

Agenda

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Council

Date: **Monday 13 April 2015**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

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Council

Membership

Lord Mayor	Councillor Mohammed Abbasi	
Deputy Lord Mayor	Councillor Craig Simmons	
Sheriff	Councillor Rae Humberstone	
Members	Councillor Mohammed Altaf-Khan	Councillor Sajjad Malik
	Councillor Farida Anwar	Councillor Chewe Munkonge
	Councillor Elise Benjamin	Councillor Michele Paule
	Councillor Ruthi Brandt	Councillor Susanna Pressel
	Councillor Susan Brown	Councillor Bob Price
	Councillor Bev Clack	Councillor Mike Rowley
	Councillor Mary Clarkson	Councillor Gwynneth Royce
	Councillor Colin Cook	Councillor Gill Sanders
	Councillor Van Coulter	Councillor Scott Seamons
	Councillor Roy Darke	Councillor Christine Simm
	Councillor Jean Fooks	Councillor Dee Sinclair
	Councillor James Fry	Councillor Linda Smith
	Councillor Andrew Gant	Councillor John Tanner
	Councillor Stephen Goddard	Councillor Richard Tarver
	Councillor Michael Gotch	Councillor Sian Taylor
	Councillor Mick Haines	Councillor David Thomas
	Councillor Tom Hayes	Councillor Ed Turner
	Councillor David Henwood	Councillor Louise Upton
	Councillor Sam Hollick	Councillor Oscar Van Nooijen
	Councillor Alex Hollingsworth	Councillor Elizabeth Wade
	Councillor Pat Kennedy	Councillor Ruth Wilkinson
	Councillor Ben Lloyd-Shogbesan	Councillor Dick Wolff
	Councillor Mark Lygo	

The quorum for this meeting is 12 members.

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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 13 April 2015 at 5.00 pm to transact the business set out below.

Peter Sloman

Proper Officer

AGENDA

Pages

PART 1 - PUBLIC BUSINESS

1 APOLOGIES FOR ABSENCE

2 MINUTES

Minutes of the ordinary meeting of Council held on 2 February 2015 and the budget meeting of Council held on 18 February 2015.

13 - 36

3 DECLARATIONS OF INTERESTS

4 APPOINTMENT TO COMMITTEES

Any changes to appointments to committees will be circulated with the briefing note.

5 ANNOUNCEMENTS

Announcements by:

- (1) The Lord Mayor
- (2) The Sheriff
- (3) The Leader of the Council
- (4) The Chief Executive, Chief Finance Officer, Monitoring Officer

6 COUNCIL MEETING DATES: PROPOSED CHANGE TO SEPTEMBER DATE

The Leader will propose altering the date of the September Council meeting to Wednesday 23 September at 5.00pm. It was originally scheduled for Monday 21 September.

Council are asked to agree to change the date of the September meeting to

Wednesday 23 September at 5.00pm.

7 PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11.

The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 7 April 2015.

Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note.

CITY EXECUTIVE BOARD AND OTHER COMMITTEES RECOMMENDATIONS FOR COUNCIL DECISION

8 ADOPTION OF THE CULTURE STRATEGY 2015-18

37 - 78

The Head of Policy, Culture and Communication submitted a report and draft strategy to the City Executive Board on 12 March 2015 (attached here).

This details the development of the draft Culture Strategy 2015 – 18, an overview of its vision and priorities and reports on the results of public consultation. It proposes approval of the strategy in the light of consultation.

The relevant minute (152) of the City Executive Board meeting on 12 March is attached later in this agenda. The Board agreed to approve the strategy as set out in Appendix 1 to the report.

The City Executive Board recommends Council to APPROVE the Culture Strategy 2015 – 2018 as set out at Appendix 1 to the report.

9 INTEGRATED PERFORMANCE REPORT 2014/15_ QUARTER 3

79 - 84

The Heads of Finance and Business Improvement and Technology have submitted a report which details the Council's Finances, Risk and Performance as at the end of Quarter 3, 31 December 2014.

Appendices to the report were submitted to the City Executive Board on 12 March 2015 and are available as part of the papers for that meeting but not reproduced here.

The relevant minute (154) of the City Executive Board meeting on 12 March is attached. The Board agreed to approve the strategy as set out in Appendix 1 to the report.

The City Executive Board recommends to Council:

- 1. (approval of) a supplementary capital budget of £200,000 for welfare facilities at Cowley Marsh depot as detailed in paragraph 5 (of the report);**
- 2. that all end of year revenue surpluses from 2014/15 be transferred**

into a property investment reserve, subject to (a) below, in order that the funds can be invested to provide future income streams or to further policy objectives including the allocation of £550,000 in relation to the purchase of the freehold of St.Aldate's Chambers.

(a) City Executive Board agreed to note the risks and potential financial penalties relating to Homes and Communities Agency Grant Funding as outlined in paragraphs 6 and 7 of the report.

10 ADOPTION OF THE STREET TRADING POLICY 2015

85 - 108

The Head of Environmental Development has submitted a report which seeks Council's adoption of the draft Street Trading Policy 2015, following approval by the General Purposes Licensing Committee on 27 January 2015.

The relevant minute (15) of the General Purposes Licensing Committee meeting on 27 January is attached as Appendix 2. The Committee agreed to approve the draft Street Trading Policy 2015 and recommend it to Council for adoption.

Officer recommendation: That the Council adopt the draft Street Trading Policy 2015.

COUNCIL DECISIONS

11 CONSTITUTION REVIEW 2015

109 - 160

The Head of Law and Governance has submitted a report recommending changes to the Council's constitution.

Officer Recommendation: That Council approve, with immediate effect, the amendments to the Constitution outlined in the report and in:-

Appendix 1 - Finance Rules;
Appendix 2 - Contract Procedure Rules;
Appendix 3 - Planning Code of Practice;
Appendix 4 - Miscellaneous proposed changes

12 EMPLOYMENT POLICIES

161 - 218

The Head of Human Resources and Facilities has submitted a report setting out one new and two revised employment policies for approval.

The policies are attached as appendices 1 to 3 of the report.

Officer recommendations: That Council:

1. Approve the following policies with immediate effect:

- Policy and Procedure for Managing Allegations against Employees and Volunteers Working with Children and Vulnerable Adults
- Family Leave Policy and Procedure

2. Authorise the Head of Human Resources to amend the policies and

procedures from time to time in order to correct any factual or legal errors.

3. Approve the updated annual Pay Policy Statement for publication.

13 GRANTING OF THE FREEDOM OF OXFORD TO THE RIFLES

219 - 220

The Head of Law and Governance has submitted a report requesting that Council grant the Freedom of the City of Oxford to The Rifles, first bestowed on the Oxfordshire and Buckinghamshire Light Infantry in 1945 and subsequently exercised by the Royal Green Jackets, and allow them to exercise the Honour of the Freedom of Entry to the City of Oxford, by parading through Oxford City on Sunday 24 May 2015.

Officer recommendations: That Council:

1. Grant the Freedom of Oxford, first bestowed on the Oxfordshire and Buckinghamshire Light Infantry in 1945 and subsequently exercised by the Royal Green Jackets, to The Rifles as a mark of the City's respect and appreciation of their continued service to their Country; and
2. Note that The Rifles will exercise the Freedom of Entry to the City of Oxford, by parading through Oxford City on Sunday 24 May 2015.

14 REGULATION OF INVESTIGATORY POWERS ACT 2000

221 - 222

The Head of Law and Governance has submitted a report which reports the Council's application of its powers under the Regulation of Investigatory Powers Act 2000

Officer recommendation: That Council note the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA) for the period 1 April 2014 to 31 March 2015.

COUNCILLORS' QUESTIONS TO BOARD MEMBERS, COMMITTEE CHAIRS AND LORD MAYOR

15 CITY EXECUTIVE BOARD MINUTES

223 - 246

Questions to Board members about the minutes of the Board meetings. This item has a time limit of 15 minutes.

1. Minutes of the meeting held on 29 January 2015.
2. Minutes of the meeting held on 12 February 2015.
3. Minutes of the meeting held on 12 March 2015.

16 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

Questions on notice received in accordance with Council Procedure Rule 11.9(b).

Questions may be asked of the Lord Mayor, a Member of the City Executive Board or a Chair of a Committee.

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Thursday 2 April 2015.

Full details of all questions, and written responses where available, will be provided in the briefing note.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

17 PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THIS COUNCIL MEETING

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11.

The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 7 April 2015.

Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note.

18 OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS

247 - 250

- (a) Each ordinary meeting of Council receives a written report concerning the work of one of the partnerships on which the Council is represented.

On behalf of Councillor Tanner the Interim Head of Environmental Development has submitted a report on the work of the Environment Partnership (attached).

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

- (b) Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, may give notice to the Head of Law and Governance by 1.00 pm on Wednesday 8 April that they will present a written or oral report on the event or the significant decision and how it may influence future events.
- (c) The programme of reporting the work of partnerships at future meetings will be:

Oxford Strategic Partnership – 20 July 2015
Oxfordshire Health Improvement Board – 21 September 2015
Overview report on All Oxfordshire Partnerships – 7 December 2015
Oxfordshire Local Enterprise Partnership – 8 February 2016
Oxfordshire Growth Board – 19 April 2016
Community Safety – July 2016
Environmental and Waste – September 2016

19 SCRUTINY COMMITTEE BRIEFING

251 - 274

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and other non-executive Councillors since the last meeting of Council (attached).

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

20 MOTIONS ON NOTICE

Motions received in accordance with Council Procedure Rule 11.16.

The full text of motions received by the Head of Law and Governance by the deadline of 1.00pm on Monday 30 March 2015, and as amended by the proposer, is attached to this agenda.

Substantive amendments to these motions must be received by the Head of Law and Governance by no later than 1.00pm on Thursday 9 April 2015. The briefing note will contain any substantive amendments submitted before its publication.

1. Using your Vote (proposed by Cllr Tanner, seconded by Cllr Clack) Labour member motion

This City Council urges every resident who can to use their vote in the General Election on May 7th. We call on each of the candidates in the Oxford East and Oxford West & Abingdon constituencies:

- a) to speak up for local government
- b) to pledge to build the homes Oxford desperately needs
- c) to support our schools and universities
- d) to back a vibrant low carbon economy
- e) to commit to a Living Wage and
- f) to promote an international, safe and tolerant city.

We expect those elected to represent Oxford in the House of Commons to fight for a fairer, greener and even more beautiful city for all.

2. Housing (proposed by Cllr Fooks, seconded by Cllr Wade) Liberal Democrats member motion

Council notes the increasing disparity in housing costs between the social housing sector and the private sector. This risks Oxford becoming a city of only the very well-off and the not-at-all well-off, with no housing within reach of middle income households. Key workers such as teachers and nurses can no longer afford to live in Oxford, and communities become unbalanced. Council asks the Executive Board to ask officers to investigate new models of housing provision which would include starter homes, key worker housing and self-build in any new developments. This is likely to require the setting up of a separate housing company.

Council recognises the concerns of neighbouring districts over proposals to build on green belt land outside the City and asks the Oxfordshire Growth Board to ensure that the current Green Belt Review is thorough, transparent and involves proper public consultation.

Dialogue with the county and the districts must continue.

Council recognises that the current jobs/homes imbalance – 46,000 people commuting in every day – will get worse with the thousands of new jobs expected in the City. Council asks the Administration to work with the County Council as the Highway Authority to ensure that the provision of excellent public transport links is fully recognised in LTP4.

3. Controlling the Housing Investment Market (proposed by Cllr Hollick, seconded by Cllr Brandt)

Green member motion

This Council notes that housing rents in Oxford are some of the highest in the Country. That increasing numbers of new and converted properties are being purchased by buy-to-let landlords and overseas investors who are being attracted to Oxford because of the high returns. With high housing demand, this is leading to a spiral of rent increases as these property owners seek to maximise returns. In addition, the rising number of investment properties is increasing the price, and reducing the number, of properties for private sale.

This Council therefore calls on the incoming Government to act decisively and quickly to better control the housing investment market for example, through reductions in the tax relief given to buy-to-let landlords, the introduction of local rent controls and more flexibility on how Council Tax is levied.

4. Encouraging collaboration for action on cancer (proposed by Cllr Coulter, seconded by Cllr Lygo)

Labour member motion

Oxford City Council congratulates each of the organisations meeting together at Oxford Town Hall on 4 February to Mark "World Cancer Day". Council thanks each of those organisations for providing advocacy, for highlighting the suffering caused by cancer, and for providing hope through the development of innovative treatments and supportive care - all of which is centred on improving outcomes for patients, their families and their carers.

Each year, 8.2 million die worldwide from cancer. Four million die prematurely. And, one out of every two of us will experience painful illness through cancer.

Oxford has a significant role in medical science and in cancer research, with 450 post-doctoral researchers working on cancer related investigations - bringing £22 million to our local economy and with the likelihood such work will expand, for example, with the Churchill Hospital's recognition as a lead centre for targeted cancer therapy.

Oxford City Council resolves to support "World Cancer Day" as an annual event and will seek to find cost effective ways to work with the charitable, voluntary and academic communities and organisations for improved outcomes for cancer sufferers, their families and their carers.

5. Trident (proposed by Cllr Wolff seconded by Cllr Thomas)

Green member motion

Council notes that the current government is in favour of replacing Trident at

a cost of around £100 billion. According to estimates by CND, this money would be enough to fully fund A&E services for 40 years, employ 150,000 new nurses, build 1.5 million affordable homes, build 30,000 new primary schools, or cover tuition fees for 4 million students.

Council also notes that the Defence Review in 2016 will provide the incoming Government with an historic opportunity to re-consider the UK's nuclear weapons programme.

Particularly at time when funding for the NHS, Council Housing and Education is subject to austerity cuts, this Council believes that the Trident and Trident nuclear replacement programme funding could be much better utilised for the benefit of all and therefore the programme should be scrapped.

Council therefore agrees to ask the leader to write to all the City and County MPs after the election asking them to back the scrapping of Trident and any replacement.

6. Oxfordshire Transport Strategy (proposed by Cllr Tanner) Labour member motion

The City Council welcomes the County Council's new transport strategy for Oxford as far as it goes but believes a number of key improvements are needed. We endorse the submission from the City Council about the OTS. In particular we believe that:

- 1) Tunnelling under the centre of Oxford is a costly nonsense which will damage the beautiful heart of Oxford and destroy archaeology.
- 2) The County are right about the increase in journeys in future but the Rapid Transit Buses (RTB) they propose will not provide the number of extra buses and seats that are needed.
- 3) The new Oxford Transport Strategy (OTS) does not make it clear which modes of transport should have most priority. We want to give priority to pedestrians, cyclists and buses especially during rush hours.
- 4) The City Council wants a speedy end to the effective moratorium on urgently needed improvements for cyclists on Oxford's roads.
- 5) The City Council supports the same balanced transport policy for the Headington hospitals and the Cowley business park, that has operated successfully for the city centre for many years. At present very many people who work in the eastern arc have little choice but to drive.
- 6) The County's latest OTS has failed to indicate sensible routes for the RTBs. Using crowded roads Like the Cowley Road and London Road, or driving a bus lane across a golf course in Lye Valley, are unworkable.
- 7) The City Council will continue to keep open its Park & Rides (P & R) in the city. Indeed we want to expand Seacourt P & R. But we also support more Park & Rides beyond Oxford in addition.

8) We support some ideas in the OTS such as more electric vehicles, cleaner air, a passenger rail link to Cowley and consulting about a work-place parking levy. We are opposed to road pricing as an unworkable burden on car drivers and businesses.

UPDATES AND ADDITIONAL INFORMATION TO SUPPLEMENT THIS AGENDA ARE PUBLISHED IN THE COUNCIL BRIEFING NOTE.

The Agenda and Briefing Note should be read together. The Briefing Note is available on the Friday before the meeting and is available both as a separate item on the calendar of meetings page on the council's website and as a supplement to this agenda.

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; licences 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". What this means is that 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.

¹Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

COUNCIL

Monday 2 February 2015

COUNCILLORS PRESENT: Councillors Abbasi (Lord Mayor), Humberstone (Sheriff), Simmons (Deputy Lord Mayor), Altaf-Khan, Anwar, Benjamin, Brown, Clack, Clarkson, Cook, Coulter, Darke, Fooks, Fry, Gant, Goddard, Gotch, Haines, Hayes, Henwood, Hollick, Hollingsworth, Kennedy, Lloyd-Shogbesan, Lygo, Munkonge, Paule, Pressel, Price, Rowley, Royce, Sanders, Seamons, Sinclair, Smith, Tanner, Tarver, Taylor, Thomas, Turner, Upton, Van Nooijen, Wade, Wilkinson and Wolff.

75. APOLOGIES FOR ABSENCE

Councillors Brandt, Malik and Simm submitted apologies.

76. MINUTES

Council agreed to approve the minutes of the ordinary meeting held on 1 December 2014 as a true and correct record subject to correcting resolution 8 of Minute 66 to read “that a mechanism be put in place for dealing with special circumstances in relation to Dependent Carers’ Allowances, namely that it be delegated to the Head of Law and Governance and the Committee and Members’ Services Manager” as set out in the report and agreed by Council.

77. DECLARATIONS OF INTERESTS

There were no declarations made.

78. APPOINTMENT TO COMMITTEES

There were no appointments.

79. ANNOUNCEMENTS

The Lord Mayor announced that since the last meeting the following had taken place:

- Chinese economic development officers had visited to investigate local joint ventures;
- the Broad Street Christmas market;
- the Christmas fun run in Christ Church Meadow;
- the Lord Mayor’s Christmas reception;
- the Lord Mayor’s Christmas carol concert which raised £2,479.15 for the Mayor’s charities;
- Princess Anne’s visit to the Oxford Farming Conference;
- The leaving reception for Oxford Brookes Vice Chancellor Janet Beer.

He reminded councillors that the Lord Mayor’s charity dinner would be held on 27 March 2015.

The Leader of the Council announced:

- Nominations for the civic office holders for the 2015/16 municipal year would be:
 - Lord Mayor – Councillor Humberstone
 - Deputy Lord Mayor – Councillor Cook
 - Sheriff – Councillor Malik.
- The Chief Constable's presentation to councillors would be on 13 April before the Council meeting.

80. PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING

There were no addresses or questions.

81. AFFORDABLE HOUSING CONTRIBUTIONS IN LIGHT OF THE AMENDED NATIONAL PLANNING PRACTICE GUIDANCE

Council had before it a report recommending how affordable housing contributions will be sought in the light of the amended national Planning Practice Guidance.

Councillor Price moved and Councillor Turner seconded the report.

Council agreed to:

1. endorse the recommended approach set out in the report and Appendix 4; and
2. agree that it is not revoking or modifying Policies HP3 and HP4, that they retain the status of up-to-date adopted development plan policies under s38(6) of the Planning and Compulsory Purchase Act 2004 but the Council is acknowledging the likely effect of the amended national Planning Practice Guidance.

82. STREET TRADING POLICY

Councillor Clarkson, Chair of the General Licensing Committee, recommended deferring consideration of this item to the next meeting and Council concurred. The policy was not discussed at this meeting.

83. CITY EXECUTIVE BOARD MINUTES

Council had before it the minutes of the City Executive Board meetings of 10 December 2014, 17 December 2014 and 23 December 2014.

The minutes of the meeting held on 29 January 2015 were not yet available and so would be taken at the next ordinary meeting.

Minutes of the meeting held on 17 December 2014

On Minute 95, Councillor Fooks asked if the street cleaning standards and information on council's powers to remove graffiti could be circulated to all members. Councillor Tanner gave assurances this would be done.

On Minute 97, Councillor Fooks asked about the results of the budget consultation. Councillor Turner answered that this ran from before Christmas to the end of January and a summary of responses would be included in the budget report

Councillor Simmons thanked the City Executive Board for respecting the scrutiny process when deciding the future of Temple Cowley Pools and Councillor Price thanked the scrutiny committee on their consideration of this issue.

84. QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

Questions were asked of the Board members and Leader and responses given.

Board member for Educational Attainment and Youth Ambition, Councillor Kennedy

1. From Councillor Gant

Following the presentation of the report by the KRM educational organisation to CEB, will the board member acknowledge that the scheme has failed to deliver councils own published target for improvements at KS2? While we wholeheartedly support councils desire to address a significant problem, will he acknowledge that council should have been more ready to consider combining with the similar, more successful, scheme run by the county? Will he support us in calling for the KRM project not to be continued, and for underspent funds, and any further available funds, to be made available for schemes which genuinely address the real educational needs in the city?

Written response

I am not sure where Cllr Gant is getting his information from but the comprehensive report presented by Dr Jonathan Solity to the Scrutiny Committee set out very impressive gains in educational attainment in the schools which chose to take up this programme funded by the City Council.

Of course KRM is just part of the overall programme designed by and agreed with the schools to meet the ambitious targets for 2016. As it is only January 2015 we do not know whether we shall meet them or not. However, progress is strong as we can see from the recent results for schools across Oxfordshire. The schools which chose to follow the overall educational attainment programme are showing twice as much progress as other schools in Oxfordshire at age 7 and at age 11 the progress is four times as much. This represents substantial progress towards the 2016 targets, rather than failure.

It was always intended that, as soon as possible, that schools would become self-sufficient in the approaches and techniques advocated in the KRM approach. As such there was no long term commitment to funding the KRM programme.

We are awaiting the results of an evaluation currently being carried out by Professor Deborah McGregor of Oxford Brookes University. She is currently visiting all the target schools. As part of this process she is asking head teachers what support they would find most helpful to assist them in their continuing journey of raising achievement. We are waiting for her report in early March before deciding how to commit the funding for the next two years.

Supplementary question

This programme won't achieve results if schools do not take part. Would the Board Member agree that without the take up it cannot achieve its stated objectives?

Response

This programme is available only to Oxford City schools. Schools using the programme have greater improvements in achievement at ages 7 and 11 than those across the county as a whole. This shows that attainment can be improved in the city and the programme should be supported.

Board member for Leisure Contract and Community Partnership Grants, Councillor Rowley

2. From Councillor Thomas

I'm sure the board member is aware of the vital work carried out across Oxfordshire by Oxford's Community Action Groups (CAG) and the impending cut to its support from the County Council. Would they consider contributing to the joint commissioning of CAG in the future along with other Oxfordshire councils?

Written response

CAG Oxfordshire is a network of over 50 local community action groups (CAGs). We recognise the useful work that the Community Action Groups do in bringing communities together to take local action, particularly in the city around low carbon and recycling. Each CAG is unique, but all are run by local volunteers who organise events and initiatives to raise awareness and take action on climate change issues. They help their local communities to live a more sustainable and less resource-dependent life by promoting:

- waste reduction and the 3Rs (reduce, reuse and recycle)
- carbon reduction
- sustainable transport
- food, energy and water issues

The county fund £96,000 which they are cutting over three years.

The County Council is facing a major budget shortfall this year and are forced to make cuts, but the saving achieved by reducing the financial support to the CAGs is very small in relation to the £20 million target, and the damage done to the County network of community action groups is disproportionate to the benefit to the County budget. I have personally lobbied the County to withdraw this proposed cut.

While the City Council has been able to maintain and in some cases increase its funding for the voluntary and community sector, we cannot reasonably be expected to pick up the bill for every County Council cut. We regret the reductions in funding proposed by the County Council but note that this is being

phased out over a three year period. We therefore propose to engage with the CAG network and those groups operating in the city to see if a new sustainable model can be found preferably without the City having to step in once again to fund another County Council cut.

Supplementary question

The question relates to a specific cut. As £10 can be raised by community groups as a result of each pound spent supporting the CAG, £10,000 and encouraging other authorities to contribute could result in £500,000 for community work across the county. Would the Board Member support this?

Response

We will look sympathetically at any definite proposal. What this government terms 'big society' cannot work without sufficient support. This council is not going to follow the county council's lead in making cuts but while we will do what we can we cannot guarantee we will fund any project.

3. From Councillor Hollick

Can the board member justify why Temple Cowley Pool was closed early on the 23rd December with no warning to centre users, disrupting swimming for pool users including the evening women-only session?

Written response

The pool was due to close that evening for the Christmas break and there had been a series of unplanned fire alarms during the day which caused serious disruption to the users of the pool and to the staff. In the situation where the Leys Pool had already opened and the sale of the land to Catalyst Housing Association was being concluded, it was decided to close the pool earlier. I am sorry if this caused inconvenience for a small number of people who would have wished to use the pool before the normal closing time of 10pm.

The new pool opening is the final stage in the delivering the 2009 Leisure Strategy that has seen usage in the centres increase by 40%, with the greatest increases in target groups and annual costs reducing from c£2 million to a zero cost service in 2016/17. The feedback from the new pool has been excellent and at the opening weekend the centre received 12,000 visits.

Among many other improvements, the replacement of the pool has enabled us to schedule three rather than two women-only sessions a week, in different parts of Oxford: at the Leys, Barton and Ferry. We are committed to building on these successes and making the leisure service as accessible as possible for all Oxford's communities.

Supplementary question

It was hard to believe that the decision to shut the pool to the public was not made in advance of the formal decision after the scrutiny committee meeting. Did the timing of the closure create unnecessary animosity?

Response

The surprise is that the pool was running for so long. I congratulate staff on having closed and secured the pool without any undue inconvenience and

without mishap. I don't regret closing the pool promptly having taken the final decision to do so, as it was costing the city's taxpayers to keep it open.

Board member for Housing and Estate Regeneration, Councillor Seamons

4. From Councillor Fooks

It is Council policy that all hard surfaces on any development should be permeable. Why is it then that the works done last year to replace paving stones on HRA land with tarmac was allowed? It is most definitely not permeable and there is a lot of it. When will the Housing department be asked to replace the tarmac with permeable paving of some kind to comply with the Council's own policy?

Written response

This policy applies to new development. The work referred to is for planned maintenance of paved areas. The original paving slabs are pointed in and as such do not offer a permeable surface. In addition they can become a trip hazard, creating maintenance issues that the Council could have liability for around their upkeep.

Existing paving slabs in such areas have been replaced with tarmac which is low maintenance, easy to repair and has no further drainage issues than the surface it has replaced. In general, pathways to blocks are well served by adequate water run-offs.

The larger new engineering works, such as the car parking schemes currently being undertaken on the city's estates, have fully permeable, Sustainable Drainage System (SuDS) compliant surfaces installed.

Supplementary question

Would you agree that all paving done by the council should be permeable and that it is regrettable tenants were not consulted?

Response

I will look into the issue and see if this is feasible.

5. From Councillor Hollick

Can the board member update council on any progress they have made, since council passed the relevant motion in November 2013, in negotiating for locally set right to buy discounts in order to protect our stock of council housing being sold off?

Are they aware of recent efforts by Brighton and Hove council to negotiate for an end to the right to buy in favour of alternative incentives that would protect council stock - and will they support these negotiations now there is more widespread support for our initiative?

Written response

The contents of the motion of 25 November 2013 were sent in the form of a letter to the Minister of Housing on behalf of the council in the name of the chief executive, without response. Unfortunately we have to comply with national policy on this issue which does not include the possibility of local exemptions. We will follow Brighton and Hove's attempts with interest but see no prospect for

success under the present coalition government. I would also draw colleagues attention to recent announcements from the conservative party that if they were to be elected they would wish to introduce new measures to further stimulate the right to buy including the extension to Housing Association properties. As a Council we will also look at other ownership models for our new housing provision that will give greater protection to rent levels and from loss of stock to right to buy. We intend to review our options following the general election and as Government policy then emerges.

Supplementary question

How are we going to lobby a future government for powers to protect council stock?

Response

We will consider this after the general election.

Deputy Leader of the Council, Councillor Turner

6. From Councillor Fooks

At Council on 1 December, you replied to my question on the Covered Market that 'the draft Action plan and Programme would be available within the next month'. Can you tell Council where they can find this document?

Written response

A draft document has been drawn up and will be progressed further with a submission for CEB.

Supplementary question

Could the Board member explain the reason for the delay?

Response

Traders have been given opportunity to see the action plan in advance of it being made public. Many improvements have already taken place or are planned and traders are more optimistic about the effect these have on the market.

Leader of the Council, Corporate Strategy, Economic Development and Planning, Councillor Price

7. From Councillor Simmons

In Autumn 2014, the City Council abandoned its planning requirement for developers to comply with its Natural Resources Impact Analysis SPD in favour of policy HP11 which weakens the requirement to provide 20% of energy from renewable sources. Now, developers now longer MUST provide any on-site renewable energy. Given this:

- Will the Councillor agree that this is a retrograde step?
- Will he explain how this helps the Council deliver on its climate change aspirations?
- Since HP11 replaced the NRA how many qualifying developments have complied with it as opposed to the tougher criteria of NRA?
- Will the Councillor commit to reinstating the tougher RE targets set out in the NRA which the Council first adopted in 2006?

Written response

I do not agree that Policy HP11 is a retrograde step; our policy has not been weakened but rather has extended the requirement to provide 20% minimum on-site renewable energy.

Policy HP11 was introduced when the Sites and Housing Plan was adopted in February 2013. It continues to implement the 20% on-site renewable energy policy and requires the 20% to account for total energy (i.e. regulated and unregulated). Policy HP11 also introduced a requirement for sites of less than ten dwellings to provide an element of on-site renewable energy and produce an Energy Statement to document how renewable technologies and sustainability measures have been incorporated into small developments – the NRIA did not include this.

The NRIA Policy still applies for qualifying non-residential developments.

In due course policy HP 11 and the NRIA Policy will be reviewed as part of a wider review of Local Plan Policies. Although any new approach in relation to climate change aspirations will need to be in accord with the National Planning Policy Framework prevailing at the time.

The number of qualifying developments that have been assessed under Policy HP11 is not data that is readily available at this time, but will be provided later.

Supplementary question

The NRIA adopted in 2006 required at least 20% of energy needs to be from well-defined renewable sources, but while low-carbon sources are worthy these are not interchangeable. What is the rationale for the change?

Response

I understand the point but the NPPF has clear statements that we should be consistent with the zero-carbon buildings policy, and this is a positive strategy to promote low carbon and/or renewables and maintains our strategy for on-site renewable energy. We need to have robust policies which both comply with government policy and reflect our own aspirations.

8. From Councillor Gant

At its meeting in December, Council voted unanimously for the city to impose conditions concerning cycle safety on lorries used by its own contractors, and to urge the county council to use its own powers to do the same for all other lorries within the city boundaries. Will the board member inform council on what progress has been made, and responses received from the county?

Written response

The available information is being collated and will be reported in writing to members.

Supplementary question

When will this be available?

Response

Officers are currently working on this and I hope to have a response soon.

9. From Councillor Wade

As a result of the confusion over the merging of Evergreen 3 and East West Rail, it has become unclear whether the residents of Stone Meadow and Cox's Ground on the Waterways Estate are still covered by amelioration plans with respect to noise and vibration. Will the City Council press Network Rail to recognise the impact of the increased rail traffic on Waterways and Waterside and put in mitigation measures to protect the residents?

Written response

The City Council's powers in relation to railway development programmes are limited. The rail operators enjoy comprehensive permitted development rights deriving from successive pieces of legislation since the 1840s. Council officers have been liaising closely with Network Rail and Chiltern Railways about the schemes that are currently under way covering the whole stretch of line from Redbridge to Water Eaton. They have consistently sought to emphasise the need to take full account of the visual and aural impact of the works that they are undertaking on local residents, and the various residents groups have been liaising very effectively with the rail operators. The Council has yet to come to a decision on the discharge of Condition 19 of the Inspector's report relating to the Wolvercote section of the work, and will continue to do everything that is within its power to secure appropriate mitigation measures against noise, vibration and visual intrusion.

