

# Agenda

# Council

## Summons

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

Date: **Monday 24 November 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](mailto:democraticservices@oxford.gov.uk)

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## Membership of Council

Councillors: Membership 48: Quorum 12.

**Lord Mayor**     Councillor Louise Upton

**Deputy Lord Mayor**     Councillor Mike Rowley

**Sheriff**     Councillor Andrew Gant

<b>Members</b>	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
<b>Minute's silence and tributes</b>		
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.		
List the names, posts and dates of death		
<b>PART 1 - PUBLIC BUSINESS</b>		
<b>1</b>	<b>Apologies for absence</b>	
<b>2</b>	<b>Declarations of interest</b>	
<b>3</b>	<b>Minutes</b>	21 - 32
Minutes of the ordinary meeting of Council held on 6 October 2025. <b>Council is asked to approve the minutes as a correct record.</b>		
<b>4</b>	<b>Appointment to Committees</b>	
Any proposed changes will be circulated with the briefing note.		
<b>5</b>	<b>Announcements</b>	
Announcements by:		
<ol style="list-style-type: none"><li>1. The Lord Mayor</li><li>2. The Sheriff</li><li>3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)</li><li>4. The Chief Executive, Chief Finance Officer, Monitoring Officer</li></ol>		
<b>6</b>	<b>Public addresses that relate to matters for decision at</b>	

## **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 18 November 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.*

## **7 Urgent Business**

The Council may deal with business even though it is not on the Agenda so long as:

- (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.

Should the Lord Mayor determine 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).

## CABINET RECOMMENDATIONS

### 8 HRA Policies

33 - 110

The Director of Housing has submitted a report to approve the HRA Policies, following the recommendation from Cabinet on 22 October 2025.

Council is recommended to:

1. **Approve** the Damp and Mould Policy
2. **Approve** the Fire Safety Policy
3. **Approve** the Asbestos Policy
4. **Approve** the Disrepair Policy

## OFFICER REPORTS

### 9 Local Government Reorganisation

111 -  
124

The Chief Executive has submitted a report to note the decision of Cabinet with regards to Oxford City Council's Local Government Reorganisation preferred option submission.

Council is recommended to:

1. **Note** the decision taken by Cabinet on the 10 November to submit as its preferred option on Local Government Reorganisation, a three unitary council model across Oxfordshire, incorporating West Berkshire, as set out in the Cabinet Report

### 10 Devolution

The Chief Executive has submitted a report to note that Cabinet will take a decision on whether to endorse the submission by Oxfordshire County Council on behalf of all Oxfordshire councils of an Expression of Interest to Government for the inclusion of the Thames Valley area in the next wave of its Devolution Programme.

Council is recommended to:

1. **Note** that a Special Cabinet on 4 December will be asked to:
  - a) Endorse the benefits from the proposed devolution of powers and functions to a future Thames Valley Mayoral Strategic Authority, and agrees to continue building on the collaborative approach across the region to date;
  - b) Endorse the Expression of Interest (EOI) to be submitted by Oxfordshire County Council as the upper-tier authority to

Government, noting that the EOI is designed to proactively position our region for early consideration in the next wave of the Devolution Programme;

- c) Acknowledge the EOI as an initial invitation to Government, opening further dialogue and engagement, and not a decision to establish a Strategic Authority;
- d) Agree that a further report will be brought to Cabinet prior to any final decision by Oxfordshire County Council as upper-tier authority on the creation of a Strategic Authority; and
- e) Note an informal Devolution Programme Board will oversee discussions with Government, ensuring robust governance and stakeholder engagement by elected members throughout this process.

*The report will be published as part of a supplement on Monday, 17 November 2025*

## 11 Updates to Constitution

125 -  
150

The Director of Law, Governance and Strategy has submitted a report to seek approval for amendments to the Constitution, including updated Committee procedures and confirmation that Council will be responsible for approving Taxi Licensing policy.

