development;

E = the aggregate of the following—

- (i) the gross internal areas of parts of in-use buildings that are to be demolished before completion of the chargeable development, and
- (ii) for the second and subsequent phases of a phased planning permission, the value E_x (as determined under paragraph (8)), unless E_x is negative, provided that no part of any building may be taken into account under both of paragraphs (i) and (ii) above.

(8) The value E_x must be calculated by applying the following formula—

$$E_P - (G_P - K_{PR})$$

where—

E_P = the value of E for the previously commenced phase of the planning permission;
 G_P = the value of G for the previously commenced phase of the planning permission; and
 K_{PR} = the total of the values of K_R for the previously commenced phase of the planning permission.

(9) Where a collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish that a relevant building is an in-use building, it may deem it not to be an in-use building.

(10) Where a collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish—

(a) whether part of a building falls within a description in the definitions of K_R and E in paragraph (7); or

(b) the gross internal area of any part of a building falling within such a description, it may deem the gross internal area of the part in question to be zero.

(11) In this regulation—

“building” does not include—

- (i) a building into which people do not normally go,
- (ii) a building into which people go only intermittently for the purpose of maintaining or inspecting machinery, or
- (iii) a building for which planning permission was granted for a limited period;

“in-use building” means a building which—

- (i) is a relevant building, and
- (ii) contains a part that has been in lawful use for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development;

“new build” means that part of the chargeable development which will comprise new buildings and enlargements to existing buildings;

“relevant building” means a building which is situated on the relevant land on the day planning permission first permits the chargeable development;

“relevant charging schedules” means the charging schedules which are in effect—

- (i) at the time planning permission first permits the chargeable development, and
- (ii) in the area in which the chargeable development will be situated;

“retained part” means part of a building which will be—

- (i) on the relevant land on completion of the chargeable development (excluding new build),
- (ii) part of the chargeable development on completion, and
- (iii) chargeable at rate R.”

(1) Registered in England and Wales RC00487.

Annex 3 – How to measure Gross Internal Area

Oxford City Council will use the Royal Institution of Chartered Surveyors (RICS)'s Code of Measuring Practice to measure or check the Gross Internal Area (GIA) of a development and calculate or confirm its relevant CIL rate. The guide below is based on RICS' Code of Measuring Practice (6th edition, with amendments), the full Code of Measuring Practice is available in RICS website at <http://www.rics.org>

GIA is the area of a building measured to the internal face of the perimeter walls at each floor level.

Including:

- Areas occupied by internal walls and partitions
- Columns, piers, chimney breasts, stairwells, lift-wells, other internal projections, vertical ducts, and the like
- Atria and entrance halls, with clear height above, measured at base level only
- Internal open-sided balconies, walkways, and the like
- Structural, raked or stepped floors are property to be treated as a level floor measured horizontally
- Horizontal floors, with permanent access, below structural, raked or stepped floors
- Corridors of a permanent essential nature (e.g. fire corridors, smoke lobbies)
- Mezzanine floor areas with permanent access
- Lift rooms, plant rooms, fuel stores, tank rooms which are housed in a covered structure of a permanent nature, whether or not above the main roof level
- Service accommodation such as toilets, toilet lobbies, bathrooms, showers, changing rooms, cleaners' rooms, and the like
- Projection rooms
- Voids over stairwells and lift shafts on upper floors
- Loading bays
- Areas with a headroom of less than 1.5m*
- Pavement vaults
- Garages
- Conservatories

Excluding:

- Perimeter wall thicknesses and external projections
- External open-sided balconies, covered ways and fire escapes
- Canopies
- Voids over or under structural, raked or stepped floors
- Greenhouses, garden stores, fuel stores, and the like in residential

* GIA is the basis of measurement in England and Wales for the rating of industrial buildings, warehouses, retail warehouses, department stores, variety stores, food superstores and many specialist classes valued by reference to building cost (areas with a headroom of less than 1.5m being excluded except under stairs)

Annex 4 – Instalments policy

Community Infrastructure Levy Installments Policy

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- a) This policy is made in line with regulation 69B of the Community Infrastructure Levy (As amended). Oxford City Council will allow the payment of CIL as outlined in points 1 and 2 below:
- b) Where the chargeable amount is less than £200,000 the chargeable amount will be required within 60 days of commencement.
- c) Where the chargeable amount is between £200,000 and £2 million, the chargeable amount will be required as per the following four instalments:

1st instalment	2nd instalment	3rd instalment	4th instalment
25%	25%	25%	25%
within 60 days	within 160 days	within 260 days	within 360 days

Where the chargeable amount is over £2 million, the chargeable amount will be required as per the following four instalments:

1st instalment	2nd instalment	3rd instalment	4th instalment
25%	25%	25%	25%
within 60 days	By end of year 1	By end of year 2	By end of year 3

- d) Commencement will be taken to be the date advised by the developer in the commencement notice under CIL regulation 67.
- e) Notes:
- f) N1: When the City Council grants an outline planning permission which permits development to be implemented in phases, each phase of development is a separate chargeable development and the instalment policy will apply to each separate phase.
- g) N2: This policy will not apply if:
 - a) A commencement notice is not submitted prior to commencement of the chargeable development
 - b) Nobody has assumed liability to pay CIL in respect of the chargeable development prior to the intended day of commencement
 - c) Failure to notify the City Council of a disqualifying event before the end of 14 days beginning with the day the disqualifying event occurs
 - d) An instalment payment has not been made in full after the end of the period of 30 days beginning with the day on which the instalment payment was due.

Annex 5 – Discretionary Exceptional Circumstances Relief Policy

Community Infrastructure Levy

Discretionary Exceptional Circumstances Relief Policy

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Oxford City Council has determined to make relief for exceptional circumstances available, in accordance with Regulations 55-57 of the Community Infrastructure Levy Regulations 2010 (as amended).

This Relief is discretionary and will be introduced from 1st June 2019 until further notice.

Oxford City Council will consider each application received individually and will at its own discretion decide whether to grant relief or not. Regulation 56 allows for the withdrawal of this relief at any time.

Discretionary relief for exceptional circumstances must be claimed for and approved prior to the commencement of the chargeable development. This note is not intended to be a definitive interpretation of the legislation or CIL Regulations and applicants are advised to seek professional advice as appropriate.

Process for exceptional circumstances relief

Exceptional circumstances relief can be applied for after planning permission has been granted but before development commences. Anyone wishing to claim exceptional circumstances relief must do so by following the procedures set out in Regulation 57 of the CIL Regulations 2010 (as amended)

<https://www.legislation.gov.uk/ukdsi/2010/9780111492390/regulation/57>

In order to qualify for the relief, the following criteria must apply:

- a planning obligation has been entered into in respect of the planning permission which permits the chargeable development; and Oxford City Council considers that:
- requiring payment of the Community Infrastructure Levy charged by the Council would have an unacceptable impact on the economic viability of the chargeable development

The application must be accompanied by:

- an assessment carried out by an independent person of the cost of complying with the planning obligation mentioned in Regulation 55(3)(b);
- an assessment carried out by an independent person of the economic viability of the chargeable development;
- an explanation of why in the opinion of the claimant, payment of the chargeable amount would have an unacceptable impact on the economic viability of that development;
- an apportionment assessment where there is more than material interest in the land; and
- a declaration that the claimant has complied with paragraph 6 of Regulation 57.

As set out in the regulations an independent person is a person who is appointed by the claimant with the agreement of the charging authority; and has appropriate qualifications and experience. Subject to the requirements of the Community Infrastructure Levy Regulations

2010 (as amended), Oxford City Council will decide the amount of any relief to be granted in individual cases. The development must also commence within 12 months of any relief being granted.

For further information about making a claim for discretionary relief for exceptional circumstances please see Regulations 55 and 57 of the Community Infrastructure Levy 2010 (as amended).

The onus is on the applicant to demonstrate they qualify for this relief and appropriate evidence must be submitted with any application. It should be noted that Oxford City Council has undertaken viability assessments on various types of development to verify the level at which the CIL charges have been set, therefore, any applications received under this regulation are expected to be genuinely exceptional.

Timescales

Decisions under this policy will be subject to a cabinet decision.

The Council will notify the applicant as soon as practicable after receiving the claim for relief in writing of its decision on the claim.

A claim for relief will lapse if the development commences prior to the Council notifying the applicant of its decision.

Disqualifying events

The Council must be notified in writing within 14 days of a disqualifying event and the full chargeable amount will become payable. Failure to do so will amount in a surcharge equal to 20% of the chargeable amount or £2,500, whichever is the lesser being applied to the payable amount.

Disqualifying events (within a 7-year period from commencement) include:

- (a) Before the chargeable development is commenced—
 - (i) Charitable or social housing relief (or an exemption for self-build housing or residential annexes or extensions) is granted in respect of the chargeable development, or
 - (ii) An owner of a material interest in the relevant land makes a material disposal of that interest; or
- (b) At the end of the period of 12 months beginning with the day on which the charging authority issues its decision on the claim, the chargeable development has not been commenced.

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**AN EXAMINATION UNDER SECTION 212
OF THE PLANNING ACT 2008 (AS AMENDED)**

**REPORT ON THE DRAFT OXFORD CITY COUNCIL
COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE**

Independent Examiner (appointed by the Council): Keith Holland BA (Hons) Dip
TP MRTPI ARICS

Charging Schedule Submitted for Examination: 12 February 2025

Date of Report: 30 April 2025

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¹ Paragraph **35** of the current NPPF (December 2024).

Main Findings - Executive Summary

In this report I have concluded that the draft Oxford City Council Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area.

The Council has provided sufficient evidence that shows the proposed rate would not threaten delivery of Office and Research & Development business in Oxford.

Introduction

1. I have been appointed by Oxford City Council, the charging authority, to examine the draft Oxford Community Infrastructure Levy (CIL) Charging Schedule. I am a chartered town planner with more than 25 years' experience inspecting and examining Development Plans and CIL Charging Schedules as a Government Planning Inspector.
2. This report contains my assessment of the Charging Schedule in terms of compliance with the requirements in Part 11 of the Planning Act 2008 as amended ('the Act') and the Community Infrastructure Regulations 2010 as amended ('the Regulations').² Section 212(4) of the Act terms these collectively as the "drafting requirements". I have also had regard to the National Planning Policy Framework (NPPF) and the CIL section of the Planning Practice Guidance (PPG).³
3. To comply with the relevant legislation, the submitted Charging Schedule must strike what appears to the charging authority to be an appropriate balance between helping to fund necessary new infrastructure and the potential effects on the economic viability of development across the district. The PPG states⁴ that the examiner should establish that:
 - the charging authority has complied with the legislative requirements set out in the Act and the Regulations;
 - the draft charging schedule is supported by background documents containing appropriate available evidence;

² The Regulations have been updated through numerous statutory instruments since 2010, most notably through the Community Infrastructure Levy (Amendment) (England)(No. 2) Regulations 2019.

³ The CIL section of the PPG was substantially updated on 1 September 2019, and most recently updated 26 April 2024. At the time of completion of the examination, no further updates have been made to the CIL section of the PPG following publication of the December 2024 NPPF. For example, in relation to Development contributions, the paragraph referenced in the current PPG as 34 is now paragraph **35** (albeit the text remains unchanged).

⁴ See PPG Reference ID: 25-040-20190901.

- the charging authority has undertaken an appropriate level of consultation;
 - the proposed rate or rates are informed by, and consistent with, the evidence on viability across the charging authority's area; and
 - evidence has been provided that shows the proposed rate or rates would not undermine the deliverability of the plan (see NPPF paragraph 34⁵).
4. The basis for the examination, on which a hearing session was held 31 March 2025, is the submitted schedule of 12 February 2025.⁶
 5. There is an existing CIL in place for Oxford, originally set in 2013.⁷ In late 2023 the Council consulted on a partial review to the existing CIL. The consultation noted that the main CIL conclusion reached in a viability assessment undertaken in relation to the emerging Local Plan was that most use classes would not be able to absorb an increased CIL in the light of the proposed Local Plan policies. For this reason, the review was a partial one with the modifications originally limited to changes proposed for three of the existing rates. The three were Class E (g) Office and R&D, Class B2 General industrial and Class B Storage or distribution. The proposed new rate for all three was £168.74 per square metre (sq.m) taking into account indexation of CIL rates in 2024.⁸ Taking indexation into account, the existing rate is £33.74 per sq.m. In 2024 further viability work was undertaken resulting in a change to the proposals. The current proposals are now to retain the existing rate for general industrial and storage or distribution at £33.74 per sq.m but to increase the rate for offices and R&D development to £168.74 per sq.m as per the 2023/2024 partial review consultation.
 6. As the only rates that are being proposed for revision in this partial review are those relating to office and R&D developments, this examination and report deals solely with the office and R&D CIL rate.
 7. Between 10 November 2023 and 5 January 2024 a consultation exercise was conducted on a partial review of the Oxford City CIL. This exercise produced 19 representations. As a consequence of the responses a Statement of Modifications was produced. The modification statement was published for consultation between 12 February 2025 and 12 March 2025. All parties who

⁵ Paragraph **35** of the current NPPF (December 2024).

⁶ Oxford City Council initially submitted the CIL Charging Schedule to the Planning Inspectorate on 27 June 2024. However, in the absence of the appointment of an Inspector, the same schedule and supporting documentation was submitted to independent examiner Keith Holland (of Intelligent Plans and examinations) on 12 February 2025.

⁷ View at: <https://www.oxford.gov.uk/community-infrastructure-levy/community-infrastructure-levy-oxford>

⁸ The rate will increase again with 2025 indexation when the CIL is adopted.

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responded to the November 2023 – January 2024 consultation were notified of the modification statement consultation; 1 response was received.⁹

Has the charging authority complied with the legislative requirements set out in the Act and the Regulations, including undertaking an appropriate level of consultation?

8. The Charging Schedule complies with the Act and the Regulations, including in respect of the statutory processes and public consultation, consistency with the adopted Local Plan and the Infrastructure Delivery Plan, and is supported by an adequate financial appraisal. I also consider it compliant with the national policy and guidance contained in the NPPF and PPG respectively.

Is the draft charging schedule supported by background documents containing appropriate available evidence?

Infrastructure Planning Evidence

9. The existing Oxford Local Plan 2016 – 2036 is scheduled to be updated. Evidence relating to infrastructure and the funding required was prepared for the updating of the Local Plan. The updated Local Plan was submitted to the Secretary of State for examination but has now been withdrawn for reasons relating to housing and the duty to co-operate. For the purposes of the updated Local Plan examination, as at October 2023, the Council estimated that there is an infrastructure funding gap of over £950,000,000. Assuming a CIL of £168.74 per sq.m for office and R&D development and based on information regarding anticipated developments as outlined in the emerging Local Plan, the Council expects office development to generate approaching £13,000,000 and R&D development to generate nearly £23,000,000. There is no challenge to the scale of the infrastructure gap or the clear need for a CIL in Oxford. The proposed increased charges are expected to make a limited but important contribution to filling the large infrastructure funding gap.

Economic Viability Evidence

10. The Council commissioned BNP Paribas to undertake a Local Plan viability assessment (VA). Included in this work was consideration of the need and scope for alternative CIL rates. BNP Paribas produced their VA in July 2023. In the light of concerns raised in the consultation process that the testing of office and R&D developments in the VA was not site-specific enough, further evidence was sought. In April 2024 BNP Paribas provided an Addendum Note (AN) dealing with the CIL rate options for office/R&D developments.

⁹ All relevant consultation, submission and examination documentation may be viewed at: <https://www.oxford.gov.uk/community-infrastructure-levy/cil-partial-review-examination-library>

The further testing involved 18 sites some in the City Centre and others outside the centre. Most of the sites tested had been subject to planning applications, ten of which had been approved. Part of the justification of the AN was that rents had changed, particularly for R&D schemes. The material changes from the 2023 VA were an increase in office rents per sq.m from £340 - £565 to £540 - £590, an investment yield of 5.75% city wide (as opposed to 6.00% outside the City Centre) and increased construction costs from £3,123 to £3,279 per sq.m.

11. The VA followed the conventional approach of examining the viability of development typologies. For the purposes of the VA, the typologies relevant to this partial review involved floorspace of 2,500 and 5,000 square metres. The rents assumed were based on lettings of similar floorspace in the City between November 2019 and November 2022. For both typologies a rent-free period of 12 months was assumed.
12. For base build costs Building Cost Information Service (BCIS) figures were used with upper quartile figures applied in the City Centre to take account of the nature of the City Centre environment. An additional 10% allowance was provided for external works including car parking spaces. Additional costs relating to zero carbon and BREEAM were also taken into account. A comprehensive range of other development costs such as s106 contributions, development finance and professional fees were added to the base costs. The assumptions made in relation to these costs follow well established practice. For commercial development, the VA assumes a profit level of 15% of Gross Development Value (GDV). This level of profit is frequently assumed in viability work.
13. For benchmark land values BNP Paribas point out that existing use values are relevant. For the land to come forward for development, viability studies logically assume a premium above existing use value. The range of benchmark figures identified by BNP Paribas in Oxford is extremely wide, ranging from £370,000 to £7,630,000 per gross hectare. The lower benchmark relates to large, predominantly greenfield or vacant urban land while the higher figures are based on secondary office/retail buildings that are reaching the end of their economic life. The VA provides full details of how land in office/retail and industrial use has been valued using relevant rents, yields and assumptions. For cleared sites, undeveloped land and agricultural land the VA uses a multiple of fifteen times agricultural value. The resulting benchmarks per gross hectare are £7.63 million for secondary office land; £4.21 million for secondary retail land; £1.61 million for secondary industrial land; and £0.37 million for greenfield/open land.
14. The draft Charging Schedule is supported by detailed evidence of community infrastructure needs. On this basis, the evidence which has been used to inform the Charging Schedule is robust, proportionate and appropriate.