Supplementary question

Why did the council not identify planning considerations for housing sites near the railway and can we provide guidelines for developments near the railway?

Response

I will look at whether this is now feasible.

10. From Councillor Gant

Will the leader join us in unequivocally condemning the fact that a legal, commercial decision by a trader has been overturned by threats of intimidation and violence? (this refers to the decision by the Wendy News proprietors to cancel their order for 500 copies of Charlie hebdo because of intimidation. it was in the Oxford Mail and at www.bbc.co.uk/news/uk-england-oxfordshire-30896558)

Written response

Intimidation and threats of violence against shopkeepers should have no place in a civilised society.

11. From Councillor Wade

Would the board member investigate the adoption of a £1 a night 'bed tax' for hotel stays in Oxford? This is used in Paris, Berlin and Barcelona, and the Labour-controlled Camden council is seeking to join with other London councils for the right to impose a tourist levy of £1 per bed per night. Camden estimates it could raise 5 million p.a. from the levy which would be spent on extra street cleaning in popular tourist areas. Monies raised in Oxford could be 'reinvested in marketing and urban realm improvements' (from report of the London Finance Commission, set up by the Mayor of London in 2012).

Written response

The power for local authorities to raise income from sources such as overnight stays in hotels and guest houses has been regularly advocated by the Local Government Association. Fiscal devolution of this type must figure in whatever policies are proposed by the incoming government in May 2015.

Supplementary question

What needs to be done to make this possible? It could be implemented now if the council were willing to push this forward as a matter of urgency.

Response

There is no commitment from central government to increase fiscal devolution and there will have to be some form of this to allow us to raise this levy. We would support this as a policy but are not able to implement it.

12. From Councillor Simmons

Will the Leader write to Newsquest on behalf of the Council expressing concern at the proposed reduction in staff numbers at their Oxford office and proposal to further centralise subbing activities to Newport, Wales?

Written response

I have already done so, in response to a request from the NUJ Branch.

13. From Councillor Thomas

Will the leader of the council give his full support to working with stakeholders to re-instate this year's lantern parade?

Written response

Planning for the Christmas Light Festival 2015 is at a very early stage, and the scope for re-introducing a Lantern Parade is on the agenda. The issues of route, crowd controls and traffic disruption will be under review to see if a workable solution that will meet Safety Advisory Group requirements can be devised.

14. From Councillor Thomas

Does the leader of the council share my concerns that the alterations in voter registration have led to the loss of thousands of registered voters in the city, mainly within the colleges, and with only a matter of weeks until the general election what will he be doing to increase registration?

Written response

The reduction in the size of the electoral register in the wake of the move to individual electoral registration is clearly a matter of grave concern to the Council and to everyone with an interest in local democracy. The Council ran a major advertising and information campaign over the summer and early autumn months, including attendance at the Freshers Fairs at both universities and intensive work with university and college administrators. That work has continued and I have had meetings with key SU and University representatives, including the Vice-Chancellor of the University of Oxford and the Academic Registrar at Oxford Brookes University. Council Electoral registration staff held a

further meeting on 28 January with all these groups and a major drive is under way to ensure that as many students are registered as possible.

Supplementary

We would have to register 100 students a day to add all those we think are unregistered. Are we doing everything we can to encourage registration?

Response

9000 students city-wide need to register before the election or they will lose their democratic right to vote unless they have registered at their home address. We will be putting all possible resources into encouraging registration.

85. PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THIS COUNCIL MEETING

Nigel Gibson representing Save Temple Cowley Pools - A successful social enterprise in East Oxford, addressed Council. The text of his address is attached to the minutes.

Councillor Rowley responded briefly to Mr Gibson.

86. OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS

Councillor Sinclair moved the report.

Councillors commented on the negative impact of potential cuts to domestic violence services, voluntary services generally, and to CCTV across the city; and welcomed multi-agency work. In response to comments, Councillor Sinclair undertook to review how rough sleeping was described.

Council noted the report on the work of the Oxford Safer Communities Partnership.

87. SCRUTINY COMMITTEE BRIEFING

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

Councillor Simmons moved the report. The executive board had considered several reports from the committee and adopted their recommendations. He outlined the work of the two standing panels and three review panels, in particular the Finance Panel's work on the budget and their forthcoming discussion on European funding opportunities, and thanked the Chairs of the panels.

Council noted the report without comment.

88. MOTIONS ON NOTICE

Council had before it five motions on notice and amendments submitted in accordance with Council procedure rule 11.16, and reached decisions as set out below.

(1) Devolution for Councils

Councillor Fooks proposed her submitted motion, seconded by Councillor Gant:

Council notes:

- a) *The strong and enthusiastic participation shown by the people of Scotland in a remarkable democratic process leading to the Referendum on 18 September;*
- b) *The resulting increased discussion on the devolution of powers from central government in Westminster and Whitehall.*

Council believes:

- I. *That power should be devolved to the people in all parts of the United Kingdom;*
- II. *That England is currently ruled by an over-centralised state that fails to reflect localities and regions;*
- III. *That concentrating more power to English MPs in Westminster is not the answer for English devolution and that passing power down to local areas of England is essential.*

Council therefore calls for the leaders of the three political groups on Oxford City Council to ask Oxford's MPs to join them in lobbying Government to plan for urgent major devolution of power, including tax raising and spending, from central government to the regions, counties, boroughs & districts and cities of England.

and that such lobbying should emphasise:

- *that the devolution of powers and finance to English councils be carried out in ways that enhance and strengthen local democratic bodies. This must include agreement that it shall be for local people and communities to decide their form of democratic leadership without having a specific model imposed (for example directly elected Mayors) in return for more powers;*
- *a recognition that English devolution must include both large cities and county areas, as the many councils not within city regions must also gain greater powers and finance in order to build successful and prosperous futures.*

Council further asks that this devolution should include consideration of the role that could be played by local elected bodies such as area committees or parish councils within the current district structure.

Councillor Turner proposed an amendment, submitted in advance of the meeting, seconded by Councillor van Nooijen:

*Amend III to add before "local areas of England" the words "**city regions and local areas of England**".*

Delete (in the paragraph beginning "Council therefore calls...") the words "tax raising and spending", and instead add at the end of the paragraph: "Council believes local government needs more fiscal autonomy – for instance, the ability to levy modest taxes on tourism – but that there should not be an erosion of national solidarity, such that areas with lower tax bases are placed in an even worse economic situation, on the back of the disproportionate cuts they have suffered under the Coalition government.

Delete the final paragraph and amend to read: "Council further believes that democratic transparency would be enhanced by introducing single-tier local

government to Oxfordshire based upon several district councils becoming unitary, and that such councils should make the greatest possible effort to involve all sections of their communities in decision-making.”

After debate and on being put to the vote, the amendment was declared carried.

On being put to the vote, the motion as amended was declared carried.

Council agreed to adopt the motion as set out below:

Council notes:

- a) The strong and enthusiastic participation shown by the people of Scotland in a remarkable democratic process leading to the Referendum on 18 September;*
- b) The resulting increased discussion on the devolution of powers from central government in Westminster and Whitehall.*

Council believes:

- I. That power should be devolved to the people in all parts of the United Kingdom;*
- II. That England is currently ruled by an over-centralised state that fails to reflect localities and regions;*
- III. That concentrating more power to English MPs in Westminster is not the answer for English devolution and that passing power down to city regions and local areas of England is essential.*

Council therefore calls for the leaders of the three political groups on Oxford City Council to ask Oxford's MPs to join them in lobbying Government to plan for urgent major devolution of power from central government to the regions, counties, boroughs & districts and cities of England. Council believes local government needs more fiscal autonomy – for instance, the ability to levy modest taxes on tourism – but that there should not be an erosion of national solidarity, such that areas with lower tax bases are placed in an even worse economic situation, on the back of the disproportionate cuts they have suffered under the Coalition government.

and that such lobbying should emphasise:

- that the devolution of powers and finance to English councils be carried out in ways that enhance and strengthen local democratic bodies. This must include agreement that it shall be for local people and communities to decide their form of democratic leadership without having a specific model imposed (for example directly elected Mayors) in return for more powers;*
- a recognition that English devolution must include both large cities and county areas, as the many councils not within city regions must also gain greater powers and finance in order to build successful and prosperous futures.*

Council further believes that democratic transparency would be enhanced by introducing single-tier local government to Oxfordshire based upon several district councils becoming unitary, and that such councils should make the greatest possible effort to involve all sections of their communities in decision-making.

(2) Reversing NHS privatisation

Councillor Hollick proposed his submitted motion, seconded by Councillor Thomas:

Council notes that at the start of this year the first private company to run a hospital walked away from its contract. This followed critical findings from the Care Quality Commission around inadequate standards for safety and patient care.

Council believes that this example clearly illustrates the dangers of privatisation in the NHS, and is concerned that uncertainty created by private providers could increase now that the Secretary of State's duty to provide has been abolished by the 2012 Health and Social Care Act.

Council welcomes the Private Member's Bill from Clive Efford MP as an attempt to tackle privatisation, but notes this Bill's shortcomings - including the failure to re-establish the Secretary of State's duty to provide the NHS.

Council therefore resolves to:

(i) endorse the NHS Reinstatement Bill which proposes to:

- reinstate in England the legal duty of the Secretary of State to provide the NHS*
- abolish competition;*
- abolish the purchaser-provider split;*
- re-establish public bodies and public accountability; and*
- restrict the role of commercial companies.*

(ii) call on the city's two MPs to support the Bill to be introduced in the next parliament.

Councillor Taylor proposed an amendment, submitted in advance of the meeting, seconded by Councillor Brown:

Delete all after "Clive Efford MP" and replace with:

Council believes that the last thing that our precious National Health Service needs is another top down reorganisation.

Council recognises the tremendous strain on staff in all parts of our health service at the moment in a climate of shortages of nurses and doctors at a time of increasing numbers of patients with more complex needs.

Council believes that we must preserve the values of our National Health Service for future generations and that we should listen to those currently working in the health service about the need for integration of health and social care services as well as the importance of public health.

After debate and on being put to the vote, the amendment was declared carried.

On being put to the vote, the motion as amended was declared carried.

Council agreed to adopt the motion as set out below:

Council notes that at the start of this year the first private company to run a hospital walked away from its contract. This followed critical findings from the Care Quality Commission around inadequate standards for safety and patient care.

Council believes that this example clearly illustrates the dangers of privatisation in the NHS, and is concerned that uncertainty created by private providers could increase now that the Secretary of State's duty to provide has been abolished by the 2012 Health and Social Care Act.

Council welcomes the Private Member's Bill from Clive Efford MP.

Council believes that the last thing that our precious National Health Service needs is another top down reorganisation.

Council recognises the tremendous strain on staff in all parts of our health service at the moment in a climate of shortages of nurses and doctors at a time of increasing numbers of patients with more complex needs.

Council believes that we must preserve the values of our National Health Service for future generations and that we should listen to those currently working in the health service about the need for integration of health and social care services as well as the importance of public health.

(3) Voting Reform

Council agreed to suspend the relevant procedure rules to permit a five-minute address to be made in support of this motion at this point in the proceedings and to extend the total time to debate motions by the time taken to make the address.

Greg Holyoke addressed the committee. The submitted text of his speech is appended to these minutes.

Councillor Hayes proposed his submitted motion, seconded by Councillor Rowley:

This Council believes:

- 1. 16 and 17 year olds are knowledgeable and passionate about the world in which they live and are as capable of engaging in the democratic system as any other citizen;*
- 2. Lowering the voting age to 16, combined with strong citizenship education, empowers young people to better engage in society and influence decisions that will define their future;*
- 3. People who can consent to medical treatment, work full-time, pay taxes, get married or enter a civil partnership and join the armed forces should also have the right to vote;*

4. *Individual registration is affecting the accuracy and completeness of the electoral register, with particular repercussions for young, student, BME, disabled, and disadvantaged people living in social and rented housing.*

We call on the Council to:

1. *Support the recent proposals to extend the franchise in all elections to 16 and 17 year olds.*
2. *Ask local MPs and the government to back the policy announced by the Labour Party, in the spirit of their actions in the Scottish Referendum and extend the franchise in all elections to 16 and 17 year olds.*
3. *Continue working with Oxford Schools and Colleges to enhance citizenship education for all young people in Oxford.*
4. *Continue working with community groups, faith organisations, residential associations, and other groups and people to make the electoral register as complete as possible.*

On being put to the vote, **Council agreed to adopt the motion as set out above.**

(4) General Election TV debates

Councillor Wolff withdrew his submitted motion.

(5) Support Social Housing Under Threat campaign and the 'Yes to Homes' campaign

Councillor Seamons proposed his submitted motion, seconded by Councillor Fooks:

This Council supports both the SHOUT (Social Housing Under Threat) campaign and the 'Yes to Homes' campaign. The UK's housing crisis is particularly acute in Oxford as evidenced by the well documented fact that the ratio of house prices to average incomes is higher here than anywhere else in the country. Additionally, there are well over 2000 households inadequately housed or without a home at all on the housing register, and this is likely to be an underestimate for the demand in Oxford for social housing. The unaffordability of owner occupation and lack of social housing has led to unprecedented demand on the private rented sector. Sharp rent rises there have taken rents well above LHA rates pricing many out.

The solution to the nation's (and Oxford's) housing crisis is simple – more homes need to be built. Further the council believes that a new generation of social housing should (and could) play a large role in this increased supply, meeting needs that otherwise the market cannot. Council notes that while this form of housing tenure has been facing multiple threats from government policy, demand continues to vastly outweigh supply. Council calls on the government to change its policy stance and to do more to support the building of social housing.

Council does not accept that the government's 'affordable rent' policy can meet the requirements for social housing since rents at 80% of market level would be

unaffordable for most people seeking social housing. In the council's planning policies there is a requirement for 40% of any new residential development (or a financial contribution to be made) to be social housing. The council has only accepted letting new council housing at affordable rather than social rent levels when that has been a condition of grant. In Barton Park, the city's largest housing development for a generation, the council will be delivering over 350 homes for rent at social levels.

In recent years social housing and social housing tenants have faced considerable challenges from government policy, including a renewed 'right to buy', welfare cuts and the introduction of affordable rents and fixed tenancies. The latest government prospectus for bidders for a renewed 'Affordable Homes Programme' states that "social rent provision will only be supported in very limited circumstances." This is an unhelpful prejudice against social housing, which the council has identified as critical to meeting the housing demands in our city.

This Council resolves:

- 1. To ask the Chief Executive to write to local Oxford MPs: Andrew Smith and Nicola Blackwood, with the contents of this motion, and ask them for their support in lobbying the Minister for Communities and Local Government to ensure that submissions for grant under any future 'Affordable Homes Programme' that provide social rented housing rather than housing at affordable rents, are not prejudiced against.*
- 2. To further consider how the City Deal can support house building, particularly social housing.*
- 3. To support the Yes to Homes campaign and reaffirm a commitment to deliver affordable housing in Oxford.*
- 4. To actively engage with organisations and local groups campaigning or making the case for new homes.*
- 5. To support the SHOUT campaign and take a lead in affirming the positive value and purpose of social rented housing.*

On being put to the vote, **Council agreed to adopt the motion as set out above.**

89. MATTERS EXEMPT FROM PUBLICATION

None.

The meeting started at 5.00 pm and ended at 7.45 pm

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COUNCIL

Wednesday 18 February 2015

COUNCILLORS PRESENT: Councillors Abbasi (Lord Mayor), Humberstone (Sheriff), Simmons (Deputy Lord Mayor), Altaf-Khan, Anwar, Brandt, Brown, Clack, Clarkson, Cook, Coulter, Darke, Fooks, Fry, Gant, Goddard, Gotch, Haines, Hayes, Henwood, Hollick, Hollingsworth, Kennedy, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pressel, Price, Rowley, Royce, Sanders, Seamons, Simm, Sinclair, Smith, Tanner, Tarver, Thomas, Turner, Upton, Van Nooijen, Wade, Wilkinson and Wolff.

90. APOLOGIES FOR ABSENCE

Councillors Benjamin and Taylor submitted apologies.

91. DECLARATIONS OF INTERESTS

There were no declarations made.

92. RECOMMENDATION TO VARY COUNCIL PROCEDURES FOR THIS MEETING

Council agreed to suspend its normal procedure rules and adopt the procedures set out in the agenda, with amendments to lengthen the time to consider opposition group budget proposals to 30 minutes each and reduce the time to debate the administration's budget and amendments to 70 minutes.

93. ANNOUNCEMENTS

The Lord Mayor reminded councillors his charity dinner would be held on 27 March 2015.

94. PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING

There were no addresses or questions.

95. SECTION 151 OFFICER'S BUDGET REPORT

Council had before it the report of the Council's S151 officer on the robustness of the 2015/16 budget as required under Section 25 of the local Government Act 2003.

The S151 officer explained the conclusions of his report which should be taken into consideration when setting the council's budget for 2015/16 and agreeing the medium term financial strategy.

Council noted the report.

96. BUDGET AND MEDIUM TERM FINANCIAL PLAN

Councillor Darke left the meeting towards the end of the debate but before the vote was taken.

Council had before it the report of the Head of Finance to the on 12 February 2015 and the decisions of the City Executive Board.

Council also had before it the report of the Scrutiny Finance Panel and the responses of the Executive Member for Finance, Asset Management and Public Health to the Panel's recommendations.

Council had before it two alternative budget proposals submitted in advance as amendments to the City Executive Board's budget, with supporting commentary and comments from the Head of Finance. One set out the proposals of the Liberal Democrat Group, and one set out the proposals of the Green Group.

Councillor Ed Turner, seconded by Councillor Bob Price, moved and spoke to City Executive Board recommendations.

He clarified that the final recommendation should read: "approve an increase in the 2014-15 capital budget of £550,000 in relation to the property purchase referred to in paragraph 52 and referred to elsewhere on the CEB agenda" and that this superseded the recommendation to Council in Minute 134 of the City Executive Board minutes.

Alternative budget proposals

Councillor Fooks, seconded by Councillor Altaf Khan, moved and spoke to the Liberal Democrat Group alternative budget proposals (circulated with the briefing note).

After debate, these were put to the vote.

With more Councillors voting against than for, the Liberal Democrat Group alternative budget proposals were not carried.

Councillor Hollick, seconded by Councillor Simmons, moved and spoke to the Green Group alternative budget proposals (circulated with the briefing note).

After debate, these were put to the vote.

With more Councillors voting against than for, the Green Group alternative budget proposals were not carried.

Amendments to the recommended budget

Amendment 1 (circulated with the briefing note)

Councillor Hollick, seconded by Councillor Simmons, moved a set of amendments submitted in advance. The S11 officer confirmed these were achievable.

After debate, these were put to the vote.

With more Councillors voting against than for, the amendments were not carried.

Amendment 2 (appended to these minutes)

Councillor Fooks, seconded by Councillor Altaf Khan, moved an amendment tabled at the meeting and circulated to all councillors. The S11 officer confirmed this was achievable.

After debate, this was put to the vote.

With more Councillors voting against than for, the amendment was not carried.

Councillors Hollick and Simmons said that the Green Group supported the Housing Revenue Account budget, although noted potential difficulties in later years, and supported the Capital Programme and in particular the programme for housing. However the Group could not support the revenue budget proposals.

The recommendations of the City Executive Board, with only the amendment put forward by the proposer, were put to the vote.

In accordance with procedure rule 11.11 (d) a named vote was taken.

For the City Executive Board recommendations– Councillors Abbasi, Anwar, Brown, Clack, Clarkson, Cook, Coulter, Fry, Haines, Hayes, Henwood, Hollingsworth, Humberstone, Kennedy, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pressel, Price, Rowley, Sanders, Seamons, Simm, Sinclair, Smith, Tanner, Tarver, Turner, Upton, and Van Nooijen.

Against the City Executive Board recommendations– Councillors Altaf-Khan, Fooks, Gant, Goddard, Gotch, Royce, Wade, and Wilkinson.

Abstentions – Councillor Brandt, Hollick, Simmons, Thomas, and Wolff.

With more Councillors voting for than against, the recommendations of the City Executive Board, with only the amendment put forward by the proposer were carried.

Council resolved to:

1. approve the Council's General Fund Budget Requirement of £23.304 million for 2015/16 and an increase in the Band D Council Tax of 1.99% or £5.44 per annum as set out in Table 8 and Appendices 1-4, representing a Band D Council Tax of £278.97 per annum;
2. approve the continuance of the Council's Council Tax Support Scheme (formerly Council Tax Benefit)
3. approve the Housing Revenue Account budget for 2015/16 to 2024/25 as set out in Appendix 5 and 6 and an increase in average dwelling rent of 3.49% for April 2015 representing £3.59 per week an annual average rent of £105.77 as set out in Appendix 7;

4. approve the Capital Programme for 2015/16 to 2018/19 as set out in Appendix 8 and 9;
5. approve the Fees & Charges schedule as set out in Appendix 10;
6. adopt the criteria for adopting the Business Rates Retail Relief scheme as set out in paragraph 21 and transitional relief as set out in paragraphs 22 – 24; and
7. approve an increase in the 2014-15 capital budget of £550,000 in relation to the property purchase referred to in paragraph 52 and referred to elsewhere on the CEB agenda.

97. COUNCIL TAX 2015/16

Councillors Fry and Simm left the meeting at the start of this item.

Council had before it the report of the Head of Finance setting out the necessary calculations to enable Council to set the 2015/16 Council Tax for Oxford City, in accordance with the Local Government Finance Acts, 1988 and 1992, as amended by the Localism Act 2011.

Councillor Turner moved and Councillor Price seconded approval of the recommendations in the report.

In accordance with procedure rule 11.11 (d) a named vote was taken.

For the recommendations in the report – Councillors Abbasi, Altaf-Khan, Anwar, Brandt, Brown, Clack, Clarkson, Cook, Coulter, Fooks, Gant, Goddard, Gotch, Haines, Hayes, Henwood, Hollick, Hollingsworth, Humberstone, Kennedy, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pressel, Price, Rowley, Royce, Sanders, Seamons, Simmons, Sinclair, Smith, Tanner, Tarver, Thomas, Turner, Upton, Van Nooijen, Wade, Wilkinson and Wolff.

Against the recommendations in the report – None.

Abstentions – None.

Council resolved to approve for 2015/16:

1. The City Council's precept and Council Tax requirement of £12,072,263 (inclusive of Parish precepts) and £11,900,498 excluding Parish precepts.
2. The average Band D Council Tax figure (excluding Parish Precepts) of £278.97 a 1.99% increase on 2014/15 figure of £273.53. Including Parish Precepts the figure is £283.00, a 2.02% increase (paragraph 3 of the report).
3. The contribution of £10,000 to the Parish of Old Marston in recognition of the additional expenditure that the Parish incurs as a consequence of maintaining the cemetery (report paragraphs 11 and 12).
4. The amount of £515,696 to be treated as Special Expenses (report paragraph 15).

5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's additions) as follows:-

Littlemore	£301.50
Old Marston	£308.19
Risinghurst and Sandhills	£295.59
Blackbird Leys	£276.71
Unparished Area	£281.25

These figures include the Parish Precepts and special expensing amounts as appropriate in addition to the City-wide Council Tax of £266.88.

The Council also noted:

6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 18 of the report.
7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 19 of the report, and
8. The overall average Band D equivalent Council Tax of £1,679.16 including Parish Precepts

98. TREASURY MANAGEMENT STRATEGY 15/16

Council had before it the report of the Head of Finance to the City Executive Board on 12 February 2015 detailing the treasury management strategy for 2015/16 and the prudential indicators for 2015/16 to 2017/18, and the decisions and recommendations of the City Executive Board.

Councillor Turner moved and Councillor Price seconded approval of the recommendations to Council in the report.

Council resolved to:

1. approve the Treasury Management Strategy 2015/16 and adopt the Prudential Indicators 2015/16 – 2017/18 at paragraphs 8 to 37 and Appendix 2;
2. approve the Investment Strategy for 2015/16 and investment criteria set out in paragraphs 23 to 37 and Appendix 1; and
3. approve the Minimum Revenue Provision (MRP) statement at paragraphs 12 to 22 which sets out the Council's policy on debt repayment.

99. ADOPTION OF THE CORPORATE PLAN 2015-19

Council had before it the report of the Head of Policy, Culture and Communications to the City Executive Board on 12 February 2015 containing the draft Corporate Plan 2015-19, the decisions and recommendations of the City Executive Board.

Councillor Price moved, and Councillor Brown seconded, approval of the recommendations to Council in the report and adoption of the Corporate Plan.

After debate the recommendations were put to the vote.

Council resolved to:

1. approve the draft Corporate Plan 2015 – 19; and
2. delegate authority to the Head of Policy, Culture and Communications to make minor textual changes to the Corporate Plan 2015 -19 in advance of formal publication.

The meeting started at 5.00 pm and ended at 8.30 pm

To: City Executive Board

Date: 12 March 2015

Report of: Head of Policy, Culture and Communications

Title of Report: Culture Strategy 2015-18: Consultation Responses

Summary and Recommendations

Purpose of report: This report provides background to the development of the draft Culture Strategy 2015 – 18, an overview of its vision and priorities and reports on the results of public consultation. It proposes approval of the strategy in the light of consultation.

Key decision: No

Executive lead member: Cllr Christine Simm, Board Member for Culture and Communities

Policy Framework: Corporate Plan 2015-2019: Strong, Active Communities and Vibrant, Sustainable Economy.

Recommendations: That the City Executive Board considers the draft Culture Strategy 2015 – 2018 as set out at Appendix 1 and recommends it to Council for approval.

Appendices to report

Appendix 1: Draft Culture Strategy 2015-18
Appendix 2: Consultation process and events
Appendix 3: Initial Equalities Impact Assessment
Appendix 4: Risk Assessment

Background

1. The 2015-2018 Culture Strategy will play an important role in developing partnerships, enhancing cultural provision for Oxford's communities and highlighting the Council's commitment to cultural regeneration through new projects.
2. Since the publication of the Council's current Culture Strategy there have been substantial changes to Government policies, restructuring of the national development agencies including the addition of museums, libraries and archives to the Arts Council England portfolio and reduced national funding for arts and culture. Cultural organisations find themselves competing locally and externally for ever-decreasing pots of money.
3. It will become increasingly important to identify efficiencies and explore delivery models over the next three to five years. The Council's draft Culture Strategy is ambitious and also realistic in its ability to support and innovate.
4. The levels of disadvantage in the city underpin the City Council's belief that access to high quality cultural experiences can play a significant role in social as well as economic regeneration. The Council aims to work through partnerships to create a truly "joined-up" Oxford for our local communities.

Draft vision and priorities set out in in the draft Culture Strategy 2015 – 2018

5. The Council's vision for culture is:
To work in partnership with key stakeholders to deliver and support affordable and excellent cultural activities and events; enhance and leave a legacy in the lives of Oxford's individuals and communities; encourage youth attainment; engage our diverse communities; and develop skills and businesses in the city's creative sector.
6. The Council's three key priorities are to:
 - I. Support the sustainability of Oxford's cultural sector and improve the skills and diversity of the city's current and future creative workforce.
 - II. Improve opportunities for Oxford's diverse range of communities to actively engage with and be inspired by culture.
 - III. Improve opportunities for young people to access and actively participate in cultural activities.
7. The draft Culture Strategy (Appendix 1) sets out objectives for each of these priorities. Underpinning each of these priorities is a commitment to work in partnership, explore the barriers to participation faced by

different sectors of the community and find ways of removing these barriers to cultural engagement.

Consultation

8. The draft strategy was open to public consultation from the end of October to December 2014. The views of the Scrutiny Committee have also contributed to the development of the plan.
9. The priorities and objectives in the draft Culture Strategy 2015-18 derive from the Council's Corporate Plan. Those who responded to the consultation were very supportive of the priorities and objectives set out in the draft Culture Strategy, particularly those relating to young people. The consultation invited organisations and members of the public to contribute their views as to how these priorities and objectives could best be delivered.
10. In the light of consultation, the draft Culture Strategy has been amended to reflect the following issues:
 - Over 2015-18 Arts Council England (ACE) wants to see – and to be part of – highly collaborative approaches to tackling some of the ongoing opportunities/challenges for the culture sector in Oxford. ACE stressed the importance of influencing high level strategic partnerships – e.g. the Oxfordshire LEP – as a means of opening up funding opportunities for culture in Oxford. ACE argued that the Oxford Cultural Partnership should continue to act as the key strategic partnership for culture in Oxfordshire over 2015-18 and become even more focussed on how the sector can work together to seize joint opportunities e.g. shared audience development or cultural tourism initiatives.
 - Most respondents agreed with the need for new kinds of collaboration and digital approaches to achieving strategic aims.
 - Cultural organisations across Oxford each have their own areas of expertise and individuals with specific skill sets. Further integrated workshops such as the HLF workshop held at the Museum of Oxford and training in digital skills would be helpful.
 - University of Oxford is now providing funding for events such as the Cowley Road Carnival and Alice's Day
 - The first draft of the strategy did not adequately reflect the role that the Oxford Preservation Trust plays in the cultural life of the city, particularly through the annual Open Doors event, and the work of Oxford Castle.
11. Full results of the public consultation are set out in Appendix 2.

Level of risk

12. The draft Culture Strategy is low risk, although its non-adoption might result in the reduction or loss of funding to arts partners and City

Council cultural programmes such as the Museum of Oxford. A summary risk assessment is set out in Appendix 3.

Climate Change/Environmental impact

13. The strategy adheres to the City Council's policy on climate change. In 2013, the Culture team worked with Environmental Development to make Oxford City Council the first council in England to require funded cultural organisations to develop environmental sustainability action plans, measuring and reducing their energy use. This initiative has been nationally recognised and praised by Arts Council England.

Equalities impact

14. An initial Equalities Impact Assessment is provided at Appendix 2. The City Council's overriding concern in formulating its Culture Strategy has been to engage communities currently excluded from participation in the city's cultural life.

Financial implications

15. The Culture Strategy can be delivered through existing financial resources and through partnership agreements.

Legal Implications

16. Issues relating to governance and/or contractual matters may arise where cultural partners assist with delivery of objectives within the strategy. There are no other current legal implications.

Name and contact details of author:-

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Job title: Head of Policy, Culture and Communications

Tel: 01865 252780 e-mail: pmcquitty@oxford.gov.uk

Background Papers: None

Culture Strategy 2015-18

1. Introduction

This strategy, developed with the support and engagement of the cultural sector and community groups in our city, explicitly links the City Council's vision for culture and the arts to the needs of the city's communities. There are significant levels of disadvantage in the city and the City Council believes that access to high quality cultural experiences - creating more quality cultural experiences for more people, more often - can play a vital role in regenerating communities and sustaining the city's economy.

The City Council develops and invests in cultural experiences that enrich people's lives. We deliver and support a range of arts and heritage activities in Oxford, including dance, music, theatre, literature, film, digital art, the Museum of Oxford and the city's archives.

In 2013/14, the City Council invested a budget of £389,000 to develop and sustain these cultural experiences for as many residents as possible. This investment helped leverage in an additional £6.6million to the city's economy from grants, donations and earned income. In the same year, the cultural organisations and activities supported by the Council engaged audiences of more than 700,000 people, including 114,000 for cultural events organised by the City Council's Culture Team and 85,000 visitors to the Museum of Oxford.¹

This strategy:

- Provides demographic and other contextual information about Oxford
- Details the contribution of culture and the arts to the delivery of the City Council's Corporate Priorities, in particular Vibrant, Sustainable Economy and Strong, Active Communities
- Outlines the City Council's priorities for culture and the arts over the next three years
- Sets out objectives for each of the priorities and information about how progress will be monitored.