Council is recommended to:

1. **Approve** the reservation to full Council of the decision making and approval of Taxi Licensing Policy as set out in Part 5.4 of the Constitution.
2. **Approve** the updates to the Constitution, as listed in Appendix 1;
3. **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 Recommendation from the Standards Committee to censure Councillor Malik

151 -  
152

The Monitoring Officer has submitted a report regarding the outcome of the Local Hearing Panel of the Standards Committee that found that Councillor Malik had breached the Council's Code of Member Conduct and that the sanction imposed should be the formal censure of the full Council.

Council is recommended to:

1. **Censure** Councillor Malik in respect of the finding that he breached the Members' Code of Conduct.

### **13 Recommendation from the Standards Committee to censure Councillor Latif**

153 -  
154

The Monitoring Officer has submitted a report regarding the Local Hearing Panel of the Standards Committee that found that Councillor Latif had breached the Council's Code of Member Conduct and that the sanction imposed should be the formal censure of the full Council.

Council is recommended to:

1. **Censure** Councillor Latif in respect of the finding that he breached the Members' Code of Conduct.

## **QUESTIONS**

### **14 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 since the previous meeting of full Council.

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

### **15 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 12 November 2025.

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

## **PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY**

### **16 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 18 November 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*

## **17 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 the last meeting of Council.

**Council is invited to comment on and note the report.**

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

## **PART 3 - MOTIONS REPRESENTING THE CITY**

### **18 Motions on notice November 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 12 November 2025 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the Independent Oxford Alliance Group, Oxford Community Independents Group, Oxford Independent Group, Real Independent Group, Labour Group, Liberal Democrat Group, Green 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 21 November 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 a Work Place Parking Levy and planned Bus Gates in Oxford (proposed by Cllr Henwood, seconded Cllr Yeatman)
- b) Bring Thames Water into public ownership (Proposed by Cllr Mundy, Seconded by Cllr Djafari-Marbini)
- c) Democracy and Freedom (proposed by Cllr Rehman, seconded by Cllr Latif)
- d) Better use of Oxpens Bridge Funding (proposed by Cllr Jupp, seconded by Cllr Miles)
- e) A World-Class Multi-Modal Transport Hub for Oxford Station (Proposed by Cllr. Lois Muddiman, Seconded by Cllr. Emily Kerr)

**18a Oppose a Work Place Parking Levy and planned Bus Gates in Oxford (proposed by Cllr Henwood, seconded Cllr Yeatman)**

Independent Oxford Alliance Group Motion

Oxford City Council notes that Oxfordshire County Council has approved and expressed support for:

- 1. The proposed **Bus gate (filter) scheme**;
- 2. The proposed **Workplace Parking Levy (WPL)**;

Oxford City Council further notes significant public concern regarding the potential economic, social, and accessibility impacts of these measures on residents, businesses, and visitors.

**Council therefore resolves to:**

- 1. **Oppose** for the proposed Bus Gate (filter) Scheme, and the proposed Workplace Parking Levy.
- 2. Request the Leader of the Council to write to the Leader of Oxfordshire County Council and other relevant authorities as the local highways authority to communicate this resolution.
- 3. Continue to support sustainable, balanced approaches to improving air quality, public transport, and cycling/walking infrastructure that do not unduly penalise residents, workers, or businesses.

**18b Bring Thames Water into public ownership (Proposed by Cllr Mundy, Seconded by Cllr Djafari-Marbini)**

Oxford Community Independents Group Motion

Thames Water has become known for poor performance for managing their vital infrastructure. Having managed to discharge raw sewage into the region's waterways for almost 300,000 hours in

2024<sup>1</sup>, 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.<sup>2</sup> 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.<sup>3</sup> A natural monopoly like water should be publicly owned. According to The People's Commission on the Water Sector, the environment secretary's claims that taking water back into public ownership is unaffordable, was backed by misleading figures with no basis in law.<sup>4</sup>

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 streets<sup>5</sup>, and dismayed at the daft plans for an enormous reservoir which tears up local landscape and is costly and un-necessary.<sup>6</sup>

Yes, we have been here before, our Council passed a motion pushing for the nationalisation of Thames Water back in January 2023. But the Labour 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 push for a rethink, to urge the government to renationalise Thames Water.