Are the proposed rates informed by and consistent with the evidence on viability across the charging authority's area?

Commercial Rate

15. The AN produced by BNP Paribas provides a much more comprehensive and up-to date view of potential CIL rates for office/R&D development than did the VA. The AN records recent evidence of office/R&D rents. The up-dated evidence shows that rents outside the City Centre are closely comparable to rents in the City Centre. January 2024 evidence from Bidwells shows rising rents for office and office/laboratory space with levels for prime fitted R&D space over £75 per square foot (sq.ft) and prime office space at £60per sq.ft. There are similar figures from August 2023 from Savills.
16. Potential CIL headroom for offices and R&D development is calculated by BNP Paribas in the AN based on rents of £55per sq.ft and £50 per sq.ft. Eighteen sites of various sorts in varied locations with a wide range of benchmark land values are included. All of the sites, bar one, show that there is a considerable amount of headroom. In a high proportion of cases with rents at £55per sq.ft the headroom either exceeds or is close to £2000per sq.m. With the lower rent of £50per sq.ft the majority of the sites show headroom of around £1500per sq.m or more.
17. BNP Paribas has also tested office development using secondary office market rent levels of about £45per sq.ft. This is broadly the rent level for new secondary offices. At this rent level most of the tested schemes could readily accommodate a CIL of £168.74 per sq.m. The viability of office development does not become challenging until rental levels fall to just over £31 per sq.ft. This level of rent is likely to be relevant to existing office rather than new office development.
18. It is important to note that the headroom identified needs to fund both CIL and any Cowley Branch Line contributions that may be sought. A viability buffer will also need to be provided. Although the proposed CIL rate of £168.74 per sq.m is considerably higher than the current indexed rate £33.74 per sq.m the evidence is that across all sites tested at both rental levels the average surplus is over £1100 per sq.m. The Cowley Branch Line is an aspiration that I understand is built into relevant s106 agreements at a rate of £36 per sq.m.

Has evidence been provided that shows the proposed rate or rates would not undermine the deliverability of the plan (see National Planning Policy Framework paragraph 34¹⁰)?

19. The Council's decision to is based on a comprehensive set of assumptions about development values and likely costs.

¹⁰ Paragraph 35 of the current NPPF (December 2024).

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20. The existing agricultural use value and the premium multiplier have been challenged as have the assumptions about development costs, developers profit, infrastructure costs and the allowance for external works. There have also been challenges to the transparency of the VA evidence and the timing of the introduction of a revised CIL rate. The scale of the increase in the proposed CIL rate is raised by several as an issue of major concern.
21. The contentions about transparency and timing are not accepted. In relation to transparency the national Planning Policy Guidance requires a broad area-based approach using appropriate available evidence. BNP Paribas in the VA sets out a comprehensive range of assumptions used in the assessment. Rents and yields used are dealt with. In terms of costs build the base costs are explained and a range of additional costs including zero carbon and BREEAM, accessibility standards, biodiversity net gain and s106 costs are detailed. The way exceptional costs are dealt with is set out as are the assumptions about developers profit. BNP Paribas use an approach to explain how they have reached their viability conclusions that has been tried and found acceptable in a number of CIL examinations. A lack of transparency criticism could be directed at the initial VA as it only tested two offices/R&D typologies and did not undertake any site-specific testing. The AN corrects this by testing 19 sites.
22. As regards the timing of the partial review, no point would be served in delaying the partial review until the emerging Local Plan has been adopted. The emerging Local Plan was withdrawn from examination because of a concern from the examining Inspectors about the delivery of housing and the duty to co-operate. In relation to non-residential development, the broad thrust of the emerging Local Plan is unlikely to be radically revised, not least because the Council is anxious to have an up-to-date Local Plan in place as soon as possible. Given this situation and the current evidence about rental levels for offices and R&D development, it is sensible for the Council to review the CIL rate for these types of development at this stage in the interests of getting an appropriate level of funding for much needed infrastructure.
23. A comparison is drawn in one representation to other rates in the South East, notably those in the Oxford Cambridge Arc. The comparison with Cambridge is, in practice, pointless as Cambridge does not operate a CIL policy and makes arrangements for the delivery of infrastructure on an entirely different basis. The comparison drawn with a number of other authorities in the Oxford Cambridge Arc that do operate a CIL is also unhelpful. There is no point in quoting local authorities that have completely different economic characteristics and drivers compared to Oxford.
24. As regards benchmark land values, it is appropriate for the viability testing to be based on broad evidence rather than on evidence from a limited number of property transactions. This is because the aspirations and requirements of both buyers and sellers can be very varied. A transaction may for example reflect an urgent need on the part of the purchaser to acquire land. On the other hand, it could reflect a need for the vendor to raise capital. These

considerations are relevant to the premium applied to establish benchmark values. This is why it is sensible to apply a mid-point premium to broad agricultural land values when considering benchmark values on greenfield sites.

25. On developers profit, the figure used in the VA reflects a standard approach. There is no convincing evidence of additional risk factors in Oxford that might justify a higher profit margin. The Council regards the market for office/R&D in the City as healthy and this view is supported by the number of large proposals that are under way, have planning permission or are currently subject to planning applications.
26. Some challenge the finance cost assumption and say that, in the current market, the figure should be between 8 and 10%. I accept BNP Paribas's point that small developers, particularly residential developers, may sometimes have to pay 8% or more but that developers who are likely to build substantial office/R&D schemes can usually obtain finance at or close to a long-term figure of 6.5%.
27. Regarding build costs, BNP Paribas use higher quartile BCIS figures. The use of this source of information is common in viability work and in line with the advice in the PPG. In viability work, it is not unusual to see lower quartile figures used on the grounds that larger developments can achieve economies of scale. Using higher quartile figures reflects the expected quality of office/R&D proposals in Oxford. There is a challenge by Savills to the build cost figures on the basis of a laboratory/life sciences development that had a build cost, at £427 per sq.ft., which is much higher than the BCIS figure. This argument is countered by BNP Paribas who point out that a 2024 Carter Jonas "Life Sciences Research Report" quotes rental levels of over £100 per sq.ft whereas the BNP Paribas work is based on a cautious £50 - £55 per sq.ft. BNP Paribas have re-run their appraisals for seven of the schemes tested using Savills Lab-enable Space costs of £427 with rents at £78.50 per square foot and a yield of 4.75%. The yield figure is based on Bidwells Databook – Oxford Offices and Labs February 2025. The results show that the proposed CIL rate would amount to less than 10% of the identified CIL headroom in the worst case. BNP Paribas dispute several of the assumptions used by Savills, in particular sustainability costs and the lettable area figures. As BNP Paribas point out, even if Savills' assumptions are accepted, in six out of seven cases the surpluses generated far exceed the proposed CIL rate.
28. In relation to the increase in the rate, the argument advanced is that the 500% increase represents too great a jump and is therefore a threat to the delivery of the Council's policies. The fact that the proposed rate is significantly higher than the existing rate is not in itself a reason for rejecting the proposed CIL. The critical considerations are current values and the viability of development at the present time.
29. I do not believe that there is any convincing evidence that the proposed rate would threaten the delivery of office/R&D development in the City. Even based on conservative rent figures the BNP Paribas evidence shows that the

surplus available to fund CIL and the Cowley Branch Line is very substantial. A very large viability buffer would be available at the proposed CIL rate. Furthermore Oxford operate an exceptional circumstances relief policy that can be used in circumstances where viability evidence provides a justification for not applying the standard CIL rate.

30. The proposed CIL rate represents at most 2.6% of development costs and it is unreasonable to argue that this level of increase is likely to be a decisive consideration in an area such as Oxford where the office/R&D market is strong.
31. There are representations that challenge the Charitable CIL relief. Charitable relief is mandatory and not a matter for consideration in this report.
32. In setting the CIL charging rate the Council has had regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in Oxford. The Council has set a commendable simple rate that is realistic in terms of achieving a reasonable level of income to address an acknowledged gap in infrastructure funding, while ensuring that office/R&D development remains viable across the City.
33. I consider the viability assessment to be robust and conclude that the rate proposed would not threaten delivery of office/R&D development in Oxford. The proposed rates are justified, therefore.

Overall Conclusion

34. I conclude that the partial review of the draft Oxford City Community Infrastructure Levy Charging Schedule, satisfies the drafting requirements and I therefore recommend that the draft Charging Schedule be approved.

Keith Holland

Keith Holland BA (Hons) Dip TP MRTPI ARICS
Examiner

To: Council

Date: 14 July 2025

Report of: Director of Law, Governance and Strategy (Monitoring Officer)

Title of Report: Appointment of Independent Persons

Summary and recommendations	
Decision being taken:	This report asks Council to authorise the Monitoring Officer to re-appoint Chris Ballinger and Andrew Mills-Hicks and to appoint Eric Feltin, Lois Lezmore, Ala Soualhi and Dr. Bushra Almunir Yousef as the Council's Independent Persons for a five-year term, until 2030.
Key decision:	No
Committee Chair Member:	Councillor Susanna Pressel, Chair of the Standards Committee
Corporate Priority:	None
Policy Framework:	None

Recommendation(s): That Council resolves to:
1. Authorise the Monitoring Officer to re-appoint Chris Ballinger and Andrew Mills-Hicks and to appoint Eric Feltin, Lois Lezmore, Ala Soualhi and Dr. Bushra Almunir Yousef as the Council's Independent Persons for a five-year term.

Information Exempt From Publication	
N/A	N/A

Appendix No.	Appendix Title	Exempt from Publication
N/A	N/A	N/A

Introduction and background

1. The Localism Act 2011 ("The Act") (Section 28, subsections (7) and (8)) requires the Council to appoint one or more Independent Persons.

2. The Local Authorities (Standing Orders) (England)(Amendment) Regulations 2015 (“The Regulations”) require the Council to invite relevant Independent Persons to a Panel (being a committee appointed by the authority under section 102(4) of the Local Government Act 1972) for the purposes of advising the authority on matters relating to dismissal of relevant officers of the authority(the chief executive, the chief finance officer and the monitoring officer).
3. At its meeting on 25 November 2019, the Council appointed Chris Ballinger, Osama Raja, Jill McCleery and Andrew Mills-Hicks as the Council’s Independent Persons for five years. Their contracts were extended at full Council on 25 November 2024 for a further four months and again at full Council on 24 March 2025 for an additional four months.
4. Since their appointment, the current Independent Persons have carried out their roles diligently and dealt with complaints about members accused of breaching the Code of Conduct as required. The Monitoring Officer and Standards Committee would like to thank the previous Independent Persons for their work over the past six years.

Recruitment of Independent Persons 2025

5. There is no prescribed time limit on the terms of office of independent persons, and these are therefore within the discretion of the Council. At its meeting on 11 September 2018, the Standards Committee agreed to note and approve the Monitoring Officer’s proposed arrangements for the appointment of independent persons in 2019. These arrangements continued for the recruitment in 2025 following approval at the Standards Committee in November 2024, with Councillors Lizzy Diggins and Hosnieh Djafari-Marbini requesting to form the panel alongside Emma Jackman, the Director of Law, Governance and Strategy and Monitoring Officer.
6. The Monitoring Officer commenced a formal recruitment exercise for the appointment of Independent Persons based on the following principles:
 - i. The recruitment exercise to include advertisement, application and interview (as required by “the Act”)
 - ii. The interview panel to consist of the Monitoring Officer, Chair of the Standards Committee and one opposition member from the Standards Committee
 - iii. The term of appointment to be for 5 years from the date of appointment
 - iv. The Independent Person “job description” to be approved by the Monitoring Officer to be expanded to include considering evidence and advising Council on the course of action for the Disciplinary Committee to follow whenever there is the prospect of dismissal of a statutory officer
 - v. The statutory restrictions on eligibility shall apply¹

¹ A person cannot be appointed as an Independent Person if they are, or have been, at any time in the preceding five years:

a) A member, co-opted member or officer of Oxford City Council; or

- vi. Any application from an existing Independent Person to be considered on its merits
 - vii. The appointments to be confirmed at Full Council with a positive vote by a majority of councillors (as required by “the Act”)
7. The advert for the recruitment of the Independent Persons was published on the Council’s website in late February 2025. The interview dates were scheduled as and when required once the applications were received.
 8. Following consultation with the interview panel, Councillors Lizzy Diggins and Hosnieh Djafari-Marbini, the two previously appointed Independent Persons, Chris Ballinger and Andrew Mills-Hicks, were recommended to be re-appointed following the submission of their application. The Panel thanked both Independent Persons for their ongoing work in supporting the Standards Process.
 9. Four applications were received before the end of May 2025 and all four candidates were interviewed in June 2025. Due to scheduling issues and to ensure the candidates, if successful, were appointed at full Council in July 2025, the panel was subsequently formed between Councillors Susanna Pressel, Lizzy Diggins and Judith Harley, alongside the Monitoring Officer, following agreement by the committee.
 10. Following agreement with the panel, all candidates, Eric Feltin, Lois Lezmore, Ala Soualhi and Dr. Bushra Almunir Yousef, were recommended to full Council to be appointed as the Council’s Independent Persons.

Alternative Options Considered

11. To not recommend to Council to appoint the Independent Persons. However, this would not be appropriate as it would place the Council in breach of its statutory duty under “the Act”.
12. Council could also not follow the recommendations of the Standards Committee and not appoint all the candidates. This would also not be appropriate as while there is no limit of how many Independent Persons the Council should appoint, a robust Standards Process should include multiple independent persons that Monitoring Officer can call upon to determine applications.

Financial implications

13. The recruitment of Independent Persons in 2025 carries a modest financial burden which will be accommodated in the 2024/25 Member Support budget. The Council does not pay post holders.

Legal issues

14. The Council is required by “the Act” to appoint at least one Independent Person.

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- b) A member, co-opted member or officer of one of the four parish councils (Blackbird Leys, Littlemore, Old Marston and Risinghurst & Sandhills Parish Councils); or
 - c) A relative or close friend of such persons

15. The Code of Conduct and arrangements for dealing with complaints require the input of an Independent Person on complaints submitted to the Monitoring Officer.
16. The Council has a legal obligation to make resources available to the Monitoring Officer for the purposes of their role.

Level of Risk

17. Failing to appoint an Independent Person would place the Council in breach of its statutory duty under “the Act” and prevent the Monitoring Officer from dealing with complaints in accordance with the Council’s code of conduct complaints procedure. In addition in the event of there being a need to consider dismissal of a relevant officer and the Council not having appointed at least two Independent Persons the Council would be required to approach another local authority to seek to invite their appointed Independent Persons to form part of a Panel in accordance with Regulation 6 paragraph 5 of “the Regulations”.

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Background Papers: None

To: Council

Date: 14 July 2025

Report of: Director of Law, Governance and Strategy (Monitoring Officer)

Title of Report: Urgent Key Decisions Since March 2025

Summary and recommendations	
Decision being taken:	To update Council on key decisions taken in cases of special urgency since 24 March 2025.
Key decision:	No
Cabinet Member:	Councillor Susan Brown, Leader and Cabinet Member for Partnership Working and Inclusive Economic Growth
Corporate Priority:	A Well Run Council.
Policy Framework:	None.

Recommendation(s): That Council resolves to:
1. Note the urgent key decisions taken in cases of special urgency as set out in the report.

Information Exempt From Publication	
N/A	N/A

Appendix No.	Appendix Title	Exempt from Publication
N/A	N/A	N/A

Introduction and background

1. The Leader of the Council is required by regulations to report to Council at least annually on executive decisions taken under special urgency procedures. Special urgency rules apply to key decisions that have not been notified on the Forward Plan for at least 5 clear days. Such decisions can only be taken where the Chair of the Scrutiny Committee (or if there is no chair, the Lord Mayor) agrees that the making of the decision is urgent and cannot reasonably be deferred. This report updates Council on executive decisions taken in cases of special urgency since 24 March 2025.

Local Government Reorganisation – Interim Response to Government

2. This decision, taken by Cabinet at their meeting on 19 March 2025, was to submit Oxford City Council's response to the Government's Local Government Reorganisation. The deadline was 20 March 2025, and had to coincide with other responses from local authorities in Oxfordshire.
3. As this was a response to a consultation, the decision was not considered Key, however as per section 17.1 of the Constitution, all resolutions by Cabinet are subject to a call-in period.
4. The Chair of the Scrutiny Committee was consulted to remove the call-in period under section 17.9 of the Constitution, due to the deadline to submit the response to Government.
5. Alternative Options Considered – to keep the call-in period, which was concluded after the deadline for submission to Government. This is not considered appropriate because Oxford City Council wouldn't have submitted their proposal for a City Unitary Authority.