The City Council has three key priorities for culture:

1. Support the sustainability of Oxford's cultural sector and improve the skills and diversity of the city's current and future creative workforce.
2. Improve opportunities for Oxford's diverse range of communities to be inspired by culture and to engage actively in a range of creative activities.

¹In 2013/14, commissioned organisations reached an audience of 483,847, received total of £274,262 grants and leveraged in an additional £6,114,276. Culture Fund Round 1 projects reached an audience of 7130, were awarded total £5,820 grants and leveraged in an additional £125,887. Culture Fund Round 2 projects were awarded total £5,163 grants. Round 2 data on leveraged income and audiences will be received by October 2014. Programming Grants projects reached an audience of 4,086, were awarded total £5,600 and leveraged in an additional £4,570. The Museum of Oxford reached an audience of 85,421, cost the Council £35,014 and leveraged in an additional £131,078 towards delivery. Cultural City Events reached an audience of 114,000, cost the Council £56,223 and leveraged in an additional £150,943 towards delivery. Dancin' Oxford's 2013 programme reached an audience of 6955, cost the Council £7,095 and leveraged in an additional £67,421 towards delivery. 2013/14 Totals (excluding Culture Fund Round 2 leveraged income and audience data): Audiences 701,018, Council investment (grants and project delivery) £389,177, Leveraged income £6,594,175.

3. Improve opportunities for young people to access and actively participate in cultural activities.

The strategy's time-span reflects national funding arrangements. The funding for Arts Council England's National Portfolio Organisations (NPOs) ends in March 2018 and their delivery programmes and 3-year targets also run to this timetable. As this will mark a time of change for cultural funding at a national level, we will update Oxford's Culture Strategy in 2018.

2. Our vision for culture and the arts

Our shared vision for culture is:

To work in partnership with key stakeholders to deliver and support affordable and excellent cultural activities and events; enhance and leave a legacy in the lives of Oxford's individuals and communities; encourage youth attainment; engage our diverse communities; and develop skills and businesses in the city's creative sector.

This vision will be delivered through partnership working, high quality cultural experiences and a commitment to accessibility.

Partnership

The City Council is committed to retaining a partnership model for delivery of culture and the arts. Oxford City Council directly delivers some cultural services, for example the Museum of Oxford, city events and culture forums for skills development. We also help develop and sustain the city's cultural sector through the provision of core and project funding and by supporting cultural partnerships. Partnership working with the city's major stakeholders (the two Universities, County Council, the Oxford Strategic Partnership and the LEP) will enable us to create a collective vision of Oxford's cultural offer for its residents, artists, businesses and tourists. Working together already has and will continue to create more and better cultural opportunities, reduce duplication, and maximise funding potential.

This has been demonstrated through the activities of the Cultural Partnership Group, which fulfils a key strategic leadership role for culture in the city. This group comprises the various Oxford-based organisations core funded by Arts Council England (ACE) and the City Council, as well as the city's other cultural funders; Oxford University, Oxford ASPIRE Museums Consortium and Oxfordshire County Council. Current members are: Oxford Playhouse, Pegasus Theatre, Modern Art Oxford, Oxford Contemporary Music, Film Oxford, OVADA, Arts at the Old Fire Station, Ark T, Fusion, Cowley Road Works, the Story Museum and Experience Oxfordshire. See Appendix 1 for full details of members. The City Council is working with the Cultural Partnership Group and Arts Council England to share best practice and develop sustainable projects with arts and cultural organisations. Working in partnership enables organisations to make the most of public funding and ensures arts and culture in the city can be world-class and available to all.

In 2013, the Culture Team worked with the City Council's Environmental Development team, Julie's Bicycle and Arts Council England to become the first UK Council to require funded arts organisations to develop environmental sustainability plans to reduce energy use in the sector. We will continue to co-ordinate with other City Council departments to enhance sustainability, overcome practical barriers to delivering cultural activity and to embed the arts in future Council infrastructure development.

As part of a pilot scheme - negotiated between the University of Oxford and Oxford City Council - local cultural organisations will, from April 2015, be able to request space free of charge in various colleges for rehearsals, performances, and meetings. Local organisations will benefit from facilities in St Peter's College, Pembroke College, Lincoln College, St Antony's College, St Hugh's College, Hertford College, Wolfson College, the Radcliffe Humanities building, and the Careers Service at the University of Oxford.

This scheme puts in place a formal system to encourage community arts groups to do their valuable work in rooms provided by Oxford's colleges. This practical offer of space will hopefully lead to more creative collaborations between colleges and arts groups and the development of long-lasting and mutually beneficial relationships in the future.

Quality

The City Council and its partners believe that cultural provision – whether it takes the form of museums that reflect our past and present, or the art through which we share and celebrate our experiences – plays a profound role in shaping people's attitudes and aspirations. As such, the quality of cultural provision can benefit our communities and economy as well as providing opportunities for creative work. Excellent cultural provision reflects the talent, ambition and skill of our cultural sector and the diversity of our communities.

National funders such as Arts Council England make evidence of quality a prerequisite for their grants; an approach which also underpins funding decisions made by the Council's Culture Team. We will continue to work closely with key national agencies such as Arts Council England and we support their strategic aims.

“The importance of the relationship between excellence and engagement cannot be understated. For example, the value of museums is generated not only by the excellence of their collections, but by how these collections are interpreted, how they inspire, and how they change the people that visit or encounter them. Arts organisations also achieve excellence when their work fully engages with, challenges or connects with an audience.”

Great Art and Culture for Everyone, Arts Council England

Accessibility

We believe that access to high quality cultural experiences is the right of all our citizens. We are committed to providing and supporting opportunities for all of Oxford's residents to engage with arts and cultural events and activities, with a particular focus on work which reaches and represents our young people and diverse communities. We want to ensure that more people of all ages, ethnicities and locations within Oxford have the opportunity to engage in great cultural experiences, particularly those people who are currently least engaged with arts and heritage.

The City Council and its partners believe that access to excellent cultural experiences can be a significant driver of regeneration and economic sustainability and community cohesion by encouraging different groups to enjoy and share their different traditions. Our aim - working with our partners in the cultural sector - is to increase access from all our communities to good quality cultural opportunities and events, at affordable prices, in a range of venues and locations.

The City Council will continue to work closely with other regional funders and authorities to identify collaborative opportunities to enhance and ensure access to culture. In particular, we will work with Arts Council England and Oxfordshire County Council through the Cultural Partnership Group, Oxfordshire Arts Partnership, Oxford Strategic Partnership and the Oxfordshire LEP.

3. Building a world class cultural offer for everyone

Oxford has a long history of cultural innovation. The country's first Botanic Garden, the world's first public museum (the Ashmolean in 1682) and the world's first music room (Holywell) are part of the city's cultural heritage.

Oxford is one of the most photographed, filmed, and written about cities in the world. The enduring images are of historic Oxford, where much of the city's heritage environment and many of its cultural attractions directly reflect the University of Oxford's influence on the development of the city. These images are central to our flourishing tourist industry because it is the historic heart of Oxford that millions of tourists visit every year.

Oxford's contemporary cultural sector is also innovative, rich and diverse. It includes national museums and world-famous heritage sites, a commercial creative sector, a myriad of voluntary arts organisations, literary, folk and dance festivals, and vibrant community events such as the Christmas Light Festival, May Morning, Alice's Day and the Cowley Road Carnival. It has a world-class and highly innovative music scene and thriving contemporary art and theatre produced and showcased by nationally-recognised organisations such as Oxford Playhouse, Modern Art Oxford, Oxford Contemporary Music, and Pegasus. It also has a strong reputation as a source of innovative rock music, including Radiohead and Foals.

The combination of prestigious, world-famous institutions alongside a more informal, but still high quality, network of smaller venues and organisations is central to Oxford's cultural identity and strength. Appendix 1 includes details of the organisations we fund which contribute to the city's vibrant cultural scene.

Historic Oxford is only one part of our city's story. Contemporary Oxford is a densely packed urban space, with a population of around 152,000 living in an area of only 17.6 square miles. Oxford's population grew by 12% over the decade 2001–2011, making it the sixth fastest growing English city. The population is projected to continue to grow, reaching 161,000 by 2019. There are very high levels of housing density. There are severe pressures on housing stock, with large concentrations of homes in multiple occupation and significant numbers of homeless and other vulnerable groups.

There are major inequalities in life chances and life expectancy in our city. Relative to the rest of Oxfordshire, Oxford has high levels of deprivation. The Index of Multiple Deprivation 2010 ranks Oxford 131 out of 354, placing it in the top half of the most deprived local authority areas in England. Of 85 areas in Oxford, 12 are among the 20% most deprived areas in England, with one area in Northfield Brook ward among the 10% most deprived. Around 22% of Oxford's children live in low-income households, and child poverty is a key concern in eight neighbourhoods which feature among the 10% worst affected in England. In some areas, half of all adults have no qualifications and this is linked to lower incomes, poor health and child poverty. Oxford has over 9,000 working-age residents claiming benefits –the

highest percentage in the county. Life expectancy in the most deprived areas is up to ten years less than in the wealthiest areas.

Our diverse communities

We are committed to engaging Oxford's diverse communities with the city's cultural opportunities and consider diversity not only in terms of ethnicity, but also age, disability, and economic circumstances.

The 2011 Census showed that 16,000 Oxford residents were retired, 21,000 were self-employed or working part time, 43,000 worked full time, 33,000 were full time students over the age of 16, and 25,000 were children up to the age of 15. According to the 2011 Census, 12% of Oxford's population (18,850 people) said they suffered from a limiting long-term illness or disability; 3,100 people aged 16-74 years said they were permanently sick or disabled and therefore not working or looking for work (3% of this population); and 11,700 people said that they had caring responsibilities.

According to the Office of National Statistics 2012 mid-year estimate, 24% of Oxford residents (36,507) were over the age of 50. A Needs Assessment for Older People in Oxford undertaken in October 2013 included feedback from older people which confirmed that they have a huge variety of interests and social preferences. The report also highlighted a strong sense that mental health issues among the older population are often directly linked to isolation and loneliness. Research in the report demonstrates that tackling isolation is fundamental to fully addressing all other need relating to income, employment, health, safety, security and access to information.

In marked contrast to the surrounding county, Oxford is an ethnically and internationally diverse city. 22% of residents were from a black or minority ethnic group in 2011, compared to 13% in England. An additional 14% of residents are from a white but non-British ethnic background. Ethnic diversity increased markedly between 2001 and 2011; the number of people from all ethnic groups increased, with the exception of people in the White British and White Irish ethnic groups. The largest non-white ethnic groups represented in Oxford are Pakistani, Indian, Black African, 'other Asian' and Chinese ethnic groups. The child population is considerably more ethnically diverse than the older population, which is one reason why the population is expected to become more ethnically diverse in the future.

Oxford has long been a destination for international migrants, be it for work or study. There are over 30,000 students studying full-time at the two universities, and there is significant annual turnover in their number. The 2011 Census showed that 28% of Oxford's population was born outside the UK. The most common countries of birth were Poland, USA, Germany, India and Pakistan. In 2011, 6,800 people - 4% of the city's population - said they had moved to Oxford from outside the UK in the last 15 months.

Our young people

As part of its commitment to building a world class city for everyone, Oxford City Council aims to reduce the extent of inequality and to improve the lives of the most vulnerable members of our society. We particularly want to improve outcomes for young people.

This is particularly important for our young people in Oxford, where there are major inequalities in life opportunities. For a long time, attainment levels of pupils in Oxford's state

schools have been significantly lower than the national average. Although they have been improving in recent years, in 2012/13 56% of Oxford pupils gained five or more A* to C grade GCSEs including English & Maths, still below the 61% national average. Pupils living in economically deprived areas have particularly poor results. Improving educational attainment and access to cultural education and experiences are integrally related and are key priorities for the City Council.

The City Council has invested in improving educational attainment in the city, particularly in the more deprived neighbourhoods. Access to quality cultural experiences and exposure to the practical skills that the arts require play a key role in high performing educational environments and this will also be the case in Oxford.

4. Public Attitudes to Cultural Facilities and Services

According to Arts Council England Stakeholder Focus Research from April 2014, the majority of the general public support public funding of the arts, with levels of support at their highest level since records began. When asked what public funding of the arts should achieve, the three objectives considered to be most important are;

- Giving every child the opportunity to access arts and culture
- Enabling access to arts and culture for people who would not normally have that opportunity
- Encouraging more ordinary people to engage with arts and culture.

This increase in support for public funding is mirrored by an increase in levels of arts engagement. According to national Taking Part Survey results, in 2012/13, 9 in 10 children aged 5-15 had engaged with the arts in the last week, marking a significant increase since 2008/09. Levels of adult engagement with the arts are also increasing year on year. Cultural events such as the Christmas Light Festival received almost three times as many visitors in 2013 compared to 2012, while the majority of Oxford's adult residents have attended a theatre performance in the previous year. Adults from black and minority ethnic communities, however, continue to have lower levels of engagement with museums, galleries, or the arts than white adults.

According to the City Council's Living in Oxford Talkback Survey in Spring 2014, an increasing proportion of Oxford residents consider cultural facilities to be among the most important attributes in making the city a good place to live, and satisfaction with these facilities is improving. Satisfaction with Museums and Galleries is amongst the highest of all City Council services.

Nationally, Museum and Gallery attendance rates are also at their highest since surveys began, with the majority of adults having visited a museum or gallery in the last 12 months. The Museum of Oxford has experienced this increase in visitor numbers, with a 20% increase in attendance in 2013/14.

With increasing levels of demand and interest in arts and heritage activities, along with recognition of the educational, health and wellbeing benefits of cultural engagement, there has never been a stronger need to deliver and support high quality cultural activity in order to make it accessible for all.

5. Culture and community benefit

Corporate Priority: Strong, Active Communities
Our ambition: Communities that are socially cohesive and safe, and citizens who are actively engaged in pursuing their own well-being and that of their communities.

Culture has the potential to bring people together from all areas of life, break down barriers, and build strong communities by increasing the sense of local identity and belonging. Oxford City Council works with its cultural partners to co-ordinate and strengthen cultural provision, working particularly with the more deprived communities of the city.

The success of the Christmas Light Festival, which received 100,000 visitors in 2013, and the Cowley Road Carnival, which was attended by 45,000 people in 2014, strongly illustrate the value and popularity of opportunities for people to come together through community events and festivals. It is particularly positive to note that 68% of respondents to the Talkback Survey in Spring 2014 agree that Oxford is a place where different nationalities and ethnicities get on well together.

Many of the city's cultural organisations already offer successful and well resourced outreach services. The Museum of Oxford received 85,000 visitors in 2013/14 and runs formal and informal learning programmes which reach almost 4,000 residents each year. Funded organisations including Film Oxford, Modern Art Oxford, Pegasus and Oxford Playhouse provide free cultural activities in leisure centres as part of the council's Youth Ambition programme. The City Council's Christmas Light Festival in 2013 worked with almost 800 young people from 27 city schools and community groups to create a spectacular lantern parade inspired by Oxford's industrial and cultural heritage, from William Morris' cars to CS Lewis' Narnia characters.

CASE STUDY: Health and Wellbeing / Dance for Parkinson's

The City Council's Dance for Parkinson's Project is run in partnership with English National Ballet, engaging with 21-25 participants on a weekly basis. ENB commissioned a Roehampton University research study into the effects of dancing with Parkinson's, and the results were compiled into a BUPA award-winning study. That study concluded that dancing positively affects people with Parkinson's, enabling them to achieve more physically and helping them to rise above some of the limitations of their neurological condition. Participants relish the social interaction and, in some, it encourages a more positive outlook on their lives. One of the most noticeable aspects of the project was how it engenders confidence, as well as body awareness and relative physical dexterity. The study argues that faced with an unpredictable disease, a project that encourages confidence, greater awareness of one's own movement potential, social interaction and communal bonding is vitally important to those who live with Parkinson's.

CASE STUDY: New models for social inclusion / Arts at the Old Fire Station

The Old Fire Station is a flagship project for the City Council. One of the most innovative projects in the country, it brings together the Crisis Skylight Centre – a training centre for homeless people - and Arts at The Old Fire Station – a professional arts centre for the public. The centre combines a theatre, dance and artists' studios, a cafe, a gallery and a shop selling hand-made contemporary craft and design. It also provides training and support to help homeless people into further training or work. This is a unique model of social inclusion bringing artists, homeless people and the public into the same space. Over the coming years,

the Old Fire Station will extend its offer to the public, support more emerging artists and find more ways to include vulnerable adults in making, presenting and supporting high quality work. They will also be evaluating impact and the significance of including marginalised people in a high quality, highly valued public arts centre.

CASE STUDY: International connections / Pegasus

Pegasus, Oxford's theatre for young people in East Oxford – consolidated by a £4m rebuild – continues to go from strength to strength. Since 2011, Pegasus has led Mesh, Oxford's first International Youth Arts Festival. Mesh is co-planned, run and hosted by and for young people from Oxford, France, Germany, the Netherlands, Croatia, Lithuania and Russia. Mesh 2014 was made possible by the support of many individuals and organisations including British Council Youth in Action Programme, Oxford City Council, Oxfordshire County Council and Oxford Bus Company. This project complements the work done through the City Council's own international links programme and offers opportunities for exchange projects involving young people from our twin cities.

6. Culture and economic benefit

Corporate Priority: Vibrant, Sustainable Economy
Our ambition: A strong local economy, supported by effective education and training.

The cultural sector benefits Oxford's economy through direct job creation and skills development, attracting other businesses and their employees to locate in a world-class cultural environment, and using City Council support to leverage income from other funders and visitors.

Every £1 of City Council investment in cultural organisations in 2013/14 equated to more than £22 of extra funding and benefit.²

With high levels of economic as well as social return on investment, the City Council is committed to supporting Oxford's creative and cultural industries. The UK's Creative Industries are the most successful in Europe. They contribute more than £8m per hour to the UK economy, generate more than £70bn a year, and are outperforming all other sectors of the UK economy. Jobs in the creative and cultural sector are expected to increase up to a third by 2020, while volunteering in the sector continues to provide skills development opportunities and enhance community engagement.

In keeping with this national trend, Oxford's cultural sector contributes significantly to building a vibrant and sustainable local economy. Culture has a strongly positive economic impact on Oxford, with cultural events attracting secondary spend up of more than £1million over a single weekend, tourists to the city spending £721million in 2012, and arts organisations funded by the City Council leveraging more than £6million of additional funding from grants, donations, sponsorship and earned income with our support.³

CASE STUDY: Creative Economy jobs

²Commissioned cultural organisations received total of £274,262 grants and leveraged in an additional £6,114,276 in 2013/14. Every £1 of grants awarded enabled organisations to leverage £22.29 from other sources.

³ The total gross expenditure generated by the 2013 Christmas Light Festival was estimated at £1.8million.

Total Creative Economy employment across the UK increased by 8.8% from 2.4 million jobs in 2011 to 2.6 million jobs in 2013. This increase compares with a 2.4 per cent increase in the total number of jobs in the wider UK economy over the same period. By 2013, one in every 10 jobs in the South East was in the Creative Economy, with 50,000 of these jobs in Music, Performing and Visual Arts, 40,000 jobs in Publishing and 16,000 jobs in Museums, Galleries and Libraries. Oxford is recognised internationally for its cultural sector which provides employment for thousands of the city's talented workers. The challenge over the next three years will be in supporting the resilience of cultural sector organisations and ensuring our current and future workforce is appropriately skilled to sustain and grow the sector.

CASE STUDY: Cultural Events

The Christmas Light Festival in November 2013 attracted an audience of more than 100,000 people over three days, making it the largest annual cultural event in the city and generating a total gross expenditure of £1.8million. The festival weekend also resulted in an increase in footfall of 20,750 people in Cornmarket compared to the previous, non-festival weekend. Audience data revealed an average spend of £17 per person, with an estimated transport spend of £102,000 by festival audiences. The event secured funding from Arts Council England, MINI Plant Oxford, British Gas, Westgate and the University of Oxford, as well as a range of local businesses. With events such as the Light Festival, Cowley Road Carnival and OxfordOxford attracting large audiences, the city's economy will continue to benefit from cultural events as long as we work with partners to enable them to happen.

CASE STUDY: Cultural Tourism

Oxford's dazzling architectural heritage, and the rich offerings of the Ashmolean and other museums, means that tourism plays a key part in the local economy. In 2013, Oxford was the seventh most visited city in the UK and is the tourism gateway to the rest of Oxfordshire. We attract approximately 9.5 million visitors per year, generating £770 million of income for local Oxford businesses. We would like visitors to stay longer in the city and to explore areas beyond the city as well. In order to facilitate this we worked with partners to set up Experience Oxfordshire, an organisation working to improve the management and marketing of tourism in Oxford and throughout Oxfordshire. Oxford led the way in formalising the link between culture and tourism, acknowledging that culture is an attraction for visitors and that tourism can be an audience development tool for the cultural community. Currently, cultural tourism tends to focus on historic Oxford. While Oxford's heritage will always be the primary attraction, Oxford also has a thriving contemporary cultural scene which is under-represented in the tourist offer.⁴ We are working with Experience Oxfordshire and cultural partners to maximise the role that culture can play in Oxford's tourism offer. This has the potential to bring further benefit to the local economy.

7. Funding

Since 2010, the Government - while acknowledging the ability of the cultural sector to deliver economic, social and wellbeing benefits - has cut funding to arts and heritage and is promoting philanthropy and increased earned income as the solution to this funding gap. In reality, many cultural organisations lack the capacity and connections to make philanthropy work for them, despite the fact that their work can have a transformative effect on the communities they engage. Even regional organisations with the skill and time to secure corporate and donor support struggle with 68% of all business investment and 90% of individual giving in the arts going to London. Continuing reductions to local government funding are also impacting on the ability to fund culture (and other services). Cultural

⁴ See Appendix 1 for examples.

organisations find themselves competing locally and externally for ever-decreasing pots of money.

Despite the current context of reduced national funding for culture, the City Council remains committed to funding arts and cultural organisations in Oxford, as well as supporting them to diversify their income streams and enhance their sustainability. Core funding from public sources helps to encourage innovation and new initiatives at the grass-roots level and to ensure that engagement with and participation in cultural activities is available to everyone, not just the wealthy.

Oxford City Council core-funded 10 cultural organisations in 2013/14 at a total cost of £274,000. With this support, these organisations leveraged in more than £6 million of additional funding from other sources, including sponsors, national funding bodies and earned income. In 2014/15, the City Council added 2 organisations to the core funded group and increased the total awarded to £278,000.

Art projects and activities funded through Oxford City Council's open bidding, small grants and ward member budgets in 2013/14 totalled £17,761.20, providing support for activities including dance sessions for older people, free film screenings in parks and a women's music project in Cowley. In 2012/13, the City Council piloted the Culture Fund, awarding £6,000 to 6 projects that contributed to the delivery of the Culture Strategy. This support enabled these projects to leverage in an additional £85,188 from other sources, equating to more than £14 of extra funding and benefit for every £1 of Council investment. Results for 2013/14 Culture Fund grants are currently being collated. Since 2013, Oxford City Council has also allocated between £21,000 and £25,000 per year to Culture Fund grants and cultural development projects, supporting skills development and training for artists and funding projects which contribute to delivering Culture Strategy priorities. The City Council will build on these successful initiatives over the next three years.

CASE STUDY: Arts Council England investment in Oxford

Between 2015 and 2018, Arts Council England will invest £5.4m in its Oxford NPOs and a further £4.4m in the Oxford ASPIRE museum consortium. This investment will make a significant contribution to Oxford's economy and is dependent on the City Council's support for many of these organisations. Arts Council England explicitly state that they will not enter a position where they become the sole public funder in a local authority area. It is extremely positive to see City Council funding enabling Oxford's cultural organisations to leverage in such significant investment, providing jobs as well as high quality cultural activity for our residents and visitors.

CASE STUDY: Investing in High Speed Broadband

The City Council's Super Connected Oxford team have worked with cultural partners to raise awareness of the opportunities afforded by this DCMS funding to boost wireless infrastructure and broadband speeds, with museums and galleries in the city looking set to benefit from approximately £300,000 of support by the time the project is complete in 2015. Making wireless broadband freely available to the public in the city's cultural venues is expected to enable new types of audience engagement from internet of things installations to bespoke app tours.

CASE STUDY: Investing in Oxford's cultural infrastructure

Four members of the Cultural Partnership Group - The Museum of Oxford, the Story Museum, Oxford Playhouse and Modern Art Oxford - will be undertaking capital

developments over the next three years, which will further enhance Oxford's cultural infrastructure and provide more opportunities to engage with the city's arts and heritage offer. It has already been confirmed that three of these developments - Modern Art Oxford, Oxford Playhouse and the Story Museum - will benefit from a total of more than £4.6m in Arts Council England Capital Grants. This funding will enable these organisations to develop inspirational spaces and programmes. City Council support contributed to the ability of these organisations to leverage this additional funding, which will in turn contribute to their future sustainability. The planned Westgate development also looks set to further strengthen and connect cultural organisations and heritage sites including Oxford Castle with the city's retail centre.

8. Our priorities for culture

The City Council has three key priorities for culture:

1. Support the sustainability of Oxford's cultural organisations and improve the skills and diversity of the city's current and future creative workforce.
2. Improve opportunities for Oxford's diverse range of communities to be inspired by culture and to engage actively in a range of creative activities.
3. Improve opportunities for young people to access and actively participate in cultural activities.

Underpinning each of these priorities is a commitment to work in partnership to explore the barriers to participation in cultural activities confronted by different sectors of the community and find ways of removing them.

1. Support the sustainability of Oxford's cultural organisations and improve the skills and diversity of the city's current and future creative workforce.

Oxford's vibrant cultural sector makes a valuable contribution to the city's economy, providing local employment and attracting tourism income as well as creating world-class arts and heritage experiences for our residents. While national funding for arts and museums is under pressure, opportunities are growing for cultural organisations to diversify their audiences and incomes through digital engagement. The City Council is committed to supporting initiatives which embed resilience and enhance sustainability in our cultural organisations, develop a skilled workforce and provide diverse entry routes into cultural careers.

Objectives:

- I. Invest in cultural organisations and projects that contribute to the sustainability, resilience and growth of the city's creative economy
- II. Support the cultural sector to develop expertise and share best practice in areas of shared interest, for example, securing additional funding through philanthropy, developing a wider offer for cultural tourism, enhancing environmental sustainability.
- III. Support the growth of a diverse cultural workforce through initiatives such as creative and digital skills training, mentoring, professional development, volunteer schemes, creative apprenticeships and paid bursary/internship schemes.
- IV. Identify and broker opportunities for cultural organisations to deliver projects that contribute to City Council and County Council objectives or collaborate with Oxford's two universities, particularly in regards to education and libraries, health and social care, and strong and active communities.

2. Improve opportunities for Oxford's diverse range of communities to be inspired by culture and to engage actively in a range of creative activities.

The City Council is committed to supporting cultural representation and engagement opportunities for all of Oxford's communities, whatever their age, physical ability, economic circumstances and ethnicity. Audience development and engagement is therefore central to the work of the City Council's Culture team and the city's cultural organisations. We support and create cultural activities which celebrate the diversity of our audiences and contribute to social inclusion and community cohesion.

Objectives:

- I. Support and deliver high quality cultural activities and events that engage and celebrate Oxford's diverse communities, with a focus on increasing the number of people experiencing culture.
- II. Increase the amount of cultural activity that is captured, created, produced, shared and archived through digital technologies and platforms, and support partnerships which will enable more people to access this activity.
- III. Invest in projects and organisations which encourage diverse communities to shape and create their own arts and cultural activities.

3. Improve opportunities for young people to access and actively participate in cultural activities.

Engagement with culture offers opportunities for young people to share their experiences with others, and can help to build social cohesion. Participation in arts and heritage activities can develop creative and technical skills, ambition, discipline, and the confidence necessary for future success. With the growth of cultural and creative industries providing exciting opportunities for youth employment, the City Council is committed to supporting Oxford's young people to be culturally engaged and creatively skilled. In order to maximise opportunities for Oxford's young people, the delivery of the Culture strategy will align with complementary Council programmes, for example the Youth Ambition strategy.

Objectives:

- I. Support and deliver cultural activities for young people to increase levels of youth engagement with culture and enhance youth ambition.
- II. Invest in projects and organisations which provide opportunities for young people to create cultural programmes and participate in cultural planning.
- III. Encourage the take-up of Arts Award (both primary and secondary) by young people in the city and support schools wishing to become Artsmark accredited.

9. Monitoring and Evaluation

The Culture Team's Service Plan, including milestones and performance indicators to measure success linked to the objectives of City Council staff and the Service Level Agreements of commissioned organisations, will underpin the Strategy. Delivery will be monitored monthly through CorVu targets, through 6-monthly reporting from funded organisations and quarterly updates from members of the Cultural Partnership Group. The Cultural Development Manager will undertake an Annual Review of activity to evaluate performance against the Culture Strategy objectives.

10. Conclusion

Oxford City Council and its partners believe that culture and the arts play a profound role in shaping people's experiences and attitudes. We believe that access to high quality cultural experiences across a wide range of forms is the right of all our citizens. We believe that the proposals in this strategy will contribute to ensuring that these opportunities are open to all our citizens and not just the few.

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Appendix 1

Cultural Partnership Group members

Oxford City Council Culture Team

Cultural Development

We provide core and project funding to cultural organisations and numerous arts and heritage activities each year through our Commissioning and Culture Fund grants. We introduced our CREATE crowdfunding events in March 2013, which have awarded more than £4,000 to winning pitches for cultural projects in Oxford, leveraging in audience donations and sponsorship from host venues. The team run Culture Forums to provide free skills development and training for the cultural sector in areas of shared interest such as fundraising. Working with Arts at the Old Fire Station, we also introduced the Arts Marketing Group in early 2014, which is a networking event designed for the sharing of best practice and identification of joint promotional campaigns.

Cultural outdoor events

Large scale outdoor and site specific events play an important role in building cohesion and celebrating life in our city. The Christmas Light Festival grew in 2013 to be the largest free event in the city. The City Council worked with more than 25 cultural organisations to engage 100,000 people over three days with hundreds of free arts and heritage activities across the city. Up to 20,000 people attend the city's May Morning celebrations each year, which are co-ordinated by the City Council with key partners. We also deliver the Lord Mayor's Celebrations in Gloucester Green, which has become a popular summer event for families, attracting more than 5,000 people each year.

Dancin' Oxford

Dancin' Oxford festival continues to receive enthusiastic support from partners including Oxford Playhouse, Pegasus and Oxford Castle, and has secured a £129k Arts Council England grant for 2014-16. The festival's year-round programme of work includes a Spring Festival, Summer outdoor programme and Autumn Family Dance Week. Baby Boogie, a fun and informal disco dance event for under-5's and their families, is a key feature of the festival's year-round programme. It has grown in popularity to become a bi-monthly event at Pegasus, alongside a growing outreach programme in Family Centres in Blackbird Leys, Barton, Donnington and Northway. In the first half of 2014, 85% of audiences for these events were first-time engagers in dance activity. Other dance development projects include Get Moving! (a project for over-50's which improves health and reduces isolation), Oxford Dance Forum's professional development programme and Dance for Parkinson's classes (in partnership with English National Ballet). The dance programme engages more than 7,000 people annually.

