

# Agenda

## Standards Committee

This meeting will be held on:

Date: **Thursday 13 November 2025**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

**For further information** please contact:

Hannah Carmody-Brown, Committee & Member Services Officer,  
Committee Services Officer

☎ 01865 252784

✉ [standards@oxford.gov.uk](mailto:standards@oxford.gov.uk)

**Members of the public can attend to observe this meeting and.**

- may register in advance to speak to the committee in accordance with the [committee's 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.

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*All public papers are available from the calendar link to this meeting once published*

## Committee Membership

Councillors: Membership 7: Quorum 3: substitutes are permitted.

Councillor Susanna Pressel (Chair)

Councillor Lizzy Diggins (Vice-Chair)

Councillor Dr Christopher Smowton

Councillor Dr Hosnieh Djafari-Marbini

Councillor Judith Harley

Councillor Naomi Waite

Councillor Dr Max Morris

Chris Ballinger

Independent Person non-voting

Andrew Mills-Hicks

Independent Person non-voting

Eric Feltin

Independent Person non-voting

Lois Lezemore

Independent Person non-voting

Ala Soualhi

Independent Person non-voting

Dr Bushra Almunir Yousef

Independent Person non-voting

Peter Nowland

Blackbird Leys Parish Council  
(Blackbird Leys Ward)

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

# Agenda

		Pages
1	<b>Apologies for Absence</b>	
2	<b>Declarations of Interest</b>	
3	<b>Minutes of the previous meeting</b>	1 - 2
	<b>Recommendation:</b> That the Committee resolve to approve the minutes of the meeting held on 3 July 2025 as a true and accurate record.	
4	<b>Addresses by members of the public</b>	
	Public addresses relating to matters of business for this agenda, up to five minutes is available for each public address.  <b>The request to speak accompanied by the full text of the address must be received by the <a href="#">Director of Law, Governance and Strategy</a> by 5.00 pm on Friday 7 November 2025.</b>	
5	<b>Councillor addresses on any item for discussion</b>	
	Councillor addresses relating to matters of business for this agenda, up to five minutes is available for each address.  <b>The request should be received by the <a href="#">Director of Law, Governance and Strategy</a> by 5.00 pm on Friday 7 November 2025.</b>	
6	<b>Code of Conduct: summary of complaints and individual dispensations - 20 June 2025 to 31 October 2025</b>	3 - 28
	The Director of Law, Governance and Strategy (Monitoring Officer) had submitted a report to advise the Committee of: <ul style="list-style-type: none"> <li>• The number and status of complaints received under the Members' Code of Conduct which have been, or are to be, considered by the Director of Law, Governance and Strategy (in her statutory capacity as the authority's Monitoring Officer) in consultation with one of the Council's Independent Persons.</li> <li>• The number of dispensations to an individual member, granted</li> </ul>	

under Section 33 of the 2011 Localism Act, by the Monitoring Officer, following consultation with an Independent Person.

- Update on the action taken in relation to the complaint which was upheld against Cllr Henwood by a Local Hearing Panel on the 27 August 2025.

**Recommendations:** That the Standards Committee:

1. **Note** the content of the report.
2. **Note and provide comment** on the apologies issued by Councillor Henwood and **confirmation** as to whether these are satisfactory to the Committee.

## 7 Member Training Update

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The Director of Law, Governance and Strategy (Monitoring Officer) had submitted a report to update the Standards Committee on the delivery of Member training from July 2025 to November 2025.

**Recommendation:** That the Standards Committee **notes** the content of the report.

## 8 Dates of future meetings

The Committee is scheduled to meet at 6.00pm on the following dates:

- 17 March 2026

## **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 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 those 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 recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

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## **Minutes of a meeting of the Standards Committee on Thursday 3 July 2025**

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### **Committee members present:**

Councillor Pressel (Chair)

Councillor Diggins (Vice-Chair)

Councillor Harley

Councillor Waite

Councillor Max Morris

### **Officers present for all or part of the meeting:**

Hannah Carmody-Brown, Committee and Member Services Officer

Jonathan Malton, Committee and Member Services Manager

### **Apologies:**

Councillor(s) Smowton sent apologies.

Substitutes are shown above.

## **1. Election of Chair for Council Year 2025-2026**

Councillor Diggins proposed, and Councillor Waite seconded the nomination of Councillor Pressel to be elected as Chair of the Committee for 2025/26.

There were no further nominations.

The Standards Committee resolved that Councillor Pressel be elected as the Chair for 2025/26.

## **2. Election of Vice-Chair for Council Year 2025-2026**

Councillor Waite proposed, and Councillor Pressel seconded the nomination of Councillor Diggins to be elected as Vice-Chair of the Committee for 2025/26.

There were no further nominations.

The Standards Committee resolved that Councillor Diggins be elected as the Vice-Chair for 2025/26.

### **3. Apologies for Absence**

Councillor Smowton sent apologies.

Councillor Djafari-Marbini attended online.

### **4. Declarations of Interest**

None.

### **5. Appointment of Independent Persons**

The Director of Law, Governance and Strategy (Monitoring Officer) had submitted a report to ask the Standards Committee to recommend to Council 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, until July 2030.

The Committee and Member Services Manager was present to respond to questions.

The Chair invited questions from Committee members.

Councillor Harley queried the reference to the 'modest financial burden' of the appointments of new Independent Persons to which the Committee and Member Services Manager explained that the roles were advertised online through LinkedIn for which a small fee was paid.

The Committee resolved to:

- **Recommend** to Council 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.

*Councillor Djafari-Marbini joined the meeting online.*

### **6. Member Training Update**

The Director of Law, Governance and Strategy (Monitoring Officer) had submitted a report to update the Standards Committee on the delivery of Member training from February 2025 to July 2025.

The Committee and Member Services Manager was present to respond to questions.

The Chair invited questions from Committee members.



