

Agenda

Council

Summons

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

Date: **Monday 6 October 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 Asima Qayyum
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Anna Railton
	Councillor Laurence Fouweather	Councillor Rosie Rawle
	Councillor James Fry	Councillor Dianne Regisford
	Councillor Stephen Goddard	Councillor Ajaz Rehman
	Councillor Judith Harley	Councillor Kate Robinson
	Councillor David Henwood	Councillor Jo Sandelson
	Councillor Alex Hollingsworth	Councillor Anne Stares
	Councillor Jemima Hunt	Councillor Linda Smith
	Councillor Chris Jarvis	Councillor Roz Smith
	Councillor Theodore Jupp	Councillor Dr Christopher Smowton
	Councillor Emily Kerr	Councillor James Taylor
	Councillor Dr Amar Latif	Councillor Ed Turner
	Councillor Mark Lygo	Councillor Naomi Waite
	Councillor Sajjad Malik	Councillor Ian Yeatman
	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	19 - 30
Minutes of the ordinary meeting of Council held on 14 July 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: <ul style="list-style-type: none">1. The Lord Mayor2. The Sheriff3. 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 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.

The request to speak accompanied by the full text of the address must be received by the [Director of Law, Governance and Strategy](#) by 5.00 pm on Tuesday, 30 September 2025.

The briefing note will contain the text of addresses 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 **Appropriation of land at Elsfield Hall from the General Fund to the Housing Revenue Account**

31 - 40

Appendices 1 and 2 contains exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. To discuss this item, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting.

The Director of Economy, Regeneration and Sustainability has submitted a report to seek Council approval for appropriation of land from the General Fund to the Housing Revenue Account (changing the statutory basis on which it is held by the Council).

Council is recommended to:

1. **Approve** the appropriation of the land owned by Oxford City Council (OCC) at Elsfield Hall from the General Fund (GF) into the Housing Revenue Account (HRA).

8 **Appropriation of land at Cave Street from the General Fund to the Housing Revenue Account**

41 - 50

The Director of Economy, Regeneration and Sustainability has submitted a report to seek Council appropriation of the land at Cave Street from the General Fund (GF) into the Housing Revenue Account (HRA) to facilitate affordable housing development.

Council is recommended to:

1. **Approve** the appropriation of the land owned by Oxford City Council (OCC) at Cave Street from the General Fund (GF) into the Housing Revenue Account (HRA).

COMMITTEE RECOMMENDATIONS

9 Cumulative Impact Assessment and Special Saturation Policy

At the Licensing and Gambling Acts Committee on Monday, 22 September 2025, the Committee agreed to not adopt the proposed Special Saturation Policy 2025-2028 as, based on the cumulative impact assessment before them, the Committee were not of the opinion that the number of licensed premises within the City Centre and East Oxford areas is such that it is likely that granting further licences (or variation to licences) would be inconsistent with the licencing authorities duty to promote the licencing objectives.

Council is recommended to:

1. **Agree** to not adopt the Cumulative Impact Assessment for 2025-2028 and the continued Special Saturation Policy covering City Centre and East Oxford areas

The report will be published within a supplement ahead of the meeting.

10 Hackney Carriage Vehicle Emission Standards Amendment

At the General Purposes Licensing Committee on Monday, 22 September 2025, the Committee agreed to align with Local Government Reorganisation to postpone the final phase that all Hackney Carriage vehicles must meet the ultra-low emission vehicle standard until the establishment of the new unitary council, aligning the policy with wider structural changes and enabling consistent standards across the new licensing authority.

Council is recommended to:

1. **Agree** that the adoption of the Hackney Carriage Vehicle Emission Standards aligns with Local Government Reorganisation.

The report will be published within a supplement ahead of the meeting.

OFFICER REPORTS

11 Working Overseas Policy and Procedure

The Head of People has submitted a report to Council to approve the Working Overseas Policy and Procedure.

Council is recommended to:

51 - 86

1. **Approve** the implementation of the Working Overseas Policy and Procedure.

QUESTIONS

12 Questions on Cabinet minutes

87 - 112

This item has a time limit of 15 minutes.

Councillors may ask the Cabinet Members questions about matters in these minutes since the previous meeting of full Council.

13 Questions on Notice from Members of Council

Questions on notice from councillors received in accordance with Council Procedure Rule 11.11(c).

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, 24 September 2025.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

14 Public addresses that do not relate to matters for decision at this Council meeting

Public addresses 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.

The request to speak accompanied by the full text of the address must be received by the [Director of Law, Governance and Strategy](#) by 5.00 pm on Tuesday, 30 September 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.