Museum of Oxford

The only museum dedicated to telling the story of the city and its people, the Museum of Oxford is undertaking a major capital development in order to meet increased demand for its services, represent the heritage of our diverse communities and enable public engagement with the City's Archives. Thanks to support from the Heritage Lottery Fund and Arts Council England, the Museum will celebrate its 40th Anniversary in 2015 with a year-long season of high quality arts events. The Old Museum space, which launched in January 2014, will showcase events to drive capital fundraising for the new museum during this anniversary season. Our plans for the Museum have attracted more than £85k in grant support from external funders to date. Cultural Development Manager Ceri Gorton, who will

be leading on the museum's development, has been awarded the Arts Council England Museums Fellowship for the 2014/15 Clore Leadership programme. The Museum is a development partner in the Oxford University Museums consortium.

The Oxford University Museums Partnership

The University of Oxford is home to the Ashmolean Museum, Museum of the History of Science, Museum of Natural History and Pitt Rivers Museum. Free to enter, these museums welcome 2 million visitors through their doors each year and are the public face of the university. Custodians of vast and varied collections representing the natural world and the majority of world cultures, Oxford University Museums bring internationally significant cultural experiences to the city of Oxford. The museums recently secured renewed funding from Arts Council England as a Major Partner Museum service, with a mandate to facilitate broad access and play a leadership role within the cultural sector.

As part of their Major Partner Museum programme, Oxford University Museums work in a delivery partnership with the Museum of Oxford. The museums work collaboratively to engage Oxford's diverse community and realise the city's ambitious cultural aspirations. Having worked directly with every primary and secondary state school in Oxford in the last year, the partnership will actively reach into schools and communities, raising aspirations and supporting educational attainment across the curriculum and across all ages.

Oxford's Universities

The University of Oxford has continued to make a strong contribution to the cultural life of the city and the region, working in collaboration with cultural organisations in the city including Pegasus Theatre and Modern Art Oxford. The Bodleian and University libraries receive over 100,000 visitors annually and take part in events such as World Book Day. Oxford University Press has partnered with the National Literacy Trust to develop innovative schools programmes aimed at raising boys' literacy levels and improving behaviour and engagement. Oxford Brookes University's Poetry Centre hosts an annual programme of events including exhibitions and community projects in the areas of poetry and science; poetry and the environment; poetry and business; and performance poetry in Oxfordshire. The City Council works with Oxford Brookes University to co-ordinate the city's Youth Ambassador for Poetry, a position held by AzfaAwad in 2013/14. The city also benefits from a range of educational outreach activities in the city, organised through the widening participation teams at The University of Oxford and Oxford Brookes University.

Oxfordshire County Council

The County Council's cultural services – libraries, museums, archives and arts – remain committed to actively working in partnership with the city to improve children's and adults' literacy and skills; provide curatorial expertise to the Museum of Oxford and its redevelopment; help conserve and provide access to the city's archives; support the jointly funded organisations of Pegasus and OVADA; and work closely with members of the Cultural Partnership Group, in particular to strengthen the relationship with the LEP to emphasise the economic benefit of culture in the county and city. A significant improvement to the library provision in the city will be the presence of the county's Central Library (3rd busiest in the country) as part of the redevelopment of the Westgate Centre.

Arts at the Old Fire Station

Arts at the Old Fire Station focuses on great art for the public, professional development for artists and building the confidence and skills of homeless people. Since opening in November 2011, the centre has developed an eclectic programme of events ranging from new writing to comedy to jazz nights to contemporary dance. They have produced ground-breaking visual and performing arts work for the public created by professional artists with homeless people. Exhibitions in the gallery prioritise work by early to mid-career artists and the shop sells unique hand-made work by designer-makers. Now a significant local venue for festivals and conferences, the Old Fire Station also offers a programme of regular events for artists of all disciplines to share ideas and works in progress. Over the coming years, they will launch a new 'Making Space' Programme which will explore the process of making; present more of the best theatre, music, dance and work which crosses art forms; and put down roots as a sustainable social enterprise.

Oxford Contemporary Music

OCM is an Arts Council England National Portfolio Organisation, producing some of the highest quality and most innovative new music and sound events in the UK. It engages diverse local and national audiences with its work and aspires to deepen understanding and appreciation of musical cultures from within the UK and worldwide. Its raison d'être is to bring music, artists and audiences together in ways that encourage and create memorable and meaningful experiences for all. It aims to do this by presenting concerts, producing new work and programming education and outreach activity in Oxford, the UK and abroad. Working in partnership with the City Council's Culture team, OCM bring world-class contemporary music to Oxford audiences through free events such as the Christmas Light Festival and Lord Mayor's Celebration. Recent achievements include Mira Calix's Nothing Is Set In Stone (2012), Audible Forces (2013), and Nathaniel Mann's SAM Embedded residency (2013/14). Future plans include increased investment in new projects and the launch of OCM's associate artist and producer scheme. www.ocmevents.org

Film Oxford

Film Oxford is a centre for film and digital media committed to building a strong community of local filmmakers and digital creators through its 'Learn, Network, Create. Exhibit' programme. The centre provides a range of accessible training for all and particularly invests in developing projects with marginalised communities. Over the last 5 years Film Oxford has built a reputation for its ground breaking work with artists with disabilities as well as its work with young filmmakers and digital creatives. A strong partnership with the BFI through 'Youth Academies' and 'Into Film' has offered unprecedented opportunities for a new emerging generation of young talent in the area. Film Oxford supports a number of local network groups, offers a production service for charities and 'not for profit' organisations and runs Location Oxfordshire - the locations website and information service for film and television companies looking to film in the area.

Ark T

The Ark T Centre is a creative arts project with a recording studio for young musicians, rehearsal space for dance, artist studios, a café and an outdoor creative play garden. Opened in 1997, it is based at John Bunyan Baptist Church in Cowley. Nurturing the courage to create, and providing the right support to let freedom of expression flourish are central to

the projects which attract around 700 people each week. The Centre employs six staff, has four resident artists and a team of sessional workers. It runs a volunteer programme for skills-training and rehabilitation and works in close partnership with agencies which make referrals to its various programmes. The volunteer programme aims to help people experiencing difficult situations benefit from mixing with a wide range of other life experiences and be useful and productive to others. Volunteers provide food every day in the cafe; learn administrative and customer service skills; garden, and support creative workshops. These volunteers are referred to Ark T from agencies working with marginalised groups experiencing the difficulties of drug and alcohol abuse, homelessness, mental health difficulty or are NEET. Through their work at Ark T, they acquire skills and training as well as re-finding social and personal confidence to move on from challenging circumstances.

OVADA

Established in 2004, OVADA is a dynamic, artist-led organisation, passionately committed to the development of creative practitioners and promoting access to high quality arts for all. From a designated warehouse space in central Oxford, OVADA creates a supportive environment for the transfer of skills, knowledge and experience. OVADA's artistic programme enables students to work alongside professional artists and practitioners through workshops, professional development talks and exhibiting opportunities. OVADA offers volunteering opportunities for people who are not in education or employment to gain experience in Arts Management, alongside formal work experience placements for City of Oxford College students. With support from Oxford City Council, OVADA is in the process of registering as an Arts Award provider. OVADA runs continuing practice courses through the alternative Warehouse Art School and weekly Drawing Classes for the community. Hosting four artist's studios and a multi-use project space, OVADA provides a base for Oxford Hackspace and collaborate with them on digital projects and public lessons in new technologies. OVADA also contributes to major Festivals such as Audiograft (Sonic Arts), Artweeks and the Christmas Light Festival.

Oxford Playhouse

Oxford Playhouse is an Arts Council England National Portfolio Organisation. Positioned at the cultural heart of Oxfordshire, with the drive to inspire, engage and entertain a wide-reaching and diverse audience, Oxford Playhouse brings together artists and audiences to experience great live performance. Over 150,000 people each year experience the Playhouse's world class programme. The Playhouse plays an active role in the arts ecology within Oxford, the wider region and national cultural sector; presenting, producing and touring the highest quality middle-scale, small-scale and off-site theatre, developing relationships and partnerships which enable artists to make work and develop their practice, creating imaginative and ambitious opportunities for children and young people and embracing involvement by all in exceptional cultural experiences.

Cowley Road Works

Cowley Road Works is a small, community based charity, which produces the annual Cowley Road Carnival in July and associated activity during the year. Its mission is to present Carnival in East Oxford as a means of celebrating community through culturally diverse arts, events and education. The Carnival held on 6 July 2014, from 12 noon to 6pm, attracted 45,000 people to the Cowley Road for wide range of music, dance, family activity, food and other stalls and the Carnival procession. The charity works in partnership with a number of

arts and community organisations, individual artists, and businesses to prepare for and produce the event, and welcomes new collaborations in order to enrich the quality of the Carnival experience and deepen its impact in the local and wider community.

Experience Oxfordshire

Experience Oxfordshire is a not-for-profit partnership of businesses and organisations committed to realising Oxfordshire's potential as a cultural tourism destination. The mission is for Oxfordshire's name to be known throughout the world; to be synonymous with our rich, distinctive cultural heritage, our world class arts, tourism offer and welcome. Because of this people will want to enjoy more of the Oxfordshire experience, spend more and invest more. The aim is to achieve twice the forecast UK tourism growth rate, creating 5,800 new jobs by 2025. Experience Oxfordshire operates the Oxford Visitor Information Centre and undertakes a range of leisure and business tourism marketing activities reaching around 2.5 million customers a year. Improving cultural marketing and promotion, ticket sales, and helping organisations tap into the wider visitor market are priorities from 2014.

Modern Art Oxford

Modern Art Oxford is an Arts Council England National Portfolio Organisation. Located in a rare industrial building in the centre of the City, Modern Art Oxford is one of the UK's leading contemporary art spaces with an international reputation for innovative and ambitious artistic programmes and community outreach. Celebrating the relevance of contemporary visual culture to society and Oxford today, the programme is shaped by a belief in dialogue between contemporary art, ideas and society. Celebrating its 50th anniversary in 2016, the gallery seeks to create new relationships between artists, audiences and communities at the beginning of the 21st century.

Pegasus Theatre

Pegasus Theatre is an Arts Council England National Portfolio Organisation. Situated on Magdalen Road in East Oxford, Pegasus is a theatre with young people at its heart. In everything it does, Pegasus considers how to attract, engage and spark the imaginations of young people. This includes families with young children, schools, teenagers and students. Yet the work has a wider, crossover appeal, so that people of different ages can experience together art that is vibrant, inspiring, urgent and exciting. Pegasus is a meeting place between generations, cultures, artists and participants, a place of creative exchange and community. Within its 50 year history Pegasus has produced and programmed diverse and inspiring performances; pioneered the field of participatory arts; played a special role in supporting new and emerging artists; and provided training, education and career paths for young people.

The Story Museum

The Story Museum celebrates stories in all forms, harnessing their power to teach and delight. Since 2005 we have been running storytelling projects in schools and the local community with proven impacts on language, empathy, confidence and imagination. In April 2014 we opened the first phase of our most unusual museum in Oxford in which people of all ages and abilities enjoy stories through exhibitions, talks and performances, and create stories of their own. Part of Oxford's West End regeneration, the museum is already a hub for our wider work with partners across Oxford city, county and beyond. Given successful

completion of our £8m capital development by 2017/18, The Story Museum will be an international centre of literature inspiring present and future generations and reaching well over 100K visitors annually.

Oxford Philomusica

Since 2002, Oxford Philomusica has enjoyed a close association with the University of Oxford as its first-ever Orchestra in Residence. Oxford Philomusica is firmly committed to community and education work. Its projects in the community focus on taking music where access is not normally available, in areas of social and economic disadvantage. The Orchestra's work in special schools and hospitals has been honoured with a major award for its excellence and effectiveness. As part of its University Residency, the Orchestra collaborates with the Faculty of Music in educational programmes for the student community. Partnerships with Oxford City Council and Oxfordshire County Council provide performance and tuition opportunities to hundreds of talented young musicians. 2013 saw the Orchestra and its Director awarded with the City's Certificate of Honour, in recognition of the contribution they have made to education and performance in Oxford.

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Appendix 2

Reference Documents

Arts & Business Private Investment in Culture Survey Report 2011/12, May 2013
Arts Council England Report 'The Role of Diversity in Building Adaptive Resilience', May 2011
Arts Council England Stakeholder Focus Research, April 2014
Arts Council England Strategic Framework 2010-2020 'Great Art and Culture for Everyone', October 2013
Audience Agency Area Profile Report for Oxford, May 2013
Christmas Light Festival 2013 Evaluation Report, February 2014
DCMS Report 'Creative Industries: Focus on Employment', June 2014
DCMS Statistical Release 'Creative Industries Economic Estimates', January 2014
Insight Oxford 'Needs Assessment for Older People in Oxford: A research project for Oxford City Council', October 2013
Living in Oxford Talkback Survey Report, Spring 2014
Oxford City Council Children and Young People's Plan 2014-17
Oxford City Council Corporate Plan 2014-18
Oxford City Council Youth Ambition Strategy 2013-17
Oxford Strategic Partnership - Oxford Economic Growth Strategy, January 2013
Taking Part Survey 2012/13 Annual Child Report, August 2013
Taking Part Survey 2012/13 Quarter 4 Report, June 2013

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Appendix 2 - Consultation Process and Events

1. Consultation process

The consultation went live on 17th October 2014, when it was made available on the Council's website home page. The consultation close date was extended by one week to 24th December 2014.

Invitations were sent via the eConsult portal to the 499 people and organisations that were invited to take part in consultation for the current Culture Strategy 2012–15.

The url to the eConsult portal was also sent to 30 people and organisations that are part of the Youth Engagement Officer's network. In addition the Culture Manager requested that her staff provide the url to their respective networks.

2. About the respondents.

In addition to extensive discussion with interested parties – all broadly supportive of the strategy - 13 formal responses were submitted – 12 online and one via email. The email response is added at the bottom of this report.

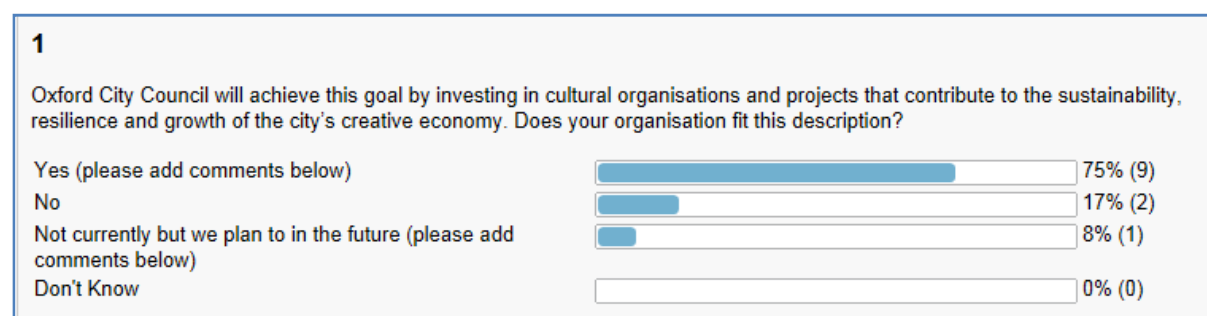
The respondents are from the following organisations: Arts Council England; 13th Theatre Co; Cowley Road Works; Folk Arts Oxford; University of Oxford, Dept of Education; Oxford Castle Ltd; Wesley Memorial Methodist Church; Innovista International; The Story Museum; Justice in Motion; and Oxford Preservation Trust.

3. Responses in the eConsult system.

The survey questions and responses are presented below. The survey questions were aligned to the three priorities set out in the draft Culture Strategy. Given the nature to the responses, it seemed helpful to present the comments verbatim.

Priority One: To support the sustainability of Oxford's cultural organisations and improve the skills and diversity of the city's current and future creative workforce.

Question 1 and comments.



13th Theatre Company. We are a social enterprise theatre company. We deal with

<p>social issues of disability, bullying and self-esteem. Our motto is why fit the mould when you can create it. We are an equal opportunities company and socially inclusive. We also run drama workshops for people 50+ called Never Past the Sell by</p>
<p>Wilson (Freelance). As a freelance theatre/dance artist I am a small part of Oxford's creative economy, but represent a significant proportion of frontline individuals who initiate and deliver cultural projects.</p>
<p>Oxford Methodists. We currently offer space to cultural events, and would like to increase this. We also plan to develop a heritage interpretation centre, drawing out Oxford's part in the story of the worldwide Methodist movement.</p>
<p>Oxford Castle Quarter is a cultural hub within Oxford. With an art gallery, visitor attraction, museum and education centre it offers a variety of cultural and educational experiences to a diverse audience.</p>
<p>The Story Museum. After completion of our capital development The Story Museum will employ 27 people to run a six-day a week venue programming original creative content and be largely self-supporting through ticket income and associated sales. Since opening in April we are attracting visitors from outside Oxfordshire</p>
<p>Arts Council England. Co-investment between ACE and Oxford City Council is essential to the sustainability of the city's creative economy. The Council's ongoing investment in culture is hugely significant to leveraging funding from ACE and other sources, at all levels.</p>
<p>Cowley Road Works. Cowley Road Carnival provides opportunities for established, new, emerging, young and diverse artists and organisations to perform/exhibit/engage/showcase their work to a large and diverse audience, and to work in partnership with Cowley Road Works on pre Carnival events and activities.</p>
<p>Justice in Motion is a multidisciplinary company, which is dedicated to creating issue-based work, inspired by true accounts of social injustice. Through a dynamic fusion of physical theatre, dance, music, multi-media and spoken word, the company presents a variety of engaging and thought-provoking performances. Our ambition is to operate as a creative ambassador that will impact our culture and society - calling forth change and transformation towards a life of freedom and justice.</p> <p>As a young and developing company, one of our goals is to secure our reputation within the Oxfordshire theatre and dance community. As such we create high quality performances and host dance classes for professionals (weekly), workshops and events – all of which contribute to the city's creative economy. When employing performers, artists, and teachers we strive to pay them a competitive fee, which will encourage and facilitate their continued work in our area. We regularly hire and pay venues for rehearsals or performance. The larger we grow, the more productive we are, and the more we can and do contribute to Oxfordshire's creative economy.</p>

Question 2 and comments.

2

Oxford City Council will support the cultural sector to develop expertise and share best practice in areas of shared interest, for example, securing additional funding through philanthropy, developing a wider offer for cultural tourism, enhancing environmental sustainability. Do you have any suggestions as to how we can provide this support?

Yes (please add detail below) 75% (9)
No 25% (3)

13th Theatre Company. We give a percentage of our profits to charity, we are working in partnership with the TVACAA. We are also producing a musical called Hooked on Oxford, the musical, it is created to attract tourism to Oxford.

Wilson (Freelance). Addressing the needs of the large proportion of freelance artists (across all disciplines - music, theatre, dance, visual arts). To do this free (or heavily subsidised) training/up-skilling is needed in these areas.

Oxford Methodists. Networking opportunities for those already involved, with scope to share best practice.

Oxford University. Advice and support and other "help in kind"

Oxford Castle Quarter. The HLF workshop at the Museum of Oxford was extremely useful. The cultural organisations across Oxford each have their own area of expertise and individuals with specific skill sets. Further integrated workshops would be helpful. A more comprehensive strategy for data sharing would also be useful.

The Story Museum. Offering grants as matched funding is helpful as well as supporting city-wide collaborative events such as Alice's Day and Christmas Light Festival. Promotion of the city's cultural offer to both tourists and residents is also very valuable.

Arts Council England. The Oxford Cultural Partnership should continue to act as the key strategic partnership for culture in Oxfordshire over 2015-18 and become even more focussed on how the sector can work together to seize joint opportunities e.g. shared audience development or cultural tourism initiatives.

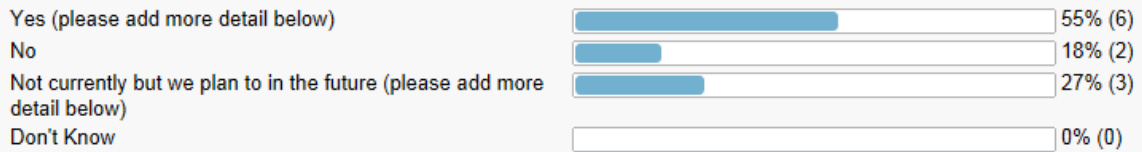
Cowley Road Works. Improve OCC's Streetscene's ability to effectively collect and recycle waste at outdoor events. Provide more and affordable banner and poster sites across the city to enable publicity for events of all kinds. The costs of current provision & commercial distribution are out of reach of many.

Justice in Motion. At this point we do not have suggestions for how the Council can further provide this support. For our purposes the city has been extremely helpful in helping us find funding.

Question 3 and comments.

3

Oxford City Council will support the growth of a diverse cultural workforce through initiatives such as creative and digital skills training, mentoring, professional development, volunteer schemes, creative apprenticeships and paid bursary/internship schemes. Does your organisation promote or deliver such initiatives?



Folk Weekend. Oxford offers volunteer on the job training in various arts management roles, as well as providing general volunteering opportunities during the festival.

Oxford Methodists. We use volunteers to support our existing programmes, and deploy and develop staff to enhance what we are able to do.

Oxford Castle Quarter. O3 Gallery provide volunteer and internship schemes. Oxford Castle Quarter plan to introduce volunteer schemes in 2015.

The Story Museum. employs 6 full-time equivalent staff, several freelance experts, and c100 volunteers donating 60-300 hours a week. We provide work experience placements for 12 local secondary school children and around 8 intern placements for college leavers annually.

Arts Council England. NPOs/MPMs produce diversity action plans and data will be collected annually. The Creative Employment Programme is open till Nov ' 15. ACE is committed to fair payment for artists. Grants for the arts continues to thrive and we are keen to support first-time and diverse applicants.

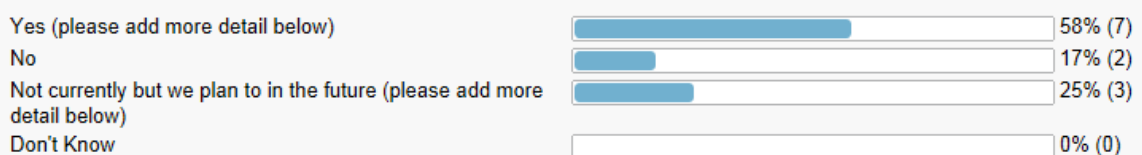
Cowley Road Works. Yes, we work with volunteers & can offer practical professional development. The time & cost of supporting apprentices and providing effective mentoring must be recognised. All of this requires additional financial support. Specific training for mentors & digital skills would be helpful.

Justice in Motion We are looking into providing a paid internship scheme within our company. We are currently in the process of identifying and sourcing payment via grant proposals for this. If there is any financial support from the city for these schemes, we would happy to learn more about that.

Question 4 and comments.

4

Oxford City Council identifies and brokers opportunities for cultural organisations to deliver projects that contribute to City Council and County Council objectives or collaborate with Oxford's two universities, particularly in regards to education and libraries, health and social care, and strong and active communities. Does your organisation deliver such projects?



Wilson (Freelance). I have in the past been involved in these activities.
Folk Weekend. We work in partnership with Oxford Brookes providing work experience for their sound technician students
Oxford Methodists. We are already committed to strong and active communities, and support this through our own activities and through provision of space to other groups.
Oxford University. It would be useful if the strategy could recognise the funding now provided by the University of Oxford for such things as the Cowley Road Carnival and Alice's Day.
Oxford Castle Quarter are working with Oxford University to deliver projects in 2016 with regards to education, outreach, and strong and active communities.
The Story Museum. We enrich children's lives through story with associated benefits in literacy levels. We frequently work in partnership with organisations such as the University Museums, the Bodleian library and the central library. We also co-create new work to deepen young people's involvement with culture.
Arts Council England. We are in discussions with Oxfordshire LEP towards a 'creative and cultural investment plan' and with the University of Oxford about co-investment in culture. We want to influence high level strategic partnerships and funding opportunities for culture in Oxford through various means.
Cowley Road Works. We have worked with students from both universities and seek to do more with them. We work with community groups & would welcome further opportunities to help build strong & active communities.
Justice in Motion We certainly aim to work closely with the health and social sector of Oxford and are very keen on forming relationships to both Universities in that respect too. We are interested in forming stronger connections with researchers and experts from both Brooks and Oxford University. To date, we had several collaborations and will deepen those as well as identifying further ones down the line. Artistic director AnjaMeinhardt also works closely with the Oxford University Drama Society and has been involved in several University productions, which allowed her to form valuable links.
Whilst we do not currently collaborate with Oxford's two universities as such, we do perhaps contribute to the City and County Council objectives as related to the cultural economy. We are not sure however if these objectives are the same as the priorities outlined in this document.

Priority Two.To improve opportunities for Oxford's diverse range of communities to actively engage with and be inspired by culture.

Question 5 and comments.

5

Oxford City Council will support and deliver high quality cultural activities and events that engage and celebrate Oxford's diverse communities, with a focus on increasing the number of people experiencing culture. Does your organisation deliver or support such activities and events?

Yes (please describe below)		82% (9)
No		18% (2)
Don't Know		0% (0)

13th Theatre Company. We fully support such activities and will gladly become a part of them.

Wilson (Freelance). As a freelance performer I have performed in & produced a variety of high-quality cultural events, in partnership with other organisations.

Folk Weekend runs a ceilidh for children with Special Needs - in 2015 we hope to run two, and are also in the early stages of a project combining Makaton signing with performance.

Oxford Methodists. We provide space for a wide variety of groups and individuals.

Oxford Castle Quarter

2015: Oxford Art Prize

2016: Fields of Battle - Centenary project

The Story Museum. We offer workshops, creative activities, performances, skills building, holiday courses and resources for all ages. We anticipate reaching 20,000 people in the first year of opening (April 14- April 15) plus over 5,000 school children and teachers including targeted schools from disadvantaged areas

Arts Council England. NPOs/MPMs will have audience development plans in place for 2015-18. We recognise the importance of large-scale, community events e.g. Christmas Light Night, Alice's Day and welcome conversations with OCC and partners about plans for 2015-18.

Cowley Road Works. Cowley Road Carnival specifically seeks to address this priority, with 45,000 people of all ages and social and ethnic backgrounds attending Carnival 2014.

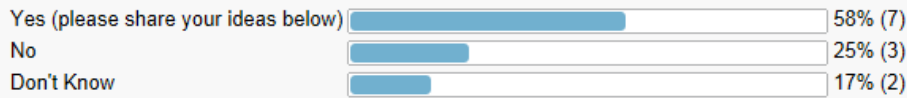
Justice in Motion is proud to work a little differently than other Oxfordshire theatre and dance companies. Our work is specifically aimed at issues of social injustice and as such our target audience engages community activists, policy changers and their constituents, and people who may be vulnerable within our society. In engaging these communities we are actively bringing a new audience into the creative fold, building a bridge between the arts and campaigns.

We currently deliver a series of events about socially relevant issues, and facilitate workshops in the genres that influence the style of our work, supported by the Oxford City's Culture Fund. These events and workshops are open to the wider public.

Question 6 and comments.

6

Oxford City Council will increase the amount of cultural activity that is captured, created, produced, shared and archived through digital technologies and platforms, and support partnerships which will enable more people to access this activity. Is your organisation interested in this activity?



Wilson (Freelance). At present I do not have the capacity to deliver digital projects. Though many freelancers may well be interested in this area.

Oxford Methodists. We plan to develop our existing website to support heritage interpretation and to enable virtual tours.

Oxford University. Could provide partnerships with the University

Oxford Castle Quarter. We are working with Oxford University ITC department and Europeana. We're very pleased to see this is part of Oxford City Council's Cultural Strategy.

The Story Museum is currently planning an exhibition for 2015 in partnership with local digital games companies including Natural Motion, Sega and Rebellion. This will enable us to build new audiences and pilot innovative ways of using digital technologies in our building for the future.

Arts Council England. Oxford is a dynamic hub for the creative industries. We encourage the cultural sector (and this strategy) to position themselves strongly within Oxford's creative economy as a whole and to make the most of new kinds of collaboration and digital approaches to achieving strategic aims.

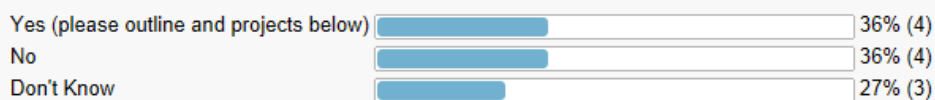
Cowley Road Works. The output of Carnival is particularly strong visually and we are very interested in harnessing the many images and films which are created by the public during the event to share these. Carnival provides opportunities to show case musicians at the event & digitally before & after the event.

Justice in Motion is a multidisciplinary company and as such we work with many artists across many fields. We work with several filmmakers to document our work through a series of short trailers and documentaries, as well create visual projections that are combined with our live performances. We are currently looking at creating another three short trailers that will capture the research and re-development phase for BOUND, while getting ready for our 2015 national tour.

Question 7 and comments.

7

Oxford City Council will invest in projects and organisations which encourage diverse communities to shape and create their own arts and cultural activities. Does your organisation or project fit this description?



13th Theatre Company. Yes, we encourage social inclusion and we are an equal

opportunities theatre company. Our aim is to use drams to break down the barriers caused by discrimination.

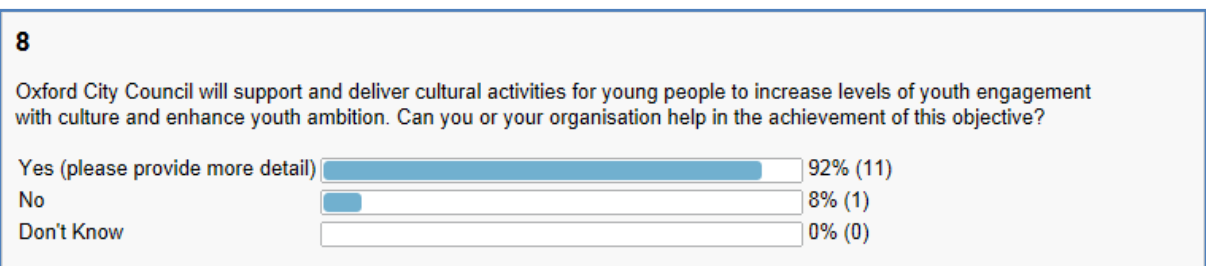
The Story Museum. We are running a pilot project with a group of local teenagers programming a season of events aimed at their peers. Our next major exhibition (summer 2015) will involve a substantial co-curation element and we are holding an access day in January to involve and consult with those with specific needs

Arts Council England. Good practice in Oxford e.g. Old Fire Station, Story Museum, Pegasus, Museum of Oxford and further afield e.g. ACE-funded Creative People and Places projects. Our Engagement & Audiences team can advise further. Libraries should be key partners and our Libraries GFTA fund continues.

Cowley Road Works. Cowley Road Carnival invites diverse communities to show & celebrate their identities through participation in the procession, through food, music, dance and other activity, both at the event and in the lead up to it.

Priority Three. To improve opportunities for young people to access and actively participate in cultural activities.

Question 8 and comments.



Dr Hafiz We can circulate it among young people within BME communities.

Wilson (Freelance). I also work as a lecturer in a UK drama school and have experience in mentoring and training young artists (18-25) inside and outside of my institution.

Folk Weekend. has always held a series of concerts featuring young performers - we have just engaged a new committee member who is planning on expanding this area for 2015. We also run a programme of family events during the festival.

Oxford Methodists. Several of our young people are already engaged with film and music at a high level.

Innovista. We work with disengaged and hard to reach young people, to increase ambition, aspiration and achievement. We'd be very open to exploring how cultural activities could help us do this.

Oxford University. We are looking in to the provision of college and other university space for the communities of Oxford.