Councillor Waite reflected on the length of licensing training courses and asked whether officers could consider reducing the six-hour duration and introduce shorter refresher training to accommodate members who had attended in previous years. Councillor Waite also requested that content be provided regarding street trading applications within future licensing training sessions. The Committee and Member Services Manager committing to communicating this feedback to relevant officers and explained that it is necessary to ensure training covers all relevant policy and regulations to any members sitting on licensing sub-committees. In relation to refresher training, the Committee heard that it is necessary for training to be standardised across all committee members and that there is likely not capacity to offer two training workstreams. The Committee and Member Services Manager committed to requesting street trading content be included in future training sessions.

Councillor Waite noted the hard work of licensing officers, and the high quality of training provided.

The Chair Pressel supported Councillor Waite's comments, noting the importance of understanding street trading rules within the city.

Councillor Harley, in relation to item 7, asked whether social media training could be added to the trainings schedule in response to the nature of recent complaints against councillors, as listed in the report. The Committee and Member Services Manager committed to discussing this with relevant officers, noting that the topic had been previously considered.

*Councillor Morris joined the meeting.*

Councillor Diggins noted that existing compulsory Code of Conduct training does include content relating to social media use but reflected that this could be further elaborated on.

The Chair, in relation to paragraph 2 of the report, queried the classification of Planning training as compulsory and asked whether it was possible to make Code of Conduct training compulsory for Parish Councillors. The Committee and Member Services Manager explained that planning training is required every two years for all members in line with the Council's constitution. It was confirmed that all 48 members have attended in the last two years. The Chair acknowledged this and requested it be clarified in the report. The Committee and Member Services Manager also explained that it is currently optional for Parish Councillors to attend Code of Conduct training, emphasising that invitations are always extended. The Committee and Member Services Manager committed to checking whether this could be made compulsory.

The Committee resolved to:

- **Note** the contents of the report.

## **7. Code of Conduct: summary of complaints and individual dispensations - 3 March 2025 to 20 June 2025**

The Director of Law, Governance and Strategy (Monitoring Officer) had submitted a report to advise the Committee of:

- The number and status of complaints received under the Members' Code of Conduct which have been, or are to be, considered by the Director of Law, Governance and Strategy (in her statutory capacity as the authority's Monitoring Officer) in consultation with one of the Council's Independent Persons.
- The number of dispensations to an individual member, granted under Section 33 of the 2011 Localism Act, by the Monitoring Officer, following consultation with an Independent Person.

The Committee and Member Services Manager was present to respond to questions.

The Chair invited questions from Committee members.

Councillor Diggins referenced the list of complaints enclosed within the report and asked whether any issues exist with officer capacity to manage the number and whether any measures could be taken to mitigate this. It was also asked whether there have been any issues with meeting required deadlines for responding to complaints. The Committee and Member Services Manager confirmed that some cases remain ongoing due to issues with the capacity for the Monitoring Officer review each complaint and pass onto the two available Independent Persons. The Committee heard that the recent appointment of additional Independent Persons is expected to alleviate some capacity constraints.

Councillor Morris noted that meetings relating to complaints are often restricted to evening periods which can cause delays.

The Chair also noted that delays are often experienced when the subject councillor of the complaint has limited availability to attend relevant meetings.

Cllr Djafari-Marbini suggested that it could be useful for guidance on submitting complaints to be made more publicly available via the Council's website as means to reduce the number received. It was suggested that complaints may be submitted when it is unclear whether a councillor is acting in a personal capacity on social media or not.

The Chair noted that only one complaint contained within the report was dismissed on these grounds.

The Committee and Member Services Manager committed to discussing this feedback with officers and explained that when complaints are considered, it is always assessed as to whether a councillor was acting in a personal capacity or not. It was emphasised that this can be hard to determine in some cases.

Councillor Morris, in relation to Independent Persons, asked whether diversity and protected characteristics were considered during the hiring process. The Committee and Member Services Manager commented that the Independent Persons recently appointed reflect varied backgrounds and assured the Committee that diversity was considered

The Chair noted that 3 of the appointees are women.

The Committee resolved to:

- **Note** the contents of the report.

## **8. Minutes of the previous meeting**

The Committee **approved** the minutes of the meetings held on 11 March 2025 as a true and accurate record.

## **9. Dates of future meetings**

The Committee noted the dates of future meetings.

**The meeting started at 6.00 pm and ended at 6.22 pm**

**Chair .....**  
**November 2025**

**Date: Thursday 13**

*When decisions take effect:*

*Cabinet: after the call-in and review period has expired*

*Planning Committees: after the call-in and review period has expired and the formal decision notice is issued*

*All other committees: immediately.*

*Details are in the Council's Constitution.*

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**To:** Standards Committee

**Date:** 13 November 2025

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

**Title of Report:** Code of Conduct: summary of complaints and individual dispensations – 20 June 2025 to 31 October 2025

Summary and recommendations	
<b>Decision being taken:</b>	<p>To advise the Committee of:</p> <p>The number and status of complaints received under the Members' Code of Conduct which have been, or are to be, considered by the Director of Law, Governance and Strategy (in her statutory capacity as the authority's Monitoring Officer) in consultation with one of the Council's Independent Persons.</p> <p>The number of dispensations to an individual member, granted under Section 33 of the 2011 Localism Act, by the Monitoring Officer, following consultation with an Independent Person.</p> <p>Update on the action taken in relation to the complaint which was upheld against Cllr Henwood by a Local Hearing Panel on the 27 August 2025.</p>
<b>Key decision:</b>	No
<b>Cabinet Member:</b>	N/A
<b>Corporate Priority:</b>	A Well Run Council.
<b>Policy Framework:</b>	None

**Recommendation(s):** That the **Standards Committee** resolves to:

1. **Note** the contents of the report
2. **Note and provide comment** on the apologies issued by Councillor Henwood and **confirmation** as to whether these are satisfactory to the Committee.