OxWed LLP Funding Arrangements

6. The decision, taken on 27 March 2025, the Group Finance Director to agree a follow-on loan agreement for existing and future loans to OxWed LLP.
7. The Chair of the Scrutiny Committee was consulted to remove the call-in period under section 17.9 of the Constitution.
8. Oxwed LLP is a partnership between Oxford City Council and Nuffield College Developments 1 Limited.
9. The partnership's purpose is to facilitate the development of land held by the partnership in the Oxpens area of the City.
10. There is an existing loan agreement in place which terminates on 31st March 2025. It is therefore necessary to agree a new loan agreement in order to allow Oxwed LLP to continue with the development proposals.
11. The background to and key terms of the agreement were agreed by Cabinet on 5 February 2025. This decision is therefore to agree to a loan agreement in accordance with those terms.
12. This decision did not result in any additional financial commitment beyond that already agreed by Cabinet and Council in providing loans to Oxwed LLP. Any additional loans beyond those already agreed would only be provided in line with separate Cabinet and Council approval.
13. Risks relating to this report are risks facing the development itself which may impact on the returns obtained from the development. The agreement terms allow for the loans and interest arising therefrom to be secured on the land held by the LLP. The land value is higher than the value of current and anticipated loans and interest debt and therefore risk of development failure is mitigated.
14. Reasons for decision – the existing loan agreement ends on 31 March 2025 and a replacement loan agreement is required.
15. Alternative Options Considered - since the Oxwed LLP still requires loans to progress the development, the only other option would be to require the LLP to seek loans from elsewhere. This is not considered appropriate because this would result

in interest being paid to parties other than the Partners, thus resulting in a lower overall return to the Council.

16. Additionally, if a third-party lender were to be involved this would dilute the control that the partners of the LLP currently have over shaping the development.

To sell the freehold title of 64-65 Cornmarket Street

17. The decision, taken on 2 May 2025 was to sell the freehold title of 64-65 Cornmarket Street.
18. The Chair of the Scrutiny Committee was consulted to remove the call-in period under section 17.9 of the Constitution.
19. Oxford City Council owned the freehold of 64-65 Cornmarket Street, currently leased to HSBC on a 5-year lease expiring September 2025, with a renewal in progress for another 5 years. The freehold is not held in its entirety by the Council and is instead split with another freeholder.
20. An options analysis was previously carried out at the end of last year in the lead up to the expiry of the lease to HSBC to understand best future use for the property. Due to the complicated nature of the split freehold, the substantial upper parts and the fact the property is listed, there was very limited potential for any regeneration or change of use of the building if HSBC were to vacate after the expiry in 2030, which is likely as we are aware they are seeking alternative premises. This is due to the capital expenditure required to convert the property into any alternative use being too high for the rental income the Council would receive, as well as the awkward nature of the freehold split likely to deter interest from parties.
21. The new freeholder of the other portion of the property had put forward an offer to purchase the Council's freehold interest. Due to the outcome of the options analysis, we are recommending the Council accepts the offer and proceeds with the transfer of freehold title.
22. Reasons for decision – the decision provides the Council with a capital receipt for a property that would otherwise have restricted options in the future.
23. The reason this was taken as an urgent decision was due to the tight timescales for completion of the sale within 30 days, which, if not progressed, would leave the Council with a potential problematic property to manage in the future, with the possibility of high void costs and maintenance liabilities.
24. Alternative Options Considered – The alternative option is to not proceed with the sale. It is believed that an offer of this level would not be forthcoming from another purchaser due to the nature of the purchaser being a neighbouring freeholder and viewed as a "special purchaser".

Financial implications

25. There are no financial issues arising directly from this report.
26. Financial implications for each of the Urgent Key Decisions have been outlined above, and the Group Finance Director (Section 151 Officer) was consulted before each decision was taken.

Legal issues

27. Regulation 19 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the executive Leader submits a report to the authority at least annually on executive decisions taken in cases of special urgency (Regulation 11), including the particulars of each decision.
28. Legal issues for each of the Urgent Key Decisions have been outlined above, and the Director of Law, Governance and Strategy (Monitoring Officer) was consulted before each decision was taken.

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Background Papers:	
1	Agenda for Cabinet on Wednesday 19 March 2025, 6.00 pm Oxford City Council
2	Decision - Oxwed LLP Funding Arrangements Oxford City Council
3	Decision - To sell the freehold title of 64-65 Cornmarket Street Oxford City Council

To: Council

Date: 14 July 2025

Report of: Director of Law, Governance and Strategy (Monitoring Officer)

Title of Report: Updates to Constitution – July 2025

Summary and recommendations	
Decision being taken:	To seek approval to the updated Committee procedures in the relevant sections of the Constitution and further amendments to the Constitution.
Key decision:	No
Cabinet Member:	Councillor Susan Brown, Leader and Cabinet Member for Partnership Working and Inclusive Economic Growth
Corporate Priority:	A Well Run Council.
Policy Framework:	None.

Recommendation(s): That Council resolves to:
<ol style="list-style-type: none"> Approve the updates to the Constitution, as listed in Appendix 1; Delegate authority to the Monitoring Officer to make any other consequential amendments to the Constitution to reflect the changes in appendix 1 to the extent that they have not been identified in the above, provided such changes are purely required as a direct consequence

Information Exempt From Publication	
N/A	N/A

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	List of proposed amendments to the Constitution	No

Introduction and background

1. The Constitution forms a key part of the Council's governance framework, setting rules, principles and procedures to enable the Council to take decisions and do its work effectively.
2. The Constitution is reviewed annually to ensure that it continues to properly reflect the law and meet the needs of the Council. This is both a tidying up exercise and an opportunity to respond to governance changes and issues that have arisen since the previous review. There will be a further review of the specific operational parts in due course, including the Financial Rules, rules concerning property transactions and other embedded policies and procedures. Due to the size of the constitution, it has needed to be done by this iterative approach.
3. A Cross-Party Constitution Review Working Group ("the Group") was formed, as per section 2.4 of the Constitution to consider suggestions from officers and elected members and shape the proposals before consideration by Full Council. The Group membership included: Councillors Nigel Chapman, Laurence Fouweather, David Henwood, Anna Railton, Lois Muddiman, Chris Smowton, Alex Powell and Louise Upton with amendments submitted by members and officers.

Proposed Amendments

4. The list of 60 proposed amendments resulting from the Constitution Review are attached at Appendix 1.
5. The proposed amendments were initially considered and debated in turn by the Group and in the latter stages of the review process the proposals were taken as read and only debated by exception. Following debate, some proposals were amended by officers to reflect member input and subsequently circulated to the Group for agreement.
6. Since the Constitution Review is in part a tidying up exercise there was a high degree of consensus on most proposals considered by the Group. A small number of proposals required amendment following member input.
7. In April 2025, all amendments were shared with the Constitution Review Group for further comments ahead of final sign-off. Further amendments outside of the Committee Procedures were put to the group in June for approval.
8. Further amendments could be made to part 4 (Who carries out executive responsibilities), following confirmation with the Leader of the Council, and will be published as an addendum to the report as part of the briefing note.

Changes to Key Decisions and Contract Rules

9. The definition of a Key Decision has been updated in Part 15, following the change approved at full Council in November 2024. Acquiring or disposing of freeholds has been increased to £750,000 in the context of the medium-term financial strategy except for disposals pursuant to right to buy legislation
10. There has been a slight amendment to the contract rules in Part 19, with exemptions and waivers for procurement, to provide clarity to Officers on ensuring there is substantial evidence for value of money to keep with the current supplier.

Committee Procedure Amendments

11. Most of the amendments were around standardising the processes for committee where the Council has the overall authority. This included setting time limits for committees, rules around public speakers for committees and aligning the procedural items for agendas, such as the approval of minutes across all formal meetings held.
12. The amendments to full Council (part 11) included further guidance and revised deadlines for Motions on Notice and amendments (11.18), Questions on Notice (11.11) and to Public Addresses. Guidance for Questions from the Public was amalgamated into Addresses from the Public. Further guidance was given for how Council would deal with petitions (11.15) and there was also provision for urgent business to include on the agenda and to meet current legislation (11.27).
13. The amendments to Cabinet procedures (part 12) included clearer guidance for addresses relating to business of the meeting from members of the public (12.10) and Councillors (12.11) along with guidance for Councillors speaking on neighbourhood items (12.12). The provision for special meetings with shorter agendas was also included.
14. The amendments for the Scrutiny Committee (part 13) included clearer guidance for public addresses and the provision for the committee to ask questions to public addresses (13.16), inclusion of Councillors addressing the Scrutiny Committee (13.17), the inclusion of a standing item to approve the recommendations from the Committee's Working Groups (13.15) and procedure for how the committee would review call-ins of Cabinet and Key Decisions (13.18).
15. There was also an amalgamation of the Operating Principles, approved by the Committee on 10 June 2025, into the Constitution, which included additional guidance for sections 13.2 (Membership of the Scrutiny Committee – Substitutes), 13.3 (Co-opted members of the Scrutiny Committee) and 13.7 (Programme of Work), in addition to a new section at 13.19 for the Standing Working Groups and Review Groups.
16. The amendments for other committees (part 14) included cancelling and rescheduling meetings in exceptional circumstances, inclusion of a four-hour time limit for all meetings (14.6), consistent public speaking guidance and provision for Councillors to speak across all committees (14.8), and a review of all committee agendas (14.11 Planning Committee, 14.12 Licensing Committee, 14.13 Audit and Governance Committee, 14.14 Standards Committee and 14.15 Appointments Committee). There is also a meeting procedure created for the Licensing Sub-Committees.
17. Call-in Procedures (part 17) were also reviewed including the removal of call-in starting from when the draft minutes were published, instead when the record of decision was published within 48 hours of the meeting taken place.
18. A criterion for call-in for executive decisions (17.8) was also drafted to allow the Director of Law, Governance and Strategy, in consultation with the Chair of the Scrutiny Committee, to determine the validity of the call-in. A new online template will also be produced to coincide with this criterion being enforced and will be located on the Members' Intranet page.

Monitoring Officer's use of delegated authority

19. Part 2.5 of the Constitution provides that the Monitoring Officer can amend the Constitution if it is to put right clerical mistakes or to make it follow the law. The

Monitoring Officer has used their delegated authority to make any changes necessary to ensure the Constitution continues to reflect the law, revise job titles and to correct clerical mistakes and inconsistencies.

Alternative Options Considered

20. Council could consider to not implemented the amendments set out in Appendix 1, however this would be considered to not be appropriate. Many of the changes proposed were received following feedback from Members.

Financial implications

21. There are no financial implications arising from the recommendations contained in this report.

Legal issues

22. A local authority is under a duty to prepare and keep up to date its Constitution under section 9P of the Local Government Act 2000 as amended. The Constitution must contain:
- the Council's standing orders/procedure rules;
 - the Council's members' code of conduct;
 - such information as the Secretary of State may direct; and
 - such other information (if any) as the authority considers appropriate.
23. A Constitution Direction was issued by the Secretary of State in December 2000 that required around 80 matters to be included within constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of the rights of inhabitants of the area, amongst other things.
24. As set out in paragraph 18 the Monitoring Officer has delegated authority to make any amendments necessary to ensure the Constitution continues to reflect the law.
25. There are no other legal issues arising from the recommendations contained in this report.

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Background Papers:

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|---|--|
| 1 | Section 9P Local Government Act 2000 |
| 2 | Report to Council Constitutional Amendments Nov 24 - FINAL.pdf |

Appendix 1 – List of Proposed Amendments to the Constitution

Part 4 Who carries out executive responsibilities?

Paragraph	Current	Change	Reason
4.6 Delegation to single Cabinet Members	<p>The Leader may delegate executive responsibilities to a single Cabinet Member with or without consultation with officers or other Cabinet Members.</p> <p>Cabinet Members do not have to use the delegated powers: they can ask the Leader to decide. The delegation can also be withdrawn by the Leader.</p> <p>Any decisions delegated to a single Cabinet Member shall only be taken having regard to a written report submitted to them by the relevant officer within the senior management structure including any advice from the Group Finance Director and the Director of Law, Governance and Strategy. The officer report will be published 5 clear working days before the decision is confirmed by the Cabinet Member.</p>	<p>The Leader may delegate executive responsibilities to a single Cabinet Member with or without consultation with officers or other Cabinet Members.</p> <p>Cabinet Members do not have to use the delegated powers: they can ask the Leader to decide. The delegation can also be withdrawn by the Leader.</p> <p>Any decisions delegated to a single Cabinet Member shall only be taken having regard to a written report submitted to them by the relevant officer within the senior management structure including any advice from the Group Finance Director and the Director of Law, Governance and Strategy.</p>	<p>There is no formal requirement to produce a full report and publish ahead of Single Member Decision being taken, the new delegated decision template contains the relevant information, akin to a full report, compared to what was used previously.</p>

Part 5 Who carries out Council responsibilities?

Paragraph	Current	Change	Reason
5.16 Other Council responsibilities 38	N/A – new addition to table	Senior Information Risk Owner Local Government Transparency Code 2015 Deputy Chief Executive – City and Citizen Services	To have ownership of the Senior Information Risk Owner within the Corporate Leadership structure

Part 7 Roles of decision taking committees

Paragraph	Current	Change	Reason
7.8 (f) Appointments Committee	To receive a report from the Chief Executive within six months of any change to the senior management arrangements being implemented by the Chief Executive. This report should include the number of officers that have been authorised to carry out work for another local authority, if such authorisations have been made (Part 9.3(g)).	Removed	To reduce the requirement a scheduled meeting for the Chief Executive to provide an update when there have been no changes to the Senior Management Structure. A meeting can subsequently be called at any time with agreement with the Chair of the Committee and Director of Law, Governance and Strategy

Part 11 Council Procedures

Paragraph	Current	Change	Reason
11.2 Civic Office Holder and appointment	That the officer holder nominee will be based on longest serving and,	Nominated Councillors must have served at least one full 4-year term	This is problematic in recent years when coupled with

	<p>where there are two with the longest serving, alphabetically. Further that someone who has held office previously may not be nominated. Should there be two or more councillors with the same length of service the Leader will make offers in alphabetical order using last names.</p> <p>The results of this process will be announced by the Leader at the February Council meeting or one as close to this as possible. In City Council election years the outcome will be checked before the Annual Council meeting and should any of the councillors selected no longer be members of Council the Leader will offer the nomination again based on the process already described above.</p>	<p>as a Councillor. If no suitable Councillor accepts the nomination, a member who has previously served as Lord Mayor, Deputy Lord Mayor or Sheriff may be nominated. Should there be two or more councillors with the same length of service the Leader will make offers in alphabetical order using last names.</p> <p>The results of this process will be announced by the Leader at the March Council meeting or one as close to this as possible. In City Council election years the outcome will be checked before the Annual Council meeting and should any of the councillors selected no longer be members of Council the Leader will offer the nomination again based on the process already described above.</p>	<p>those willing and able.</p> <p>To alleviate this, members who have already been a civic office holder may be nominated again, once all suitable councillors hasn't accepted the nomination. There is also a requirement that all nominations for the Lord Mayor must have served one full term as a Councillor.</p> <p>An amendment to when the announcement for the civic office holders will be made, which is traditionally March, with the February meeting reserved for the budget.</p>
11.4 b. (ii) Budget Council Procedure	<p>Amendments submitted by opposition groups (proposal and debate 30 minutes for each group's amendments: proposers may speak for up to 10 minutes). These amendments must be received by Committee and Member Services by 1.00pm one working day before</p>	<p>Amendments submitted by opposition groups (proposers may speak for up to 10 minutes). These amendments must be received by Committee and Member Services by 1.00pm three working days before the meeting. These proposals will be voted on</p>	<p>Amending the deadline allows for flexibility with additional political groups and for the Head of Financial Services to review the alternative budget proposals in detail ahead of the publication of the</p>

	the meeting. These proposals will be voted on as one amendment for each group.	as one amendment for each group.	briefing note. The time limit mean that with more parties at last budget there was a need to remove standing orders to ensure that all amendments could be accommodated without causing the need for a second / late meeting. It is proposed this is removed to allow for that same management in future years on the basis the Council is not a three party council;
11.4 j	Adjournment for 10 minutes if necessary	Adjournment for at least 10 minutes if necessary	Usually, 30 minutes but this will allow flexibility and not limit it to 10 minutes as it is currently
11.6 – time and place of the Council meeting	<p>Ordinary meetings, including the annual meeting, usually start at 5.00 p.m unless otherwise agreed by Council. The times of Special meetings are decided by the Chief Executive. Meetings are usually held in the Council Chamber in the Town Hall.</p> <p>For ordinary meetings, part 2 of the order of business as set out in 11.3 shall not commence before 7.00 p.m</p>	<p>Ordinary meetings, including the annual meeting, usually start at 5.00 p.m unless otherwise agreed by the Lord Mayor in consultation with the Monitoring Officer. The times of Special meetings are decided by the Chief Executive. Meetings are usually held in the Council Chamber in the Town Hall.</p> <p>Meetings shall conclude no more than four hours after the published start time.</p>	<p>Remove the requirement that part 2 should not commence before 7pm to allow for flexibility where business means we are able to take public address/questions sooner.</p> <p>Amend the approval by Council as to start time (which is not practically possible) to the Lord Mayor in consultation with the</p>