15 Outside Organisation Report: Oxford Safer Communities Partnership (OSCP) Annual Update 2025-26

113 -
116

The Community Safety Service Manager has submitted a report for the annual update for 2025-2026 for the Oxford Safer Communities Partnership.

Recommendation: That Council resolves to:

1. **Note** the annual update report of Oxford Safer Communities Partnership.

16 Scrutiny Committee update report

117 -
130

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

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

17 Motions on Notice October 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, 24 September 2025 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the *Liberal Democrat Group, Green Group, Independent Oxford Alliance Group, Oxford Community Independents Group, Oxford Independent Group, Real Independent Group, Labour 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, 3 October 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) Planning and Infrastructure Bill (Proposed by Councillor Smowton, Seconded by Councillor Fouweather)
- b) Oxford stands for diversity, for fairer migration policy and against the far right (Proposed by Councillor Powell, Seconded by Councillor Jarvis)
- c) Bring Thames Water into public ownership (Proposed by Councillor Mundy, Seconded by Councillor Djafari-Marbini)
- d) Keep Oxford Open (Proposed by Councillor Goddard, Seconded by Councillor Smowton)
- e) Better use of Oxpens Bridge Funding (Proposed by Councillor Jupp, Seconded by Councillor Miles)

17a Planning and Infrastructure Bill (Proposed by Councillor Smowton, Seconded by Councillor Fouweather)

Council notes that the Planning and Infrastructure Bill¹ will, if 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. This would remove opportunities for councillors to judge whether the harm and benefits of applications are appropriately balanced.

Part 3 would permit environmental obligations in relation to development to be discharged, disapplied or otherwise modified if a developer pays the nature restoration levy (called “cash to trash”² by the RSPB). This fund would be used according to a plan prepared by Natural England, not the local authority.

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.³

¹ <https://bills.parliament.uk/publications/61396/documents/6667>

² 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>

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

Council also agrees with the 32 environmental organisations⁴ and 81 environmentalists and academics who publicly criticised the bill, calling for a “Pause to bad law”.⁵

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”.⁶

Council calls for the preservation of planning committees’ current powers, and for a strong presumption towards environmental mitigation on-site or close by in preference to levy payment.

Council asks the Leader to write to Oxford’s MPs communicating these concerns with the bill.

17b Oxford stands for diversity, for fairer migration policy and against the far right (Proposed by Councillor Powell, Seconded by Councillor Jarvis)

Council notes:

1. Throughout the summer and into September, protests have taken place outside hotels housing asylum seekers across the UK, many directly organised by far-right groups.⁷
2. Over 100,000 people marched in London at a demonstration addressed by a number of far right figures.⁸
3. These demonstrations have also taken place on numerous occasions in Oxford outside the Kassam Stadium Holiday Inn.⁹
4. Alongside this, this summer also saw a racist attack on Central Oxford Mosque.¹⁰
5. Oxford City Council has consistently made clear that it wants to see a fairer migration system, that refugees are welcome in our city, and that policies like immigration detention and

⁴ 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>

⁵ 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>

⁶ 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-](https://hansard.parliament.uk/Commons/2025-06-09/debates/3B8E0A89-3756-49FB-8C07-CECF3B58A26A/PlanningandInfrastructureBill)

[CECF3B58A26A/PlanningandInfrastructureBill](https://hansard.parliament.uk/Commons/2025-06-09/debates/3B8E0A89-3756-49FB-8C07-CECF3B58A26A/PlanningandInfrastructureBill)

⁷ [https://www.theguardian.com/uk-news/2025/aug/23/members-of-far-right-party-](https://www.theguardian.com/uk-news/2025/aug/23/members-of-far-right-party-organising-asylum-hotel-protests-across-uk-facebook-posts-show)

[organising-asylum-hotel-protests-across-uk-facebook-posts-show](https://www.theguardian.com/uk-news/2025/aug/23/members-of-far-right-party-organising-asylum-hotel-protests-across-uk-facebook-posts-show)

⁸ <https://www.bbc.co.uk/news/articles/cwydezxl0xlo>

⁹ <https://www.oxfordmail.co.uk/news/25482399.oxford-asylum-protest-man-taken-away-police/>

¹⁰ <https://www.bbc.co.uk/news/articles/c70xnzp0ej4o>

removal are harmful.¹¹ This was most recently and clearly illustrated through our obtaining of City of Sanctuary status.¹²

6. The government has recently announced new policies designed to create a more restrictive migration and asylum system, most notably through the suspension of family reunion.¹³