Information Exempt From Publication	
N/A	N/A

Appendix No.	Appendix Title	Exempt from Publication
<b>Appendix 1</b>	Apology to the Standards Committee	No
<b>Appendix 2</b>	Apology from Cllr David Henwood to Cllr Trish Elphinstone	No
<b>Appendix 3</b>	Reprimand from the Monitoring Officer (interim) to Cllr Henwood	Yes
<b>Appendix 4</b>	Decision notice of the Hearing Panel of the 27 August 2025 regarding Cllr Henwood	No
<b>Appendix 5</b>	Decision notice of the Hearing Panel of the 12 May 2025 regarding Cllr Malik	No
<b>Appendix 6</b>	Decision notice of the Hearing Panel of the 19 June 2025 regarding Cllr Latif	No

## Introduction and background

1. In compliance with legislation relating to the standards and conduct of elected councillors, the Council has in place complaints handling arrangements to enable an individual to make a formal complaint that an elected or co-opted member of the Council, or of a parish council within the Council's area, has failed to comply with the authority's Members' Code of Conduct.
2. The Standards Committee is responsible for promoting high standards of ethical behaviour by developing, maintaining and monitoring the Members' Code of Conduct. This report from the Monitoring Officer, which identifies any issues or learning points arising from the complaints received, contributes to that monitoring process.
3. The key stages of the complaints handling arrangements can be summarised as:

<b>Initial tests</b>	The Monitoring Officer will apply the following "initial tests" to the complaint:
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	<ul style="list-style-type: none"> <li>• It is a complaint against one or more named councillors of Oxford City Council or a parish council within the city boundaries;</li> <li>• The named councillor was in office at the time of the alleged conduct and the Code of Conduct was in force at the time;</li> <li>• The complaint, if proven, would be a breach of the Code under which the councillor was operating at the time of the alleged misconduct.</li> </ul>
<b>Assessment</b>	<p>The complaint will be assessed and a decision made by the Council's Monitoring Officer in consultation with an Independent Person as to the next steps. At this stage the options open to the Monitoring Officer are:</p> <ul style="list-style-type: none"> <li>• No further action</li> <li>• Informal resolution brokered by the Monitoring Officer and/or Group Leader</li> <li>• Referral for investigation</li> <li>• Referral to the police or other regulatory agency</li> </ul>
<b>Investigation</b>	<p>A formal investigation may be conducted by an officer from Oxford City Council, an officer from another local authority or an independent investigator.</p> <p>The investigating officer will review the complaint and supporting evidence and may interview some or all of the people concerned.</p> <p>The investigating officer will then produce a draft report. The complainant and the councillor concerned will normally have an opportunity to comment on the draft report. The investigating officer will then submit the report to the Monitoring Officer.</p>
<b>Action to be taken</b>	<p>The Monitoring Officer will consider the findings of the investigation and, in consultation with the Independent Person(s), determine what action to take. At this stage the options open to the Monitoring Officer are:</p> <ul style="list-style-type: none"> <li>• Local Hearing – complaint to be determined by the Standards Committee;</li> </ul>

	<ul style="list-style-type: none"> <li>• Local Resolution - a fair resolution of the complaint which is acceptable to all parties brokered by the Monitoring Officer; or</li> <li>• No action - complaint dismissed</li> </ul>
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### Complaints made against members of Oxford City Council or a Parish Council

4. In the period 1 July 2023 up to and including 20 June 2025 the Monitoring Officer dealt with the following eleven complaints comprising of nine separate complaints for city councillors and two complaints for parish councillors.
5. The Monitoring Officer, in consultation with the Independent Person(s), where appropriate, considered the complaints contained in the table above and made the following decisions:

Ref	Received	City/Parish	Code – alleged breach in behaviour	Action taken	
				Complaint heard at:	Outcome:
1	April 2024	City	<ul style="list-style-type: none"> <li>• Respect</li> <li>• Bullying and Harassment</li> <li>• Impartiality of Officers of the Council</li> <li>• Disrepute</li> </ul>	Local Hearing Panel	Concluded
2	April 2024	City	<ul style="list-style-type: none"> <li>• Respect</li> <li>• Bullying and Harassment</li> <li>• Impartiality of Officers of the Council</li> <li>• Disrepute</li> </ul>	Local Hearing Panel	Concluded
3	September 2024	City	<ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Bullying</li> </ul>	Local Hearing Panel	Concluded
4	September 2024	City	<ul style="list-style-type: none"> <li>• Honesty and Integrity</li> <li>• Bullying</li> </ul>	Monitoring Officer	Concluded
5	January 2025	Parish Council	<ul style="list-style-type: none"> <li>• Objectivity</li> <li>• Accountability</li> <li>• Openness</li> <li>• Honesty and Integrity</li> <li>• Respect for others</li> <li>• Bullying</li> <li>• Impartiality</li> </ul>	Monitoring Officer	Ongoing
6	March 2025	City	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Respect of others</li> </ul>	Monitoring Officer, in	Ongoing



				consultation with the Independent Person	
7	May 2025	City	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Honesty and Integrity</li> <li>• Council Resources</li> </ul>	Monitoring Officer, in consultation with the Independent Person	Ongoing
8	May 2025	City	<ul style="list-style-type: none"> <li>• Honesty and Integrity</li> <li>• Respect for others</li> <li>• Bullying</li> <li>• Confidential Information</li> </ul>	Monitoring Officer, in consultation with the Independent Person	Ongoing

### Summary of complaints and learning points

- The first and second complaints concerned an allegation that two Oxford City Council Councillors disrupted the proceedings of a meeting in March 2024. The Deputy Monitoring Officer and the Independent Person agreed these complaints should be investigated and an investigation was conducted by an external lawyer. The decision whether the matter should be dealt with by local resolution or local panel hearing was made by the Standards Committee on 24 February 2025, and the committee decided to proceed to a Local Hearing Panel on 12 May 2025 and 19 June 2025 respectively. The resolution of the Local Hearing Panels will be presented at full Council on 24 November 2025 and the decision notices from the hearings are attached as appendices 5 and 6.
- The third complaint concerned an allegation that an Oxford City Councillor had made post on the social media platform X, that was unbecoming of a member of Oxford City Council. The Monitoring Officer, following review with the Independent Person, referred the complaint to a Local Hearing Panel on 27 August 2025. The decision of the Local Hearing Panels was published in September 2025, with the apology letters from the Subject Councillor to the Standards Committee is seen at appendices 1 and 2.
- The fourth complaint concerned an allegation that an Oxford City Councillor had made post on the social media platform X, that was unbecoming of a member of Oxford City Council. The Monitoring Officer is currently reviewing the complaint with the Independent Person.
- The fifth complaint concerned an allegation that an Oxford City Councillor had made a post on the social media platform Facebook, that was unbecoming of a member of Oxford City Council. The Monitoring Officer is currently reviewing the complaint with the Independent Person.