Oxford Castle Quarter. The Key Learning Centre within Oxford Castle Quarter is an ideal environment for these activities and we'd be very keen to work with Oxford City Council in developing an outreach programme.

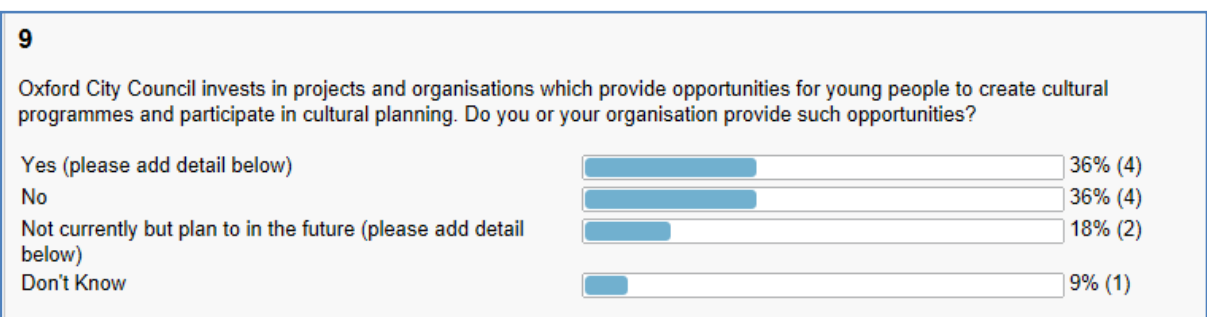
The Story Museum. As well as co-curation projects at the Museum we run outreach projects in schools and community groups. We are in active discussions

with the local library service to run a project with young people celebrating the Magna Carta in 2015 and with the Bodleian Library to celebrate Shakespeare 2016

Arts Council England. Work with young people is a strength in Oxfordshire. We are promoting 7 'quality principles' for CYP work at this time. Artwork continues as the Bridge organisation for the South East over 2015-18 – a key partner. We are positive about the development of the Oxfordshire Youth Arts Network.

Cowley Road Works. The Carnival procession & preceding workshops led by artists & dancers in schools gives hundreds of children the opportunity to take part with confidence & pride in their work. The established youth music stage at Carnival offers young musicians a profile & audience which they really appreciate.

Question 9 and comments.



13th Theatre Company. Young people need support and encouragement and that is an aim of our company to help young people achieve their goals.

Oxford Methodists. See question 8 above.

The Story Museum. We plan to build on our pilot teenage co-curation project for future programming, as well as establishing a young curators group to provide regular input into the Museum's programming

Arts Council England. is funding good models for youth-led cultural planning and participation in Oxford e.g. Pegasus, Oxford Playhouse, University Museums, and further afield e.g. the Art31 Youth Arts programme in Kent. Bicester also aims to develop a youth-led cultural plan.

Cowley Road Works. We would very much like more young people to be involved in the planning of Carnival & seek ways to do this. We work with key partners, Pegasus and Fusion Arts, who are specialists in working with young people. We seek young trustees.

Justice in Motion. We are anticipating working with a younger community as well, and our workshops are open to people from age 14+.

We are likely to be going into schools as well to deliver workshops and meet them where they're at, inviting them too to engage in the debate about relevant issues. We do see the possibility of reaching out into schools in conjunction with OXCAT (Oxfordshire Community against Trafficking) for example, who are planning on educating young people in more creative ways

Question 10 and comments.

10

Oxford City Council encourages the take-up of Arts Award (both primary and secondary) by young people at both primary and secondary schools in the city and support schools wishing to become Artsmark accredited. Is this something that you or your organisation are involved in or interested in pursuing?

Yes - already involved (please add detail below)		9% (1)
Yes - interested in pursuing (please add detail below)		27% (3)
No		45% (5)
Don't Know		18% (2)

13th Theatre Company. Yes, we would gladly be involved in this project, please consider us for this project.

Folk Weekend. We have someone who is trained in Arts Award but don't really know how to persue this as a fairly small, voluntary organisation.

The Story Museum. Our Head of Learning is trained to deliver Arts Award. We made 7 Discover awards through our Digital Storytelling course in the summer and plan to deliver Bronze awards through our teen co-creation project in Spring 2015.

Arts Council England. Arts Award and Artsmark are funded by Arts Council England and a key strategy for increasing youth participation in arts and culture. NPOs/MPMs have objectives related to Arts Award & Artsmark. Artwork as the Bridge organisation can support organisations working with these schemes.

Cowley Road Works. Through partner organisations such as Pegasus, Fusion and OYAP.

Any other comments?

Wilson (Freelance). Key to delivery at ground level will be supporting the range of freelance artists who often undertake this work. Ways to address the development of these artists, in response to their needs, will be key in extending and consolidating current practice.

Oxford University. In all of these priorities the University would be interested in developing advice/support/joint working.

The Story Museum's mission to inspire learning and improve well-being through story, especially for the young and those facing disadvantage, puts us in an ideal position to deliver on all 3 priorities, plus our use of volunteers means that we offer many opportunities for skills development

Arts Council England. 2015-18 ACE Strategic funds (TBA) may offer opportunities for joint approaches from Oxford and Oxfordshire. Over 2015-18 ACE wants to see – and to be part of – highly collaborative approaches to tackling some of the ongoing opportunities/challenges for the culture sector in Oxford.

Justice in Motion. It seems that as a company, JUSTICE IN MOTION, best suits priorities one and two. As we grow in reputation and productivity, we are keen to engage and work with more artists helping to grow Oxford's creative economy. We have been thankful for the city's support we've received so far and are proud to say we've only grown more and more since. We are happy to be engaged and active in the city's support of its creative sector and will help out however we can!

5. Responses via email.

Giles Ingram, Experience Oxfordshire

I thought you may be interested in headline stats from a new VisitBritain survey of international visitors – ‘Leveraging our Heritage & Culture’. 53% of respondents state culture and heritage as their main motive for visiting Britain.

Response from Oxford Preservation Trust

Oxford Preservation Trust is pleased to comment on Oxford City Council’s Draft Culture Strategy 2015-18 and have completed the on-line questionnaire. We would however like to take the opportunity to make the following points.

We welcome Oxford City Council’s vision for culture and the arts and its 3 key priorities for culture and are in accord with the vision which will be “*delivered through partnership working high quality cultural experiences, and a commitment to accessibility.*”

However we are concerned that there are some key gaps and omissions within the delivery mechanisms which could impact on the quality of the cultural experiences and the overall success and sustainability of the strategy. In addition we are concerned that these omissions may also have a negative impact on the success and sustainability of OPT’s own core activities and projects going forward.

Partnership

Given the importance of partnerships to the delivery of the strategy we are extremely concerned to note that Oxford Preservation Trust have not been recognised as a key Cultural Partner and that our projects and Oxford Open Doors in particular is not identified as a major potential vehicle for delivering the strategy nor referenced within any of the case studies – especially the sections on *Cultural Tourism* and *Cultural Events*.

Oxford Preservation Trust has an extensive track-record in delivering cultural partnership projects including; as a key partner in the redevelopment of Oxford Castle; as creator and organiser of Oxford Open Doors as well as project partner and supporter for many national and individual projects including Portrait of a Nation ‘Car to Spire’ (Oxford Centre of Culture 2009) for Discovering Places (Engaging places /Cultural Olympiad 2010-12).

Working in partnership with Oxford University since 2008 we have created the largest Heritage Open Days festival in the country attracting c22, 500 visitors in 2014 the majority of whom were local. The cultural event is recognised for providing a broad showcase for many if not most of the city’s cultural partners who open their doors alongside community faith and businesses to engage with local people and provide access to a cross-section of the city’s tangible and intangible treasures alongside contemporary art, architecture and performance. We work already with both universities on this ‘Festival of Oxford’ and have had considerable support from the County Council. It would

be a major missed opportunity not to endorse and use this city-wide community festival as an important showcase for Oxford's culture and as a vehicle for community engagement. We have had several recent discussions with the City Council about support for Open Doors both financial and in terms of policy and we have raised our concerns that the continued lack of perceived city support will impact on our ability to leverage funds and sustain confidence from potential backers going forward.

We are also disappointed to note that there is limited mention of Oxford Castle (Oxford Castle Quarter, Oxford Castle Unlocked and the O3 Gallery) within the strategy. The Castle has been part of a consistent city cultural offer since the site was redeveloped in 2006 (Ghost Fest, Folk Festival, Dancin Oxford, Theatre Performances, Cinema, Medieval Fair, Britain/Earth from the Air). The redevelopment of the castle has also most importantly created new public space for the city while unlocking the origins of the town story that it contains providing balance and much needed links to the more familiar University story. We have been increasingly concerned that the historic connection between the site and the County Council has meant that the castle is seen as more of a county concern and has not been fully embraced by the city to the detriment of the Castle Quarter and for those for whom Oxford is their city or county town regardless of administrative boundaries.

Building a world class cultural offer for everyone

We welcome the City Council's commitment to building a world class cultural offer for everyone but would wish to see the Cultural Strategy make full reference to the importance and scale of Oxford's rich heritage as a resource for achieving this. Oxford Preservation Trust has been working on a Heritage Plan Framework for the city in partnership with Oxford City Council funded by English Heritage. Oxford City Council, Oxford Preservation Trust and English Heritage *"believe that Oxford's heritage is more than just a tourist attraction; it is an important resource that adds to the quality of our lives in many ways, providing an attractive environment, generating tourism, a catalyst for regeneration and stability in times of change"* (Oxford City Council Website) .

We believe that by understanding more about the history and the development of the city and sharing what they value within it local people will feel a sense of community and belonging and be more connected to their city.

We are also concerned by the definition of arts and culture in the Strategy and the place of heritage within this. It is important that Oxford's cultural heritage is not seen as belonging only to the University and tourists at the expense of local people and the important 'town' story or that contemporary arts are positioned against the city's rich cultural heritage whether that of the University or of the motor industry, May Morning and Cowley Road Carnival. We are keen that the strategy should draw on the widest resource for the cultural offer and provide a full range of opportunities for it to inspire and feed into creative activity and industries.

The Cultural Strategy demonstrates the huge amount that the city council has achieved to date and we are keen to discuss ways going forward how Oxford

Preservation Trust can join up with the city in this endeavour as a proper Cultural Partner.

Appendix 3 Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the **9** protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware of the needs of the duty.***
- 4. **The impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?*
 - a. **Collection and consideration of data and information;***
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***
 - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.***

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
 8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider
<http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The Council's has three key priorities for culture and is committed to high quality experiences and accessibility:

- I. Support the sustainability of Oxford's cultural sector and improve the skills and diversity of the city's current and future creative workforce.
- II. Improve opportunities for Oxford's diverse range of communities to actively engage with and be inspired by culture.
- III. Improve opportunities for young people to access and actively participate in cultural activities.

These priorities will be delivered through a strong partnership model and the Cultural Partnership Group will continue to fulfil a key strategic role: ensuring the development of sustainable initiatives, supporting strong cultural outreach services, increasing (year on year) levels of arts engagement, and financing arts organisations to help them leverage in significant additional funding.

The strategy will have a positive impact on direct job creation and skills development in the creative/ culture/ arts and cultural tourism sectors (through volunteering, community engagement and supporting the development of appropriate skills to expand the sector), the potential to break down cultural barriers at grass roots levels (enabling access to arts and culture for people who would not normally have that opportunity) and increase the sense of local identity and belonging, implement new models for social inclusion, and have a transformative effect through continuing to fund arts and cultural organisations.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

In order to support its long-term vision the Council will continue to deliver the following mitigating actions:

- Invest public money to help create and sustain cultural experiences and to add two more organisations to the core-funded group in 2014/ 2015 (raising the total funding to £278,000), e.g. in 2013/ 2014 the Council core-funded 10 cultural organisations at a total cost of £274,000, enabling these organisations to leverage in more than £6 million from other sources
- Invest in improving educational attainment
- Continue to invest in Council run cultural facilities so that current trends in increases of visitor numbers (for instance a 20% increase at the Museum of Oxford) are maintained
- Co-ordinate and strengthen cultural provision and strong outreach services through cultural partnerships and share best practice across these organisations
- Support the growth of a diverse cultural workforce through initiatives such as creative & digital skills training, mentoring/ creative apprenticeships, volunteer schemes et al
- Encourage the take up of Arts Award by young people (both primary and secondary) and support schools to become Artsmark accredited

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

Consultation will take place from 17 October – 17 December 2014

Stakeholders have been engaged through the Cultural Partnership Group. The draft Strategy will be available for review by other stakeholders, and interested parties will be able to respond via questionnaire.

The level of impact varies from very high (people whose jobs/ deliverables are affected by the strategy) to no impact (people who do not engage with culture at all). This is reflected in the approach to public involvement.

The priorities in the Culture Strategy have been decided and are derived from the previous Culture Strategy, the City Council's Corporate Plan, independent national research and current Arts Council England priorities. We are consulting in order to solicit comments on how we can best achieve these priorities and objectives over the next three years.

We will develop mechanisms to enable input to the consultation from communities diverse in age, location and ethnicity.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

The Culture Strategy is explicitly about investing in cultural experiences (through significant funding and partnership working) to create more quality cultural experiences for a more diverse range of communities to actively engage with and participate in cultural activities. No adverse impacts are anticipated, unless there is a significant reduction in arts funding locally or nationally.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

Delivery will be monitored monthly through CorVu targets, bi annual reporting from funded organisations, and quarterly updates from members of the Cultural Partnership Group

The Council's Cultural Development Manager will undertake an annual review of activity to evaluate performance against the Culture Strategy objectives

Lead officer responsible for signing off the EqIA: Jarlath Brine

Role: Organisational Development & Learning Advisor/ Equalities & Apprenticeships

Date: 18.8.2014

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the "unknown")
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

**Appendix 4
Risk Assessment**

Risk Score Impact Score: 1=insignificant; 2=Minor; 3=Moderate; 4=Major; 5=Catastrophic Probability Score: 1=Rare; 2=Unlikely; 3=Possible; 4=Likely; 5=Almost Certain															
No.	Risk Description Link to Corporate Objectives	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk	
		I	P			I	P	Action	Outcome required:	Q1	Q2	Q3	Q4	I	P
1.	Change in Central Government and national and regional policy direction	3	4	Central Government policy changes	Mitigating Control: Keep up to date and monitor potential changes and the impact on the Oxford Strategy	2	2	Action Owner: Cultural Development Manager	Outcome required: Delivery of Culture Strategy					3	4
2.	Change in Local Government	3	2	Elections	Mitigating Control: To work closely with all members and Groups	3	2	Action Owner: Cultural Development Manager	Outcome required: Delivery of Culture Strategy					3	2
3.	Lack of resources to deliver strategy	4	3	Staff member/s leaving	Mitigating Control: Appoint new staff Maximise revenue potential and external funding opportunities	3	3	Action Owner: Cultural Development Manager	Outcome required: Delivery of Culture Strategy					3	3
4	Full Council not approving strategy	4	2	Lack of communication with members	Mitigating Control: Continued liaison with key members. Document is properly prepared, consulted upon and supported by evidence.	2	2	Action Owner: Democratic Services Manager	Outcome required: Approval of Culture Strategy					2	2

To: City Executive Board
Council

Date: 12 March 2015
13 April 2015

Report of: Head of Finance
Head of Business Improvement and Technology

Title of Report: Integrated Performance Report for Quarter 3
2014/2015

Summary and Recommendations

Purpose of report: To update Members on Finance, Risk and Performance as at the end of Quarter 3, 31st December 2014

Key decision: No

Executive lead member: Councillor Ed Turner, Board member for Finance, Asset Management and Public Health

Policy Framework: Efficient and effective Council

Recommendations: That the City Executive Board:

- a) Note the projected outturn for finance (showing a favourable General Fund position of £1.267 million, a favourable Housing Revenue Account position of £2.565 million and a favourable Capital Position of £3.890 million) and performance as well as the associated risk position as at December 2014;
- b) Recommend to Council a supplementary capital budget £200,000 for welfare facilities at Cowley Marsh depot as detailed in paragraph 5;
- c) Note the risks and potential financial penalties relating to Homes and Communities Agency Grant Funding as outlined in paragraphs 6 and 7; and
- d) Recommend to Council that all end of year revenue surpluses from 2014/15 be transferred into a property investment reserve, subject to c) above, in order that the funds can be invested to provide future income

streams or to further policy objectives including the allocation of £550,000 in relation to the purchase of the freehold of St.Aldate's Chambers.

Appendices

Appendix A – Corporate Integrated Report

Appendix B – City Regeneration Integrated Report

Appendix C – Organisational Development and Services Integrated Report

Appendix D – Community Services Integrated Report

Appendix E1 – General Fund December Forecast Outturn

Appendix E2 – Capital Programme December Forecast Outturn

Appendix E3 – HRA December Forecast Outturn

Executive Summary

1. This report sets out the projected outturn position for finance and performance for 2014/15 as at the end of the third quarter, together with the risks faced. A brief summary is as follows: -
 - **General Fund** – the outturn position is estimated to be a favourable net variance of £1.267 million. Key variances are £0.114 million adverse on Private Sector Housing; £0.553 million favourable commercial rental income; £0.400 million favourable contribution from Direct Services; £0.275 million in Customer Services including an increase in court costs income of £0.150 million; and £0.168 million favourable variance in Human Resources. If the achievement of savings and efficiencies continues as expected, the contingency held against them will be freed up at the end of the year. More detail is available in Appendices A to E1).
 - **Housing Revenue Account** – the HRA is similarly projected to show a favourable variance against the latest budget of £2.565 million. £2.057 million favourable variance relates to reductions in capital financing directly related to slippage in the HRA capital programme; £0.254 million proposed transfer into earmarked reserves; and £0.762 million favourable variances in operating expenditure and income. More detail is available in Appendices B and E3.
 - **Capital Programme** – the capital outturn position shows a net forecast favourable variance against the latest budget of £3.890 million. Key variances are £0.900 million slippage relating to Superconnected Cities; £0.547 million net favourable variance and savings on planned works to the Council's portfolio of property; and £1.548 million slippage relating to re-profiling the Rose Hill Community Centre scheme. More detail is available in Appendix E3.
 - **Performance** – Performance against corporate targets is good with 13 (65%) being delivered as planned, 2 (10%) below target but within acceptable tolerance limits and 4 (20%) not meeting their target which are listed in paragraph 10 and detailed in Appendix A.

- **Risk Management** – there were no corporate red risks and 6 amber risks as at 31st December 2014 which are listed in paragraph 12 and detailed in Appendix A.

Background

2. Finance, Performance and Risk information is reported in an integrated format to the City Executive Board on a quarterly basis.
3. Reports as at the 31st December 2014 are attached at Appendices A to E. The reports use a Red, Amber and Green (RAG) reporting methodology. These reports are available to Members on line via the intranet.

Financial Dials

4. The following tolerances apply to the financial dials in the summary reports:
 - Green** – Forecast outturn is within 100% of the latest approved budget.
 - Amber** – Forecast outturn is within 100% - 105% of the latest approved budget.
 - Red** – Forecast outturn is over 105% of the latest approved budget. Performance in this area is a potential concern and will be commented on within the report.

General Fund Revenue and Capital

5. There is an issue of note relating to the General Fund Capital Programme:

Direct Services is currently forecasting a favourable overall revenue variance of £0.400 million. It is recommended that £0.200 million of this is used to finance a supplementary estimate to enable improvement works to Cowley Road Depot. The improvements would deliver a new First Aid room, additional office space and meeting rooms for one to ones and appraisals in order to continue to improve staff performance.

Housing Revenue Account Revenue and Capital

6. There is an issue of note relating to the Housing Revenue Account Capital Programme:

Appendix E2 indicates that the revised 2014/15 projected outturn for the Homes and Communities Agency New Build scheme is now £11m. This represents a reduction of £2.100 million from the original estimate. A revised completion schedule suggests the following:

- Leiden Road – All units - 16th February 2015
- Cardinal Close – All units 23rd March 2015
- Lock's Court (Bury Knowle)– All units 30th March 2015
- Minchery Farm
 - Phase 1 units 27 to 42 – March/April

- Phase 2 flat blocks - April
- Phase 3 units 9 to 20 – April/May
- Phase 4 units 1 to 8 – April/May
- Bradlands House – May/June

7. The slippage on the Programme potentially puts at risk payment of the remaining £1.2 million grant which has yet to be received. This is because the grant conditions require that all of the units are practically complete by 31st March 2015. Mitigating action has been put in place, such as phased handover of Minchery Farm, to reduce the impact and there is close communication with the Homes and Communities Agency over progress. If grant is lost then the HRA Capital Programme will need to be cut in 2015/16 to cover the shortfall; projects are currently being identified.
8. The slippage on this scheme and on the Rose Hill Community Centre scheme gives rise to the favourable variance to the Revenue Contributions to Capital budget for 2014/15 as reflected in the revenue monitoring statement at Appendix. This position will need to be reviewed if there is any adverse impact arising on the Homes and Communities Agency Grant position detailed in the paragraph above.

Property Investment Reserve

9. The Council from time to time has opportunities to increase its property portfolio to bring the future revenue streams or to further its policy objectives. Due to the nature of these opportunities it is not always possible to obtain explicit budgetary approval from Council on each deal within the timeframes dictated by the market. It is therefore proposed to set up a property investment reserve from some of the current year's revenue savings.

Performance

10. Corporate and Directorate performance is reported within Appendices A to D. Corporate Performance Indicators that are not meeting their targets are listed below. More detail is contained in Appendix A.
- Affordable homes for rent
 - Council's CO2 emissions
 - Rough sleepers second night out
 - Tenant satisfaction with their estates

Risk

11. Corporate and Directorate risks are reported within Appendices A to D. Risks are measured according to the matrix shown below:

Probability							
>90%	Almost Certain	5	5	10	15	20	25
50-90%	Likely	4	4	8	12	16	20
30-50%	Possible	3	3	6	9	12	15
10-30%	Unlikely	2	2	4	6	8	10
<10%	Rare	1	1	2	3	4	5
			1	2	3	4	5
		Impact	Insignificant	Minor	Moderate	Major	Catastrophic

12. There are no red Corporate Risks. The six amber Corporate Risks are listed below with more detail contained in Appendix A.
- Resilience of the Information and Communications Technology function
 - Medium Term Financial Plan savings not delivered and pressures not accurately recorded
 - Management of capital projects and contracts
 - Health & Safety of People
 - Risk of fraud against the Council
 - Risk of breaching the Data Protection Act

Climate Change / Environmental Impact

13. There are no issues arising directly from this report

Equalities impact

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

Financial Implications

15. All financial implications are covered in the body of this report and the Appendices.

Legal Implications

16. There are no legal implications directly relevant to this report.

Name and contact details of author:-

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List of background papers: None.

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To: Council

Date: 13 April 2015

Report of: Head of Environmental Development

Title of Report: Adoption of the Draft Street Trading Policy 2015

Summary and Recommendations

Purpose of report: To seek Council's adoption of the draft Street Trading Policy 2015.

Policy Framework: A vibrant and sustainable economy

Recommendation: That the Council adopt the draft Street Trading Policy 2015

Appendix 1 –Draft Street Trading Policy 2015

Introduction

1. The current Street Trading Policy was approved by the General Purposes Licensing Committee at its meeting on 8th February 2010 and adopted by Council on 19th April 2010. At its meeting on 19th April 2010, Council delegated subsequent revisions of the Policy to the General Purposes Licensing Committee.
2. At its meeting of 27th January 2015, following a public consultation process, General Purposes Licensing Committee approved the draft Street Trading Policy 2015 and resolved to recommend it to Council. This report presents the draft Street Trading Policy 2015 for adoption.
3. A copy of the draft Street Trading Policy 2015 is provided in Appendix 1.

Legal Implications

4. There is no legal requirement for a district council to set any policy on Street Trading. However, authorities may if they wish decide to set policies in order to guide applicants and assist in consistent decision making. Policies may guide but not bind the authority.

Financial Implications

5. There are no financial implications attached to this report.

Name and contact details of author:-

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Background papers: None

BUILDING PRIDE IN OUR CITY

Licensing Authority

www.oxford.gov.uk



Street Trading Policy



This Statement will apply from

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Glossary

The Council	Oxford City Council
The Applicant	The trader who has submitted an application for Street Trading Consent.
Consent Holder	An individual that holds a Street Trading Consent.
A Street	Includes any road, footway, beach or other area to which the public have access without payment.
Consent Street	A street in which street trading is prohibited without the Consent of the Council.
Street Trading Consent	A permission to trade, which is granted by a council subject to conditions and payment of a fee.
A Roundsman	An individual who visits a 'round' of customers and delivers the orders of those customers, for example a milkman. A person operating an ice-cream van is not classed as a roundsman.
A Pedlar	A pedlar is a trader who must: <ul style="list-style-type: none"> • keep moving, stopping only to serve customers at their request • move from place to place and not circulate within the same area • hold a valid pedlar's certificate, issued by a Chief Constable of Police.
Peripatetic Trader	A peripatetic street trader is one that: <ul style="list-style-type: none"> • continually moves from location to location • moves at least 50 metres from the last trading location and does • not return to that location within four hours • does not wait in one location for more than twenty minutes • does not trade within 100 metres of any entrance to any school or college (without formal invitation from the establishment).
Licensing Officer	An officer employed by the Council and authorised by the Council to act in pursuance of the provisions of the Local Government (Miscellaneous Provisions) Act 1982.
Activities that do not require Street Trading Consent	Trading: <ul style="list-style-type: none"> • as a pedlar under a pedlar's certificate • as a news vendor • at a market or fair, the right to hold which having been obtained by a grant, enactment or order • at or adjoining a shop premises as part of the business of the shop • as a roundsman (i.e. delivering pre-ordered goods to customers) • from a licensed highway area • under a street collection permit for charitable purposes.

Introduction

This document is intended to be an interim policy due to the changing face of Oxford City Centre. The regeneration of the City Centre will have an impact on street trading in Oxford. The policy will be reviewed and updated at relevant intervals to reflect the redevelopment.

1 Purpose of the Policy

- 1.1 This policy sets out Oxford City Council's (hereafter referred to as the Council) framework for the management of street trading in Oxford. Through the street trading scheme the Council aims to regulate the location and number of street traders. The scheme also aims to prevent the obstruction of the streets of Oxford by street trading activities. In doing so, it recognises the importance of licensed businesses to the local economy and the character of the area whilst trying to ensure that the activities do not cause nuisance or annoyance to the people in the area.
- 1.2 This document will guide the Licensing Authority when it considers applications for Street Trading Consents. It will inform applicants of the parameters in which the authority will make decisions and how their needs will be addressed.
- 1.3 It also highlights the Council's undertaking to avoid duplication with other statutory provisions and our commitment to work in partnership with other enforcement agencies.

2 Consultation

- 2.1 In determining this policy, the Council has consulted the following people and bodies:
 - Thames Valley Police
 - Oxfordshire Fire and Rescue Service
 - Oxfordshire County Council Highways
 - Central, South and West Area Committee
 - Oxford City Centre Manager
 - Nightsafe
 - Oxford Covered Market traders
 - Gloucester Green Market traders
 - All current Consent Holders
 - The general public
- 2.2 We have also consulted with relevant departments within Oxford City Council.
- 2.3 We have considered and taken into account the views of all the appropriate bodies and organisations.

3 Review of the Policy

- 3.1 This policy will be reviewed every three years. At the time of the review, we will again consult all interested parties. As well as the three-yearly reviews, we will continue to evaluate the policy and may update it at any time. Any minor changes can be agreed by the General Purposes Licensing Committee.

4 Legislation and current provision

- 4.1 In 1986 the Council resolved that Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 should apply to its area. Under Schedule 4 of the Act the Council can manage street trading by designating streets as 'consent streets', 'licence streets' or 'prohibited streets'.

'Street Trading' is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street – subject to a number of exceptions such as:

- (a) Trading as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871.
- (b) Any trade in a market or fair, the right to hold which having been obtained by a grant, enactment or order.
- (c) Trading as a news vendor.
- (d) Trading at or adjoining a shop premises as part of the business of the shop.
- (e) Offering or selling things as a roundsman.

Schedule 4 defines a street as any road, footway, beach or other area to which the public have access without payment; and a service area as defined in section 329 of the Highways Act 1980.

A consent street is a street in which street trading can only take place if the consent of the local authority has first been obtained.

Prohibited streets are streets where no street trading may take place at all.

A licence street is a street that requires a formal licence before any form of street trading can take place.

All streets in Oxford City Council area are designated as consent streets. There are currently no licence streets within Oxford.

Street Traders that serve hot food or drink at any time between the hours of 23.00 and 05.00 will also require a Premises Licence under the Licensing Act 2003.

5 The Licensing Process and Delegation of Functions

5.1 This part of the document sets out how we will deal with applications for Street Trading Consent in the City of Oxford. The Council aims to provide a clear, consistent licensing service for service users. At the same time, it aims to protect the safety of highway users and to prevent nuisance or annoyance.

5.2 Delegation is laid out in the Council's Constitution as follows:

Full Council sets policies on licensing and registration.

The General Purposes Licensing Committee:

- recommends and reviews policies on licensing and registration
- sets and reviews licence fees
- agrees and varies a street trading scheme.

The General Purposes Licensing Committee appoints a Licensing and Registration Sub-Committee to:

- decide street trading applications that are for longer than three months
- decide applications to renew street trading permission when there has been a complaint about the trader or the trader has broken the conditions of their street trading permission in the past year.

The Head of Environmental Development is authorised to:

- (a) Issue Street Trading Consents and to attach such conditions as are necessary under the Local Government (Miscellaneous Provisions) Act 1982;
- (b) Refuse any application for a Consent that:
 - (i) in the opinion of the Head of Environmental Development does not comply with the Council's conditions and policies;
 - (ii) where there are objections from any of the following consultees; (Police, Fire or Highways on the grounds of Public or Highway safety);
- (c) Refer applications to the Licensing and Registration Sub-Committee:
 - (i) when there has been a complaint about the trader or the trader has broken the conditions of their Street Trading Consent in the past year;
 - (ii) where there is competition for a vacant approved site.
- (d) Suspend a Consent for a period of up to 28 days pending referral to the Licensing and Registration Sub-Committee: where serious food safety issues are found.

New Applications for a Street Trading Consent

5.3 An application for Street Trading Consent must be made to the Council in writing. The following will be required to be submitted with the application:

- (a) A completed and signed Street Trading Consent Application Form.
- (b) The full application fee as appropriate.

- (c) Where the proposed street activity is from a fixed position, a copy of a map of at least 1:1250 scale. The map should clearly identify the proposed site position by marking the site boundary with a red line.
 - (d) Colour photographs of the stall, van, barrow, cart etc. that will be used for the street trading activity.
 - (e) A certificate of Public Liability Insurance that covers the street trading activity for third party and public liability risks. The minimum insurance cover shall be £5,000,000.
 - (f) A current Level 2 Award in Food Safety in Catering certificate for all food handlers.
 - (g) A valid Waste Transfer Note.
 - (h) Proof of the applicant's and any prospective employee's right to work in the UK.
 - (i) Gas safety certificate for the vehicle or stall if applicable.
- 5.4 Street Trading Consents are issued for a period of up to one year and renewed annually for the period 1 April to 31 March, unless granted for a reduced period.
- 5.5 Before a Street Trading Consent is granted or refused the Council will carry out a consultation process with various persons and groups. In particular the following organisations or persons are consulted:
- Oxfordshire County Council Highways
 - Thames Valley Police
 - Ward Councillors
 - Planning
 - Environmental Health
- Written observations from the above organisations will be sought and taken into consideration when determining an application.
- 5.6 Street Trading Consents will not normally be granted where:
- A significant effect on road safety would arise either from the siting of the trading activity itself, or from customers visiting or leaving the site.
 - There is a conflict with Traffic Orders such as waiting restrictions.
 - The site or pitch obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use for street trading purposes.
 - The trading unit obstructs the safe passage of users of the footway or carriageway.
 - The pitch interferes with sight lines for any road users such as at road junctions, or pedestrian crossing facilities.