	Meetings shall conclude no more than four hours after the published start time.		Monitoring Officer.
11.13 Questions by the public	All of 11.13	To be removed	As public questions to Council are never used by the public, and is quite limited (3 minute and 200 words), it is proposed to remove this section and continue with just public addresses (5 minutes and no word limit)
11.14 rejecting addresses Now 11.13	<p>The Head of Law and Governance can reject a public address or question or a question on notice by a councillor, and the Lord Mayor can reject an address or question without notice, if:</p> <ul style="list-style-type: none"> • it is not about something the Council is responsible for or about something that directly affects people in the City or about a matter for decision at the meeting • it is defamatory, frivolous, trivial or offensive it requires the Council to make public exempt or confidential information (Part 15.4) • it relates to individual personal 	<p>The Director of Law, Governance and Strategy can reject a public address or a question on notice by a councillor, and the Lord Mayor can reject an address or question without notice, if:</p> <ul style="list-style-type: none"> • it is not about something the Council is responsible for, unless it directly affects people in the City, the Council is able to make representations on the issue. • In all cases where it is considered potentially defamatory, or otherwise frivolous, trivial or offensive • it requires the Council to make public exempt or 	For clarity these have been expanded on and separated out

	<p>circumstances</p> <ul style="list-style-type: none"> • a near identical question or address has been submitted in the last six months, whether or not by the same individual. If an address or question is rejected by the Head of Law and Governance or the Lord Mayor reasons must be given. 	<p>confidential information (Part 15.4)</p> <ul style="list-style-type: none"> • it relates to individual personal circumstances • a substantially similar address has been submitted on the topic within the last six months, whether or not by the same individual • the request is made in relation to a matter for decision before Council but relates solely to the wider topic and not the recommendations for consideration <p>If an address or question is rejected by the Director of Law, Governance and Strategy or the Lord Mayor reasons must be given.</p>	
<p>11.15 Petitions to full Council Now 11.14</p>	<p>Council will receive a report setting out the petition and the steps Council can take.</p> <p>If a Member wishes to put a substantive motion/recommendation on a petition they must let the Head of Law and Governance have that motion/recommendation by 10am on</p>	<p>Council will receive a report setting out the petition and the steps Council can take, any relevant information and, where possible, setting out a recommended course of action for Council”</p> <p>If a Member wishes to put a substantive motion/recommendation on a petition they must let the Director of Law, Governance and Strategy</p>	<p>Moving the deadline for submission of a motion on a petition to allow sufficient time for discussion with the member if there are issues and also to allow for officers to prepare any information needed as a result to share with the meeting</p>

	<p>the working day before the Council meeting, indicating that the motion/recommendation is submitted in respect of a petition.</p> <p>Any amendments to these would have to be with Committee and Members' Services by 11.00am on the day of the meeting.</p>	<p>have that motion/recommendation by 5pm at least three clear working days before the Council meeting, indicating that the motion/recommendation is submitted in respect of a petition.”</p> <p>Any amendments to these would have to be with Committee and Members' Services by 10.00am on the day of the meeting.</p> <p>The procedure for Council to discuss a Petition would be as follows:</p> <ul style="list-style-type: none"> • Address from the Petition Proposer (5 mins) • Debate on petition • Debate on submitted motion <p>Where a petition has been submitted with under 1500 signatures, the petition will be responded to in the course of business by officers</p>	<p>A procedure for dealing with petitions allows a structure to be followed and also some clarity on process for those not to be debated at Council.</p>
11.16 Reports and questions about organisations on which the Council is represented	All councillors will be able to ask for a report to be given at Council by the council representative on a significant change or important event provided they make that request by 1.00 pm at least four	All councillors will be able to ask for a report to be given at Council by the council representative on a significant change or important event provided they make that request at least eight clear working	To ensure the Council complies with legal requirements concerning agenda publication

	<p>working days before the meeting.</p> <p>Members who are Council representatives on external bodies or chairs of council committees who consider that a significant decision or event has taken place, will give notice to the Head of Law and Governance by 1.00 pm at least one clear working day before the meeting to present a written or oral report on the event or the significant decision and how it may influence future events.</p>	<p>days before a meeting to enable it to be added to the agenda for publication.</p> <p>Members who make such a request may present a written or oral report on the event or the significant decision and how it may influence future events.</p>	
<p>11.18 Motions on Notice - Now 11.17</p> <p>(a) Giving Notice of Motions</p>	<p>Some motions may be moved without notice. These are listed at 11.19. For all other motions, with the exception of urgent cross-party motions, the full wording must be set out within the pro forma for motions supplied by officers and emailed by Group Leaders to democraticservices@oxford.gov.uk or received from Group Leaders by the Head of Law and Governance by 1.00 pm at least seven clear working days before the meeting. The Head of Law and Governance will review motions submitted after the submission deadline has passed and contact proposers by 5.00 pm at least seven clear working days</p>	<p>Some motions may be moved without notice. These are listed at 11.19. For all other motions, with the exception of urgent cross-party motions, the full wording must be set out within the pro forma for motions supplied by officers and emailed by Group Leaders to democraticservices@oxford.gov.uk or received from Group Leaders by the Director of Law, Governance and Strategy by 5.00pm at least nine clear working days before the meeting. The Director of Law, Governance and Strategy will review motions submitted after the submission deadline has passed and contact proposers by 5.00 pm</p>	<p>Urgent Cross-Party motions - This is not in line with legal requirements on the publication of agendas and therefore this will need removing. However, a full section on urgent business which will replace this and add some safeguards, now section 11.27</p>

	<p>before the meeting to confirm whether their motion is accepted or requires changes in order to comply with the provisions set out in the Constitution. Where changes are required, the Head of Law and Governance will provide advice on compliance to proposers and any changes must be emailed to democraticservices@oxford.gov.uk by 10.00 am at least six clear working days before the meeting. If the motion, incorporating the changes, complies with the Constitution it will be accepted; any changes received after 10.00 am at least six clear working days before the meeting will be rejected and the motion will not be listed on the agenda. Accepted motions will be reproduced on the agenda for the meeting</p> <p>Urgent cross-party motions supported in writing by all the Leaders of political groups on the Council may be submitted by 1.00 pm three working days before the Council meeting so that they may be circulated with the briefing note.</p>	<p>at least seven clear working days before the meeting to confirm whether their motion is accepted or requires changes in order to comply with the provisions set out in the Constitution. Where changes are required, the Director of Law, Governance and Strategy will provide advice on compliance to proposers and any changes must be emailed to democraticservices@oxford.gov.uk by 10.00 am at least six clear working days before the meeting. If the motion, incorporating the changes, complies with the Constitution it will be accepted; any changes received after 10.00 am at least six clear working days before the meeting will be rejected and the motion will not be listed on the agenda. Accepted motions will be reproduced on the agenda for the meeting</p>	
11.18 Motions on Notice - Now 11.17	Motions must be about things the Council is responsible for or	Motions must be about things the Council is responsible for or	For clarity and to ensure clarity on advice for motions

(b) Topic of Motions	something that directly affects people in the city. Where motions require some action on behalf of the Council, such actions must be clearly assigned.	something that directly affects people in the city. They must not be ultra vires, unlawful, potentially defamatory or offensive in nature. Where motions require some action on behalf of the Council, such actions must be clearly assigned.	for Members
11.18 Motions on Notice - Now 11.17 (c) Length of Motions	Motions must be limited to a maximum of 500 words	Motions must be limited to a maximum of 500 words. All motions where making an assertion of fact may provide references for the facts included. Footnotes are not included in the word limit and must only be used for references.	For clarity and to ensure clarity on advice for motions for Members
11.18 Motions on Notice - Now 11.17 (d) Listing of Motions	Motions will appear on the agenda in an order that will rotate between the different political groups at each meeting. Subject to this rotation, motions will appear and be taken in the order they were received by the Head of Law and Governance:	Motions will appear on the agenda in an order that will rotate between the different political groups at each meeting. Political Groups where their motion was heard at the previous meeting will be moved to the end of the rotation. Subject to this rotation, motions will appear and be taken in the order they were received by the Director of Law, Governance and Strategy: <ul style="list-style-type: none"> • all cross party motions will be taken first: • a cross-party motion is one supported in writing by all the leaders of the political groups on the Council 	As there are now more political groups, and to ensure Council can go through the order of motions throughout the year, a provision for the group with the last debated motion at the previous meeting will be at the back of the queue for the next meeting. There is also confirmation that annual Council resets the cycle.

		<ul style="list-style-type: none"> • a motion supported by fewer than all the political group leaders is not cross party and will be listed in the appropriate order for the proposer's group • a single motion can be proposed and seconded by members of different political groups • a single motion from an independent/ non-group councillor will be taken at the end of each 'cycle' of political groups' motions, listed in order of receipt • The Annual Council in May resets the order of motions 	
11.18 Motions on Notice - Now 11.17 (e) Time Limits	There is a time limit of 60 minutes for dealing with all motions but no time limit for dealing with each motion. Where the time limit for dealing with motions has elapsed but Council is part way through debate on a motion, debate on that motion will conclude after the current speaker's time limit has elapsed and Council will immediately move to a vote on that motion unless the Council passes a	There is a time limit of 60 minutes for dealing with all motions but no time limit for dealing with each motion. Where the time limit for dealing with motions has elapsed but Council is part way through debate on a motion, debate on that motion will conclude after the current speaker's time limit has elapsed and Council will immediately move to a vote on that motion unless the Council passes a	The Lord Mayor can do this already however clarity will support the Lord Mayor in taking such decisions where needed.

	<p>motion to extend the time limit under 11.19(k).</p>	<p>motion to extend the time limit under 11.19(k).</p> <p>The Lord Mayor may determine that, on the closure of one motion, there is insufficient time to take the next motion where less than 10 minutes of the 60 minutes remain and move to end the item on motions on notice.</p>	
<p>(f) Amendments to motions (see also 11.20 (f))</p>	<p>Substantive amendments to motions must be submitted by 10.00 am on the working day before the Council meeting so that they may be circulated with the briefing note</p>	<p>Substantive amendments to motions must be submitted by 10.00 am on the working day before the Council meeting so that they may be circulated with the briefing note. The word limit for the motion, as amended is 650 words.</p>	<p>The word limit for the motions as amended has increased to 650 words, with further guidance in 11.19.</p>
<p>11.20 (g) rules of debate Debate on amendments</p>	<p>The Lord Mayor can allow two or more amendments to be discussed together. But they must be voted on separately.</p> <p>If any amendment is carried, the amended motion replaces the original motion. Any further amendments will be to the amended motion.</p> <p>If any amendment is not carried, any further amendments will be to the original motion.</p> <p>Where an amendment is submitted which the proposer of the original motion wishes to accept, they may</p>	<p>The Lord Mayor can allow two or more amendments to be discussed together. But they must be voted on separately.</p> <p>If any amendment is carried, the amended motion replaces the original motion. Any further amendments will be to the amended motion.</p> <p>If any amendment is not carried, any further amendments will be to the original motion.</p> <p>Where an amendment is submitted which the proposer of the original motion wishes to accept, they may</p>	

	<p>change their own motion without notice to reflect the amendment, in accordance with the provisions set out in 11.20(h)</p> <p>Where a minor technical or limited wording amendment is submitted, it will be debated and voted on immediately before debate on the motion or amendment to which it relates.</p> <p>If any minor technical or limited wording amendment is carried, it will replace the original motion or original amendment and any further amendments will be to the motion or amendment, as amended.</p> <p>If any minor technical or limited wording amendment is not carried, any further amendments will be to the original motion or original amendment.</p> <p>The same amendment cannot be moved twice.</p>	<p>change their own motion without notice to reflect the amendment, in accordance with the provisions set out in 11.20(h) provided that any amendment does not take the word count of the motion over 650 words.</p> <p>Where a minor technical or limited wording amendment is submitted, it will be debated and voted on immediately before debate on the motion or amendment to which it relates.</p> <p>If any minor technical or limited wording amendment is carried, it will replace the original motion or original amendment and any further amendments will be to the motion or amendment, as amended.</p> <p>If any minor technical or limited wording amendment is not carried, any further amendments will be to the original motion or original amendment.</p> <p>The same amendment cannot be moved twice.</p>	
<p>11.20 Rules of Debate</p> <p>(i) Point of Order</p>	<p>A councillor can make a point of order at any time. The Lord Mayor will hear a point of order immediately. A point of order must</p>	<p>A councillor can make a point of order at any time by raising their hand and stating point of order. The Lord Mayor will hear a point of</p>	<p>To deal with instances where members have been speaking over each other.</p>

	be about the law or a Council procedure being broken. The councillor must say which law or procedure is being broken and how. The Lord Mayor will consider the Monitoring Officer's advice when deciding on a point of order and the Lord Mayor's decision will be final.	order immediately, but the member must not speak beyond declaring they have a point of order until indicated by the Lord Mayor. A point of order must be about the law or a Council procedure being broken. The councillor must say which law or procedure is being broken and how. The Lord Mayor will consider the Monitoring Officer's advice when deciding on a point of order and the Lord Mayor's decision will be final.	
11.20 Rules of Debate (m) Point of Personal Explanation	A councillor can give a personal explanation at any time. This must be about something they have said in the past that they feel is now being misunderstood or misrepresented. The Lord Mayor will have the final say over what counts as a personal explanation.	A councillor can give a personal explanation at any time by raising their hand and stating they wish to make a personal explanation. The member should not speak further than declaring they have a personal explanation until indicated by the Lord Mayor This must be about something they have said in the past that they feel is now being misunderstood or misrepresented. The Lord Mayor will have the final say over what counts as a personal explanation.	To add in clarity that for personal explanations members should raise their hand, state they have a personal explanation but wait to be called to speak by the Lord Mayor
11.22 Officers	Council will consider whether to exclude the public before discussing the conditions, supervision, dismissal or conduct of any officer or	This has been amalgamated into with 11.22, Excluding the press and officers	There is no separate basis for exclusion and the process and reasons under schedule 12 Local Government Act 1972 need

	former officer.		to be applied.
11.22 Excluding the public and officers	The public can only be excluded if it is under the access to information rules (Part 15) or if they are making a personal attack (11.12 (i)) or disrupting the meeting (11.23).	The public and officers can only be excluded if it is under the access to information rules (Part 15) or if they are making a personal attack (11.12 (i)) or disrupting the meeting (11.23).	The amended section including the provision for excluding Officers
11.27 Urgent Business	New Section of Constitution	<p>The Council may deal with business even though it is not on the Agenda so long as:</p> <ul style="list-style-type: none"> (a) the business is raised by a Motion on Notice under Rule 14 (Motions on Notice); (b) the Motion on Notice is delivered to the Director of Law, Governance and Strategy not later than 4 hours before the start of the Meeting; (c) the Lord Mayor, or Council, if put to a vote, decide that the business is urgent (see Rule a); and (d) the agenda relating to the Meeting states that the Council may deal with urgent business at that Meeting. <p>Should the Lord Mayor determine</p>	A section for urgent decision for Council has been created, with safeguards in place to ensure this item is used for late reports or items not deemed to be urgent

		that a matter is not urgent on the advice of the Monitoring Officer then the decision shall be final, subject to such reasons being explained to the meeting. Where there is no definitive view from the Monitoring Officer any member may, supported by [10] or more member by a show of hands, may request that the matter be put to a vote to determine if it should be heard. Should the majority determine in any vote that the matter is urgent (whether put to the meeting by the Lord Mayor or by a member supported by ten others) then Council will debate it under Rule 11.20 Rules of Debate. Where it is determined that the matter is not urgent, the matter shall be deferred to the next Ordinary Council Meeting (i.e. not to an Extraordinary Council Meeting).	
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Part 12 Cabinet Procedures

Paragraph	Current	Change	Reason
12.2 Date and Place of Meetings	The Cabinet meets on dates agreed by the Leader. Meetings are at the Town Hall or another place agreed	The Cabinet meets on dates agreed by the Leader, in consultation with the Director of Law, Governance and	To align with all other meetings

	by the Leader.	Strategy. Meetings are at the Town Hall or another place agreed by the Leader. Meetings shall conclude no more than four hours after the published start time.	
12.7 Order of Business	(a) declarations of interest (b) addresses and questions by members of the public, 15 minutes in total. (c) councillor addresses on any item for decision on the Cabinet's agenda (d) councillor addresses on neighbourhood issues (10 minutes) (e) reports from the Scrutiny Committee (f) items for decision, including reports from Cabinet members (g) items raised by Cabinet members. (h) minutes of the last meeting. This procedure can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of the previous meeting. • Addresses by members of the public • Councillor addresses on any item for decision on the Cabinet's agenda • Councillor addresses on neighbourhood issues • Items raised by Cabinet members • Report from the Scrutiny Committee • Items for decision, including reports from Cabinet members This procedure can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.	Amended the order to ensure consistency across all committees and to keep in line with the Council agenda
12.8 Who can put items on the Cabinet agenda?	The Chief Executive, Monitoring Officer or Chief Finance Officer can put an item on the agenda if it will help them carry out their duties in those roles. If the item is	The Chief Executive, Monitoring Officer or Chief Finance Officer can put an item on the agenda if it will help them carry out their duties in those roles. If the item is urgent, they can require a special	To align with all other meetings when including the provision for special meetings

	urgent, they can require a special meeting to consider it. No one else can put items on the agenda.	meeting to consider it. No one else can put items on the agenda. Special meetings will only deal with the business they have been called to deal with.	
12.10 Addresses from Members of the Public	New Section of Constitution	Members of the public can submit addresses in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy by 5.00pm three clear working days before the meeting. Addresses can be submitted either by letter or by email (cabinet@oxford.gov.uk). Responses to the addresses will be provided in writing at the meeting; supplementary addresses will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes. The Chair has discretion in exceptional circumstances to agree that a submitted address or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the address is limited to 3 minutes and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. For this agenda item the Chair's decision	Align with public speaking timelines across all committees and assist officers in preparation for the meeting and allowing additional time for a response to be prepared as the timeline is very tight and can result in a response not being fully considered and prepared. The time limit for this item, originally in part 12.7 has also been included here for consistency.

		is final. There will be 15 minutes in total for this item.	
12.11 Councillors speaking at meetings	New Section of the Constitution	Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Director of Law, Governance and Strategy by 5:00pm three clear working days before the meeting, stating the relevant agenda items. An address may last for no more than five minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.	Align with public speaking timelines and assist officers in preparation for the meeting and allowing additional time for a response to be prepared as the timeline is very tight and can result in a response not being fully considered and prepared. Originally this was part of section 12.7 but should be included as a separate section in the Constitution.
12.12 Councillors speaking on neighbourhood issues	New Section of the Constitution	At each meeting 10 minutes is available for any City Councillor to raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Director of Law, Governance and Strategy by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The	Clear guidance for items raised by Councillors is required, originally this was part of section 12.7, but should be included as a separate section in the Constitution.

		Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.	
12.13 Items raised by Cabinet Members	New Section of the Constitution	Such items must be submitted within the same timescales as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet.	Clear guidance for items raised by Cabinet Members is required, originally this was part of section 12.7, but should be included as a separate section in the Constitution.

Part 13 Scrutiny Committee Procedures

Paragraph	Current	Change	Reason
13.2 Membership of the Scrutiny Committee (c) Substitutes	Members of the Scrutiny Committee can send other councillors as substitutes. These will have the powers of an ordinary member of the committee. Substitutions must be for a whole meeting. A councillor cannot take over from their substitute or hand over to them part of the way through. There is one exception to this: a member of the committee may not send a substitute to a	Members of the Scrutiny Committee can send other councillors as substitutes. These will have the powers of an ordinary member of the committee. Substitutions must be for a whole meeting. A councillor cannot take over from their substitute or hand over to them part of the way through. For Working Groups and Review Groups, substitutes can be nominated for each individual meeting. If a councillor wants to send a substitute, they must tell the	An additional section of part 13 of the Constitution includes provision for substitutes for Standing Working Groups and Review Groups, which can suffer from low attendance. Allowing substitutes for these meetings ensures meetings can go ahead, but also allows greater representation from the political groups if a member cannot attend. These are part of the operating principles which were agreed at the first Scrutiny Committee of the municipal year; however, it is better governance to have this incorporated

	<p>meeting at which a scrutiny review is being conducted and which will continue to be conducted at a subsequent meeting.</p> <p>If a councillor wants to send a substitute, they must tell the Committee and Member Services Manager the name of their substitute before the meeting.</p> <p>Substitutes cannot appoint substitutes of their own.</p> <p>Substitutes cannot be members of the Cabinet.</p> <p>Substitutes cannot be appointed to attend meetings of a panel or review group established by the Committee.</p>	<p>Committee and Member Services Manager the name of their substitute before the meeting.</p> <p>Substitutes cannot appoint substitutes of their own. Substitutes cannot be members of the Cabinet.</p>	<p>as part of the Constitution.</p>
13.3 Co-opted members of the Scrutiny Committee	<p>The Scrutiny Committee can appoint non-voting co-opted members to serve for a specific policy review or until the next annual Council.</p>	<p>The Scrutiny Committee can appoint non-voting co-opted members to serve for a specific policy review or until the next annual Council.</p> <p>At the discretion of the Committee, residents and other specialists may be co-opted as non-voting members of the Committee, Standing Working Groups and Review Groups, as the subject matter dictates for a period ending no later than the day of the first meeting of the next council year.</p>	<p>An additional section of part 13 of the Constitution includes additional guidance for co-opted members for the committee when dealing with reviewing a specific policy. These are part of the operating principles which were agreed at the first Scrutiny Committee of the municipal year; however, it is better governance to include the guidance into the Constitution</p>

		The Committee may discontinue an appointment at any time.	
13.4 Scrutiny Committee Meetings	<p>The Scrutiny Committee meets on dates set by Council. If it needs to have extra meetings, it sets the dates of these meetings itself.</p> <p>The Head of Law and Governance or the Scrutiny Committee itself can decide to call a special meeting.</p> <p>The Head of Law and Governance can be instructed to call a special meeting by the chair of the Scrutiny Committee or any four Councillors. The instruction must be in writing and must describe the business to be done.</p> <p>The Head of Law and Governance will consult the chair about the time and place of a special meeting.</p> <p>Special meetings will only deal with the business they have been called to deal with.</p>	<p>The Scrutiny Committee meets on dates set by Council.</p> <p>The Director of Law Governance and Strategy, in consultation with the Chair of the Scrutiny Committee, can decide to call a special meeting.</p> <p>The Director of Law Governance and Strategy can be instructed to call a special meeting by the chair of the Scrutiny Committee or any four Councillors. The instruction must be in writing and must describe the business to be done.</p> <p>The Director of Law, Governance and Strategy will consult the chair about the time and place of a special meeting.</p> <p>Special meetings will only deal with the business they have been called to deal with.</p> <p>If a Scrutiny Committee has nothing to do at one of its fixed meetings, the Director of Law Governance and Strategy can cancel it after consulting the Chair.</p> <p>Meetings shall conclude no more than four hours after the published start time.</p>	<p>To keep in line with other committees, by having the Director of Law, Governance and Strategy to approve any special meetings to ensure staffing resources.</p> <p>There is also provision to allow meetings to not overrun, and to keep in line with full Council which has a four-hour time limit.</p>

	<p>If a Scrutiny Committee has nothing to do at one of its fixed meetings, the Head of Law and Governance can cancel it after consulting the chair.</p>		
13.7 Programme of Work	<p>The Scrutiny Committee sets its own programmes of work but must review anything it is asked to review by Council (13.8(c)).</p>	<p>The Scrutiny Committee sets its own programmes of work but must review anything it is asked to review by Council (13.8(c)).</p> <p>The Scrutiny Committee Work Plan will consist of a number of issues for consideration informed by consultation with all councillors and senior officers. Guidance criteria for prioritising work will be provided by the Scrutiny and Governance Advisor, but the Committee is responsible for agreeing its Work Plan.</p> <p>The Work Plan will be reviewed at every meeting and adjusted to reflect the wishes of the Committee and take account of changes to the Forward Plan of executive decisions.</p> <p>Items will be taken forward as resources allow, and the Committee must provide officers with sufficient notice and guidance on what they are requesting to consider, mindful of the impact on resources and the</p>	<p>An additional section of part 13 of the Constitution to provide further guidance to the committee's work programme. Again, this formed part of the operating principles which was agreed at the first Scrutiny Committee of the municipal year; however, it is better governance to have this incorporated as part of the Constitution.</p>

		<p>constraints of the organisation. The Scrutiny Committee and its Working Groups will provide as much notice as is possible when commissioning reports from council officers (minimum 8 weeks).</p> <p>The management of the Work Plan will be with the whole Committee, with the Chair and Vice-Chair taking an organisational role between meetings.</p> <p>Any councillor can put an item on the Scrutiny Committee agenda if they write to the Director of Law, Governance and Strategy at least 10 working days before the meeting and the item is relevant to the Scrutiny Committee. All Councillor Calls for Action and Call-Ins will be considered at a public meeting of the Committee.</p> <p>Members of the public can also suggest a topic for the Work Plan. Suggestions can be submitted in person or via email acscrutiny@oxford.gov.uk.</p> <p>The Chair will report regularly to Council on the work of the Scrutiny Committee (see also 11.17). The Committee may also produce an annual report.</p>	
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<p>13.15 Order of Business at the Scrutiny Committee</p>	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of previous meeting • Any decisions that have been called in • Scrutiny work plan • Cabinet responses to Scrutiny recommendations • Anything else on the agenda • Dates of future meetings 	<p>The order of business will be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Chair's Announcements • Minutes of previous meeting • Addresses by members of the public • Councillor addresses on any item for discussion on the Scrutiny agenda • Substantive reports • Scrutiny work plan • Cabinet responses to Scrutiny recommendations • Endorsement of Recommendations from Working Groups 	<p>The Chair of the Committee normally amends the order of business at the beginning of the meeting to make good use of Officer/Cabinet Member time, this change will ensure this is actioned as part of the regular agenda.</p> <p>There is now a separate item for the committee to endorse the recommendations to the Working Groups (formerly Scrutiny Panels).</p> <p>The 'Any decisions that have been called in' item has been amalgamated into the 'substantive items', but due to the process to review call-ins of executive decisions, special meetings can be called instead.</p>
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		<ul style="list-style-type: none"> Dates of future meetings <p>The Chair has the discretion to amend the order of the agenda items.</p> <p>This order can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.</p>	
13.16 Public Speakers at Scrutiny Committee	Guest speakers should be treated with politeness and respect.	<p>Members of the public can submit Addresses, in writing about any item for discussion at the meeting. Addresses, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy (acscrutiny@oxford.gov.uk) by 5pm at least three clear working days. Questions can be submitted either by letter or by email. An address may last for no more than five minutes.</p> <p>Members of the Scrutiny Committee can ask questions to the public speaker.</p>	<p>Having a process where members of the public can address the committee and to keep in-line with public addresses across all committees.</p> <p>The committee has the provision to ask questions to the member of the public allowing for further discussion, with the time limit for this item being up to the discretion of the Chair.</p> <p>Originally this was part of section 13.8 but should be included as a separate section in the Constitution.</p>
13.17 Councillors Speaking at Scrutiny Committee	New Section of the Constitution	Oxford City councillors may, when the chair agrees, address the Scrutiny Committee on an item for discussion on the agenda. The member seeking to make an address must notify the Director of Law,	<p>To have a separate provision for the Councillors speaking at Scrutiny Committee and to align with similar processes at other committees.</p> <p>The committee to ask questions to the</p>

		<p>Governance and Strategy (acscrutiny@oxford.gov.uk) by 5pm at least three clear working days before the meeting, stating the relevant agenda items. An address may last for no more than five minutes.</p> <p>Members of the Scrutiny Committee can ask questions to the Councillor.</p>	<p>Councillor allows for further discussion, with the time limit for this item being up to the discretion of the Chair.</p> <p>Originally this was part of section 13.8 but should be included as a separate section in the Constitution.</p>
13.18 Scrutiny Call-In Procedure	New Section of the Constitution	<p>If an executive decision has been called-in by 4 Members, or the Chair of the Scrutiny Committee, the Committee will review the item. The Order of Business for this item will be:</p> <ul style="list-style-type: none"> • Call-in Item <ul style="list-style-type: none"> ○ Introduction from Members who called in decision ○ Local Members to comment (if appropriate) ○ Response from Cabinet and Executive Director ○ Deliberation and Outcome 	<p>There is no formal process within the Constitution regarding any decisions that have been called-in to Scrutiny committees and relies of the Chair's discretion to organise the agenda. Having a formal process allows there to be consistency for future Committee Chairs and allows Officers an understanding of the process to</p>
13.19 Standing Working Groups and Review Groups	New Section of the Constitution	<p>(a) Establishment of Groups The Scrutiny Committee can set up Standing Working Groups and Review Groups each year to consider selected issues in more detail.</p> <p>(b) Functions of Standing Working</p>	<p>A new section of part 13 of the Constitution includes provision for the committee setting up Standing Working Groups and Review Groups. These are part of the operating principles which were agreed at the</p>

		<p>Groups</p> <p>Standing Working Groups will hold meetings throughout the year, and consider quarterly performance reports, executive decisions and other issues within their remit.</p> <p>(c) Functions of Review Groups</p> <p>Review Groups will be formed to undertake issue-led and time-bound 'task and finish' reviews of specific issues. Review Groups will conclude their work with a report and recommendations, to be presented to the Cabinet or the Council.</p> <p>(d) Meeting protocols</p> <p>Both Standing Working Group and Review Group meetings will be held in private. Meetings will generally be held virtually, unless there is a compelling need to hold an in-person meeting. Hybrid meetings will not be possible due to capacity constraints. The quorum for standing panels and review groups shall be three councillors for panels of six.</p> <p>(e) Appointment and accountability of Group Chairs</p> <p>Group Chairs will be elected at the first meeting of the Committee in the municipal year. Review Group Chairs will be elected by the Committee when the groups are established.</p>	<p>first Scrutiny Committee of the municipal year; however, it is better governance to have this incorporated as part of the Constitution to provide the committee a framework ahead of the first committee. This allows the Committee to deal with the substantive business at their first meeting of the year and means that technically the committee is always governed before its first meeting.</p>
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		<p>Chairs of both Standing Working Groups and Review Groups will be accountable to the Scrutiny Committee and can be from any political group. Chairs of Standing Working Groups and Review Groups will report back to the Committee on progress and outcomes. They may also be invited to present their reports and recommendations to the Cabinet.</p> <p>(f) Frequency of meetings</p> <ul style="list-style-type: none"> • Standing Working Groups will meet approximately 5 times each year. • Review Groups will meet as often as is required for them to conclude their work. <p>The Scrutiny Committee will oversee the work of Review Groups to ensure they do not overrun unduly.</p> <p>(g) Additional meetings</p> <p>Any additional meetings of Standing Working Groups must be approved by the Director of Law, Governance and Strategy to ensure the capacity of the Scrutiny and Governance Advisor and the Committee and Member Services team is not exceeded.</p> <p>(h) Scope and final agreement on recommendations</p>	
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		<p>The Scrutiny Committee will commission and scope the work of Standing Working Groups and Review Groups. The Scrutiny Committee has final agreement on their recommendations.</p> <p>Where there is no Scrutiny Committee meeting scheduled before a Cabinet or Shareholder and Joint Venture Group meeting to endorse a Working Group recommendation, authority will be delegated to the Scrutiny and Governance Advisor, in consultation with the Chair of the Scrutiny Committee, to forward the recommendations to the executive. The recommendations and Cabinet response will then be reported to the Committee at the next available meeting.</p> <p>(i) Capacity In any given year, the organisation ordinarily has capacity to support either:</p> <ul style="list-style-type: none"> • 2 Standing Working Groups and 3 Review Groups; or • 3 Standing Working Groups and 2 Review Groups <p>(j) Substitution and Political Group Allocations For substitutions at Standing Working Groups and Review Groups,</p>	
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		<p>see Part 13.2(c). The Scrutiny Committee will set the membership of both Standing Working Groups and Review Groups, drawing from all non-executive members. Political groups will be asked to nominate members to any such groups for agreement by the Committee. Standing Working Groups and Review Groups are not required to reflect the Council's political composition.</p> <p>(k) Handling of unused seats Where a political group does not wish to take-up its allocation of a seat on a Standing Working Group or Review Group, it will first be offered to political groups that would not normally have a seat allocation through the cross-party principle guide for appointment to Standing Panels and Review Groups. The seat will be offered to those political groups in priority order based on strongest entitlement to a seat as per political proportionality calculations. Should there be no take-up of the seat after offering to other political groups, the Scrutiny Committee will decide what to do.</p> <p>(l) Seat allocation dispute Where two or more political groups</p>	
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		have the same entitlement to a seat based on political proportionality calculations, but where there are not enough available seats to allocate to all those political groups, the Scrutiny Committee will decide what to do.	
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Part 14 Other Committee Procedures

Paragraph	Current	Change	Reason
14.6 (a) Cancelling or rescheduling a meeting	If a committee has insufficient business for one of its fixed meetings, the Head of Law and Governance can cancel or reschedule it after consulting the chair of the committee or sub-committee. The Head of Law and Governance may cancel or reschedule a meeting in exceptional circumstances in consultation with the Chair, Group Leaders and the Chief Executive, if the agenda has not already been published. This is with the exception of Licensing and Gambling Acts Casework Sub-Committee, which may be cancelled where the agenda has been published, if the meeting is no longer	If a committee has insufficient business for one of its fixed meetings, the Director of Law, Governance and Strategy can cancel or reschedule it after consulting the chair of the committee or sub-committee. The Director of Law, Governance and Strategy may cancel or reschedule a meeting in exceptional circumstances in consultation with the Chair, Group Leaders and the Chief Executive, if the agenda has already been published.	The change allows for the Director of Law, Governance and Strategy to cancel a meeting if the business published on the agenda is no longer required.

	required.		
14.6 (c) Time and Place of Committee Meetings	New Section of the Constitution	<p>Ordinary meetings usually start at 6.00 p.m unless otherwise agreed by the Committee.</p> <p>Meetings shall conclude no more than four hours after the published start time.</p>	This will allow meetings to not overrun, and to keep in line with full Council which has a four-hour time limit.
14.8 Speaking on agenda items	<p>Specific rules on public speaking apply to meetings of Council, the Cabinet, the Scrutiny Committee and planning committees and the Licensing and Gambling Acts Casework Sub-Committee.</p> <p>For all other committees where the press and public are not excluded any member of the public and any city councillor can speak on any agenda item for up to five minutes if the chair agrees. Individuals should register to speak by 4.00 pm on the day of the meeting. Any extra written material should be submitted at least two working days before the meeting.</p>	<p>Specific rules on public speaking apply to meetings of Planning Committee, Planning Review Committee, General Purposes Licensing Casework Sub-Committee and Licensing and Gambling Acts Casework Sub-Committee.</p> <p>For all other committees where the press and public are not excluded (Council, Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) any member of the public can speak on any agenda item for up to five minutes and should register to speak by 5.00 pm three clear working days before the meeting, including a draft of the speech submitted to the Director of Law,</p>	A general tidy-up of public speaking for non-regulatory committees and to ensure consistency across all committees.