10. The sixth complaint concerned an allegation that a Parish Councillor had interfered with the appointment of a Parish Councillor. The Monitoring Officer is currently investigating the complaint.
11. The seventh complaint concerned an allegation that an Oxford City Councillor had made posts on the social media platform BlueSky, that was unbecoming of a member of Oxford City Council. The Monitoring Officer is currently reviewing the complaint with the Independent Person.
12. The eighth complaint concerned an allegation that an Oxford City Councillor had made posts on the social media platform Facebook that was unbecoming of a member of Oxford City Council. The Monitoring Officer is currently reviewing the complaint with the Independent Person.

### **Dispensations granted to an individual Member**

13. The Localism Act 2011 prevents members from participating in any business of the Council where they have a Disclosable Pecuniary Interest (DPI) unless they have sought a dispensation under Section 33 of the Act. Applications must be made in writing, and dispensations may be sought for a period of up to four years.
14. On 1 October 2022 Council granted a general dispensation, to remain in force for a period of 4 years (ending on 30 September 2026), to all Oxford City Council members and co-opted members, to speak and vote where they would otherwise have a DPI in the following matters:

- **Determining an allowance** (including special responsibility allowances), travelling expense, payment or indemnity given to Members
- **Housing:** where the Member (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not relate to the particular tenancy or lease of the Member (their spouse or partner);
- **Housing Benefit/Universal Credit:** where the Councillor (or spouse or partner) receives housing benefit;
- Any **Ceremonial Honours** given to Members;
- Setting the **Council Tax** or a precept under the Local Government and Finance Act 1992 (or any subsequent legislation); and
- Setting a **Local Council Tax Reduction Scheme** or Local scheme for the payment of business rates (including eligibility for rebates and reductions) for the purposes of the Local Government Finance Act 2012 (or any subsequent legislation)

15. In October 2018 Council also delegated the granting of dispensations to individual members under Section 33 of the Localism Act 2011 to the Monitoring Officer, following consultation with an Independent Person.

16. In the period covered by this report there have been no requests for an individual dispensation under Section 33 of the Localism Act 2011.

**Outcome of the complaint against Cllr Henwood:**

17. On the 27 August 2025 a Hearing Panel considered a complaint against Cllr Henwood concerning behaviour on social media towards former county councillor Trish Elphinstone. The Panel determined that Cllr Henwood had breached the Code of Conduct and resolved as follows:

1. That Councillor Henwood has breached the Code of Conduct:

- That Councillor Henwood had acted as a councillor when posting on social media and that a reasonable person may not have interpreted the views he expressed as personal.
- That the language used, repetition, and singling out of a person exhibited in the social media posts combined with the unproven and potentially false or misleading nature of some of the statements, constituted harassment and bullying.
- That Councillor Henwood had brought the Council's standards process into disrepute and had risked its confidentiality and politicising it.
- That Councillor Henwood had therefore breached sections 6.1, 6.2 and 6.5 of the Code of Conduct in relation to bullying and harassment, respect, and bringing the Council into disrepute.

2. That the following sanctions be imposed on Councillor Henwood as a result:

- Councillor Henwood provide full and appropriate written public apologies to the complainant and to the Standards Committee. It was suggested that these be both be provided within 14 days (10 working days). Councillor Henwood was asked to copy these to the Monitoring Officer and notified that the apology to the Standards Committee would be added as an item to the agenda of the next meeting of the Committee.
- Councillor Henwood be issued a reprimand by the Monitoring Officer in private, and this be made public should Councillor Henwood fail to provide written apologies, or they fall short of the requested criteria.

18. Councillor Henwood provided the apologies to the Monitoring Officer (Appendix 1 and 2) in advance of the Decision Notice being drafted and approved.

19. Once the Notice was ready to be published and agreed by the Panel they were sent to the persons to whom they were addressed.

20. In line with the decision of the Panel the apologies are presented to the Committee for consideration.

## Legal Implications

21. The Localism Act 2011 requires the Council to have a Code of Conduct which sets out the standards expected of Members whenever they act in their official capacity. The Code must also have in place a suitable procedure at a local level to investigate and determine allegations against elected members and co-opted members. The Council is also responsible for having arrangements in place to investigate and determine allegations against parish councillors.

## Financial Implications

22. There is a cost to the authority when a complaint is referred for external investigation this is determined by market factors in terms of the availability of investigators identified through complaint procurement processes.

## Risk Management

23. If the Council fails to adopt and maintain a Code of Conduct and process for the investigation of complaints which is fit for purpose, robust and transparent then there are risks to the Council's reputation and also to the integrity of its corporate governance and decision-making processes as it will not be compliant with legislation. Formal consideration of requests for dispensation minimises the risk of the Council not following lawful procedures in respect of members' interests.