- The supply of hot or cold food and drinks or confectionery between 07:30 and 18:00 within 100 metres of the boundary of a school or college.
- 5.7 In the absence of representations the application will be referred to the Council's Licensing and Registration Sub Committee who will use the criteria listed below to make their determination of the application, with equal weight applied to the criteria listed. Each case will be assessed on its merits and individual circumstances, where appropriate, may be taken into consideration. When there are representations, the Head of Environmental Development acting under delegated powers may refuse an application.
- 5.8 In considering applications for the grant or renewal of a Street Trading Consent the following factors will be considered:
- (a) Public Safety
Whether the street trading activity represents, or is likely to represent, a substantial risk to the public. Factors taken into account will include: obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site.
- (b) Public Order
Whether the street trading activity represents, or is likely to represent, a substantial risk to public order. Traders will conduct themselves in a professional manner.
- (c) The Avoidance of Public Nuisance
Whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance to the public from noise and/or odour particularly in residential areas.
- (d) Appearance of the stall or vehicle
The stall or vehicle must be maintained in good condition smart appearance and meet criteria, including size, laid down in the standard Consent conditions. Photographs or sketches, including dimensions, must be provided with all new applications and requests for approval of changes to or replacement of a stall or vehicle. The general appearance of the vehicle or stall will also be considered in order to determine that the unit will not detract from the appearance of the surrounding area.
- (e) Needs of the Area
The demand for the articles for sale, and the geographical location of the proposed site.
- (f) Environmental Credentials
The impact of the proposed operation on the local environment including street surfaces and materials, power supply, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste generated by customers. Provision of adequate measures to minimise the environmental impact of the proposed operation.
- (g) Food Traders

Applicants to trade in hot or cold food must be able to demonstrate a good understanding of food safety and be registered as a food business with the relevant local authority. As a minimum, food handlers must hold a current Level 2 Award in Food Safety in Catering accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.

(h) Highway

The location and operating times will be such that the highway can be maintained in accordance with the Oxfordshire County Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.

- 5.9 There is no statutory right of appeal against refusal to issue a Consent.

Peripatetic Street Trading

- 5.10 Street traders that meet the conditions below will be classed as peripatetic. Ice cream vans and mobile sandwich sellers would typically be deemed to be peripatetic street traders.

- 5.11 Traders must meet all of the below conditions to be classed as peripatetic:

- move from location to location
- move at least 50 metres from the last trading location and do not return to that location within four hours
- do not wait in one location for more than twenty minutes
- do not trade within 100 metres of the boundary of any school or college between the hours of 07:30 and 18:00 (without formal invitation from the establishment).

- 5.12 Due to the nature of their trade over a wide geographical area and their limited impact upon a single location peripatetic street traders will automatically be granted a street trading Consent subject to meeting all the above conditions and submitting a complete application.

Renewal Applications for a Street Trading Consent

- 5.13 Street Trading Consents are renewed annually for the period 1 April to 31 March, unless granted for a reduced period. A renewal application for Street Trading Consent must be made to the Council in writing by 1 February. The following will be required to be submitted with the application:

- (a) A completed and signed Street Trading Consent Application Form.
- (b) The full fee as appropriate.
- (c) A certificate of Public Liability Insurance that covers the street trading activity for third party and public liability risks.
- (d) A current Level 2 Award in Food Safety in Catering certificate for all food handlers.
- (e) Proof of the applicants and any prospective employees right to work in the UK.

- (f) A gas safety certificate for the vehicle or stall if applicable.
 - (g) A licensed waste carrier agreement.
- 5.14 At this renewal time, the Council may consult further to determine if the street trader is a cause for concern or has been the subject of complaints.
- 5.15 If a renewal application is not made before the expiry of the current licence, a new application will have to be made. The effect of this will be that a trader will not be permitted to trade until the new Consent is issued.
- 5.16 Where a renewal application has been made and there have been no justifiable complaints, no enforcement issues and all fees have been paid on time, the Consent will be renewed.
- 5.17 Where a renewal application has been made and there have been complaints or enforcement issues or fees have not been paid on time, then the application will be referred to the Licensing and Registration Sub-Committee.

Vacant Sites

- 5.18 In the event of a Consent being revoked, surrendered or not renewed the Council will advertise vacancies on the Council's website for 28 days. The applications will be referred to the Council's Licensing and Registration Sub Committee who will use the criteria listed at paragraph 5.8 of this policy to make their determination of who to award the vacant site to.

Transfers

- 5.19 A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity on payment of a fee. The sub letting of a pitch is prohibited.

6 Markets

- 6.1 The Gloucester Green weekly markets and the Covered Market are outside the scope of the street trading scheme. Gloucester Green has Charter Market status and trading in the Covered Market takes place from permanent shop units.

7 Special Events

- 7.1 For events such as Christmas or Continental Street Markets, the Council will accept one application from the person organising the event. The event street trading application will require full details of each trader attending the event. Consent will be issued to each individual stall holder. This policy is aimed at promoting events and encouraging traders to attend.
- 7.2 Street trading fees for stalls at charitable or small community events may be waived. The Business Regulation Team will bear the cost of such waivers. Street trading is considered to be for charity benefit if the profits from individual stalls/units are donated to charity. These stalls/units would be

exempt from Street Trading fees. Any traders (such as traders selling food or refreshments) attending for commercial gain will be subject to a Street Trading fee. Trading at small community events will be exempt from Street Trading fees. These events are listed at Annex 3 of this policy.

8 Fees

8.1 Fees will be set and reviewed annually on a full cost recovery basis. The level of fees applicable takes into account the location, the duration of the Consent, trading hours, and the articles to be sold. Where trading ceases during the term of Consent, refunds will not be given for any outstanding period of less than 3 months. Details of the current fees can be found on the Council's website or on application to the Licensing Officer. Fees must be paid in advance. Consent fees may be paid in equal instalments, but the first instalment must be paid in advance of the issue of Consent.

8.2 Applications for annual Consents should be accompanied by a non-refundable fee of £100. If the application is approved, the balance of the fee will be due before the Consent is issued. If the application is not successful the fee will be retained to cover the cost incurred in processing the application.

9 Conditions

9.1 The Council applies standard conditions to Street Trading Consents.

- General conditions for annual and weekly Street Trading Consents
- Additional conditions applicable to Special Events

The standard conditions are not exhaustive and other conditions may be added to individual Consents where appropriate.

9.2 Standard Trading Hours are:

(a) Roadside locations for vehicles

- Daytime site from 08:00 to 18:00.
- Evening sites for the Sale of Hot Food from 18:30 to 03:00 (can be extended to 04:00 Thursdays, Fridays, and Saturdays on application and subject to approval).

(b) Pavement locations

- 08:00 to 21:00.

(c) Weekly Let Sites

- 08:00 to 21:00.

9.3 Street trading can only be carried out from the stall or vehicle authorised on the Certificate of Street Trading Consent. Any changes to or replacement of the stall or vehicle must be approved by the Head of Environmental Development.

- 9.4 The standard conditions applied to Street Trading Consents are attached to this policy as Annex 2. This list is not exhaustive and other conditions may be added to the Consent.

10 Enforcement

- 10.1 The Council is committed to enforcing the provisions contained within the relevant legislation and to work in partnership with all enforcement agencies, to provide consistent enforcement on licensing issues.
- 10.2 The Business Regulation Team aims to work closely with other enforcement authorities to regulate relevant legislation where necessary.
- 10.3 Where licensable activities are conducted without the benefit of a licence, permit or consent or where conditions are breached, the Council will look to gather evidence and take enforcement action as appropriate.
- 10.4 If the Council feels that there is an issue of public order or threat to public safety in any particular instance, it will call for assistance from Thames Valley Police.
- 10.5 The Council may call for assistance from the CCTV centre when dealing with such issues.
- 10.6 The Council will enforce the provisions of all appropriate legislation and will ask persons causing a nuisance to cease the activity that they are conducting and leave the area.
- 10.7 Failure to comply with one or more of the standard conditions of Consent may lead to revocation or non-renewal of Street Trading Consent.

11 Contacts

The street trading function is part of the Business Regulation Team within the Environmental Development Service.

Business Regulation Team
Environmental Development
Oxford City Council
109-113 St Aldate's Chambers
St Aldate's
Oxford
OX1 1DS

To enquire about any street trading issue, please visit our website: www.oxford.gov.uk or contact us via email street_trading@oxford.gov.uk or ringing the Business Regulation Team on 01865 252561.

ANNEX 1**Current Sites Approved for Street Trading within Oxford**

The City Council have given Consents for street trading at the following sites within Oxford (The list is subject to changes from time to time):

ROADSIDE LOCATIONS FOR VEHICLES**Daytime Sites (08:00 to 18:00)**

1	Pembroke Square	St Aldate's End	1 unit*
2	Broad Street	outside No. 17	1 unit
3	Broad Street	outside No. 14	1 unit

TOTAL 3 UNITS

Evening Sites for the Sale of Hot Food (18.30 to 03.00, Monday to Sunday, except where otherwise stated on the Consent).

4	Banbury Road	outside No. 263	1 unit
5	Queen Street	junction with New Inn Hall Street	1 unit
6	Broad Street	outside No. 17	1 unit
7	New Road	opposite County Hall Car Park	1 unit
8	Cripley Road	junction with Botley Road	1 unit
9	George Street	outside No. 25	1 unit
10	High Street	outside Scrivens North Side	1 unit
11	High Street	outside University College	1 unit
12	London Road	outside No's. 73/75	1 unit
13	Pembroke Square	St Aldate's end	1 unit
14	Queen Street	outside Clarendon Centre	1 unit
15	St Aldate's	outside Christchurch	1 unit
16	St Ebbe's Street	outside No. 32	1 unit
17	St Giles	layby outside Taylorian Institute	1 unit
18	St Giles	layby outside Taylorian Institute	1 unit
19	Woodstock Road	outside Radcliffe Infirmary	1 unit
20	London Road	outside No. 93	1 unit
21	High Street	opposite No. 42/44	1 unit
22	Banbury Road	outside No. 221	1 unit
23	Walton Street	outside No. 119A	1 unit

TOTAL 20 UNITS

PAVEMENT LOCATIONS

Trading is allowed only between the times of 08:00 and 21:00 on any day of the week.

24	Westgate	outside Unit 46 Westgate Centre	1 unit
25	Catte Street	North end	1 unit
26	High Street	Magdalen College	1 unit
27	Pembroke Square	St Aldate's end	1 unit
28	Westgate	outside Unit 45 Westgate Centre	1 unit
29	St Ebbe's	outside British Home Stores	1 unit
30	St Giles	outside No. 66	1 unit
31	St Giles	outside Unit 44 Westgate Centre	1 unit
32	Catte Street	North end	1 unit

TOTAL 9 UNITS

WEEKLY LET SITES

Trading is allowed only between the times of 08:00 and 21:00 on any day of the week. Stalls must have a maximum dimension of 2.3 metre x 1.5 metres.

33 & 34	Commarket Street	junction with Ship Street	2 units
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TOTAL 2 UNITS

*Unit refers to a vehicle or stall.

ANNEX 2**General Conditions for Annual and Weekly Street Trading Consents**

1. No trading shall take place except between the dates specified on the Certificate of Street Trading Consent.
2. Street trading shall only be carried out during operational hours specified on the Certificate of Street Trading Consent.
3. The Street Trading Consent relates only to the area/site vehicle or stall specified on the Certificate of Street Trading Consent.
4. The Street Trading Consent relates only to the vehicle or stall specified on the Certificate of Street Trading Consent.
5. Street trading can only be carried out from the stall or vehicle authorised under the conditions of the Consent. Any significant changes to or replacement of the stall or vehicle must be approved by the Head of Environmental Development.
6. The Consent Holder's vehicle/stall shall be kept in a clean, safe and well maintained condition and be of a presentable appearance. The Street Trading Consent bearing the name of the consent holder shall be displayed conspicuously on the stall/vehicle so that members of the public can clearly see it during hours of business.
7. The Consent Holder's vehicle shall be maintained in a roadworthy condition, taxed, insured and with a current MOT Certificate. Vehicle movements must be carried out legally and must not present a risk to people and structures. The Consent Holder shall not drive or park a vehicle on any part of a footway.
8. The Consent Holder shall ensure that the stall/vehicle is positioned only in the allocated space (which may be marked on the ground) in the Consent Street for which the Street Trading Consent is issued. All goods shall be displayed on the stall and no freestanding racks or displays are permitted. If a Consent Holder or operator/assistant is requested to move the vehicle/stall by an authorized Council Officer or Police Officer they shall immediately comply with that request.
9. For Weekly Street Traders on Cornmarket Street, the Consent Holder's stall shall not exceed 2.3 metres in height nor occupy an area greater than 2.3 metres x 1.4 metres.
10. The Consent Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Consent Holders must pay particular attention to the requirements of the Health & Safety at Work etc. Act, 1974 and the Food Safety and Hygiene (England) Regulations 2013. Advice on these requirements is available from the Business Regulation Team.
11. The Consent Holder shall conduct their business in a professional manner and in a way that minimises risks to employees and others.
12. The Consent Holder must take reasonable precautions to prevent the risk of fire at the stall or vehicle. All hot food vans/trailers are required to comply with current legislation on fire safety. A serviceable fire blanket and a suitable fire extinguisher shall be provided in all vehicles selling hot food.
13. Reasonable steps must be taken to ensure gas safety where gas appliances are used on a stall or vehicle. Gas appliances must be maintained and serviced as per manufacturer's instructions. Gas appliances and systems must be checked for safety by a competent Gas Safe engineer at least annually. Any faults or concerns in relation to gas safety must be

- appropriately investigated and made safe by a competent Gas Safe engineer as soon as possible.
14. All hot food vans/trailers are required to carry a basic first aid kit and have the means to contact the emergency services if necessary.
 15. All food businesses must be registered as a food business with the local authority where the van/stall is kept overnight. All food businesses registered outside of the Oxford City Council area must be able to demonstrate food business registration, e.g. by written confirmation from the relevant local authority or by providing a copy of the latest inspection letter or report. Any changes in registration details must be notified to the relevant local authority.
 16. All food handlers must hold a current Level 2 Award in Food Safety in Catering accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.
 17. All food businesses must achieve and maintain a minimum Food Hygiene Rating of '3 – Generally Satisfactory'. The Hygiene Rating must be displayed prominently on the stall or vehicle.
 18. The Consent Holder shall not be the cause of any nuisance or annoyance to any other user of the highway, the occupier of any land or building or the Oxford City Council. Consent Holders shall have special regard to and must take action to prevent excessive noise.
 19. The Environmental Protection Act 1990 places a duty of care on businesses to dispose of their trade waste in an appropriate manner. Trade waste must be stored appropriately and be disposed of by a licensed waste carrier. No water or waste material shall be discharged on to the highway or any adjacent property. The Consent holder shall take reasonable steps to ensure that litter arising from their own trade is minimised as far as possible, for example by making a bin available for customers to use.
 20. A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity on payment of a fee. The subletting of a pitch is prohibited.
 21. The Consent Holder must be the principal operator and have day to day control of the stall/vehicle. The Consent Holder may employ any other person to assist in operating the stall/vehicle and shall notify the Head of Environmental Development of the name and address of that person. An administration fee will be payable.
 22. Anyone who operates a stall/vehicle other than the Consent Holder must be authorised by the Head of Environmental Development.
 23. A Consent Holder may terminate a Street Trading Consent by written notice to the Head of Environmental Development. A refund of the portion of the fee equal to the remaining full months will be payable, less £50 which the Council will retain to cover administrative costs.
 24. Consent holders shall ensure that disabled people and wheelchair users can be adequately served. This may involve serving persons from outside the vehicle.
 25. A copy of the Consent shall be displayed by the operator when trading and must be produced on demand to a Council Officer or Police Officer.
 26. Consent Holders shall have and maintain a proper insurance policy against public liability and third party risks. The minimum insurance cover shall be £5,000,000 and shall cover the operator's vehicle, or stall and any additional

equipment under their control. If food is sold the insurance shall specifically include cover against food poisoning to the same amount. Proof of cover must be produced to an officer of Oxford City Council on application and as required.

27. These general conditions, which apply to all Street Trading in Oxford, may be varied, having regard to a particular location. They are termed Special Conditions and listed on the Consent Certificate. These Special Conditions must also be complied with.
28. For Annual Street Trading Consents fee installments are required quarterly, in advance. The first installment must be paid in advance of the issue of Consent. The remaining fee can be paid in installments on the following dates 1st July, 1st October and 2nd January. Annual fees may be paid in advance.
29. For Weekly Street Trading Consents fees must be paid two weeks in advance before trading commences. This is to allow sufficient time to process the application and receive the consent. It must be in your possession before you can trade.
30. The sale of food and/or drink is not permitted by Weekly Street Traders. The items to be sold must be agreed before a Weekly Consent can be issued.
31. For food traders all packaging and utensils for use by customers shall be made of biodegradable or recyclable materials.

Failure to comply with these conditions

If a Consent Holder fails to comply with any of the conditions attached to a Street Trading Consent, the Consent may be suspended for an indefinite period or revoked. The Consent Holder may also be prosecuted.

Additional Conditions Applicable to Special Events/Markets

1. All stalls to be issued with a number that must be displayed on the stall.
2. The Consent Holder should keep records of each stallholder present on the market, to include the stallholder's pitch number, name and company name, their address, vehicle registration and a contact telephone number. This must be produced on request to an authorised officer.

ANNEX 3 List of Small Community Events Exempt from Street Trading Fees

- Jericho Street Fair
- Blackbird Leys Play Day
- Headington Festival and Sports Day
- Littlemore Play Day
- Active Cutteslowe
- Friends of Florence Park
- Headington Fun Day
- Leys Festival
- West Oxford Fun Day

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Extract from the Minutes of the General Licensing Committee meeting on 27 January 2015

15. REVIEW OF THE STREET TRADING POLICY AND POLICY CONSULTATION RESPONSES

The Head of Environmental Development submitted a report (previously circulated, now appended) which detailed the responses to the public consultation on the draft Street Trading Policy.

The Licensing Officer presented the report. She explained that 58 responses to the consultation had been received, most in favour of the proposed policy. It was explained that farmer markets would not be included in the fees.

Martin Kersh on behalf of Foodservice Packaging Association spoke against the proposal to make all packaging either biodegradable or recyclable. He explained that the focus should be on changing people's behaviour (so they do not litter) rather than replacing one type of packaging with another.

The following comments were raised:

- The change to biodegradable or recyclable packaging proposed is to enable more waste to be recycled, not to change litter behaviour. The wording in the policy is sufficiently flexible to allow traders to determine which packaging is best for them.
- A guidance note on what packaging can be recycled by different waste collector to be created by licensing officers and circulated to street traders.
- The Committee felt 100 metres was sufficient distance to require traders to be away from any school. This restriction does not apply to higher education establishments.
- A Level 2 food hygiene certificate is high enough to prepare food safely. Food hygiene standards are the same for street traders and premises.
- There is no need to require traders to provide healthy options in the policy as street trader already offer a wide range of healthy eating options in the city.
- The Broad Street protocol covers events on Broad Street. Licensing officers already consider it when relevant applications are received, so there is no need for it to be specifically mentioned in the Street Trading Policy.
- 5.6(2) will be re-worded by officers to make it clearer.
- The City Council cannot regulate A-Boards in the policy as they are a highways issue. It is best to consider them case by case

The Committee resolved to APPROVE the draft Street Trading Policy 2015 and recommend it to Council for adoption.

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To: Council

Date: 13th April 2015

Report of: Monitoring Officer

Title of Report: CONSTITUTION REVIEW 2015

Summary and Recommendations

Purpose of report: This report recommends changes to the Council's constitution.

Policy Framework: N/A

Recommendation(s): Council is RECOMMENDED to approve, with immediate effect, the amendments to the Constitution outlined in the report and in:-

Appendix 1 - Finance Rules;
Appendix 2 - Contract Procedure Rules;
Appendix 3 - Planning Code of Practice;
Appendix 4 - Miscellaneous proposed changes;

Appendices

Appendix 1 - Finance Rules
Appendix 2 - Contract Procedure Rules
Appendix 3 - Planning Code of Practice
Appendix 4 - Miscellaneous proposed changes

Summary of report

1. This report proposes changes to the Council's Constitution following an internal review. The changes that are recommended have been discussed on a cross party basis. The review has been informed by a light touch governance review which has resulted in some proposed amendments to the City Executive Board procedures.

2. The report proposes changes to the Finance Rules, the Contract Rules and Planning Procedure Rules. Revised Rules, track changed, are attached as **Appendices 1, 2 and 3**. Miscellaneous changes are also proposed. Where it aids clarity these changes are shown in **Appendix 4**. Otherwise the changes are described in the report.

Finance Rules (Appendix 1)

3. Section 18 of the Constitution is reproduced, with tracked changes, in its entirety as Appendix 1. The changes to the Finance Rules are proposed to:-
 - Provide clarity; and
 - Improve internal controls

Contract Rules (Appendix 2)

4. Section 19 of the Constitution is reproduced, with tracked changes, in its entirety as Appendix 2. The changes to the Contract rules are proposed to:-
 - Comply with the changes introduced in the Public Contracts Regulations 2015;
 - Follow best practice in procurement; and
 - Provide clarity

Planning – Code of Practice and Procedures (Appendix 3)

5. The rewording of parts of the Code of Practice summary that is reproduced with planning committee agenda deals with administrative practice in relation to planning committee meetings. It is reproduced, with tracked changes, in its entirety as Appendix 3. The changes are proposed to allow for adequate briefing of the chair and members and the efficient administration of the meetings.

Miscellaneous Changes (Appendix 4)

6. Officers do not have to exercise the powers delegated to them and can ask the body who made the delegation to them to make a decision. Paragraph 3.4(b) will be amended to clarify that if the Head of City Development does not wish to determine a matter which has been delegated by Council, the relevant Area Planning Committee can be asked to make the decision (Appendix 4).

7. An Article 4 Direction is made by the local planning authority. It restricts the scope of permitted development rights either in relation to a particular area or site, or a particular type of development anywhere in the authority's area. Where an Article 4 direction is in effect, a planning application may be required for development that would otherwise have been permitted development. Article 4 directions are used to control works that could threaten the character of an area of acknowledged importance, such as a conservation area. The confirmation of Article 4 Directions is a local choice function and was until recently performed by the City Executive Board and was then moved to Area Planning Committees.
8. A problem arises where a Direction covers both the East and West Areas and so it is proposed that the function is moved back to the City Executive Board to avoid any future complications. Procedure Rule 4.5 lists the responsibilities of the Board. It is proposed that the following is added to the list:
 - to confirm Article 4 Directions where there have been objections
9. A consequential change will also be made to the list of functions delegated to Area Planning Committees at Paragraph 5.3 (See Appendix 4).
10. Heritage Asset Nominations are currently considered at review panels of local ward members and recommendations are passed to City Executive Board where a final decision is made as to whether to add them to the list. The proposal is that these stages should be replaced for all heritage asset nominations by reporting to the relevant Area Planning Committee to make a single decision. The Area Planning Committee would decide whether to register one or more candidate heritage assets having regard to the Council's adopted criteria. This would apply to the nomination of heritage assets made by officers or ward members outside the specific circumstance of a planning application.
11. To date potential heritage assets have only been considered at Area Planning Committees where there is a current planning application affecting them. Area Planning Committee members are able to request call-in of a planning application where they believe a heritage asset may be affected, in order for due consideration to be given of its potential for registration as a heritage asset prior to determination of the application.
12. This will require a change to the list of functions delegated to the Area Committees at Paragraph 5.3(a) as set out in Appendix 4.
13. Heads of Service are currently appointed by the Appointments Committee and it is proposed that the Chief Executive and Directors should have the delegated authority to appoint Heads of Service. This will require changes to Paragraph 5.15 and the role of the Appointments

Committee at Paragraph 7.7. Some consequential amendments will also be required to the Employment Rules in the Constitution. The changes are detailed in Appendix 4.

14. Before a Head of Service is appointed the law requires that the City Executive Board is consulted. It is proposed that a member of the City Executive Board should be a member of any appointment panel and that, when a provisional decision has been reached, all members of the City Executive Board should be consulted about the proposed appointment. Provided that the City Executive Board agrees or makes no objection to the proposed appointment by a deadline set by the Head of Human Resources and Facilities, it can proceed. Where the City Executive Board raises an objection, the appointing officer must consider the relevance and justification of the objection and can only proceed if he/she does not believe that it is substantial enough to warrant a review of the proposed appointment.
15. Currently there is no procedure for the election/appointment of the civic office holders. A new Paragraph 11.2A will be inserted to set out the process to be followed. This procedure is outlined in Appendix 4.
16. The Constitution does not at the moment define the order of business to be followed at the budget setting meeting of Council. Appendix 4 contains a proposal to insert a new paragraph 11.3 outlining a procedure to be followed. The rest of the Full Council Procedures will be re-numbered accordingly.
17. The recent governance review highlighted the need for there to be a slot at meetings of City Executive Board where members could raise local/ward issues. The Board Procedures will be amended to allow for councillor addresses on ward issues and a new Paragraph 12.11 will be added (See Appendix 4). There will be a renumbering of the rest of the Board Procedures.
18. It is a legal requirement for 28 days' notice to be given of the taking of a key decision and of the taking of a report in part or in whole in private. This is done by notification in the monthly executive work programme which, for convenience, we call the forward plan. Reference to the Forward Plan will be added to the Board Procedures (see Appendix 4).
19. There are some amendments to the Scrutiny Committee Procedures set out in Appendix 4.
20. Some changes, proposed for clarity, to the Other Committee Procedures are set out in Appendix 4. Some renumbering of that part of the Constitution will be required as a result.
21. Proposals for clarification have been proposed in relation to the Access to Information and Key Decision Procedures (Appendix 4). Paragraph 15.3 will be amended to reflect the fact that public meetings of the

Council can be recorded. Paragraph 15.8 to be amended to clarify that agenda and reports will be available on the Council's website at least 5 working days before a meeting.

22. Amendments are proposed in Appendix 4 to the Code on Member-Officer relations to provide clarity on the issue of officers taking instructions from political groups.

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Background papers: none

Version number: 1

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18. FINANCE RULES

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18.1 Responsibilities under the finance rules

(a) Responsibilities of the Head of Finance

The Head of Finance is responsible for regulating and controlling the finances of the Council and hence he/she shall for the purposes of Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988 be responsible for the proper administration of the Council's financial affairs.

(b) Responsibilities of Directors

Directors are responsible for the financial management of their directorate.

(c) Responsibilities of Heads of Service

Within their service area, Heads of Service must:

- ensure the highest standards of financial probity
- ensure compliance with the Finance Rules and any procedures or guidance issued by the Head of Finance
- monitor monthly the overall financial position of their service area in accordance with the cost centre managers manual issued by the Head of Finance
- advise the Head of Finance and ~~relevant Board member~~ Director on issues/proposals that have a financial impact in their area
- ensure compliance with the Contract Rules within their service area
- provide information to the Council's auditors on a timely basis as required.
- ensure that any audit recommendations are implemented within agreed timescales.

(d) Responsibilities of Line Managers

Line managers must make sure their staff understand and follow these Rules and any procedures and associated guidance by the Head of Finance.

(e) Responsibilities of all Officers

Officers must be familiar with these Finance Rules and the Contract Rules and must understand how they affect their work. If any officer is unclear about these Rules, they must get advice before acting. They would normally get advice from their line manager but they can also talk to finance staff. Officers must ensure they are using the latest version of these Rules. This will always be the version in the Constitution available on the intranet. Officers must show the highest standards of financial probity. As well as following these Rules, they must use their common sense and judgement. The Council may take disciplinary action and/or legal action against anyone who breaks these rules.

18.2 Audit

(a) Internal Audit

In accordance with the Accounts and Audit Regulations for the time being in force the City Council is responsible for ensuring an 'adequate and effective system of internal audit'. The Executive Director, Organisational Development and Corporate Services has responsibility for monitoring adherence to the Audit Plan.

Audits will be carried out in accordance with guidelines issued by the Chartered Institute for Public Finance and Accountancy. At the commencement of the financial year the Audit and Governance Committee will approve an audit plan for that year. At each of its meetings the Audit and Governance Committee will receive an update report on the progress made in delivering the plan including progress on implementation of internal and external audit recommendations.

(b) External Audit

Auditors review the Council's financial and management systems and report annually to the Audit and Governance Committee on the adequacy of the Council's internal controls. Auditors have the right to inspect all records held by the Council.

The Council's auditors undertake an annual audit of the Council's Statement of Accounts. They also audit specified grant claims and reports annually on the Council's governance framework and delivery of best value. Auditors have the right to inspect records and to ask for information and explanations. The Executive Director, Organisational Development and Corporate Services has overall responsibility for liaising with the external auditors.

18.3 Non-compliance with these Rules

If Officers suspect that these Rules have not been complied with, or they suspect fraud, corruption or poor value for money, they must tell their line manager (unless their line manager is involved). The Council's whistle blowing policy (see 25) has guidance on what to do if a line manager is involved. If these Finance Rules or the Avoiding Bribery Fraud and Corruption Policy have been breached, the Executive Director, Organisational Development and Corporate Services and Head of Finance must be advised in writing by the line manager as soon as possible.

18.4 Information and records

The Head of Finance is responsible for the Council's accounting system, the form of accounts and its supporting financial records. The Head of Finance will ensure that accounting records are sufficient to comply with the Accounts and Audit Regulations for the time being in force.

18.5 VAT and Tax

The Head of Finance is responsible for keeping tax records, advising on tax, making tax payments, receiving tax credits and submitting tax returns. The Head of Finance will advise officers on the appropriate records to be maintained.

18.6 Insurance

The Head of Finance will be responsible for establishing adequate insurance cover for the Authority including the amount of excess and the extent to which self-insurance is undertaken.

Heads of Service must:

- assist in the annual review of insurance and advise the Head of Finance of changes in insurable risks
- process insurance claims in accordance with procedures laid down by the Head of Finance

18.7 Budget Setting

On an annual basis the Head of Finance shall submit to Council a programme of capital expenditure and estimates of revenue income and expenditure for Council services for at least the proceeding four years. Council will set a Council Tax for General Fund services and a weekly Council house rent for the ensuing year. The Audit and Governance Committee will set the Council Tax Base.

18.8 Responsibility for Budget Decisions

Responsibilities for budget decision are shown in the table below:

City Executive Board Decisions	Full Council Decisions
<ul style="list-style-type: none">• agreeing a draft revenue budget for consultation• recommending the revenue budget to full Council• recommending the Treasury Management Strategy to full Council• recommending the Housing Business Plan to full Council• agreeing the Risk Management Strategy• recommending the Capital Programme to full Council• recommending the Corporate Asset Management Plan to full Council• recommending extra spending to full Council• Monitoring delivery of financial	<ul style="list-style-type: none">• agreeing or changing the revenue budget• agreeing or changing the Treasury Management Strategy• agreeing or changing the Capital Programme• agreeing the Corporate Asset Management Plan• agreeing the Housing Business Plan• agreeing supplementary estimates to either the revenue or capital budgets• agreeing transfers between cost centres that are over £500,000 or breach the policy framework

<p>performance</p> <ul style="list-style-type: none"> • Recommending to full Council transfer(s) of assets between the General Fund and the Housing Revenue Account • Agreeing transfers between cost centres of > £250,000 = <£500,000 that are in line with the Council's policy framework 	<ul style="list-style-type: none"> • agreeing transfers between the General Fund and Housing Revenue Account • setting the Council Tax • setting housing rents • setting fees and charges
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18.9 Estimates and Reserves – Robustness and Adequacy

It is the duty ~~on~~of the Head of Finance to report on the robustness of the estimates and the adequacy of reserves when the Council is considering its budget requirement and ~~care~~Council is required to have regard to this advice.