Council believes:

1. Oxford is a city proud of its diversity and its history of solidarity with people from all across the world.
2. The protests and attacks seen this summer are deeply worrying, and are designed to intimidate and divide our communities.
3. Attempts by politicians, media outlets and commentators to whip up hate and to blame migrants and refugees for the problems in our society should be condemned.
4. Hostile attitudes towards migrants are in part driven by central government policies which seek to create a more hostile environment for migrants and refugees.
5. Neither hotel accommodation, nor detention centres are fair, humane or suitable accommodation for people seeking asylum, and a drawn-out, lengthy process for reviewing asylum applications is harmful for those enduring it.
6. People seeking asylum should not be prevented from working while their claims are being processed.
7. Enabling family reunion is a basic cornerstone of a humane and fair asylum system and suspending it risks putting people who would otherwise be allowed to enter the UK in significant danger.
8. Hostile rhetoric and policies directed at migrants and people seeking asylum make many Oxford residents less safe by fueling xenophobia and racism.

Council resolves:

1. To request the Leader of the Council and the Cabinet Member for Safer Oxford:
 1. Reiterate the council's commitment to stand with and

¹¹ <https://www.bbc.co.uk/news/articles/c5yj5j072ero>

¹² <https://www.oxford.gov.uk/news/article/1612/oxford-city-council-awarded-local-authority-of-sanctuary-accreditation>

¹³ <https://www.bbc.com/news/articles/c626p66d6jxo>

support all of Oxford's diverse communities and to oppose attempts to divide and intimidate.

2. Write to the Home Secretary reiterating this council's opposition to the re-opening of Campsfield Immigration Removal Centre and to the decision to suspend family reunion applications.
3. To publicly support and campaign for people seeking asylum to be permitted to work and accommodated within communities.

17c Bring Thames Water into public ownership (Proposed by Councillor Mundy, Seconded by Councillor Djafari-Marbini)

Thames Water has become a by-word for incompetence in utilities management. Having managed to discharge raw sewage into the region's waterways for almost 300,000 hours in 2024¹⁴, the company faced record breaking fines from Ofwat this year. In an ironic twist, Thames Water pleaded poverty when negotiating the fine downwards- committing to paying less than 20% of the £122.7 million fine within the next four and a half years. A fine made larger and of course less affordable by the £170 million in dividends paid out over the last two years.¹⁵ The failure of water companies across the country is being rewarded with huge executive salaries: The average pay for water company CEOs in 2022 was £1.7 million.¹⁶

People of Oxford are fed up of polluted waterways that used to be fit for leisure activities, fed up of aging burst water pipes flooding our streets¹⁷, and dismayed at the daft plans for an enormous reservoir which tears up local landscape and is costly and un-necessary.¹⁸

Yes, we have been here before, our Council passed a motion pushing for the nationalisation of Thames Water back in January 2023. But the government still chooses not to take bold action to take back control of our water supply, deciding instead that a new regulator will solve the problems. Our Council has the opportunity to

¹⁴ <https://www.theguardian.com/business/2025/mar/18/thames-water-data-reveals-raw-sewage-discharges-rivers-2024> Thames Water data reveals raw sewage discharges in rivers rose 50% in 2024. The Guardian 18/03/2025

¹⁵ <https://www.itv.com/news/meridian/2025-08-27/thames-water-negotiates-payment-plan-following-record-fine> Thames Water negotiates payment plan following record £122.7 million fine. ITV Meridian 27/08/2025

¹⁶ <https://www.mirror.co.uk/money/fat-cat-water-firm-bosses-26229950> EXCLUSIVE: 'Fat cat' water firm bosses earn £15m as amount of raw sewage dumped in rivers rockets. Daily Mirror 15/02/2022

¹⁷ <https://www.bbc.co.uk/news/articles/c79qr333jv4o> and <https://www.bbc.co.uk/news/articles/cwvj7ldw14eo> and <https://www.bbc.co.uk/news/articles/cr5v223epnlo> and <https://www.dailymail.co.uk/video/news/video-2750371/Video-Oxford-City-Centre-suffers-water-pipe-burst-UK-hosepipe-ban.html> BBC and Daily Mail Summer 2025

¹⁸ <https://theconversation.com/the-uk-is-surprisingly-short-of-water-but-more-reservoirs-arent-the-answer-243440> The UK is surprisingly short of water – but more reservoirs aren't the answer. The Conversation 01/13/2025

push for a rethink, to urge the government to renationalise Thames Water.