<b>Report author</b>	Jonathan Malton
Job title	Committee and Members Services Manager
Service area or department	Law and Governance
Telephone	01865 602767
e-mail	<a href="mailto:jmalton@oxford.gov.uk">jmalton@oxford.gov.uk</a>

<b>Background Papers:</b>	
1	Oxford City Council Constitution <a href="#">Part22MembersCodeofConduct.pdf</a>
2	<a href="#">Local Government Association Model Councillor Code of Conduct 2020</a>
3	<a href="#">Standards - Complaints Handling Arrangements</a>
4	<a href="#">Hearing Procedure.doc</a>
5	Oxford City Council Constitution <a href="#">Part23Codeoncouncillorofficerrelations.pdf</a>

Received from Cllr David Henwood

Wed, 27<sup>th</sup> August 2025

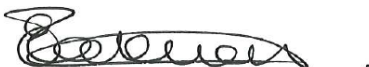
Dear Members of the Standards Committee,

**Re: Sincere Apology for My Inappropriate Language**

Please accept my sincere apologies for damaging the reputation of the Committee and the processes the Standards Committee works hard to uphold. I deeply regret that my post, in which I stated that I would be "hailed in front of the Standards Committee," may have harmed the reputation of the Council.

I take full responsibility for my actions and sincerely apologize for any negative impact my words may have caused. I have great respect for the work of the Committee and the Council, and I will ensure greater care in my communications moving forward.

Sincerely,  
David Henwood



**Emma Jackman**  
**Director of Law, Governance & Strategy**



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**To: Councillor Trish Elphinstone**

**Email: [trish.elphinstone@oxfordshire.gov.uk](mailto:trish.elphinstone@oxfordshire.gov.uk)**

Received from Cllr David Henwood - Wed, 27<sup>th</sup> August 2025

Dear Trish,

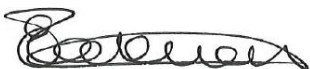
**Re: Sincere Apology for My Inappropriate Language**

I want to sincerely apologize for the language I used on my social media account. My words were inappropriate and unprofessional, and I deeply regret any offense or discomfort they may have caused you.

I take full responsibility for my actions and will make a conscious effort to ensure this does not happen again. I value our relationship and hope to move forward with mutual respect.

Thank you for your understanding.

Sincerely,  
David Henwood



**Emma Jackman**  
**Director of Law, Governance & Strategy**



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# Consideration of a Code of Conduct Complaint

## Decision Notice

Complaint No.:	Complaint received	Independent Person:
80217	17 September 2024	Hearing: Andrew Mills-Hicks Complaint: Chris Ballinger
Name of complainant(s):	Name of Subject Councillor:	City / Parish Council:
Trish Elphinstone	Cllr David Henwood	Oxford City Council
<b>Decision</b>	<p><b>This complaint having been upheld the Monitoring Officer has considered publication of it against the Nolan principle of Openness which states that “Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.”</b></p> <p><b>In this matter the Monitoring Officer has considered the matter against that principle and decided to make the decision public.</b></p> <ol style="list-style-type: none"> <li>1. That Councillor Henwood has breached the Code of Conduct: <ul style="list-style-type: none"> <li>• That Councillor Henwood had acted as a councillor when posting on social media and that a reasonable person may not have interpreted the views he expressed as personal.</li> <li>• That the language used, repetition, and singling out of a person exhibited in the social media posts combined with the unproven and potentially false or misleading nature of some of the statements, constituted harassment and bullying.</li> <li>• That Councillor Henwood had brought the Council’s standards process into disrepute and had risked its confidentiality and politicising it.</li> <li>• That Councillor Henwood had therefore breached sections 6.1, 6.2 and 6.5 of the Code of Conduct in relation to bullying and harassment, respect, and bringing the Council into disrepute.</li> </ul> </li> </ol>	

	<p>2. That the following sanctions be imposed on Councillor Henwood as a result:</p> <ul style="list-style-type: none"> <li>• Councillor Henwood provide full and appropriate written public apologies to the complainant and to the Standards Committee. It was suggested that these be both be provided within 14 days (10 working days). Councillor Henwood was asked to copy these to the Monitoring Officer and notified that the apology to the Standards Committee would be added as an item to the agenda of the next meeting of the Committee.</li> <li>• Councillor Henwood be issued a reprimand by the Monitoring Officer in private, and this be made public should Councillor Henwood fail to provide written apologies, or they fall short of the requested criteria.</li> </ul>
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## Summary of complaint

1. The complaint by Trish Elphinstone is as follows:

*“Cllr David Henwood has posted untruths and inflammatory language on social media against Cllr Trish Elphinstone. Firstly, he has used inflammatory language on several social media posts. He has used the unacceptable term ‘Trish is a Traitor’ and that I have betrayed residents. Which is simply untrue He said that Trish voted for the Rose Hill Controlled Parking Zone at Full Council last November. Which is simply untrue. There was no vote for a CPZ in Rose Hill. The budget outlined funding for CPZs across Oxfordshire, Rose Hill was not specified. It is inappropriate and false for Cllr Henwood to say that Trish voted for a CPZ in Rose Hill. David’s social media campaign is inciteful and unjust – I do not support this CPZ and has spoken against it. I also explained to him that the budget did not specify Rose Hill for a CPZ and yet he is using misinformation to weaponise residents’ feelings and it totally inappropriate. This is bullying. It is making me feel concerned for my safety as a councillor as resident and should not be allowed. David Henwood has a history of being expelled as a City and Parish Councillor for bullying. If he wants to stand in the election, his foundation should be based on integrity and truth. This bullying is uncalled for and wrong. Councillors should set better standards of honesty, integrity and respect and he has been consistently lacking in this regard.”*

2. The relevant parts of the Code of Conduct are as follows:

- a. **6.1 Respect:**

A Councillor:

6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.

6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

b. **6.2 Bullying, Harassment and Discrimination**

A Councillor:

6.2.1 Shall not bully any person.

6.2.2 Shall not harass any person.

6.2.3 Shall promote equalities and not discriminate against any person.

c. **6.3 Impartiality of Officers of the Council**

A Councillor

6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

d. **6.5 Disrepute**

A Councillor:

6.5.1 Shall not bring their role or local authority into disrepute.

e. **6.6 Use of position**

A Councillor

6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone”.