18.10 Budgetary Control

Ongoing budget management and control is necessary to ensure that approved budgets are used only for their intended purpose and accounted for and reported correctly and that Council services are delivered within budget.

(a) General Principles of the Budgetary Control Framework

The following are the general principles:

- All budgets are assigned a Head of Service and Director who are accountable for the control and management of that budget in accordance with these Rules and any financial procedures or guidance issued by the Head of Finance
- Heads of Service will report on their budget on a regular basis to the Head of Finance in a format and timeframe prescribed by the Head of Finance.
- The Head of Finance will validate the information provided by the Heads of Service and report periodically to relevant Officers and to the Board on a quarterly basis. The report will include the projected outturn position, any associated risks and mitigating actions to be taken as well as the impact on future year budgets.
- The relevant Head of Service and Director are the officers accountable for authorising the commitment of resources against the budget.

(b) Virement Rules – Revenue and Capital

A virement is an approved reallocation of resources between cost centres. The scheme of virement enables budget holders to

manage their budgets with a degree of flexibility and therefore to provide an opportunity to optimise their use of resources according to changing needs.

All virements must be notified in writing to the Head of Finance in a form prescribed by the Head of Finance. Permanent virements are permitted following consultation and agreement with the Head of Finance. Virements are permitted in accordance within the following parameters:

Virement	Limit	Agreement Required
Within Cost Centres	Unlimited	Head of Service subject to consultation with Head of Finance (Section 151 Officer)
Between Cost Centres	= < £100,000 <u>< £250,000</u> that are in line with the Council's policy framework	Head of Finance <u>(Section 151 Officer) in consultation with relevant Director</u>
	> £250,000 = < £500,000 that are in line with the Council's policy framework	City Executive Board
	>= £100,000 = < £250,000 that are in line with the Council's policy framework	Head of Finance (Section 151 Officer) in consultation with relevant Director
	> £250,000 = < £500,000 that are in line with the Council's policy framework	City Executive Board
	> £500,000 or breach the Council's policy framework	Council

Full Council must agree any transfers between the General Fund and Housing Revenue Account.

Where an item of overspend of revenue spend cannot be covered from virement then following consultation with the Head of Finance (Section 151 Officer) and the Director of

Organisational Development & Corporate Services a supplementary estimate may be sought from Council.

In the case of emergency the Chief Executive or her/his nominated representative in consultation with the Head of Finance or her/his nominated representative may approve additional expenditure, or virement over £250,000 providing approval is sought from the Board or full Council (depending on the amount involved) at the first opportunity following the additional expenditure or virement.

(c) Use of Reserves and Provisions

The Head of Finance shall establish reserves and provisions to meet known or estimated future liabilities.

The Head of Finance may move any sums in or out of reserves and provisions in order to meet the ~~future~~ liabilities of the Council, subject to movements being clearly identified in the annual Statement of Accounts.

18.11 Capital Strategy

The Head of Finance will prepare a Capital Strategy which:

- Will be reviewed periodically by City Executive Board
- Sets out the principles the Council will follow in its capital planning and management
- Outlines the methodology for inclusion of schemes within the Capital Programme
- Sets out the arrangement for management of capital schemes
- Indicates the capital schemes to be undertaken over the following four financial years and how those schemes will be funded.

18.12 Project Approval

Project approval must be obtained for projects in accordance with the following requirements:-

Less than £150,000 – Head of Service or Director

£150,000 up to £500,000 – Director in consultation with the three Statutory Officers (Head of Paid Service, Monitoring Officer and Chief Finance Officer)

£500,000 and over – Board

The project approval report must be in the format designated in the Capital Gateway process where it is a capital scheme and must include:

- The aim of the project and ~~any other ways of achieving it~~ options for delivery
- Effects on staffing
- Legal, contractual and prudential borrowing code implications
- If the council is acting through an agent or partnership legal advice on whether it has the power to act in this way
- ~~If it is a key decision, a~~ Any comments made during consultation and the Council's response
- The estimated amount and timing of any capital and revenue spending, any ongoing effect on revenue, and whether this spending is included in the budget.

18.13 Monitoring of the Capital Programme

The Capital Programme is approved as part of the Council's annual budget setting process. Monitoring of the Capital Programme will be undertaken by the Head of Finance in conjunction with Project Managers and associated Heads of Service. A report will be submitted to relevant Officers periodically, and the Board on a quarterly basis, setting out the projected outturn and progress of schemes including slippage, under and overspends together with any associated mitigating action.

Capital expenditures may only be incurred if:

- The Capital Gateway process has been complied with
- Budgetary provision has been made within the approved Capital Programme
- Project approval, if required, has been given
- The Contract Rules have been complied with.

Where it is anticipated that the budget for a capital project will be overspent against its approved budget the relevant Head of Service will be responsible for notifying the Head of Finance. Overspend up to £250,000 may, with the approval of the Head of Finance, be accommodated by virement from other schemes' underspending within the approved Capital Programme. The size of the project will be considered as part of this process. Where monies cannot be vired from other schemes or the overspend is in excess of £250,000 the projected overspend must be reported to the Board and subsequently full Council requesting a supplementary estimate if required.

Where a scheme is within the capital programme and it is not possible for a scheme to progress in a particular year or where a scheme is progressing faster than anticipated, the Head of Finance in conjunction with the Executive Director Organisational Development and Corporate Services can 'slip' move the approved capital budget for a scheme to future between adjacent financial years on the assumption providing that the overall budget for the scheme is not exceeded and capital financing resources are available to finance the scheme. Any schemes which remain uncommitted at the end of the financial year in which they were due to start will be reviewed as part of the annual budget process.

18.14 Treasury Management

(a) Treasury Management Strategy

The Head of Finance will produce and submit the Treasury Management Strategy to the Board for recommendation to full Council. The Strategy will set out the Council's treasury plans for the next year (including any prudential borrowing plans). The Strategy will include a list of the types of organisations the Council may borrow from and lend to and the maximum individual amounts it may borrow or lend. The Strategy must be agreed by full Council.

(b) Day-to-day Treasury Management Operations

The Head of Finance is responsible for day-to-day treasury management operations. These will follow the Treasury Management Strategy, and ensure that:

- All borrowing and investment complies with the Council's Treasury Management Strategy and the Chartered Institute of Public Finance and Accountancy's code of practice on treasury management
- All borrowing and lending is done in the name of the Council
- As a minimum a half yearly and annual update of treasury management activity will be reported to the Board and made available as appropriate to the relevant scrutiny committee.

(c) Bank Account

Only the Executive Director Organisational Development and Corporate Services or the Head of Finance may open a bank or building society account on behalf of the Council. The Head of Finance is responsible for managing all accounts.

18.15 Asset Management

(a) Responsibilities of Regeneration and Major Projects Manager

The Regeneration and Major Projects Manager will:

- Produce guidelines for acquiring, managing and disposing of assets
- Make sure the Council's records include any money from sales
- Make sure the Council's records do not include the value of any assets that have been disposed of.

(b) Register of Fixed Assets

The Head of Finance will keep a register of all fixed assets worth more than £10,000. Heads of Service must report any acquisitions or disposals so that this can be ~~keep~~ kept up-to-date. Every year the Head of Finance (Section 151 Officer) in conjunction with the Regeneration and Major Projects Manager will check that the assets are still shown at the right value, that they have a suitable asset life and that they have been properly depreciated.

(c) Disposing of assets (except land)

Heads of Service can dispose of assets worth up to £10,000 if the Head of Finance agrees. All disposals including land must be notified to the Head of Finance.

(d) Arranging leases

Only the Head of Finance may arrange leases for non-property items.

18.16 Ordering and Paying for Goods and Services

The Head of Finance shall ensure that there are proper procedures and controls for ordering and paying for goods and services. Any new systems for orders or payments must be agreed by the Head of Finance. Heads of Service must ensure that:

- (a) Official orders (using the agreed corporate order form) are issued for all goods and services prior to receipt. Exceptions to this rule are:
 - (i) Utility bills
 - (ii) Subscriptions
 - (iii) Grants
 - (iv) Refunds

- (v) Compensation payments
 - (vi) Payments of rent for privately leased properties
 - (vii) P2P Supplier Approved Exemption list as agreed by the Head of Finance
- (b) Orders for goods and services must only be issued where the expenditure is provided for within the approved budget or is covered by a virement or a supplementary estimate which has been agreed by full Council
- (c) Official orders must indicate clearly the nature and quantity of the work or services required and also the financial commitment.
- (d) Heads of Service must also ensure:
- That staff involved in payment processing are adequately trained.
 - That there is adequate separation of duties between staff ordering, receiving and approving invoices for payment.
 - That suppliers are advised that the Council's preferred means of payment is by bankers automated credit (BACS) and that remittance advices should be sent via email.
 - That only goods and services that have been received, examined and approved as to their quality and quantity or the work or service has been satisfactorily performed are paid for and that the prices, arithmetic and budget allocation are correct.
 - That payments are timely and made within the Council's agreed terms of business, unless the invoice is in dispute.
- (e) Responsibilities of Heads of Services**

Heads of Service are responsible for their service areas' orders and for ensuring that invoices are appropriately approved. They must make sure that Officers who order and authorise invoices for payment have been properly trained and that there are adequate separation of duties between order and approval for goods.

Officers must also have regard to the guidance in the cost centre managers manual and the guidelines on the intranet in relation to the ordering and paying for goods and services.

18.17 Risk Management

The Head of Finance (Section 151 Officer) is responsible for co-ordinating risk management within the authority.

(a) Responsibilities of Directors

- To review and update the Corporate Risk Register on a regular basis
- To ensure compliance with the Risk Management Strategy

(b) Responsibilities of the Head of Finance (Section 151 Officer)

- Periodically to review and present for adoption by the Board the Risk Management Strategy.
- To present monitoring reports in accordance with the terms of the adopted Risk Management Strategy.
- To provide advice to officers and councillors on risk management
- To provide and facilitate training to officers and members on risk management.

(c) Responsibilities of Heads of Service

- Identify and manage risk in their service areas
- Have contingency plans for major risks
- Advise the Head of Finance of any risk that could result in losses or claims against the Council

18.18 Wages, Salaries and Pensions

The Head of Human Resources and Facilities is responsible for paying all wages, salaries and expenses, including councillors' allowances.

Heads of Service must advise the Head of Human Resources and Facilities on a timely basis of any changes to staff pay and any deductions that need to be made, in particular:

- Appointment, resignations, dismissals, suspensions, secondments and transfers
- Long term absences from duty for sickness or other reasons apart from approved leave

- Changes in remuneration, other than normal increments and pay awards
- Information necessary to maintain records for service for superannuation, income tax, national insurance and sickness or maternity benefit

All salaries and wages and allowances will be paid into an employee's or member's bank account.

18.19 Petty Cash

The Head of Finance (Section 151 Officer) will oversee the system of petty cash floats and may provide petty cash advances for such officers of the Council as may need them. Floats will only be topped up when a proper claim is made with receipts for all items. The Head of Finance will give detailed guidance on petty cash.

18.20 Income Collection

(a) Responsibilities of Directors

To ensure that appropriate arrangements are in place to safeguard the Council's resources

(b) Responsibilities of Head of Finance (Section 151 Officer)

The Head of Finance (Section 151 Officer) is responsible for ensuring that systems are in place to ensure that all income is identified, collected, receipted and promptly banked. This includes the issuing of instructions in relation to income and its recovery.

(c) Responsibilities of Heads of Service

Heads of Service must have robust processes in place for dealing with income collection in their service area where required. There must be extra controls in service areas that collect cash or cheques. Heads of Service must ensure that:

- They raise invoices as soon as reasonably practical for all goods and services provided on credit
- They follow the systems and procedures laid out by the Head of Finance (Section 151 Officer) as contained in the cost centre managers manual and within the Guidance on Debt Collection on the intranet
- Officers are suitably trained

- Official receipts are always given
- Proper records are kept
- Money is banked on the day it is received or as soon as possible thereafter
- VAT is properly accounted for.

Heads of service must have effective systems for monitoring income due to their service area. The Head of Finance (Section 151 Officer) must be advised if income targets are unlikely to be achieved and must be advised of any cases of financial impropriety.

(de) Writing off debt

Write offs relating to debts may only be authorised by the following:

- In relation to council tax, NNDR and rents – Head of Customer Services or Head of Finance (Section 151 Officer)
- In relation to all other debts – Head of Finance (Section 151 Officer)

(de) Cancelling debt

Debts can only be cancelled if they have been raised by mistake. All cancellations over £5,000 must be agreed by the Head of Finance (Section 151 Officer).

18.21 External Funding

The Head of Finance must be advised on a timely basis of any application for external funding by the relevant lead officer prior to it being submitted.

The lead Officer must provide such information as requested by the Head of Finance, including copies of proposed agreements and conditions of grant and any financial implications (including match funding requirements or on-going revenue costs).

All external funding applications must be authorised by the Head of Finance prior to their submission by the Authority.

The Head of Finance must be notified of the outcome of external funding applications at the earliest opportunity and successful external funding applications will be reported to CEB as part of the normal monitoring reports or by a report seeking project approval.

Head of Finance is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.

The Director and Head of Service responsible for the lead Officer must ensure that all grant conditions are met and must ensure that there is a report made to the Head of Finance if there is any risk of ~~those~~ grant conditions not being met.

18.2122 Money Laundering

The Council has procedures for checking the recording the intentions of the people and organisations it does business with and for reporting suspected money laundering.

The Head of Finance (Section 151 Officer) is the appointed Money Laundering Officer and as well as ensuring that there are procedures in place to combat money laundering he/she is required to maintain and review the Council's Anti Money Laundering Procedures.

Officers must not:

- Conceal, disguise, convert, transfer or remove anything gained through crime.
- Tip off a criminal or suspect
- Assist money laundering

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19. CONTRACT RULES

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19.1 When do these Rules Apply?

These rules apply when the Council expects to give or receive money or payments in kind. They apply to both capital and revenue and cover:

- Contracts for goods, works or services
- Acquisitions and disposal of land or buildings.

The Board can waive any of these rules after seeing a report from the Head of Service giving reasons. (But it must always comply with national and EU law).

These rules do not apply to grant giving – the rules for this are in the Council's grants prospectus.

19.2 Other Relevant Guidance, Rules and Law

- Attention should also be paid to:
- The Finance Rules (See 18)
- The budget and policy framework procedures (see 16)

Section 4 of this Constitution (Who Carries out Executive Responsibilities?) and Section 5 (Who Carries out Council Responsibilities?)

National and EU procurement law and guidance.

Heads of service must consider the corporate governance arrangements and legal issues when entering contracts and must ensure the risks are fully assessed.

19.3 Responsibility to Follow these Rules and Relevant Law

These rules apply to officers and anyone else managing or supervising contracts on behalf of the Council. Heads of Service must make sure their staff follow them.

The Council may take disciplinary and/or legal action against anyone who breaks these rules or the relevant national or EU law.

19.4 Interests of Councillors and Officers in Contracts

(a) Avoiding Conflicts of Interest

Councillors, officers and anyone acting for the Council must avoid conflicts of interest.

(b) Councillors' Interests

Councillors must follow the members' code of conduct (see 22). In addition it is a criminal offence for a Councillor not to declare a financial interest in a contract.

(c) Officers' Interests

Officers must declare interests in contracts. It is a criminal offence for an officer not to declare a financial interest in a contract. This does not apply to an officer's own contract of employment or their tenancy of a Council house.

The Head of Law and Governance will record officers' financial interests in a book that Councillors can look at during office hours.

(d) Officer Reports and Advice

If an officer writes a report for a meeting on something they have an interest in, they must give a brief description of the interest in a separate paragraph at the beginning of the report.

If an officer advises full Council or the Board or a committee on something they have declared an interest in, they must make reference to their interest.

19.5 Before a Contract is Agreed

Contracts can only be agreed if they comply with these contract rules and:

They will help a service area to achieve its service ~~transformation~~ plan

The Council has the legal power to enter into the contract and relevant internal approval.

There is a budget to ~~cover the cost~~ and fund the whole life of the contract.

~~project approval has been obtained where appropriate~~ relevant project approval has been granted – see 18.12

~~The~~ total contract value has been calculated – see 19.6

~~the contract gives best value for the Council~~ It provides value for money over the life of the contract

19.6 Total Contract Value

The total contract value is the total amount (minus VAT) that is expected to be paid to the supplier as a result of the contract award during the whole of the contract. It includes:

the value of anything the Council is getting free of charge as part of the contract or which is charged on to a third party.

any amount that could be paid by extending the contract (if there is a contractual right to extend it).

If the length of a contract is unspecified, its total value will be calculated on the basis of the contract having a duration of 48 months.

A single contract must not be artificially split into smaller contracts to get around these contract rules or the law.

19.7 Sub-contracting

Where in a particular contract the main contractor intends to appoint one or more sub-contractors to discharge some or all of its contractual obligations, the main contractor must be placed under an obligation to so inform the Council, and the Council's Head of Finance shall consider whether in each case a collateral warranty from the sub-contractor in favour of the Council is required.

19.8 Format of Contracts

All contracts must be in writing.

Contracts with a total contract value over £100,000 must be sealed (see 21.3). Contracts under £100,000 must be signed by two officers – the relevant head of service (or an officer authorised by the head of service) and a member of the Procurement Team.

Contracts over £100,000 must be in a form approved by the Head of Law and Governance.

Contracts over the EU threshold must comply with relevant EU procurement law and guidance.

All contracts over £100,000 must be in the agreed standard form and include the Council's standard contract terms. Any variation to the contract terms must be approved by the Head of Law and Governance relevant head of service.

19.9 Clauses that must be Included in all Contracts

Contracts must:

say what is to be supplied or done, the timescale for performance and standards of performance required.

~~say how much is to be paid and include any terms for deductions, discounts or penalties~~
State the payment arrangements and any arrangements for deductions and discounts. The payment arrangements should not allow for payment in advance of the provision of goods or services unless the Head of Finance agrees.

give the period of the contract

require contractors to meet any standards set by the head of service and any appropriate British Standard or EU equivalents. EU standards must be included if the total contract value is over the EU threshold

require contractors to follow all appropriate codes of practice.

require the contractor to hold appropriate insurance cover – the level of indemnity will be set by the head of service after assessing the risk and consulting with the Council’s insurance officer if necessary. However this cover must include a minimum of £5 million public liability insurance, unless a lower level of cover has been agreed by the Head of Finance.

seek a commitment from contractors to pay their employees at least the Oxford living wage: this includes (where appropriate) any employees engaged by a sub-contractor in fulfilling the contract.

include any other conditions and terms that have been agreed.

19.10 Clauses that must be included in contracts over £100,000

Contracts over £100,000 will include all the following clauses unless the Head of Law and Governance thinks they are inappropriate:

- (a) a clause allowing the Council to cancel the contract and recover any resulting losses from the contractor if it discovers that:

the contractor or its employees have given, offered or promised anything to influence how the Council awarded or managed the contract

- the contractor or its employees have committed an offence under the ~~Prevention of Corruption Acts 1889-1916~~ Bribery Act 2010
- the contractor or its employees have given anything that Section 117(2) of the Local Government Act 1972 forbids officers from accepting

- (b) a clause requiring the contractor to:

provide at least £5,000,000 public liability insurance indemnity or any other level of cover recommended by the Head of Finance

provide £5,000,000 employer liability insurance indemnity or any other level of cover recommended by the Head of Finance

provide £1,000,000 professional insurance or any other level of cover recommended by the Head of Finance

produce proof of insurance (for example copies of the insurance certificates) if the head of service thinks it necessary

provide a bond (or other suitable form of guarantee) for 10 per cent of the contract value if the Head of Finance thinks it necessary

- (c) a clause saying who will supervise the contract on behalf of the Council and the approval process for deal with any necessary changes to its terms
- (d) a clause requiring the contractor to protect the health and safety of anyone affected by its work
- (e) a clause requiring the contractor to comply with data protection laws and help the Council to comply with the Freedom of Information Act
- (f) a clause requiring the contractor to get the Council's permission before subcontracting or transferring any of the contract
- (g) a clause giving the Council the right to end the contract if the contractor does not meet the Council's standards and timescales and to bill the contractor for:
 - the administrative costs of finding and appointing a new contractor, and
 - any amount by which the new contract exceeds the old one.
- (h) if the head of service considers it necessary, a clause saying what damages must be paid if the contractor breaks the contract and explaining how the amount of damages was reached – the head of service will consult the Head of Law and Governance on the amount of the damages and what should trigger them.
- (i) a clause indicating that the Council is required to publish all new contracts on its website, and will do so in accordance with its obligations, subject to any operative exemptions, within the applicable local government transparency regulations.

19.11 Thresholds for quotes and tenders__

The Council is seeking to ensure that all purchases made are undertaken through a single electronic tendering system ("the ~~Selected Corporate~~ System"). The Head of Business Improvement and Technology will provide details of the ~~Selected Corporate~~ System and any changes to it. All purchase of goods, services of works with a value in excess of £15,000 must, therefore, be undertaken through the ~~Selected Corporate~~ System. All such purchases shall also comply with the thresholds for quote and tender provisions as set out below. Exemption from using the ~~Corporate Selected~~ System can only be obtained with the consent of the Head of Business Improvement and Technology. Where quotes are obtained outside of the selected system these must be retained for a minimum of 12 months from the award of contract by the relevant service head

For all contracts over £100,000 a financial appraisal will be undertaken by the Head of Finance. The relevant head of service must not commission any work from the supplier until the contract has been approved by the Head of Finance and a named contract manager has been appointed.

Heads of Service must consider advertising all contracts up to £100,000.

Officers seeking quotations from potential suppliers for a contract with a value below £100,000 shall (subject to the following provisions) comply with requirements set out in the table below

For all tenders over £100,000 a procurement strategy which evaluates options for the solution to be procured and route to market must be produced and approved by the relevant service head and the procurement team and the relevant service head.

Total value of contract	Quotes or tendering
>1,000 < = £10,000	Seek at least two quotes, at least one of which must be from a local supplier
>£10,000 < = £50,000	Seek at least three quotes, at least one of which must be from a local supplier
>£50,000 < = £100,000	Seek and get at least four <u>three</u> quotes, at least one of which must be from a local supplier ¹
Over £100,00	Tendering (EU procurement law and guidance must be followed for contracts over EU thresholds)

~~Heads of Service seeking quotations from potential suppliers for a contract with a value below £100,000 shall (subject to the following provisions) comply with requirements set out in the above table.~~

~~All quotes must be held by the head of service for 12 months after the renewal of the contract.~~

19.12 When is there no need to seek quotes or tenders?

¹ Local supplier' means a supplier who provides significant local benefits to the community, particularly through employing staff. An example would be a locally owned and independent enterprise.

The Head of Business improvement and Technology can approve the creation of a preferred supplier list in the following circumstances

- Where the services are not suitable or already available through an existing framework contract
- The suppliers have been subject to a pre-qualification assessment by the Procurement Team
- No single contract has a value of more than £100,000.

(a) Emergencies

If there is an emergency or a disaster, the Chief Executive can approve spending contractual arrangements outside these rules after consulting the Head of Finance. The leader must be told as soon as possible.

(b) Written approval of Head of Finance and Head of Business Improvement and Technology

Heads of service do not have to seek or obtain quotes for contracts with a value of £100,000 or less if, after submitting an explanatory report to the Head of Finance and the Head of Business Improvement and Technology, these officers have given their written approval to waive the requirement to seek or obtain quotes on the basis that to do so would create no overall economic benefit to the Council.

(c) Purchasing consortiums

Heads of service do not have to get quotes or go out to tender if they have used a purchasing consortium that can show it follows the law and good procurement practice.

19.13 Exclusion Lists

Any exclusion list permitted by the Public Contracts Regulations 2015 must be approved by the Head of Business Improvement and Technology.

19.14 Tendering of contacts over £100,000

If the total contract value is over £100,000 tenders must be sought. Tenders can also be sought for lower contract values. Tenders will be sought in accordance with the requirements of and the best practice specified by the EU Procurement Regulations. Clauses 19.14 and 19.15 set out the principal tendering methods but alternative methods may be used provided that they are compliant with the EU

Procurement Regulations and the Head of Business Improvement and Technology has given express agreement. ~~Whichever method of tendering is selected~~
Paragraphs 19.19, 19.20, 19.21 and 19.22 will apply to all tenders.

19.14-15 Open Tendering

~~(a) — A Head of Service can decide to get tenders for a contract by open competition.~~

~~(ba) The Council will publish a public notice:~~

Issue a call for competition via a PIN or advertisement on the Council's selected tendering portal
Public Contract Regulations 2015

If the total contract value is above the relevant EU threshold the notice will also be placed, in the Official Journal of the European Union – the notice will need to comply with EU regulations.

~~(eb)~~ The notice will:

- ~~•~~ say what the contract is for
- describe how to express interest in tendering
- give the deadline and arrangement for receipt of tenders

The notice must be published at least 14 days before the deadline for tenders. If the total contract value is above the EU threshold, EU rules must be followed. These require the notice to be published at least 35 days before the deadline for tenders based on the tenders being submitted electronically ~~52 days before the deadline for tenders.~~

19.1516 Restricted tendering

~~(a) A head of service can decide to limit the right to tender to people and organisations on a shortlist.~~

A restricted tender process can only normally be used only for a tender that exceeds is subject to the Public Contract Regulations 2015.

Expressions of interest will be sought via advertisement or the issue of a PIN notice on the Council's selected tendering portal and the Official Journal of the European Union.

A short list of bidders will be invited to tender based on their financial and technical capability to deliver the contract or through the provision of a self-declaration certificate together with any additional information required to demonstrate their capability to fulfil a contract.

The shortlist will be selected by the appointed tender evaluation team and will be approved by the relevant head of service and Head of Business Improvement and Technology. It should include at least five people or organisations who expressed an interest in tendering. If fewer than five people or organisations are considered suitable by the head of service then all of those suitable should be considered.

(b) In order to compile the shortlist the Council will publish a notice:

on the council's website and e tendering portal and if the total contract value is above the EU threshold, in in the the Official Journal of the European Union, if above the EU threshold. — the notice will need to comply with EU regulations.

if the total contract value is above the EU threshold, in the Official Journal of the European Union — the notice will need to comply with EU regulations.

(c) The notice will:

- say what the contract is for
- describe how to express interest in tendering
- give the deadline for tender

The notice must be published at least 14 days before the deadline for expressions of interest. If the total contract value is above the EU threshold, EU rules must be followed. These require the notice to be published at least 37 days before the deadline for expressions of interest 30 days based on the tenders being submitted electronically.

(d) ~~After the deadline for expressions of interest, invitations to tender will be sent to:~~

~~at least five people or organisations who expressed an interest in tendering — these will be selected by the head of service, either generally or for a particular contract or category of contracts~~

~~if fewer than five people or organisations are considered suitable by the head of service, all the ones that are considered suitable.~~

19.1617 **Negotiated tendering**

~~(a) Total contract value below the EU threshold~~

~~For contracts below the EU threshold that have been tendered, the Head of Finance may allow a head of service to negotiate with one or more contractors on terms.~~

(a) The negotiated tender process can only be used in limited circumstances where it is not possible to specify the exact requirements. In these instances the Council is required to comply with the Public Contract Regulations 2015

~~(b) Total contract value above the EU threshold~~

The EU negotiated procedure can only be used in very limited circumstances and in the main has been replaced by the competitive dialogue process and the competitive procedure with negotiation.

19.1718 **Other EU Procurement methods**

The following procedures can be used for individual contracts if the Head of Business Improvement and Technology agrees:

(a) Competitive dialogue

~~This~~ These procedures can be used for complex contracts. It allows the Council, through dialogue with providers, to develop the optimum contract valuation.

(b) Framework agreements

These are arrangements between the Council and providers that set terms for any contracts between them. Framework agreements are for a set period and should not normally be for more than four years.

(c) ~~eAuctions and eProcurement~~ Electronic Auction

eAuctions are electronic auctions where providers bid against each other to offer the lowest price. They are open to any provider that meets certain conditions and include all tenders that meet the specification. eProcurement covers a range of electronic procurement methods.

- (d) Framework agreement or one-off contract set up by another public organisation

This can be used if the public organisation has been the lead organisation in setting up the framework agreement or contract in accordance and has acted within national and EU law and the Council can properly join the contract.

- (e) Public auction

This can be used for buying or selling land and property.

- (f) Purchasing consortiums

Purchasing consortiums must be able to show that they follow EU procurement rules.

- (G) Innovation Partnership

This can only be used if there is a requirement to procure good, services or works currently not available to in the market and is to only be used to appoint a specialist organisation to innovate to deliver a new requirement.

19.1819 Acquiring and disposing of land and buildings

- (a) This rule applies to acquisitions and disposal of:

- freeholds or leaseholds with a consideration or premium over £500,000
- leases with a rental value over £125,000 per annum
- freeholds and leases for less than best consideration except when the acquisition or disposal is made:
- under a legal duty
- under a confirmed compulsory purchase order
- under a scheme that has already been agreed by the Board for acquiring or disposing of more than one piece of land or more than one building.

- (b) Before any ~~tenders are invited for~~ formal commitment is made to disposal of land or any provisional agreement is reached in negotiations or acquisitions or disposals, a report must go to the Board covering:

- the Council's present or most recent use of the land or buildings,
 - other uses the Council could make of the land or buildings
 - other uses a buyer could make of the land or buildings
 - the estimated value of the land or buildings
 - how the land or buildings will be disposed of.
- (c) Tenders for acquisition or disposal of property are not required to be submitted through the Council's e-tendering portal but must be held securely until after the tender deadline and opened after the deadline by two Officers nominated by the Regeneration and Major Projects Manager
- (d) After a provisional agreement has been reached on an acquisition or disposal, another report must go to the Board covering the terms of the disposal or acquisition and how the land or buildings will be used. If a disposal is for less than best consideration, the report must say why and whether consent is needed from the Secretary of State.

19.1920 Submitting a tender

- (a) Every tender must include a declaration that the tenderer has not:
- told anyone except the Council the amount of the tender
 - changed the amount of the tender as part of an agreement with anyone
 - lobbied councillors or officers about the tender.
- (b) Invitations to tender must be submitted via the Council's e-tendering portal

19.2021 Council's Handling of Tenders Received through Portal

- (a) Each tender received via the portal is automatically date and time stamped. The tender cannot be accessed until after the tender deadline.

- (b) If a tender includes a condition that was not in the tender documents and accepting the condition would give the tenderer an unfair advantage over other tenderers, the tenderer must remove the condition or withdraw the tender.
- (c) Tenders Documents from unsuccessful bidders tenderers must be kept by the Head of Business Improvement and technology head of service ~~for who invited them~~ for 12 months after the start of the contract and then destroyed confidentially.

19.2222 Accepting quotes and tenders

- (a) Total contract value less than £150,000

The head of service or Director may accept the most economically advantageous quote or tender if the Council is the buyer, or the highest if the Council is the seller, as long as:

- ~~There is budget provision~~ the spending is included in the Council's capital or revenue budget
- project approval has been obtained
- any key decisions have been included in the forward plan
- any organisation the Council is acting as agent for agrees.