This Council resolves to:

- Request that the 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

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<sup>1</sup> <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

<sup>2</sup> <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

<sup>3</sup> <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

<sup>4</sup> <https://www.theguardian.com/business/2025/aug/03/a-fair-price-to-the-public-for-water-nationalisation> A fair price to the public for water nationalisation

<sup>5</sup> <https://www.bbc.co.uk/news/articles/c79qr333jv4o> and <https://www.bbc.co.uk/news/articles/cwyj7ldw14eo> 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

<sup>6</sup> <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

water supplier needs to be brought in to public hands.

- Ask the Planning cabinet member to write to Thames Water CEO seeking:

1. 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.

2. 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.

3. An urgent timetable of when sewage works in The Leys and Littlemore will be modernised and brought up to capacity to prevent the annual stench across these areas in the summer months.

- For Oxford City Council to engage with local groups such as Windrush Against Sewage Pollution and Boycott Thames Water, to push for better standards from our water supplier.

**18c Democracy and Freedom (proposed by Cllr Rehman, seconded by Cllr Latif)**

Oxford Community Independents Group Motion

As we prepare today to restructure our local government organisation to improve residents lives, for a better more inclusive and fair society.

To enable people and communities to have greater say in what matters to them most.

The government states it wants communities to decide their own futures in short to create a fairer more democratic inclusive society.

Unfortunately, across the world today we see countries being governed by people who have either taken power by force or rigged elections, denying civilians their mandate to the freedom to choose their leaders, in short their right to freedom.

This has led to mass migration, people not fleeing danger from natural disasters or persecution, but seeking freedom and hope to live freely.

This new wave of migration has placed a huge strain on countries giving sanctuary, such as ours.

The economic impact has been immense and the feeling of Britain being a soft touch and/or being taken for a ride has led to rise of division and animosity within communities.

The biggest tragedy of all has been the rise in anger against genuine refugees facing persecution. They are now feeling scared made feeling unwelcome at a time they desperately need sanctuary.

Our government has a responsibility to the British people both financially and as defenders of democracy to cut ties with such oppressive regimes. It cannot be simply brushed away or ignored any longer, when it is directly impacting lives of residents in our communities.

Our government should immediately halt aid and grants to such governments.

A government which has stolen mandate, cannot be trusted to distribute such monies, especially at a time when people in Britain are facing huge hardship.

I know such funds would make a huge difference to my ward and our city.

It is time our government stood up for the rule of law and democracy wherever it has been denied.

The government has a moral obligation to put the British people first and can do so by internationally taking a moral stance to protect Democracy and Rule of Law

Council calls upon the leader to write to our prime minister to:

- Ask him to confirm Britain's commitment to support the rule of law and democracy across the world, by reaffirming the overriding principal of democracy which is not to hold political prisoners.
- That regime stakeholders to be censored and banned from purchasing and investing in Britain.
- The Government introduce a more stringent vetting procedure which would stop the situation as we witness with the Russian oligarchs at the onset of the Ukraine invasion.
- Outlining that to make a reaffirmation to the country's commitment would send a clear message that Oxford and Britain welcome genuine refugees and upholds the principles of Law and democracy.

**18d Better use of Oxpens Bridge Funding (proposed by Cllr Jupp, seconded by Cllr Miles)**

Liberal Democrat Group Motion

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 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.