3. The Hearing Panel were provided with a number of screen shots of posts on social media platforms, including “X”, Facebook and Nextdoor.

**Decision of the Hearing Panel:**

4. The Panel heard submissions from Cllr Henwood that he was not acting in the capacity of a councillor when he made the posts. In support he pointed to the disclaimer that was on his (now deleted) X profile at the time of the posts. This was not replicated on the other social media accounts.
5. The Panel noted that it was a matter for determination earlier in the process by the Monitoring Officer, in consultation with the Independent Person.
6. The Panel agreed with the decision of the Monitoring Officer that, despite the disclaimer on the X profile, the posts on the profiles both before and since the posts that the complaint related to, were connected to the Councillor Henwood in his role as a councillor. They included posts concerning his questions to be posed at full council, posts concerning co-councillors and also latterly a post concerning this complaint against him. As such they agreed that the test that a reasonable person would conclude he was using the profiles, and therefore acting, as a councillor.
7. The Panel heard from Councillor Henwood and the appointed Investigator.

8. The Panel concluded that the actions of Councillor Henwood had breached the Code of conduct as set out, and for the reasons detailed, in the decision summary on this Decision Notice.
9. The Panel then invited representation from Councillor Henwood as to sanctions. The Panel determined to apply the sanctions as set out in the decision summary of this Decision notice.
10. The Panel did consider and ask it to be noted that training was not considered appropriate as Councillor Henwood had already attended two sessions in this municipal year.
11. Censure was considered by the Panel however in light of the fact that Councillor Henwood was willing to provide apologies and in order to avoid there being any public debate on this item which may cause the complainant further distress, censure was not appropriate in this case.

<b>Signed</b>	Monitoring Officer
<b>Name</b>	Emma Jackman
<b>Date</b>	19 September 2025
<b>Publication</b>	Public: to City website – apologies to Standards Committee meeting via agenda Press statement: Yes – reactive

# Consideration of a Code of Conduct Complaint

## Decision Notice

Complaint Nos.:	Complaints received	Independent Person:
20062 and 20122	20 March 2024 and 3 April 2024	Hearing: Andrew Mills-Hicks Complaint: Chris Ballinger
Name of complainants:	Name of Subject Councillor:	City / Parish Council:
Cllr Susan Brown and Cllr Ed Turner	Cllr Saj Malik	Oxford City Council
<b>Decision</b>	<p><b>This complaint having been upheld the Monitoring Officer has considered publication of it against the Nolan principle of Openness which states that “Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.”</b></p> <p><b>In this matter the Monitoring Officer has considered the matter against that principle and decided to make the decision public.</b></p> <ol style="list-style-type: none"> <li>1. That Councillor Malik has breached the Code of Conduct: <ul style="list-style-type: none"> <li>• That Councillor Malik had acted in a way that negatively impacted on the meeting of full Council on 18 March 2024 and the ability for the voices of other councillors and officers to be heard. Whilst the Panel found that Cllr Malik’s actions were intimidating, insulting, undermining and denigrating to officers and councillors, it was not agreed upon that bullying had occurred.</li> <li>• That Councillor Malik had therefore breached sections 6.1, 6.4 and 6.5 of the Code of Conduct in relation to respect, giving due regard to professional advice and bringing the Council into disrepute.</li> </ul> </li> <li>2. That, since Councillor Malik the following sanction be imposed on Councillor Malik as a result: <ul style="list-style-type: none"> <li>• Councillor Malik be issued with a formal censure by full Council.</li> </ul> </li> </ol>	

## Summary of complaint

1. The complaint by Councillor Susan Brown is as follows:

*“In the full council meeting on Monday 18 March Councillor Saj Malik repeatedly interrupted Cllr Anna Railton, shouting over her in a rude and aggressive manner as she spoke, audibly emotionally about someone’s death.*

*In all honesty I thought it was some of the most disgraceful behaviour I have seen from a councillor in the council chamber.*

*It was deeply unpleasant and came across as bullying, rude, misogynistic and unpleasant.*

*There were a number of other points in the same meeting that he was also disruptive and rude but this was by far the worst”*

2. The complaint by Councillor Ed Turner is as follows:

*“Cllr. Malik repeatedly interrupted speakers. This was visible with an interruption to Cllr Railton during her speech (just after 4:51 into the meeting), then immediately following that (after 4:53), he made substantive points in the debate and did not stop talking when the Lord Mayor asked him to, also shouting “you should be ashamed of yourselves”, presumably addressed to someone other than the Lord Mayor”*

3. The relevant parts of the Code of Conduct are as follows:

- a. **6.1 Respect:**

A Councillor:

6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.

6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

- b. **6.2 Bullying, Harassment and Discrimination**

A Councillor:

6.2.1 Shall not bully any person.

6.2.2 Shall not harass any person.

6.2.3 Shall promote equalities and not discriminate against any person.

- c. **6.4. Professional advice**

A councillor:

6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers



d. **6.5 Disrepute**

A Councillor:

6.5.1 Shall not bring their role or local authority into disrepute.

**Decision of the Hearing Panel:**

4. The Panel heard submissions from Cllr Malik that he acknowledged and accepted the conclusions of the investigation into the complaints made against him and noted his satisfaction that his actions had not been found to have breached the Code of Conduct for behaviour classified as bullying or misogynistic. Councillor Malik summarised by noting that he did not wish to dispute the findings and waste time, he respects the findings of a legal professional but noted that he had observed worse instances in the Council chamber over time which had not received complaints.
5. The Panel also heard from the appointed Investigator.
6. The Panel concluded that the actions of Councillor Malik had breached the Code of conduct as set out, and for the reasons detailed, in the decision summary on this Decision Notice. Whilst the Panel found that Cllr Malik's actions were intimidating, insulting, undermining and denigrating to officers and councillors, it was not agreed upon that bullying had occurred
7. The Panel then invited representation from Councillor Malik as to sanctions. The Panel determined to apply the sanctions as set out in the decision summary of this Decision notice.