		Governance and Strategy.	
14.9 Councillors Speaking on agenda items	New Section of the Constitution	For all other committees where the press and public are not excluded (Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) Oxford City councillors can register to speak for up to five minutes on any agenda item by 5.00 pm three clear working days before the meeting.	To have a separate provision for Councillors wanting to speak on agenda items for any committee, and to keep in line with the Councillors addressing Cabinet and the Scrutiny Committee.
14.12 (c) Planning Committee Procedure	<p>The order of business at Oxford City Planning Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) 	<p>The order of business at Oxford City Planning Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) 	To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures

	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Applications for decision • Minutes of the previous meeting • Forthcoming applications • Dates of future meetings <p>The order of business at Planning Review Committee meetings will be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest 	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of the previous meeting • Applications for decision • Forthcoming applications • Dates of future meetings <p>The order of business at Planning Review Committee meetings will be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest 	
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	<ul style="list-style-type: none"> • Applications for decision that have been called in following consideration by the Oxford City Planning Committee • Minutes of the previous meeting • Dates of future meetings 	<ul style="list-style-type: none"> • Minutes of the previous meeting • Applications for decision that have been called in following consideration by the Oxford City Planning Committee • Dates of future meetings 	
14.13 (b) Licensing Committee procedures	<p>The order of business at Licensing Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Appointments to sub-committees (at the first meeting after annual Council) • Items for decision or information 	<p>The order of business at Licensing Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Minutes of the previous meeting • Appointments to sub-committees (at the first meeting after annual Council) 	<p>To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures.</p> <p>There is also provision for public speaking, similar to what is currently offered at Cabinet, where the proposed question or address must relate to an item on the agenda</p>

	<ul style="list-style-type: none"> • Minutes of the previous meeting • Dates of future meetings 	<ul style="list-style-type: none"> • addresses and questions by members of the public • councillor addresses on any item for discussion • Items for decision or information • Dates of future meetings 	
14.13 (e) Licensing Committee procedures	New Section of the Constitution	<ul style="list-style-type: none"> • Election of Chair (if the Chair is absent or a Chair has not been appointed for this hearing) • Apologies for absence • Declarations of interest • Procedure to be followed at the meeting • Minutes of the previous meeting • Items for decision or information • Dates of future meetings 	It is good governance to have a standardised agenda for all sub-committee hearings and to ensure consistency across both sub-committees where minutes are discussed and agreed at the beginning of the meeting.
14.14 (b) Audit and Governance Committee procedures	<p>The order of business at Audit and Governance Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after 	<p>The order of business at Audit and Governance Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after 	<p>To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures.</p> <p>There is also provision for public speaking, similar to what is currently offered at Cabinet, where the proposed question or address must relate to an item on the</p>

	<p>annual Council or after the post becomes vacant)</p> <ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • External audit reports • Internal audit reports • Reports from officers • Minutes of the previous meeting • Future meeting dates 	<p>annual Council or after the post becomes vacant)</p> <ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of the previous meeting • Addresses by members of the public • Councillor addresses on any item for discussion • External audit reports • Internal audit reports • Reports from officers • Dates of future meetings 	agenda
14.15 (b) Standards Committee procedures	<p>The order of business at Standards Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Items for decision or information 	<p>The order of business at Standards Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Minutes of the previous meeting 	<p>To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures.</p> <p>There is also provision for public speaking and Councillor speaking, similar to what is currently offered at Cabinet, where the proposed address must relate to an item on the agenda</p>

	<ul style="list-style-type: none"> Minutes of the previous meeting 	<ul style="list-style-type: none"> Addresses by members of the public Councillor addresses on any item for discussion Items for decision or information Dates of future meetings 	
<p>Part 14.16 (a) Appointments Committee Procedures</p> <p>Who can put items on Appointment Committees agendas?</p>	New section of Constitution	The Chief Executive or the Monitoring Officer can put items on Appointment Committee agendas.	Currently, there is no procedure for adding items to the agenda for this committee.
<p>Part 14.16 (b) Appointments Committee Procedures</p> <p>Order of business at Appointments Committee meetings</p>	New section of Constitution	<p>The order of business at Appointments Committee meetings will normally be:</p> <ul style="list-style-type: none"> Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair is absent) Apologies for absence Declarations of interest Minutes of the previous meeting Items for decision or information 	Currently, there is no procedure for this committee and it is better governance to have the procedure embedded into the constitution.

Part 15 Access to information and key decision procedures

15.14 Key decisions	<p>A key decision is an executive decision likely to:</p> <ul style="list-style-type: none"> • Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is: <ul style="list-style-type: none"> ○ Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation 	<p>A key decision is an executive decision likely to:</p> <ul style="list-style-type: none"> • Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is: <ul style="list-style-type: none"> ○ Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation 	<p>A general tidy-up of the definition of key decision, to bring this bullet point in line with the other criteria</p>
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Part 17 Call-in Procedures

Paragraph	Current	Change	Reason
17.3 Who can call in decisions and when do	Deadline: 5pm on the last day of	Deadline: 5pm on the last day of the two	Records of decisions are quicker to publish following the decisions taken at

<p>they have to be called in by?</p> <p>Planning decisions (those within 5.3(a)) taken by Oxford City Planning Committee</p>	<p>the period of two working days starting the day after that on which the draft minute of the decision is published</p>	<p>working day period starting the day after the decision notice is published</p>	<p>Committee. These would be similar to what is produced for delegated decisions and are quicker to produce than a full set of minutes and allow the call-in period to start earlier. The decision notices will contain the relevant information to allow Members to decide if they wish to call in the decision. Officers will be able to start the process once the decision has been taken, and the call-in process has finished.</p> <p>Minutes would still be drafted but would follow afterwards.</p>
<p>17.3 Who can call in decisions and when do they have to be called in by?</p> <p>Non-planning decision taken by the Cabinet</p>	<p>Deadline:</p> <p>Within two working days of the draft minute of the decision being published</p>	<p>Deadline:</p> <p>5pm on the last day of the two working day period starting the day after decision notice is published</p>	<p>Records of decisions are quicker to publish following the decisions taken at Committee. These would be similar to what is produced for delegated decisions and quicker to produce than a full set of minutes and allow the call-in period to start earlier. The decision sheets will contain the relevant information to allow Members to decide if they wish to call in the decision. Officers will be able to start the process once the decision has been taken, and the call-in process has finished.</p> <p>Minutes would still be drafted but would follow afterwards.</p>
<p>17.8 Criteria for Call-In</p>	<p>New Section of the Constitution</p>	<p>For executive decisions, Members must complete the proforma and sent to the Director of Law, Governance and Strategy</p>	<p>There is currently no criterion for the determining the validity of call-ins for any decisions made by Cabinet, this has been drafted to allow the Director of Law,</p>

		<p>(pfrestrictedcallin@oxford.gov.uk). A notice invoking the call-in procedure must cite at least one of the following grounds in support of the request for call-in of a decision.</p> <ul style="list-style-type: none"> • Inadequate consultation • Inadequate evidence • Decision outside the Budget and Policy Framework • Decision does not lead to the desired outcome • Decision might be challenged on human rights grounds • Insufficient Legal and Financial consideration • Decision not within the power of the Decision maker • In effect the 'call in' request would need to demonstrate that it is reasonable to 'call in' the decision. It is for the Director of Law, Governance and Strategy, in consultation with the Chair of the Scrutiny Committee to assess what is reasonable. 	<p>Governance and Strategy, in consultation with the Chair of the Committee to review the request and to proceed if required</p>
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Part 19 Contract Rules

Paragraph	Current	Change	Reason
19.4 Interests of councillors and officers in contracts	New addition to section 19.4	A Conflict-of-Interest Assessment must be completed for all above threshold procurements prior to the project commencement, during the procurement and post award during the contract management stage. Conflict of interest assessments must be sent to procurement for filing with the contract	To ensure the relevant checks have been made before entering any contracts
19.13 Exemptions and Waivers	An Exemption is an approval that, for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.17 only (any other departures require a waiver):	An Exemption is an approval that, for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.16 only (any other departures require a waiver):	A general tidy-up of the exemption rules
19.13 (b) Exemptions and Waivers		Where there is substantial evidence of value for money to the Council An exemption may be granted where there is substantial evidence of value for money to the Council to keep with the current supplier, for example where there is only one supplier or no competitive market exists.	A general tidy-up of the exemption rules to ensure consistency on value for money for procurement
19.16 Procurement Processes and	£30,000.00 and over up to FTS (Goods, Services)	£30,000.00 and over up to FTS (Goods, Services)	To ensure clear guidance and improved checks for the

thresholds Table	£30,000.00 and over up to £999,999.99 (Works, Concessions) Over FTS (Goods, Services) Authorised Procurement Practitioner or Procurement Team	£30,000.00 and over up to £999,999.99 (Works, Concessions) Over FTS (Goods, Services) Officer authorised by the relevant Service Director	different values
19.22 a) Contract specifically provides for variation	Contracts may be varied by a Service Director without Procurement Team approval only where:	Contracts may be varied by a Service Director in consultation with the Procurement Team only where:	Setting out the improved procedure
19.22 b) Contract does not specifically provide for variation	Where a variation to a contract is required which is not provided for within the contract, a variation will not automatically be permitted. Officers must consult with the Procurement Team and have agreement on behalf of the Director of Law, Governance and Strategy before taking the below action to modify the contract.	Where a variation to a contract is required which is not provided for within the contract, a variation will not automatically be permitted. Officers must consult with the Procurement Team and have agreement on behalf of the Director of Law, Governance and Strategy before taking the below action to modify the contract. A variation of an FTS contract will only be allowed where it is a permitted variation in accordance with procurement law and it has had written approval of the Monitoring Officer (Director of Law, Governance and Strategy).	Removal of a duplicated paragraph and general tidy- up of the guidance

To: Council
Date: 14 July 2025
Report of: Gail Malkin, Head of People
Title of Report: Pay Policy

Summary and recommendations	
Decision being taken:	Council is asked to approve the pay policy
Key decision:	No
Cabinet Member:	Cabinet Member for Focused Services and Council Companies
Corporate Priority:	Well-run Council
Policy Framework:	None

Recommendation(s): That Council resolves to:
1. Agree the pay policy

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Pay Policy	Not exempt
Appendix 2	Risk Register	Not exempt
Appendix 3	Equalities Impact Assessment	Not exempt

Introduction and background

1. The Council intends to introduce a new pay policy to support attraction and retention of people with the right skills and experience.
2. The Council's pay structure for grades 3 to 11 and for senior leaders is competitive, especially when considered alongside the total reward package that includes some good benefits such as the pension scheme, occupational sick pay and holiday entitlement. Hybrid working and the flexibility around hours of work are also attractive to many applicants and are valued by employees.
3. A new pay policy is required to set out the recent agreement between the Council and our recognised trade unions on incremental progression and the payment of

additional allowances such as honoraria payments and acting-up allowances. The policy has not changed on the payment of allowances but there was a gap in that it was not formally agreed and documented.

4. Work on the policy was carried out in partnership with trade union representatives from Unison and Unite who have agreed the policy now presented to Council. Feedback from union representatives has been incorporated.

The new policy explained

5. New employees will progress to the next increment of their grade on successful completion of probationary period, with internal promotions treated in the same way after individuals have successfully completed 6 months in the role.
6. The policy confirms the Council's approach to supporting career progression through a formal structure for entry level roles and subsequent progression to the grade for the role.
7. The definition of honoraria payments is confirmed as compensation for additional duties either as a single payment or payment over a number of months.
8. Acting-up allowances are defined and are offered to employees covering a higher-graded role.
9. By setting out the Council's approach to pay progression and additional pay, we can make sure that all employees are treated fairly.
10. In parallel with the launch of the new policy, the Council will remove the working from home allowance being paid as a protected benefit to a small number of employees now that hybrid working is established for the vast majority of roles. This has been agreed with recognised trade unions.
11. The new policy will be implemented on 1 July with backdating agreed back to 1 April 2025 for employees who have already completed their probationary period successfully.

Alternative Options Considered

12. The Council proposed that increments be paid on 1 April each year as a standard. This was considered but union representatives preferred incremental progression linked to successful completion of probationary period, and so a link with performance. This provides greater consistency as employees would wait different periods of time (from 1 to 12 months) if increments were awarded at a single point in time such as 1 April each year.

Consultation and communications

13. Regular meetings have taken place with trade union representatives from Unison and Unite over the last 12 months. Feedback has been taken on board.
14. Employees affected by the proposal to remove working from home allowances will receive information on the change to pay and offered a consultation meeting if the policy is agreed by Council.

Financial implications

15. The cost impact of implementing the policy on 1 July 2025 will be £49,520 for the back pay from 1 April 2025 to 30 June 2025 for those who have already successfully completed their probationary period.

Legal issues

16. The introduction of the new pay policy will ensure that decisions on pay are in line with a standard approach and so are fair and legally compliant.

Level of risk

17. The Risk Register, Appendix 2, is attached as a separate document. The risks identified are concerned with the Council's inability to deliver services if we are unable to attract and retain talented people.

Equalities impact

18. An equalities impact assessment is included as Appendix 3. The assessment includes the impact for the protected characteristics of race; sex; age and disability. As the Council is introducing a consistent approach for all employees, there is no adverse impact for any individual group but this will be monitored. It is important to make sure that decisions on pay continue in line with the proposed policy and are evidence based and free from bias.

Report author	Gail Malkin
Job title	Head of People
Service area or department	People Services
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Pay Policy and Procedure

Contents

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Introduction

It is critical for the success of Oxford City Council that we recruit and retain the talented people we need to deliver great services to the residents of Oxford. To do this the Council has to offer competitive rates of pay in the local and broader labour market, whilst making sure employees are paid fairly and free from bias or discrimination.

Who this policy covers

- 2.1 This policy applies to all employees at Oxford City Council except for the Chief Executive and Deputy Chief Executives.
- 2.2 Whilst it does not apply to contractors, consultants, agency workers or any self-employed individuals working for the organisation, this policy does set out parameters to be followed when agreeing pay rates for these workers.

The Pay Structure

- 3.1 The Council follows the NJC job evaluation scheme for officers at grades 3 to 11 and currently uses an external job evaluation scheme for roles above grade 11.
- 3.2 Grades 3 to 11 have two pay points, known as 'scale points' or 'spinal column points' (SCP), which are set out in the Pay Policy Statement each year.

- 3.3 Pay awards to uplift pay points in the pay structure are agreed through local collective pay bargaining with the two recognised trade unions: Unison and Unite.

Recruitment into a post

- 3.3 All new offers of employment or internal promotions will be at the lower scale point of a grade.
- 3.4 A recruiting manager can request to apply discretion to pay the upper scale point to a successful candidate if there is a justified reason for doing so. When applying this discretion, the manager must consider the pay of other team members to ensure fairness. An example of where it may be justified to pay the upper scale point is when a role is difficult-to-recruit and a higher starting salary will support attraction. Payment at the upper scale point requires approval from the Head of People.
- 3.6 New employees at the grade minimum will progress to the higher scale point of the grade on successful completion of their probationary period, providing they are not being managed through an informal or formal performance improvement process.
- 3.7 Employees who are promoted internally will progress to the higher scale point of the grade on successful completion of 6 months in the new role providing they are not being managed through an informal or formal performance improvement process.

Career development schemes

What is a career development scheme?

- 4.1 Some services offer career development opportunities allowing people to learn as part of a staged progression plan. This might apply when:
- It is not possible to recruit people with the right experience, skills or knowledge and so the Council develops its talent internally
 - An individual does not currently meet all the essential criteria of the role but has the potential to develop in role and achieve the required standards
- 4.2 In these circumstances employees will normally be appointed one grade lower than the grade for the role. After the successful completion of a development plan, the individual will move to the standard grade for the role provided they have reached the required performance standard. Pay progression to the maximum of the scale may vary depending on the plan in place.