**18e     A World-Class Multi-Modal Transport Hub for Oxford Station  
(Proposed by Cllr Lois Muddiman, Seconded by Cllr Emily**

Kerr)

Green Group Motion

Council notes:

1. The redevelopment of **Oxford Railway Station**<sup>7</sup> offers a once-in-a-generation opportunity to create a **world-class gateway** to Oxford that reflects the city's status as a global centre for learning, innovation, and tourism.
2. The **Oxon4Buses**<sup>8</sup> campaign and petition calls for the new station to be developed as a **multi-modal transport hub**—integrating local and regional buses, coaches, trains, cycling, walking, taxis, and shared mobility.
3. The Movement Strategy in OCC's adopted **Oxford West End and Osney Mead Supplementary Planning Document 2022**<sup>9</sup> states that vehicular dominance, particularly in the West End is to be reduced with car-free developments & reductions in car parking.
4. **Gloucester Green Bus Station** occupies a valuable central site that could potentially be better used for alternative city-centre purposes if coach and bus services are relocated to a fully integrated station hub.

Council believes:

1. Oxford should aspire to a **transport interchange of international quality**, providing seamless connections between rail, coach, bus, taxis, cycling and walking, and setting a new standard for sustainable urban mobility.
2. Expanding or maintaining the current car parking provision at the station would run counter to the objectives of OCCs **Zero Carbon Oxford's**<sup>10</sup>, **Air Quality Action Plan**<sup>11</sup>, and the **Oxford 2050 Transport and Connectivity Vision**<sup>12</sup> adding congestion and undermining the city's shift towards sustainable modes.
3. A new multi-modal transport hub at Oxford Train Station will support the development of the West End in the same way that the new **Cowley Branch Line**<sup>13</sup>, will support inclusive

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<sup>7</sup> <https://www.oxford.gov.uk/building-projects/oxford-station-masterplan>

<sup>8</sup> <https://lcon.org.uk/current-activities/oxfordshire-for-buses/>

<sup>9</sup> <https://www.oxford.gov.uk/downloads/file/1596/adopted-oxford-west-end-and-osney-mead-sp>

<sup>10</sup> <https://www.oxford.gov.uk/climate-emergency/zero-carbon-oxford>

<sup>11</sup> <https://www.oxford.gov.uk/air-quality-management/air-quality-action-plan>

<sup>12</sup> <https://www.oxford.gov.uk/oxfords-future/oxford2050/5>

<sup>13</sup> <https://www.oxford.gov.uk/news/article/1754/cowley-branch-line-to-be-reopened-with-two-new-train-stations-for-oxford>

economic growth, reduce congestion, and improve access to jobs, education, and opportunity.

4. The **West End regeneration area**<sup>14</sup>, including Oxford Station, Oxpens<sup>15</sup>, and Osney Mead, must be planned and delivered as a **coherent, sustainable district**, where high-quality transport infrastructure underpins inclusive economic and social growth.
5. The new **Cowley Branch Line** was recently described by the City Council as key to “supporting inclusive growth, connecting communities, and enabling a greener future.” The same logic applies to the new Oxford Station development.
6. All options should be considered, including **the feasibility of relocating bus and coach services to the new station interchange** – thereby freeing up the Gloucester Green site for alternative civic uses.

**Council therefore resolves to:**

1. Request the Cabinet Member for a Zero Carbon Oxford to publicly support the Oxon4Buses campaign in its call for a multi-modal transport hub at Oxford Station, with minimal car parking and no multi-storey car park.
2. Request the Cabinet Member for a Zero Carbon Oxford to work with partners—including Oxfordshire County Council, Network Rail, Great Western Railway, and the Department for Transport—to ensure the final design of the train station places bus, coach, cycling, and walking facilities at its heart.
3. Request that officers produce a paper for cabinet to explore and bring forward proposals for alternative uses of the Gloucester Green site in the context of wider city-centre and West End regeneration priorities.

**Matters exempt from publication and exclusion of the public**

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<sup>14</sup> <https://oxfordwestend.co.uk/>

<sup>15</sup> <https://www.oxpensoxford.uk/>



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.