<b>Signed</b>	Deputy Monitoring Officer for and on behalf of the Monitoring Officer
<b>Name</b>	Emma Griffiths
<b>Date</b>	24 October 2025
<b>Publication</b>	Public: to website – censure to be issued by full Council meeting via recommendation Press statement: Yes – reactive

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# Consideration of a Code of Conduct Complaint

## Decision Notice

Complaint Nos.:	Complaints received	Independent Person:
20061 and 20123	20 March 2024 and 3 April 2024	Hearing: Andrew Mills-Hicks Complaint: Chris Ballinger
Name of complainants:	Name of Subject Councillor:	City / Parish Council:
Cllr Susan Brown and Cllr Ed Turner	Cllr Amar Latif	Oxford City Council
<b>Decision</b>	<p><b>This complaint having been upheld the Monitoring Officer has considered publication of it against the Nolan principle of Openness which states that “Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.”</b></p> <p><b>In this matter the Monitoring Officer has considered the matter against that principle and decided to make the decision public.</b></p> <ol style="list-style-type: none"> <li>1. That Councillor Latif has breached the Code of Conduct: <ul style="list-style-type: none"> <li>• The Panel unanimously agreed that Councillor Latif was in breach of the Code of Conduct in relation to a lack of respect and disregard for professional advice. The Panel accepted and agreed with the findings and conclusions of the External Investigator’s report.</li> <li>• The Panel found Councillor Latif’s actions were intimidating, insulting, undermining and denigrating to officers and councillors. However, it was not agreed upon that this had exceeded the threshold to be considered as bullying.</li> <li>• The Panel agreed that Councillor Latif’s conduct brought the Council into disrepute.</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• That Councillor Latif had therefore breached sections 6.1, 6.4 and 6.5 of the Code of Conduct in relation to respect, giving due regard to professional advice and bringing the Council into disrepute.</li> </ul> <p>2. That the following sanction be imposed on Councillor Latif as a result:</p> <ul style="list-style-type: none"> <li>• Councillor Latif be issued with a formal censure by full Council. In addition, the Panel recommended that Councillor Latif undertake further Code of Conduct training, specifically around rules of attending committees, and that he issues a formal apology to the Monitoring Officer, Lord Mayor and Chief Executive.</li> </ul>
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### Summary of complaint

1. The complaint by Councillor Susan Brown is as follows:

*“Councillor Amar Latif repeatedly challenged the Lord Mayor, the Monitoring Officer and the Chief Executive in a bullying manner, refusing to accept the professional advice of officers, speaking over them and disrupting the meeting.*

*The behaviour was very rude and aggressive and seemed designed to try and intimidate them into agreeing with him.*

*The Lord Mayor, CEx and Monitoring Officer are all female and the behaviour appeared misogynistic as well as rude.*

*He repeatedly shouted (very loudly) over each of them, wouldn’t listen to the responses and wouldn’t accept the professional advice.”*

2. The complaint by Councillor Ed Turner is as follows:

*“Initially Cllr Latif raised a perfectly reasonable point of order, but this degenerated into further, repeated attempts to speak, which came across as heckling both the Lord Mayor and the Monitoring Officer. At one point these interjections were joined by Cllr Malik.”*

3. The relevant parts of the Code of Conduct are as follows:

a. **6.1 Respect:**

A Councillor:

6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.

6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

b. **6.2 Bullying, Harassment and Discrimination**

A Councillor:

6.2.1 Shall not bully any person.

6.2.2 Shall not harass any person.

6.2.3 Shall promote equalities and not discriminate against any person.

c. **6.4. Professional advice**

A councillor:

6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers

d. **6.5 Disrepute**

A Councillor:

6.5.1 Shall not bring their role or local authority into disrepute.

**Decision of the Hearing Panel:**

4. The Panel heard submissions from Councillor Latif that he disagreed with the decision but acknowledged that he had learned from the process.
5. The Panel also heard from the appointed Investigator.
6. The Panel concluded that the actions of Councillor Latif had breached the Code of conduct as set out, and for the reasons detailed, in the decision summary on this Decision Notice. Whilst the Panel found that Cllr Latif's actions were intimidating, insulting, undermining and denigrating to officers and councillors, it was not agreed upon that bullying had occurred
7. The Panel then invited representation from Councillor Latif as to sanctions. The Panel determined to apply the sanctions as set out in the decision summary of this Decision notice.

<b>Signed</b>	Deputy Monitoring Officer for and on behalf of the Monitoring Officer
<b>Name</b>	Emma Griffiths
<b>Date</b>	31 October 2025
<b>Publication</b>	Public: to website – censure to be issued by full Council meeting via recommendation Press statement: Yes – reactive



**To:** Standards Committee  
**Date:** 13 November 2025  
**Report of:** Director of Law, Governance and Strategy (Monitoring Officer)  
**Title of Report:** Member Training Update – November 2025

Summary and recommendations	
<b>Decision being taken:</b>	To update the Standards Committee on the delivery of Member training from July 2025 to November 2025.
<b>Key decision:</b>	No
<b>Cabinet Member:</b>	N/A
<b>Corporate Priority:</b>	A Well Run Council.
<b>Policy Framework:</b>	None

<b>Recommendation(s):</b> That the Standards Committee resolves to:
1. <b>Note</b> the contents of 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 Standards Committee has responsibility in the Council's Constitution for receiving reports from, and advising the Monitoring Officer on, training for members.
2. The rules relating to compulsory member training are set out in the Councillors' Allowances Scheme which forms Part 26 of the Council's Constitution. The Allowances Scheme requires that members who fail to attend the following training will have a reduction applied to their basic allowances:
  - I. Induction for newly elected members (new Members only)
  - II. Compulsory planning training (every two years for all Members)
  - III. Compulsory code of conduct training (annually for all Members)
  - IV. Compulsory licensing training (annually for members of General Purposes Licensing Committee and Licensing and Gambling Acts Committee)

## Additional Non-Compulsory Training

3. Table 1 sets out the additional (non-compulsory) training sessions and briefings that have been scheduled since July 2025.