How is it applied?

- 4.3 For any roles where a career development opportunity is identified, a job description setting out the career development role must be submitted to the job evaluation panel and a grade confirmed. The manager needs to

demonstrate clear differences in the role and responsibilities against the 'standard' role to justify the difference in pay.

- 4.4 Once the grade is confirmed, the manager can appoint to the position.
- 4.5 The manager should use the Career Development Plan template to set out the development required and level of competence needed to move up to the standard grade for the role.
- 4.6 On successful completion of the career development plan, the manager will raise the request to move the individual to the 'standard' grade for the role via the People Team Service Desk.
- 4.7 If at any point there are concerns about the individual's performance or capability, the Performance Improvement Procedure should be followed.

Honoraria

- 5.1 Honoraria payments are additional payments made as a one-off or for a fixed period for undertaking a project or work beyond that expected of the job role.

Honorarium for additional duties over a fixed period

- 5.2 Payment of a fixed-period honorarium payment will be considered where:
 - Someone is taking on additional responsibilities or duties that are outside the normal remit of their role, but the work does not cover the full duties of a higher-graded post.
 - Someone is taking on particularly onerous duties in addition to those normally carried out in their role.

Honorarium as a one-off payment

- 5.3 Payment of a one-off retrospective honorarium payment may be considered where the duties performed have resulted in a clear benefit to the Council, which would not have been achieved without the actions of the employee and those actions are not within the normal remit of their role.
- 5.4 Managers can apply discretion when determining how much should be paid, but they should consider the level of work completed, the amount of additional work completed and the additional time on top of normal working hours.
- 5.5 To request an honorarium payment, line managers must raise a contract change request via the People Team Service Desk, after first obtaining the approval of the Head of People or People Operations Manager, Service Director and Finance Accountant.

Acting up allowances

- 6.1 Acting up allowances can be awarded to employees who undertake all or part of a higher-graded role for a fixed period.

- 6.2 It might be appropriate to pay an acting up allowance if:
- There is a vacant, funded post within the structure with a current job description for an employee to 'act up' into
 - The period for which the employee will be acting up is at least four weeks in duration
 - The acting up allowance is not being paid for the purposes of covering annual leave
- 6.3 Where an acting up allowance is paid, the employee will be expected to carry out the specified duties and responsibilities of the higher-graded job.
- 6.4 All pay and annual leave, overtime and any other premium payment must be paid at the acting up rate.
- 6.5 All other terms and conditions which apply to the employee's substantive post remain unaffected.
- 6.6 Where employees are spending part of their time in their substantive post and part of their time in an acting up post, any acting up allowance would be calculated based on the percentage of time spent acting up.
- 6.7 Employees who are in receipt of an acting up allowance do not have an automatic right to be formally offered the higher-graded role at any stage.
- 6.8 Acting up allowances can be paid for up to 12 months. A new request must be submitted for an extension.
- 6.9 To request an acting up allowance, line managers must raise a contract change request via the People Team Service Desk, after obtaining the approval of the Head of People or the People Operations Manager, and then the Service Director and Finance Accountant through the service desk platform.

Monitoring and review

- 7.1 This policy will be regularly reviewed in consultation with recognised trade unions to ensure it continues to treat all employees equally, fairly and without discrimination.

Risk Register

Pay Policy

01 May 2025

Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Gross		Current			Target		Comments	Control / Mitigation Description	Date Due	Action Status	% Progress	Action Owner
									P	I	P	I	Score	P	I						
1	Operational	If the Council is not able to recruit and retain staff it will not be able to deliver all services effectively, impacting the citizens of Oxford.	Threat	Not able to recruit and retain staff.	Unable to meet service standards.	Reduce	01.04.2023	Head of People and Service Directors	5	3	3	3	9	3	2	The approach to pay is part of a wider people strategy to improve recruitment and retention through improved employee satisfaction with benefits, development and career progression.	Implement incremental progression to improve employee satisfaction and support retention.	01.05.25	In Progress	80%	Head of People
	Operational	The Council will not be seen as an attractive place to work.	Threat	Not able to recruit and retain staff.	OCC reputation as an employer and poor quality talent	Reduce	01.04.2023	Head of People and Service Directors	5	3	3	3	9	3	2	The approach to pay is part of a wider people strategy to improve recruitment and retention through improved employee satisfaction with benefits, development and career progression.	Implement incremental progression to improve employee satisfaction and support retention.	01.05.25	In Progress	80%	Head of People
	Legislative	The Council will not be seen as an attractive place to work.	Threat	The uncertainty caused by the impact of Local Government Devolution and reorganisation will put people off joining the Council.	Unable to meet service standards.	Reduce	01.10.2024	Head of People and Service Directors	4	4	3	2	6	3	2	The approach to pay is part of a wider people strategy to improve recruitment and retention through improved employee satisfaction with benefits, development and career progression.	Implement incremental progression to improve employee satisfaction and support retention.	01.05.25	In Progress	80%	Head of People

THE RISK REGISTER IS FORMATTED AS A TABLE. PRESS TAB ON THE LAST TABLE CELL TO INSERT A NEW ROW.

Risk Evaluation and Prioritisation

Once risks have been identified the risk matrix is the main tool for prioritising risks so we can establish which risks are most significant and therefore are in need of greater attention and resources. It also allows us to compare different types of risk with each other across the council.

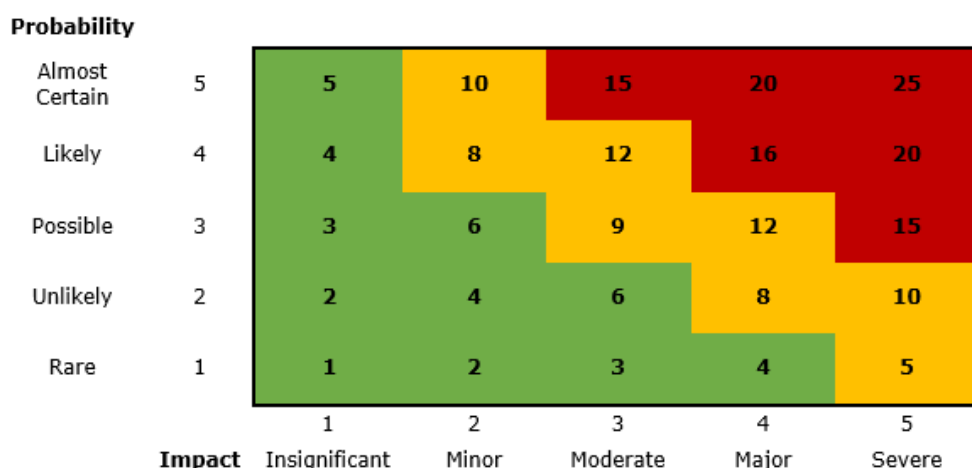
Each risk should be analysed using a five by five matrix for (1) the likelihood it will happen and (2) the impact if it did occur. This assessment should be made on three different basis:

- Gross risk – risk level if existing key controls and mitigations were not in place or not effective.
- Current risk – risk level after existing controls and mitigations are taken into consideration.
- Target risk – anticipated risk level following the introduction of planned controls and mitigations.

Assessing the gross risk allows consideration of the dependency the organisation has upon the existing key controls and informs decisions around risk treatment, and selection of an appropriate target risk level, considered in the next section of this toolkit. It is often helpful to consider the Current Risk first, and then ask yourself what the impact and likelihood of the risk might be if the key controls were not in place.

It is the risk owner's responsibility to ensure the controls they believe are reducing the risk are effective and are working in practice. Controls that are not yet in place should not be considered within the current risk.

Each identified risk should then be plotted onto the risk matrix.



When considering the likelihood of a risk happening you should select the number from 1 to 5 from the risk matrix that you think it will be over the next 12 months (it can be longer or shorter; some risks in the Strategic Risk Register are better considered over 3 to 5 years, some operational risks will be considered over 3 to 6 months). This score will require an element of judgement when considering how likely an event is to occur and you should consider the following:

- Has this event happened before in the Council? (How frequently?) Has this event happened elsewhere? (How frequently?)
- How likely is it that one or more of the causes/ triggers of the event will occur?
- Has anything happened recently that makes the event more or less likely to occur?

The following tables provide some support in quantifying the risk in terms of likelihood and impact.

Risk Probability Assessment Criteria

Scale	Description	Likelihood of Occurrence	Probability of Occurrence
1	Rare	1 in 10 years	The event may occur in certain circumstances
2	Unlikely	1 in 3 years	The event could occur
3	Possible	1 in 2 years	The event should occur
4	Likely	Annually	The event will probably occur
5	Almost certain	Monthly	The event is expected to occur or occurs regularly

When you select the impact you should give consideration to the factors outlined in the risk matrix. For example, if the risk you are scoring has a low financial impact but a high impact on our reputation then you would select the most appropriate number between 1 and 5 that relates to the level of reputational impact. Once again, this score will have an element of judgement.

Risk Impact Assessment Criteria

	Insignificant	Minor	Moderate	Major	Severe
Financial	<£50k per annum	£50k - £250k per annum	£250k - £500k per annum	£500k - £750k per annum	>£750K per annum
Service Delivery	No impact to service quality, limited disruption to operations	Minor impact to service quality, minor service standards are not met, short term disruption to operations, minor impact on a partnerships	Significant fall in service quality, major partnership relationships strained, serious disruption in service standards	Major impact to service quality, multiple service standards are not met, long term disruption to operations, multiple partnerships affected	Catastrophic fall in service quality and key service standards are not met, long term catastrophic interruption to operations, several major partnerships are affected
Reputation	Public concern restricted to local complaints which do not attract local media attention.	Minor adverse local / public / media attention and complaints	Adverse national media public attention	Serious negative national or regional criticism	Prolonged, regional & national condemnation
Compliance & Regulation	Minor breach of internal regulations, not reportable	Minor breach of external regulations, not reportable	Breach of internal regulations leading to disciplinary action Breach of external regulations, reportable	Significant breach of external regulations leading to intervention or sanctions	Major breach leading to suspension or discontinuation of business and services
Strategic	Little impact on the organisational strategy	May have an impact on achieving organisational strategy	Would impact on the organisational objectives	Would require a significant shift from current strategy and objectives	Would require a fundamental change in strategy and objectives

Risk Treatment

Once risks have been identified and scored based on current controls the next step is to decide what action needs to be taken to manage them. Generally speaking, there are four approaches to treating risk: Treat, Tolerate, Terminate or Transfer:

Action	Description	Options
Treat / Reduce	Controlling the likelihood of the risk occurring, or controlling the impact of the consequences if the risk does occur	Reducing the likelihood of the risk occurring AND / OR Mitigating the impact if the risk does occur
Tolerate / Accept	Acknowledging that the ability to take effective action against some risks may be limited or that the cost of taking action may be disproportionate to the potential benefits gained.	The ability to take effective action against some risks may be limited or the cost of taking action may be disproportionate to the potential benefits gained in which case the risk is accepted on an "informed" basis.
Terminate / Avoid	Not undertaking the activity that is likely to trigger the risk	Changing the direction or strategy and revisiting objectives or improving channels of communication Obtaining further information from external sources or acquiring expertise Reducing the scope of the activity or adopting a familiar, proven approach Deciding not to undertake the activity likely to trigger the risk
Transfer	Handing the risk on elsewhere, either totally or in part – e.g. through insurance.	Financial instruments such as insurance, performance bonds, warranties or guarantee. Renegotiation of contract conditions for the risk to be retained by the other party. Seeking agreement on sharing the risk with the other party. Sub-contracting risk to a consultant or external suppliers. NB. It may not be possible to transfer all aspects of a risk. For example, where there is or reputational damage to the organisation.

When considering further action required to manage the risk, and indeed the appropriateness of existing controls, an assessment of treatment options should be made alongside a consideration of the Council's risk appetite and tolerance for the current level of risk.

A further consideration is the efficiency of risk treatment in relation to the cost effectiveness of the proposed actions to be taken. Firstly the cost of implementation has to be considered (time, manpower, budget, etc.). The impact expected if no action is taken, should be weighed against the cost of action and the reduction of the impact. There should be a direct benefit from the cost implementation in terms of the reduction of the level of the risk.

Plans should then be put into place to manage the risk with key milestones identified and clear owners – ensuring that they are 'SMART' – Specific, measurable, achievable, realistic, time bound.

Oxford City Council has focused on the Red, Amber, Green status of risks in determining the risk appetite of the organization. Red risks are considered unacceptable and every effort must be made to reduce the risk to the organization.

The risk appetite is reviewed periodically or when there are significant changes to the organisation. Changes to the risk appetite level would require a change to strategy and would therefore require approval of the Cabinet.

Why do an Equalities Impact Assessment (EqIA)?

1. Equalities Impact Assessment (EqIA) is part of Oxford City Council's **Public Sector Equality Duty (PSED) (Equality Act 2010)**.

The General PSED enables Oxford City Council to:

- a. **identify and remove discrimination,**
 - b. **identify ways to advance equality of opportunity,**
 - c. **foster good relations.**
2. **An EqIA must be done before making any decision(s)** that may have an impact on people and/or services that people use and depend on.
 3. An **EqIA form is one of many tools** that can simplify and structure your equalities assessment.
 4. We are passionate about equalities, and we highly recommend that **Corporate Management Team (CMT) reports and all projects must attach an EqIA.**

A good EqIA has the following attributes:

1. **Comprehensively considers the 9 protected characteristics.**

1. Age	6. Race & Ethnicity
2. Disability	7. Religion or Belief
3. Gender Reassignment	8. Sex
4. Marriage & Civil Partnership	9. Sexual Orientation
5. Pregnancy & Maternity	NEW- Socio-economic inequalities (voluntary adoption)

2. It has **considered equality of treatment** towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
3. Sufficiently considered **potential and real impact** of proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members.
4. **Systematically recorded and reported** any potential and real impact of your proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members
5. **Collected, recorded, & reported sufficient information and data** on how your policy or proposal will have an impact.
6. Offers **mitigations or adjustments** if a PSED has been impacted.
7. Provides clear **justifications** for your decisions.
8. It is written in **plain English** with simple short sentence structures.

Section 1: General overview of the activity under consideration

1.	Name of activity being assessed. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	New pay policy to support recruitment and retention.	2.	The implementation date of the activity under consideration:	1 July 2025
3.	Directorate/Department(s):	Oxford City Council	4.	Service Area(s):	all
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Gail Malkin, Head of People	6.	Contact details, in case there are queries: Please provide: -Name -Email address	gmalkin@oxford.gov.uk
7.	Is this a new or ongoing EqlA?	New <input checked="" type="checkbox"/> Extension to existing EqlA <input type="checkbox"/>	8.	If this is an extension of a previous EqlA, please indicate where the previous EqlA is located and share the link to the said EqlA.	
9.	Date this EqlA started:	January 2025			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	Yes	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	January 2025

Section 2: About the activity, change, or policy that is being assessed.

12.	Type of activity being considered: Check the most appropriate.	<input type="checkbox"/> Budget	<input type="checkbox"/> Decommissioning	<input type="checkbox"/> Commissioning	<input checked="" type="checkbox"/> Change to an existing activity.
		<input type="checkbox"/> New Activity	<input type="checkbox"/> Others. Please specify:		
13.	Which priority area(s) <u>within Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil? Please check as needed.	<div> <input type="checkbox"/> Good, affordable homes <input type="checkbox"/> Strong, fair economy <input type="checkbox"/> Thriving Communities <input type="checkbox"/> Zero Carbon Oxford <input checked="" type="checkbox"/> Well run council </div>			
14.	Which priority area(s) within <u>Oxford City Council's Equality, Diversity & Inclusion Strategy (2022)</u> does this activity fulfil? Please check as needed.	<div> <input checked="" type="checkbox"/> Responsive services and customer care. <input type="checkbox"/> Diverse and engaged workforce. <input type="checkbox"/> Leadership & organisational commitment. Understanding and working with our communities. </div>			
15.	Outline the aims, objectives, & priorities of the activity being considered. The policy objective is to support attraction and retention of employees. Our basic pay structure for grades 3 to 11 and for senior leaders is generally competitive and the total reward package includes some good benefits such as our pension scheme, occupational sick pay and holiday entitlement that are competitive in the general employment market. Hybrid working and the flexibility around hours of work is also attractive to many applicants and is valued by employees.				

	<p>What is missing currently is a policy on the payment of increments for grades 3 to 11 where we have two pay points per grade. In April 2024, we provided incremental progression as part of the current two-year pay deal after a numbers of years of withholding progression because of financial constraints. There is no provision outside the collective pay agreement to provide increments in 2025 and onwards. We have negotiated a new pay policy with the two recognised trade unions, Unite and Unison, who are keen to establish a clear policy on the payment of increments.</p> <p>There are single pay points for senior grades so these are not affected.</p> <p>The new pay policy also provides clarity on the policy on additional payments such as honoraria and acting-up allowances.</p>
<p>16. Please outline the consequences of not implementing this activity. For example, -Existing activity does not fulfil Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.</p>	<p>Employees will be disappointed that there is no provision for progression and this may affect employee satisfaction and retention.</p>

Section 3: Understanding service users, residents, staff and any other impacted parties.