This Council resolves to:

- Request that the Leader or Deputy Leader of the Council writes to Secretary of State for Environment, Food and Rural Affairs Emma Reynolds, with Parliamentary Under-Secretary of State for Water and Flooding Emma Hardy, stating that water privatisation has failed the people of Oxford and that our water supplier needs to be brought in to public hands.
- Request that the Leader or Deputy Leader of the Council writes to Thames Water CEO Chris Weston, seeking an explanation for the deplorable state of our water infrastructure. Asking, why our city suffered so much disruption from burst water mains this summer, and what is being done to ensure that the same won't be repeated again.
- Request that the Leader or Deputy Leader of the Council writes to Chris Weston seeking a resolution of when we will see an end to routine (outside of recognised extreme wet weather conditions) dumping of raw sewerage overflow in to Oxford's local waterways.
- Request that the Leader or Deputy Leader of the Council engages with local groups such as Windrush Against Sewage Pollution and Boycott Thames Water, to establish what more the Council can do to support their campaigns and to push for better standards from our water supplier.

17d Keep Oxford Open (Proposed by Councillor Goddard, Seconded by Councillor Smowton)

This Council—

- Reaffirms that asylum seekers, refugees and migrants more generally remain welcome in Oxford, and that the City stands by its Local Authority of Sanctuary status.
- Believes that demonstrations outside asylum seeker accommodation are likely to convey the opposite impression.
- Calls for the asylum backlog to be addressed through increased resources and processing efficiency, not through relocation that would cause needless disruption to individuals' living circumstances.
- Believes that negative assumptions concerning an individual, and particularly regarding risk of crime, must never be based on their asylum seeker or refugee status, national origin, religion, cultural background, age, gender or any other protected characteristic, but rather must always be based on hard evidence relating to specific individuals.

- Believes that tightening eligibility for refugee status would inevitably harm people who are fleeing war and conflict, as well as triggering a race to the bottom with other countries receiving refugees, and therefore this course should not be pursued.
- Backs granting a temporary work permit to asylum seekers who face a long wait outside their control, thereby enabling them to support themselves through earnings rather than requiring public support throughout their wait.
- Believes that Brexit has substantially harmed this country's ability to handle asylum cases by weakening cooperation between different European countries' immigration services.
- Calls on the Government to recommit to the United Kingdom as an open, diverse and welcoming place, and desist from hostile rhetoric such as suggesting housing asylum applicants in unsuitable accommodation such as warehouses¹⁹, or overzealously pursuing hotel closures and backlog reduction in a manner that tonally matches those overtly hostile to asylum seekers and refugees, thereby legitimising such views.

17e Better use of Oxpens Bridge Funding (Proposed by Councillor Jupp, Seconded by Councillor Miles)

Council notes:

- The cost of the Oxpens bridge has substantially increased since its original approval, and is running considerably behind other Growth Deal projects.
- That government has the option to repurpose the money for use in other active travel schemes and entrust the County Council to manage this.
- Government can and does vary the rules of the Deal from time to time. Thus far, government has rightly prioritised the spirit and objectives of the Deal above the letter of the agreement.
- Doubt remains that the Oxpens bridge will be able to provide a dry route to Osney Island and thereby unlock housing, due to the low-lying railway underpass in-between.
- The Growth Board (now Future Oxfordshire Partnership) was strongly urged against pursuing the Oxpens bridge project to begin with.

Council therefore believes it would be sensible to examine

¹⁹ <https://www.independent.co.uk/news/uk/home-news/migrant-hotels-asylum-yvette-cooper-warehouses-b2818433.html>

alternatives, and open a conversation with the County and/or the Ministry on options that deliver greater benefits for the residents of Oxford.

Council therefore resolves to ask the Leader to write to the relevant Minister, in full consultation with the accountable body for the Growth Deal funds, requesting that in the event of the bridge not going ahead:

- That the Growth Deal be varied as necessary to permit the funds to be used for other specified purposes in Oxford;
- That other options be explored to better employ the funds, including but not limited to:
 - Resurrecting the substantive scheme for Woodstock Road improvements to mitigate the effect of housing development to the north;
 - Revisiting the pedestrian bridge across the A40 at Barton Park which was dropped at planning stage, resulting in very real and significant safety concerns for residents;
 - Resurrecting the long-discussed plan for a foot/cycle bridge across the Thames at Jackdaw Lane, providing a safe and convenient alternative to the challenging Plain roundabout for residents of south and east Oxford.

Council notes that each of these schemes has been worked up in detail, and are thus available to re-visit, making any one of them attractive to a government which has the best interests of Oxford's residents at heart.

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.