**Table 1: Additional training and briefings offered in 2025/2026 to date**

Topic	Date	# of attendees
Anti-Social Behaviour	29 July 2025	10
Audit and Governance – Risk Registers	15 October 2025	3
Licensing Training – Street Trading	16 October 2025	5

4. The Anti-Social Behaviour session was held on Tuesday, 29 July via Microsoft Teams, led by the ASBIT Manager & DA Lead via Microsoft Teams. All attendees for the session above were sent a link to a Microsoft Forms questionnaire to provide feedback; no responses were received.
5. An online training session on Risk Registers was held on Wednesday, 15 October, as requested by the Audit and Governance Committee on 23 July 2025. The session was led by the Insurance, Risk Management and Business Continuity Manager and following the session, attendees were sent a link to a Microsoft Forms questionnaire to provide feedback; no responses were received.
6. An in-person Licensing Training session was held on Thursday, 16 October 2025, focussing on Street Trading applications. This session was led by the Supervising Senior Licensing Officer and the Team Manager Business Regulations. 5 members of the licensing committees attended and gave positive feedback, noting the content of the sessions as informative and the space to ask questions as useful. Member requested further case studies to be used in future training session. Members



reported feeling more aware of the Council's duties in relation to street trading following the session.

7. Upcoming sessions over the next few months include a briefing on Devolution on Tuesday, 4 November and Social Media Training on Wednesday, 12 November. A briefing on the implications of the introduction to Uber in Oxford City is also being scheduled.
8. Committee and Member Services also advertised a free LGA training session to Members in relation to mis/disinformation on Tuesday, 25 November, 10:00-12:00.

### **Member Training and Development for 2025/2026**

9. Officers will continue to look at ways to improve the level and quality of information provided to members about the work and priorities of different Council services, to make it easier for all members to understand how the organisation is structured and what work is already underway.
10. The Committee and Member Services team conducted a survey for Members in March 2025, with 11 responses received.
11. Topics for Member Training were submitted as follows, as seen by the Standards Committee in March 2025, and have been updated once completed:
  - Legal developments and national policy changes which impact OCC
  - Planning – Completed in May 2025
  - Committee relevant training
  - Oxford Direct Services (ODS) systems
  - Community Infrastructure Levy (CIL) expenditure applications, how to manage CIL – Completed in May 2025
  - Use of IT systems and computers in Town Hall
  - Case work and reporting/solving issues
  - Rights of social and private tenants
  - Budget
  - Media training and public speaking
  - Housing allocation systems
12. Topics for Member Briefings were submitted as follows:
  - Planning, changes to national regulations which affect Oxford City Council
  - Renter's rights bill
  - Procurement, social value
  - Community wealth building
  - Property/estates/ODS
9. CIL expenditure applications, how to manage CIL – Completed in May 2025
13. There was also a request to review the online training schemes, to make training more interactive and a preference for written briefing notes to compliment the sessions. Mentimeter was used for the Code of Conduct Training and was positively received.
10. The requests will be reviewed by the Corporate Leadership Team for consideration and will be scheduled for the 2025/2026 schedule.

## **Member Development Strategy for 2026**

14. In 2020, the Standards Committee approved a Member Training Strategy ahead of the local elections. Due to Coronavirus Pandemic, the elections were deferred until May 2021. While the Council has not had a strategy since it lapsed in May 2024, similar principles have been applied since.
15. The Committee and Member Services Manager has reviewed similar practices at other local authorities and will investigate a Member Development Scheme for the Standards Committee to review at a future meeting. This will include working with Councillor Susan Brown, Leader and Cabinet Member for Partnership Working and Inclusive Economic Growth who has responsibility for Democratic Services and Member Support.
11. While no timescale has been agreed, it is expected to be brought before the Committee ahead of the Local Elections scheduled for May 2026.

## **Financial implications**

16. Ordinarily the majority of member training is delivered by officers of the Council in the Town Hall. Services are responsible for service-based training (e.g. planning, licensing), and may use external trainers where service budgets allow.
17. There is a small budget for member training held by Committee and Member Services which has been used to pay for one or two external trainers per year as required to meet members' training and development needs in particular areas that the Council cannot deliver (e.g. chairing skills, inclusive behaviours). This budget is also used to fund individual members' attendance at external training courses that are relevant to their special responsibilities or the reasonable learning and development of a councillor, with the agreement of their Group Leader.
12. Any move away from the provision of in-house training or an increase in the number of specialist external training courses would result in an additional financial cost to the Council which has not been budgeted for.

## **Legal issues**

18. There is no legal requirement for the Council to adopt a scheme for member training but doing so is considered good corporate governance and member support practice.
13. Council has collectively agreed that members who fail to attend the applicable compulsory induction and training (detailed in paragraph 3) will forego a portion of their allowances, as set out in Part 26.2 of the Council's Constitution.

## **Level of risk**

14. There is a risk that if members undertaking regulatory functions are not equipped to undertake those roles then the Council's decision making could be undermined and subject to an increased risk of challenge, which, if successful, could be very costly

for the Council. Similarly, if members are not trained on the Code of Conduct there is a risk of an increase in the number of complaints that members have breached the Code of Conduct.

### Equalities impact

15. All newly elected councillors are invited to declare any special requirements relating to the provision of training and Committee and Member Services will work with the individual to ensure that those needs are met.

<b>Report author</b>	Jonathan Malton
Job title	Committee and Members Services Manager
Service area or department	Law and Governance
Telephone	01865 602767
e-mail	<a href="mailto:jmalton@oxford.gov.uk">jmalton@oxford.gov.uk</a>

<b>Background Papers:</b>	
1	Oxford City Council Constitution <a href="#">Part26Councillorsallowances.pdf</a>
2	Oxford City Council Constitution <a href="#">Part24PlanningCodeofPractice.pdf</a>

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