<p>17. Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</p> <p>Please provide details— -when, -how many, and -the approach taken.</p>	<p>We have engaged with trade union representatives including the Branch Secretaries for Unison and Unite in several meetings over the last 12 months. We have interviewed leaders and managers across service areas and agreed proposals with the Corporate Leadership Team.</p>
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18. List information and data used to understand who your residents or staff are and how they will be impacted. These could be- -third-party research, -census data, -legislation, -articles, -reports, -briefs.	We have used internal employee data. We have focused on certain protected characteristics that are monitored regularly. Sub groups within the data will be very small and so it would be difficult to draw conclusions from analysis. We have focused on those protected characteristics that we monitor each month.
19. If you have not done any consultations or collected data & information, are you planning to do so in the future? Please list the details – -when, -with whom, and -how long will you collect the relevant data.	We have completed consultations and have agreement for the proposed approach.



Section 4: Impact analysis.

20. Who does the activity impact? Check as needed. The impact may be positive, negative or unknown.	Service Users	Yes <input type="checkbox"/>	No X <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	Members of staff	Yes X <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	General public	Yes <input type="checkbox"/>	No X <input type="checkbox"/>	Don't Know <input type="checkbox"/>

	Partner / Community Organisation	Yes <input type="checkbox"/>	No X <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	City Councillors	Yes <input type="checkbox"/>	No X <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	Council suppliers and contractors	Yes <input type="checkbox"/>	No X <input type="checkbox"/>	Don't Know <input type="checkbox"/>

21.

Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?

Check as needed and provide evidence-driven conclusions.

Good Practice is to keep it simple and list your, evidence, insights, and mitigations.

Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
Age	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy tackles a potential disadvantage for younger workers in that they are unlikely to have the experience to justify recruiting them at the grade maximum. Our standard policy is to recruit at grade minimum but exceptions can be made with agreement of the Head of People.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.

Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no impact.	None required but impact for employees who may need adaptations at work will be monitored to see if employees with a disability do not benefit from pay progression on successful completion of probationary period if the probationary period is extended and linked to the disability. Adaptations for disability are usually arranged on joining if the disability is declared. Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Gender re-assignment 179	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We do not have this data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no impact.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Race, Ethnicity and/or Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no impact.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.

Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>We have not analysed this data as we do not report on it and the numbers will be very low.</p>	<p>Any employee on maternity leave will be treated as if at work. Maternity leavers will be included in reporting to identify eligible employees. Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>We have not analysed this data as we do not report on it.</p>	<p>Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is no impact.</p>	<p>Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>We have not analysed this data as we do not report on it.</p>	<p>Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>

Socio-economic inequalities such as: - income and factors that impact income. -access to jobs This was voluntarily adopted by Oxford City Council on the 13th of March 2024.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not have data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Other (voluntary consideration) For example: Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not have data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not have data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.

Section 5: Conclusion(s) of your Full Impact Assessment

22.	Conclusions. Check as needed.			
	<input type="checkbox"/> Stop and reconsider the activity.	<input type="checkbox"/> Adjust activity before beginning the activity and continue to monitor.	<input checked="" type="checkbox"/> No major change(s) or adjustments and continue with activity but continue to monitor.	<input type="checkbox"/> No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	Please explain how you have reached your conclusions above.		The policy provides a standard approach to pay progression and payment of additional allowances. We have no evidence that any individual group is less likely to complete the probationary period and so benefit from a pay increase. The policy provides clear rules for pay progression.	

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Section 6: Monitoring and review plan.

The responsibility for maintaining a monitoring arrangement of the EqlA action plan lies with the service/team completing the EqlA. These arrangements must be built into the performance management framework such as KPIs or Risk Registers.

24.	Who or which team or service area will be responsible for monitoring equalities impact? For example- - team, -directorate, -service area,	People Services
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25.	-Equalities Steering Group,etc.		
	Who (individual, team, or service area) will be responsible for carrying out the EqIA review?	Gail Malkin, Head of People	
26.	How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc.	Every 6 months	27. Date when the EqIA will be reviewed again. November 2025

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Section 7: Sign-off

Name: Gail Malkin

Job Title: Head of People

Signature:

G. Malkin

Name: Full Name

Job Title: Type here

Signature:

Name: Caroline Green

Job Title: CEO

Signature:

Confirmed by email 30.06.25

Name: Full Name

Job Title: Type here

Signature:

Name:

Job Title:

Signature:

Name: Full Name

Job Title: Type here

Signature:

Suggested list of people to include are:

- 1) Project lead/manager.
- 2) Head of service area or team.
- 3) Person who completed the EqIA.
- 4) EDI Lead.
- 5) EDI Specialist.
- 6) For joint projects, please consider the following:

Name: Full Name
Job Title: Type here
Signature:

Name: Full Name
Job Title: Type here
Signature:

Name: Full Name
Job Title: Type here
Signature:

You have now reached the end of the assessment.

⚠ Please appended this to any reports and project files for reference.

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To: Council

Date: 15 July 2025

Report of: Director of Law, Governance and Strategy

Title of Report: Oxfordshire Health and Wellbeing Board/ Health Improvement Board Partnership Report

Summary and recommendations	
Purpose of report:	To provide the annual report on the work of the Oxfordshire Health and Wellbeing/ Health Improvement Board
Cabinet Member with responsibility:	Cllr Chewe Munkonge. Cabinet Member for a Healthy, Fairer Oxford and Small Business Champion
Recommendation: That Council notes the annual update report of the work the City Council does to support the Oxfordshire Health & Wellbeing Board and the Health Improvement Board	

Introduction and background

1. The Oxfordshire Health and Wellbeing Board (HWB) is a partnership between local government, the NHS and the people of Oxfordshire. It includes local GPs, councillors, representatives from Healthwatch Oxfordshire, and senior local government officers. The HWB provides strategic leadership for health and wellbeing across Oxfordshire and ensures that plans, such as the [Joint Local Health and Wellbeing Strategy \(pdf format, 675 KB\)](#) (HWS), are in place and action is taken to realise those plans. The Council has been an active member of the HAWB since its inception in 2013.
2. The Health Improvement Partnership Board (HIB) is a sub group of the HWB and focuses on effective partnership working across Oxfordshire to meet people's health and social care needs.
3. It aims to promote and use the [Prevention Framework \(pdf format, 2.3Mb\)](#) to deliver a range of initiatives that will PREVENT ill health, REDUCE the need for treatment and DELAY the need for care.
4. It aims to meet the performance measures agreed by the HAWB.

5. The Council last received a report on the activities of the Health and Wellbeing Board and the Health Improvement Board in July 2024.
6. Councillor Helen Pighills, Cabinet Member for community health and wellbeing at Vale of the White Horse DC, continued as the Chair of HIB for a second year, and Councillor Georgina Heritage took up the role as vice Chair of the HIB in September 2024. These roles have officer support from the City Council's Policy and Partnership team.
7. The City Council Policy and Partnership team provides shared health partnerships support for City and Districts at officer level, providing briefing, Board representation and co-ordination for a number of health-related partnership boards. This work is jointly funded by City and Districts.

The role of the Oxfordshire Health and Wellbeing Board (HAWB)

8. The HAWB has a single unifying vision for the improvement of the health and wellbeing of Oxfordshire residents:
9. 'To work together in supporting and maintaining excellent health and wellbeing for all the residents of Oxfordshire'
10. The HWB has oversight of progress on the Oxfordshire Health and Wellbeing Strategy through reports to the quarterly meetings.
11. This year the HWB has been actively engaged with the ICB on its new operational delivery plan. The restructured services no longer include a dedicated Place Director for Oxfordshire. The HWB made strong representation on the value of this role in a two-tier county, but was unable to prevent the loss of this role. The ICB continues to have representation at the HWB meetings through their Chief Delivery Officer.
12. NHS representation on the HWB is expected to change in the coming year following the abolition of NHS England.
13. This year saw the launch of Oxfordshire as a Marmot Place. Over the next two years there will be a programme of work to develop a framework to address the wider determinants of health. The HWB will provide the primary oversight for this work, and an Advisory Group has been set up with membership including the Chief Executive of Oxford City Council.

Health Improvement Partnership Board

14. The Health Improvement Partnership Board (HIB) has reviewed its 3 priorities to align with the HWS, with the following key topic areas to focus on;
 - Healthy Weight and Physical Activity
 - Mental Wellbeing
 - Alcohol and Tobacco Control
15. Action on these priority areas takes an approach which is focused on addressing health inequalities and prioritising prevention.

Oxford City Council's work on Health

16. The Council continues to embed its Thriving Community Strategy as a key part of tackling health inequalities, working together with communities and partners to reduce inequalities around health, wellbeing, skills and employment opportunities in the most deprived areas of the city. The aim is to also develop strong and independent communities, encourage participation, support prevention and early intervention by joining up local services and optimising access so people get the best experience.
17. Locality plans based on need are in place and specifically focused on raising aspiration, improving life chances for children and young people, ensuring people feel safe, delivering inclusive access to services and being healthy and active. This includes supporting community partners to access over £630k in external funding; enabling 516 households and 45 community organisations to receive assistance through the household support fund; bringing together service areas to deliver better outcomes for citizens; and moving customer facing support to accessible such as the food larders.
18. The approval of the Oxfordshire Food Strategy and the City Food Action plan has enabled a framework for helping to reduce food related inequalities. The work that has been delivered around supporting the food system including the community larders, larders, fridges and supporting the community food system through various initiatives including supplying a low cost community van, wrap around support from customer service operators, funding fridges and freezers, training and direct funding through the Household support fund. The City Council has also contributed to healthy food environments through its bus stop advertising contract which was retendered in the last year, which now includes restrictions on high fat, salt and sugar foods.
19. Our Community Health Development Officers continue to attend and contribute to Health & Wellbeing Partnership meetings with stakeholders in key areas of tackling health inequalities.
20. The Council's Community Services continue to work with Oxfordshire County Council Public Health to address health inequalities identified in the following ward health profiles: the Leys, Rose Hill, Barton, Littlemore, Wood Farm and City Centre, supporting the implementation of recommendations and targeting funding where it is needed most through our Community Health Development Officers.
21. Through the Youth Ambition programme where we deliver youth clubs, sport and activity sessions, we continue to ensure that our settings are welcoming and safe for young people, which helps with their social wellbeing, offering physical activity at all the youth sessions as well as informal learning on healthy lifestyles, including healthy food and cooking, and providing resources to young people of other supported services they can use and access.
22. We have increased the number of Community Champions and continue to work with them to engage with different communities on health-related issues. For example during Black History Month in 2024 6 men's health workshops across the city focusing on mental health, male cancers and wellbeing

Physical Activity and Health

23. We continue to work in very closely in partnership with the health and physical activity systems. This has also enabled us to deliver more value through securing partnership funding.
1. We continue to deliver the You Move pathway with over 159 families and 548 participants registered in the city with 53% children on the pathway no longer being classified as inactive.
 2. We continue to deliver the Move Together pathway with on average 40 new participants per month with 64% of participants increasing the amount of activity they were doing (all levels of exertion) between the initial assessment and 3-month review.
 3. Continuation of the Community Health Development Officer programme with excess of £400,000 of funding guaranteed until Spring 2027.
 4. Community Champions programme has delivered Black History Month events, Men's Health Workshops, Vaccine Clinics and produced a GP receptionist awareness video.
 5. Funding from Home Office to enable an Active Wellbeing Support Officer to work with Oxford's Afghan refugees and UK resettled families to improve health and wellbeing.
24. We have continued the delivery of successful tennis contract with Parks Tennis with 24,957 courts and 8,868 coaching sessions being books. Florence Park also won the prestigious LTA national park of the year award, out of a field of over 2500 parks.

New leisure partnership

25. We have been working with the health system through the active lifestyles commissioning group, including public health and the ICB to move from leisure to active wellbeing. The new leisure contract began in April 2024, and this has seen our leisure partner investing in centre upgrades across our facilities. This includes a new active zone (soft play and ninja tag arena) at Leys Pool and Leisure Centre which opened in April 2025.
26. The new leisure partnership continues to offer discounts to a number of key groups, including free swimming for the under-17s, student and over-66s concessions, Bonus Card membership/pay as you go prices for people in receipt of key benefits, and for asylum seekers and refugees targeted health support offers including Community Fund support for in-kind facility use through social prescribers and community groups, and an improved offer for You Move and Move Together participants.
27. The Leys Youth Hub, which is a partnership project between Oxford City Council and Oxfordshire County Council and enables co-location at Leys Pool and Leisure Centre, will be opening shortly. This will provide young people age 11-18 (up to 25 if SEN or care leaver) with space and youth worker support for activities to support physical and mental health, including a new climbing wall facility. Other partners will be able to be based there including those supporting young people's mental health and youth justice.

28. As facilities have been improved, there is less unused space for permanent health service co-location than in 2023/4, but the centres continue to be hubs for pop-up offers on health issues including smoking cessation, health MOTs, and condition specific exercise and referral such as cardiac prehab and rehab.

Dancin Oxford

29. Dancin Oxford programme delivers another route to physical and mental health activities for young people, families and older adults (particularly older adults living with neurodegenerative diseases such as Parkinson's) targeted particularly at areas of deprivation. Since April 2024 over £28,000 funding was secured from Arts Council England, Sport England, Well Together and Community Impact Profile funding for two Dancer in Community Residence projects to deliver ongoing programmes in Barton and Blackbird Leys. This is in addition to the established but time-limited activities for early years, families, and older adults.
30. In the last year, Dancin' Oxford has engaged over 1.5k participants across the various dance programmes, including over 165 families and over 150 young people regularly attending sessions. The Dancer in Community Residence programme has launched inclusive weekly dance / movement classes in Barton for adults, particularly those living with long-term health conditions, and children / young people. The Blackbird Leys programme is launching an Empowering Girls project this summer.

Health inequalities and housing

31. The Council continues to engage with the County Council and the ICB/NHS on future commissioning of supported accommodation, seeking to have more provision delivered by registered providers and ensure a more equitable distribution of accommodation across Oxfordshire, both to improve the accommodation offer for clients, and minimise the cost to the City Council through insufficient housing benefit subsidy. In 2024-25 the subsidy loss was approximately £2.5m.
32. On homelessness, we recognise that this is a health and social care issue as well as a housing issue. We commission the Homelessness Alliance, alongside the other Oxfordshire local authorities and the ICB, and have
33. We have been working in partnership with Public Health and other Districts on the Health and Wellbeing Strategy workstrand on Healthy Homes. This element of the strategy looks at housing as an enabler of good health. Work this year has focused on understanding how existing housing-linked data from City and Districts, RHAs and the health system can be used to set a common set of metrics for this strand of work.
34. Public Health are leading on a Housing Health Needs Assessment as part of this work, which will define trackable KPIs that can be reported against for the remainder to the Health & Wellbeing strategy period. City and District housing teams have been among those invited to input to this work.

Home Improvement Agency

35. The Home Improvement Agency (HIA) has worked to improve the service it offers with an 'every visit counts' ethos. In addition to the Disabled Facility Grants (DFG) multiple types of assistance and options are continually updated, and

grants have been added to enable repairs to support hospital discharge or to enable a DFG eg. repairing dangerous wiring. There is also added grant assistance to support people with dementia to remain at home, and this year we have added grants to keep domestic abuse/burglary suffers safe at home.

36. The team has been active in key local partnerships including the Better Care Fund (BCF) Steering Group and has taken a strategic role in these meetings to agree the BCF priorities for spending. Insights from the BCF Falls Working Group has helped identify emerging needs around hospital discharge, winter and planning and falls reduction.
37. Marketing and outreach is also essential to reaching clients. As well as local advertising campaigns, the team has attended faith meetings, community groups and foodbanks. Promotional material is prominent across local hospitals, and information sent via the hospital intranet reaches 30,000 health professionals. Clients, families and partner organisations can subscribe to an online newsletter for updates on the latest support.

Oxford City Council future focus

38. The Blackbird Leys Youth Hub will formally open later in 2025, significantly enhancing our offer to support physical and mental health for young people.
39. The opening of redeveloped community centres in East Oxford and Blackbird Leys will provide community activities for physical and mental health, and potential for further co-location of services
40. The ICB is facing significant funding pressures and further reorganisation, and there will be challenges ahead in managing the impact of funding reductions on prevention activities. We will continue to work with the ICB, Public Health and District Councils to deliver partnership programmes against this background of change.

Financial implications

6. There are no financial implications for this report.

Legal issues

7. There are no legal implications arising from this report.

Conclusion

8. The Council has made a significant contribution to work related to health this past year across all service areas.
9. Teams within the Council have continued to deliver excellent results against a background of funding pressures.. Our partnership working through Locality Plans, programmes such as Move Together, CHDOs and Community Champions ensures a targeted, results-driven approach to tackling health inequalities. Our Home Improvements Agency has extended its grants offer to give more support to living well at home, prevention health deterioration and enabling faster hospital discharge. Physical activity programmes are delivering results and have secured further funding, and the and the work under the Food Action Plan is supporting healthy lifestyles through access to affordable healthy food.

10. The Council continues to play a key role in influencing through partnerships, focusing on prevention work and ensuring its services are aligned with those of other agencies around shared objectives.

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