- (b) Total contract value ~~less of~~ is over £150,000 ~~or over~~ but less than £500,000

A Director may accept the most economically advantageous tender if the Council is the buyer, or the highest if the Council is the seller, as long as:

- ~~There is budget~~ spending is included provision in the Council's capital or revenue budget
- project ~~budget~~ approval has been obtained
- any key decisions have been included in the forward plan
- any organisation the Council is acting as agent for agrees
- the ~~Executive Director~~ Head of Finance Organisational Development and Corporate Services, the Monitoring Officer and the Chief Executive have been consulted.

- (c) Total contract value £500,000 or over

Tenders of £500,000 or over ~~can only be accepted by the Board after considering~~ must be the subject of -a written report to the Board.-

19.23 Copies of contracts and register of contracts

(a) Keeping copies of old contracts

If the total contract value is over £10,000 the Head of Business Improvement and Technology will keep the contract in a secure place:

- for a least seven years from its end date if it was signed
- for a least 13 years from its end date if it was sealed,
- ~~however~~ but the head of service who invited the contract will still be responsible for managing it.

(b) Keeping a register of contracts

The Head of Business Improvement and Technology will keep a central register of contracts over £10,000.

All Heads of Service are required to provide the original of all contracts over £10,000 to the Head of Business Improvement and Technology.

(c) What will the register record?

For each contract, the register will record:

- what the contract is for
- the total contract value
- the name of the contractor
- the start and end dates
- the competitive tender process ~~procurement method~~ used
- whether the contract can be extended and how.

(d) Access to the register of contracts and contract documents

Members of the public have the right to see the register of contracts. A copy of all awarded contracts which commence in

or after June 2014 will be made available on the Council's website (subject to any applicable exemptions).

(e) Register of certified contracts

The Monitoring Officer will keep a register of all certificates issued under the Local Government (Contracts) Act 1997.

19.24 Legal claims relating to contracts

Claims by contractors will be considered promptly by the Head of Service. Heads of service must consult the Head of Law and Governance before agreeing to anything that could make the Council liable for more than £5,000 or unable to collect damages of more than £5,000.

19.25 Varying contracts

Contracts can only be varied when the contract allows and by a written instruction from the head of service or an officer they have appointed to manage the contract. Where such a variation would have a material impact on the nature of the contract or would materially alter its risk profile, advice must be sought and received from both Law and Governance and the procurement team before such variation is put into effect. Where the contract provides for an extension, the head of service may exercise the option to extend the contract up to the specified maximum period if satisfied that the extension of the contract provides best value.

Variations must not break any of the contract rules, the Public Contract Regulations 2015 or any terms of the contract.

19.26 Interpreting the contract rules

Questions about the contract rules and any related guidance will be dealt with by the Head of Business Improvement and Technology or the Head of Law and Governance.

**CODE OF PRACTICE FOR DEALING WITH PLANNING APPLICATIONS AT
AREA PLANNING COMMITTEES AND PLANNING REVIEW COMMITTEE**

Planning controls the development and use of land in the public interest. Applications must be determined in accordance with the Council's adopted policies, unless material planning considerations indicate otherwise. The Committee must be conducted in an orderly, fair and impartial manner.

The following minimum standards of practice will be followed.

1. All Members will have pre-read the officers' report. Members are also encouraged to view any supporting material and to visit the site if they feel that would be helpful.
2. At the meeting the Chair will draw attention to this code of practice. The Chair will also explain who is entitled to vote.
3. The sequence for each application discussed at Committee shall be as follows:-
 - (a) the Planning Officer will introduce it with a short presentation;
 - (b) any objectors may speak for up to 5 minutes in total;
 - (c) any supporters may speak for up to 5 minutes in total;
 - (d) speaking times may be extended by the Chair, provided that equal time is given to both sides. Any non-voting City Councillors and/or Parish and County Councillors who may wish to speak for or against the application will have to do so as part of the two 5-minute slots mentioned above;
 - (e) voting members of the Committee may raise questions (which shall be directed via the Chair to the lead officer presenting the application, who may pass them to other relevant Officers and/or other speakers); and
 - (f) voting members will debate and determine the application.

4. Preparation of Planning Policy documents – Public Meetings

At public meetings Councillors should be careful to be neutral and to listen to all points of view. They should take care to express themselves with respect to all present including officers. They should never say anything that could be taken to mean they have already made up their mind before an application is determined.

5. Public requests to speak

Members of the public wishing to speak must notify the Democratic Services Officer before the meeting starts giving their name, the application/agenda item they wish to

speak on and whether they are objecting to or supporting the application. Notifications can be made via e-mail or telephone, to the Democratic Services Officer (whose details are on the front of the Committee agenda) or given in person before the meeting starts.

6. Written statements from the public

Members of the public and councillors can send the Democratic Services Officer written statements to circulate to committee members, and the planning officer prior to the meeting. Statements are accepted and circulated ~~up to~~ by noon, 24 hours ~~two~~ working days before the ~~start~~ of the meeting.

Material received from the public at the meeting will not be accepted or circulated, as Councillors are unable to view proper consideration to the new information and officers may not be able to check for accuracy or provide considered advice on any material consideration arising.

7. Exhibiting model and displays at the meeting

Applicants or members of the public can exhibit models or displays at the meeting as long as they notify the Democratic Services Officer of their intention at least 24 hours before the start of the meeting so that members can be notified.

8. Recording meetings

Members of the public are reminded that the recording of the meeting (audio or visual) is not permitted without the consent of the Committee, which should be sought via the Chair.

9. Meeting Etiquette

All representations should be heard in silence and without interruption. The Chair will not permit disruptive behaviour. Members of the public are reminded that if the meeting is not allowed to proceed in an orderly manner then the Chair will withdraw the opportunity to address the Committee. The Committee is a meeting held in public, not a public meeting.

10. Members should not:

- (a) rely on considerations which are not material planning considerations in law;
- (b) question the personal integrity or professionalism of officers in public;
- (c) proceed to a vote if minded to determine an application against officer's recommendation until the reasons for that decision have been formulated; or
- (d) seek to re-design, or negotiate amendments to, an application. -The Committee must determine applications as they stand and may impose appropriate conditions.

CONSTITUTION REVIEW 2015 – MISCELLANEOUS CHANGES

1. Planning Delegations

Council Responsibilities and Executive Responsibilities

3.4(b) Officers' use of delegated powers

Officers do not have to use their delegated powers: they can ask the body that delegated to them to decide (except the Head of City Development will ask the Area Planning Committee to decide on planning functions delegated from Council).

Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).

Who carries out Council Responsibilities

5.3 Planning

(a) Who carries out the responsibility?

The following responsibilities are carried out by area planning committees:

- deciding planning applications for more than five residential units or for residential developments on sites with a site area of over 0.25 hectares
- deciding planning applications for non-residential developments on sites over 0.5 hectares
- deciding planning applications for non-residential developments with new or increased floor space of more than 500 m²
- deciding planning applications by the Council or by councillors or officers
- deciding planning applications where a councillor or an officer is the agent
- agreeing significant amendments or planning conditions where those conditions were originally imposed by area planning committee

- agreeing significant amendments to approved plans subsequent to the grant of planning permission or listed building consent
- deciding planning applications that would otherwise be decided by officers that have been called in during the 21-day consultation period (see 17.3)
- deciding listed building consent applications for total or substantial demolition of listed buildings
- deciding planning applications or applications under condition for phone masts where there are objections (except applications that can go ahead, unless the Council refuses them within 56 days)
- ~~to confirm Article 4 Directions where there have been objections~~
- confirming and revoking tree preservation orders when there are objections
- dealing with complaints about high hedges when the hedge is on the Council's land or land occupied by a councillor or officer or when the complaint has come from a councillor or officer
- deciding whether to register one or more candidate heritage assets having regard to the Council's adopted criteria.

2. Appointment of Heads of Service

Who carries out Council Responsibilities?

5.15 Other Council responsibilities

Power to appoint staff and to set their terms and conditions (including procedures for dismissing them)	Local Government Act 1972, Section 112	Appointments committee appoints D irectors and head of service and recommends full Council on appointment of Chief Executive and designation of Head of Paid Service, Chief Finance Officer and Monitoring Officer. <u>Chief Executive or any Director can appoint Heads of Service (subject to 20.3).</u> Heads of service appoint everyone else <u>(except Chief Executive appoints</u>
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		where a contract for personal services is used)
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7. Roles of Decision-Taking Committees

7.7 Appointments Committee

- (a) Recommending to full Council who to appoint to the position of Chief Executive
- (b) Recommending to full Council who to appoint as Head of Paid Service, Chief Finance Officer and Monitoring Officer
- (c) Appointing Directors ~~and heads of service~~
- (d) Deciding upon the salaries of the Chief Executive and Directors.

Employment Rules

20.3 Appointing Directors and Heads of Service

~~Directors and heads of service~~ are appointed by the appointments committee. At least one member of the City Executive Board must be a member of the appointments committee. Heads of Service are appointed by the Chief Executive or any Director.

Before a director or head of service is appointed, the Head of Human Resources and Facilities must tell every member of the City Executive Board who the ~~appointments committee~~ appointer wants to appoint and anything else that is relevant to the appointment.

The appointment can go ahead if the City Executive Board agrees or if it makes no objection by a deadline set by the Head of Human Resources and Facilities or if the ~~appointments committee~~ appointer does not consider any objection made by the Board relevant and justified.

3. Council meetings

Full Council Procedures

11. Order of business at annual meeting of full Council

11.1A Selection and Appointment of Civic Office Holders

The convention is that the Civic office holders i.e. the Lord Mayor, the Deputy Lord Mayor and the Sheriff will be selected for nomination to Council on the basis of cumulative length of service.

For each of the Civic Offices the Leader of the Council will offer the nomination, for the next municipal year, to the longest serving member (based on cumulative service at the start of that municipal year) who has not held that particular Office. Should that councillor decline the Leader of the Council will proceed to the next longest serving Councillor until the nomination is accepted.

Should there be two or more councillors with the same length of service the Leader will make offers in alphabetical order using last names.

The results of this process will be announced by the Leader at the February Council meeting or one as close to this as possible. In Council election years the outcome will be checked before the Annual Council meeting and should any of the councillors selected no longer be members of Council the Leader will offer the nomination again based on the process already described above.

At the Annual Council meeting the Lord Mayor will be elected and the Deputy Lord Mayor and Sheriff will be appointed.

11.3 Council Budget Debate Procedure

Order of business for the full Council meeting(s) where the Council's budget, capital programme and medium term financial strategy for the following year(s) are discussed and the council tax is set.

All amendments will be subject to the normal rules of debate expect for those at 7(c) which will be taken as read by the meeting

Part 1 – Public business

1. Apologies and elections of chair (if the lord mayor and deputy lord mayor are absent)
2. Declarations of interest, from councillors
3. Announcements from the lord mayor, leader, head of paid service, chief finance officer and monitoring officer
4. Agree the time permitted for each stage in the procedure for the meeting and any amendments to this procedure
5. Public questions and addresses relating to a decision at this meeting (a maximum of 30 minutes fin total)
6. Report of the Council's chief finance officer on the soundness of the financial proposals before Council

7. Council's budget, capital programme and medium term financial strategy as recommended by the Executive Board (to last no more than 1 hour and 25 minutes excluding the debates at (b)). All speakers will have 3 minutes unless otherwise stated. All speakers will be nominated in advance to Committee Services (democraticservices@oxford.gov.uk) by 9.00am one working day before the meeting. The Lord Mayor will decide the order speakers are taken subject to advice from Group Leaders. Additional speakers will only be taken by the Lord Mayor should time allow.

Debate on this item shall be:

(a) Proposal by Executive Board member (15 minutes)

(b) Amendments submitted by opposition groups (proposal and debate 30 minutes for each group's amendments: proposers may speak for up to 10 minutes). These amendments must be received by Committee and Member Services by 1.00pm one working day before the meeting. These proposals will be voted on as one amendment for each group.

(c) Individual amendments submitted in writing to the clerk in advance of the meeting or at least 15mins before the start of this item at the meeting, on the form provided (40 minutes in total). Amendments will be taken in the order submitted to the clerk on the form provided and will be taken "as read" by the meeting. A proposer and seconder is required. Should the proposer and seconder agree, amendments can be taken in groups. Any amendments not taken within the time fall.

(d) Debate on the budget presented by the Executive Board, as amended (30mins or the remaining time overall, whichever is the greater).

8. Recorded vote on these proposals.

9. Adjournment for 10 minutes if necessary

10. Setting of the Council Tax for the following year.

11. Recorded vote on these proposals.

12. Any other items for decision which were relate to the business above

13. Items for decision which were not available in time for the previous ordinary meeting, and which must be determined before the next ordinary meeting.

There will be no other business at this meeting except with the agreement of the Lord Mayor, Leader and opposition group leaders: there will be no Part 2 or Part 3 of the ordinary agenda.

The Leader or in his absence his deputy shall indicate before debate which amendments they will accept without a vote.

The Head of Finance shall report on the soundness of the amendments before these are debated.

Amendments shall be presented in writing with financial information and reasons; taken as read without the requirement for the proposer to speak; and taken in order as presented to the Clerk before the start of debate on amendments.

4. City Executive Board

Board Procedures

12.7 Order of business

The order of business will be:

- declarations of interest
- when the chair agrees, questions from the public for up to 15 minutes – these must be about the items for decision at the meeting (excluding the minutes) and the full text of any question must have been given to the Head of Law and Governance by 9.30 a.m. at least one clear working day before the meeting. Questions by the public on individual personal circumstances will not be permitted. No supplementary questions or questioning will be permitted. Questions by the public will be taken as read and, when the chair agrees, be responded to at the meeting either orally or in writing.
- reports from scrutiny committees
- councillor addresses on any item for decision on the board's agenda
- councillor addresses on neighbourhood issues (10 minutes)
- items for decision, including reports from Board members
- items raised by Board members

- minutes of the last meeting.

This procedure can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.

12.9 Forward Plan

All matters on the Board agenda must have appeared on the Forward Plan (see 15.16)

12.11 Councillors speaking on neighbourhood issues

A 10 minute slot will be allowed on each City Executive Board agenda for any member to raise local issues on behalf of communities directly with the Board. Priority will be given to those who have not already attended within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

5. Scrutiny Committee

Scrutiny Committee Procedures

13.2 Membership of scrutiny committees

(a) Members of the scrutiny committee

The scrutiny committee has twelve members. The number of members from each political group will be in proportion to its size.

Members of the scrutiny committee and their substitutes must be councillors. But they cannot be members of the Board.

(b) Conflicts of interest

Members of the scrutiny committee should not, generally, scrutinise decisions they have made but such occurrences will be rare because no member of the Board can be a member of the scrutiny committee.

(c) Substitutes

Members of the committees can send other councillors as substitutes. These will have the powers of an ordinary member of the committee.

Substitutions must be for a whole meeting. A member cannot take over from their substitute or hand over to them part of the way through. There is one exception to this: a member of the a committee may not send a substitute to a committee ~~or a panel established by a committee~~ at which a scrutiny review is being conducted and which will continue to be conducted at a subsequent meeting.

If a member wants to send a substitute, they must tell the Head of Law and Governance before the meeting.

Substitutes cannot appoint substitutes of their own. Substitutes cannot be members of the Board. Substitutes cannot be appointed attend meetings of a panel established by the committee.

13.15 Order of business at scrutiny committee

The order of business will be:

- declarations of interest
- anything that has been called in
- anything else on the agenda
- any Board responses to the committee's reports
- ~~anything else on the agenda~~
- minutes

The chair has the discretion to amend the order of the agenda items.

This order can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.

6. Committee Meetings

Other Committee Procedures

14.6 Meetings of committees

a. Cancelling a meeting

If a committee has nothing to do at one of its fixed meetings, the Head of Law and Governance can cancel it ~~after consulting the chair~~.

14.7 Substitutes

Substitutes are not permitted for the Licensing and Gambling Acts Committee or the General Purposes Licensing Committee.

Only members of the General Purposes Licensing Committee can act as substitutes for the members of its sub-committees.

For other committees, members can send other councillors as substitutes. These will have the powers of an ordinary member of the committee.

Substitutions must be for the whole meeting. A member cannot take over from their substitute or hand over to them part of the way through. There is one exception to this: substitutes at the area planning committees and the planning review committee can attend for just a single item.

Substitutes on Planning Review Committee cannot have been a voting member at the meeting of the Area Committee that determined the application before it was called in the Planning Review Committee.

Substitutes cannot appoint substitutes of their own.

If a member wants to send a substitute, they must tell the Head of Law and Governance before the meeting.

14.10 Disruption by the public

(a) Disruption by an individual

If a member of the public is disrupting the meeting, the chair will warn them that unless they desist they will be asked to leave. If they carry on disrupting the meeting, the chair can halt the meeting until they leave.

(b) Clearing part of the meeting room

If there is a general disturbance in a part of a meeting room open to the public, the chair can have the area cleared.

14.101 Gaps in these procedures

If there is a gap in these procedures, the chair will decide what to do with reference to the Full Council Procedures.

6. Access to Information

Access to Information and Key Decision Procedures

15.3 Public's rights to attend meetings

The public can attend meetings, except when confidential or exempt information is being discussed (see 15.4). The public also have the right to record meetings that are held in public.

15.8 Access to meeting papers before a meeting

The agenda and reports will be available at the town hall at least five clear working days before a meeting subject to copies being made available to members of the decision making body first. If an item or report is added later, it will be made available as soon as it is added.

Copies of the agenda, reports and background papers will be available for public inspection. The agenda, reports and background papers will also be available on the Council's website at least five clear working days before a meeting. Members of the public may register for email alerts of the publication of an agenda and accompanying reports. They may also subscribe annually for paper copies subject to payment of a charge.

7. Taking Instructions from political groups

Code on Councillor-Officer Relations

22.8 Information and Advice

(e) Officer attendance at Group Meetings

The Leader of the Council or Leader of any of the other political groups may ask the Chief Executive or relevant Director to give or arrange a private briefing for the party group on a matter of relevance to the Council.

Any briefings offered to or requested by a party group will be offered to the other party groups.

No Officer of the Council should attend any political group meeting which includes non-Council members.

Decisions are not Council or Executive decisions and party groups do not have any delegated authority to make formally binding decisions. Officers should not take instructions from party groups.

22.9 Councillors' briefings on agenda and reports

(c) Requests for reports

Instructions for reports to come to the Board or Committees can only come from the Leader, the Board, an Executive Board Member in respect of the Board and a Committee or a Committee Chair in respect of Committees. Whilst Executive Board Members ~~will routinely be consulted as part of the process~~ have political responsibility for drawing up proposals for consideration or for the agenda for a forthcoming meeting, it must be recognised that in some situations an Officer will be under a professional duty to submit a report. Similarly, senior officers will always be fully responsible for the contents of any report submitted in his/her name. This means that any such report will be amended only where the amendment reflects the professional judgement of the author of the report. Any issues arising between an Executive Member and a senior officer in this respect should be referred to the Chief Executive for resolution in conjunction with the Leader of the Council.

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To: Council

Date: 13 April 2015

Report of: Head of Human Resources and Facilities

Title of Report: Employment Policies

Summary and Recommendations

Purpose of report: To present for approval one new and two revised employment policies

Policy Framework: Corporate Plan Priority: 'Effective and Efficient Council'

Recommendations: That Council

1) Approve the following policies with immediate effect:

*Policy and Procedure for Managing Allegations against Employees and Volunteers Working with Children and Vulnerable Adults

*Family Leave Policy and Procedure

2) Authorise the Head of Human Resources to amend the policies and procedures from time to time in order to correct any factual or legal errors.

3) Approve the updated annual Pay Policy Statement for publication

Appendices

Appendix 1 - Policy and Procedure for Managing Allegations against Employees and Volunteers Working with Children and Vulnerable Adults

Appendix 2 - Family Leave Policy and Procedure

Appendix 3 – Annual Pay Policy Statement

Appendix 4 - Risk Register

Appendix 5 - Equalities Impact Assessment

Background

- 1. Policy and Procedure for Managing Allegations against Employees and Volunteers Working with Children and Vulnerable Adults:** This is a new Policy and Procedure which has been developed as a result of the Safeguarding Audit which identified the need to ensure staff and volunteers are aware that they have a duty to raise matters of concern and that those who have an allegation raised against them know how it will be managed. The policy is intended to recognise that such allegations need to be dealt with sensitively and that external investigations may be necessary and will usually precede any internal investigation. Employees who are subject to such allegations, which could be made for a number of reasons, are likely to find the situation stressful and upsetting. Where appropriate the Council will endeavour to offer support for employees during the process. However, substantiated allegations will be dealt with as a disciplinary offence.
- 2. Family Leave Policy and Procedure:** This is a revision of existing policies and procedures to reflect the changes introduced by the Children and Families Act 2014. The current Maternity, Adoption and Paternity Policies and Procedures have all been combined into this one document. The new Shared Parental Leave provisions are also included. The changes are summarised below:

Maternity	No changes to Statutory or Nationally Agreed Schemes
Adoption	<ul style="list-style-type: none"> Extended to cover 'Foster to Adopt' and surrogacy arrangements Statutory leave and pay entitlements aligned with Maternity Leave Proposal to extend Nationally Agreed Provision for Maternity Pay to Adoption as a local provision
Paternity	<ul style="list-style-type: none"> No changes to Statutory scheme for ordinary paternity leave and pay Proposal to amend local provision to remove a day's leave for the day of the birth (if a working day) No change to local provision for 3 weeks paid leave Statutory scheme for Additional Paternity Leave abolished and replaced by Shared Parental Leave
Shared Parental Leave	<ul style="list-style-type: none"> This is a new statutory provision which has been incorporated into the Policy and Procedure. It allows both carers to convert remaining Maternity or Adoption leave to Shared Parental Leave so they can share it between them, subject to them both meeting eligibility criteria. It provides flexibility in how the leave can be taken e.g. both carers can take the leave at the same time or they can request discontinuous blocks of leave.

- 3. Annual Pay Policy Statement:** As reported each year, the Council is required under the Localism Act 2011 to prepare, approve and publish a pay policy statement. For the first time this year it includes a calculation for the gender pay gap.

Consultation with Trade Unions

4. All of the policies have been through consultation and negotiation with both trade unions and are agreed subject to ratification by their respective branch committees.

Legal Issues

5. Employment policies form part of the Council's terms and conditions of employment for all employees, requiring employees to adhere to their contents. Managers are required to ensure consistent, fair and equitable application of these policies to meet employment law requirements and good practice.

Financial Issues

6. By having clear and legally compliant policies the risk of any financial compensation is minimised.
7. The Family Leave Policy includes the addition of a locally agreed pay scheme equivalent to the Nationally Agreed Maternity provision. The number of adoption cases is very small so the additional cost is insignificant particularly when compared with the risk of not aligning payments.

Environmental Impact

8. There are no environmental impacts.

Level of Risk

9. These policies will ensure that the Council complies with its legal requirements and the clear guidance to managers and employees will ensure consistency. The absence of the policies would increase the risk of legal action against the Council with associated financial and employee relations implications. A risk register is attached at Appendix 4.

Equalities Impact

10. An initial Equalities Impact Assessment is attached at Appendix 5 indicating there are no adverse impacts

Name and contact details of author:-

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Policy and Procedure for Managing Allegations against Employees and Volunteers Working with Children and Vulnerable Adults

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Policy and Procedure for Managing Allegations against Employees and Volunteers Working with Children and Vulnerable Adults

1. INTRODUCTION

- 1.1. The purpose of this policy is to ensure a consistent and effective response to any formal complaints, expressions of anxiety or other circumstances giving cause for concern about the conduct of Oxford City Council employees, in particular, though not exclusively, where these relate to the abuse of children or vulnerable adults.
- 1.2. Oxford City Council (the Council) aims to respond effectively and sensitively to any such concerns. Allegations against employees can be difficult to deal with and therefore this policy and procedure is intended to assist employees in ensuring they are dealt with effectively and fairly.

2. SCOPE

- 1.1. The principles of this policy and procedure apply to all Council workers including contractors, agency workers, employees and volunteers (collectively referred to as employees.)
- 1.2. The Policy will be applied as far as practical to contractors, agency workers and volunteers, but the application may be adjusted based on their employment status.
- 1.3. Allegations may be made by the child or vulnerable adult themselves or from a number of other sources including colleagues, service users, relatives, carers, professionals or partner organisations.
- 1.4. All employees are expected to be aware of the Council's Safeguarding Children, Young People and Vulnerable Adult Policy. Please refer to the [Keeping People Safe](#) page on the intranet for details of the policy and procedures.

3. PRINCIPLES

- 3.1. The Council recognises that proper procedures and safeguards need to be in place so that allegations of misconduct against employees are dealt with promptly and effectively so that actual misconduct is identified and appropriate sanctions applied, whilst at the same time minimising the risk of unfounded allegations.

4. RESPONSIBILITIES

Executive Director for Community Services

- 4.1. The Executive Director for Community Services is the Council's overall Lead Officer for Safeguarding and therefore has responsibility for ensuring the

effective operation of all safeguarding policies and procedures including this one.

Head of Human Resources

- 4.2. The Head of Human Resources is the Council's lead officer regarding allegations of abuse relating to children or vulnerable adults against employees and is the Council's Local Authority Designated Officer (LADO).

Designated Safeguarding Officers

- 4.3. The following officers also have specific safeguarding responsibilities:-
- The Partnership Development Manager –the primary contact with the Safeguarding Children and Adults Boards and co-ordinator for safeguarding across the Council
 - The Corporate Secretariat Manager – responsible for the co-ordination of information searches and liaising on investigations and Serious Case Reviews
 - The Head of Housing – responsible for providing advice and guidance with regard to vulnerable adults.

Directors and Heads of Service

- 4.4. Directors and Heads of Service are responsible for:
- The effective implementation of this policy within their areas
 - Providing resources for putting this policy into practice within their areas
 - Ensuring that this policy is followed within their areas.

Human Resources Business Partners

- 4.5. Human Resources are responsible for providing support and advice to managers in the implementation of this policy.

Line Managers

- 4.6. Line Managers must familiarise themselves with the provisions of this policy and associated policies and procedures that may be used in dealing with the various consequences of an allegations being made against an employee.

Employees

- 4.7. All employees have right and duty to raise any serious matters of concern that they may have even though this may involve making allegations about the conduct of colleagues. They should therefore raise any such concerns with their line manager, an appropriate alternative senior manager or Head of Service or Human Resources. Employees who are making an allegation against a colleague should be made aware of the [Council's Whistleblowing Policy](#) which is available on the intranet or from Human Resources.
- 4.8. A failure to report an allegation or concern is potentially a disciplinary matter.

- 4.9. Employees are strongly advised to report any incident, involving themselves that could give rise to concern, including the potential for misinterpretation by others.

5. PROCEDURE

Allegation against an Employee

- 5.1. An allegation against an employee may be made by the child or vulnerable adult themselves or from a number of other sources including colleagues, service users, relatives, carers, professionals or partner organisations and may be in person, in writing or by telephone.
- 5.2. The person raising the concern may or may not be willing to be identified, or the allegation may be made anonymously.
- 5.3. An employee receiving the allegation should obtain as much information as possible making a written record of it and must notify the Head of Human Resources (or nominated deputy) immediately regarding the employee against whom the allegation is made. The Head of Human Resources will notify the employee's line manager (i.e. the line manager of the employee against whom the allegation is made) unless it is the line manager making the notification.

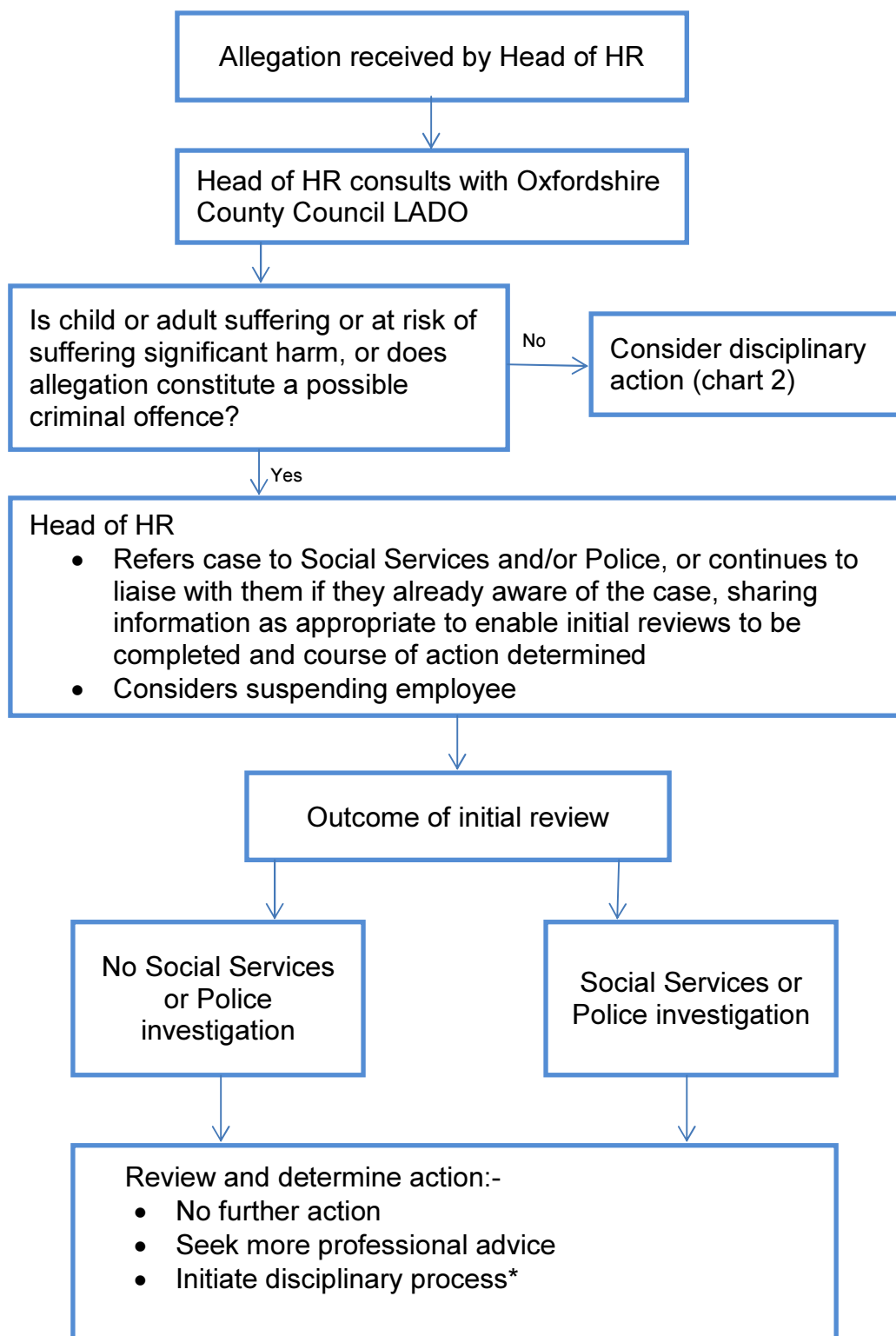
Confidentiality

- 5.4. When an allegation is made it is extremely important that the Council makes every effort to maintain confidentiality and manage appropriate wider communications. Everyone involved in the case must ensure they maintain the strictest confidentiality and comply fully with information sharing protocols.

Initial Action

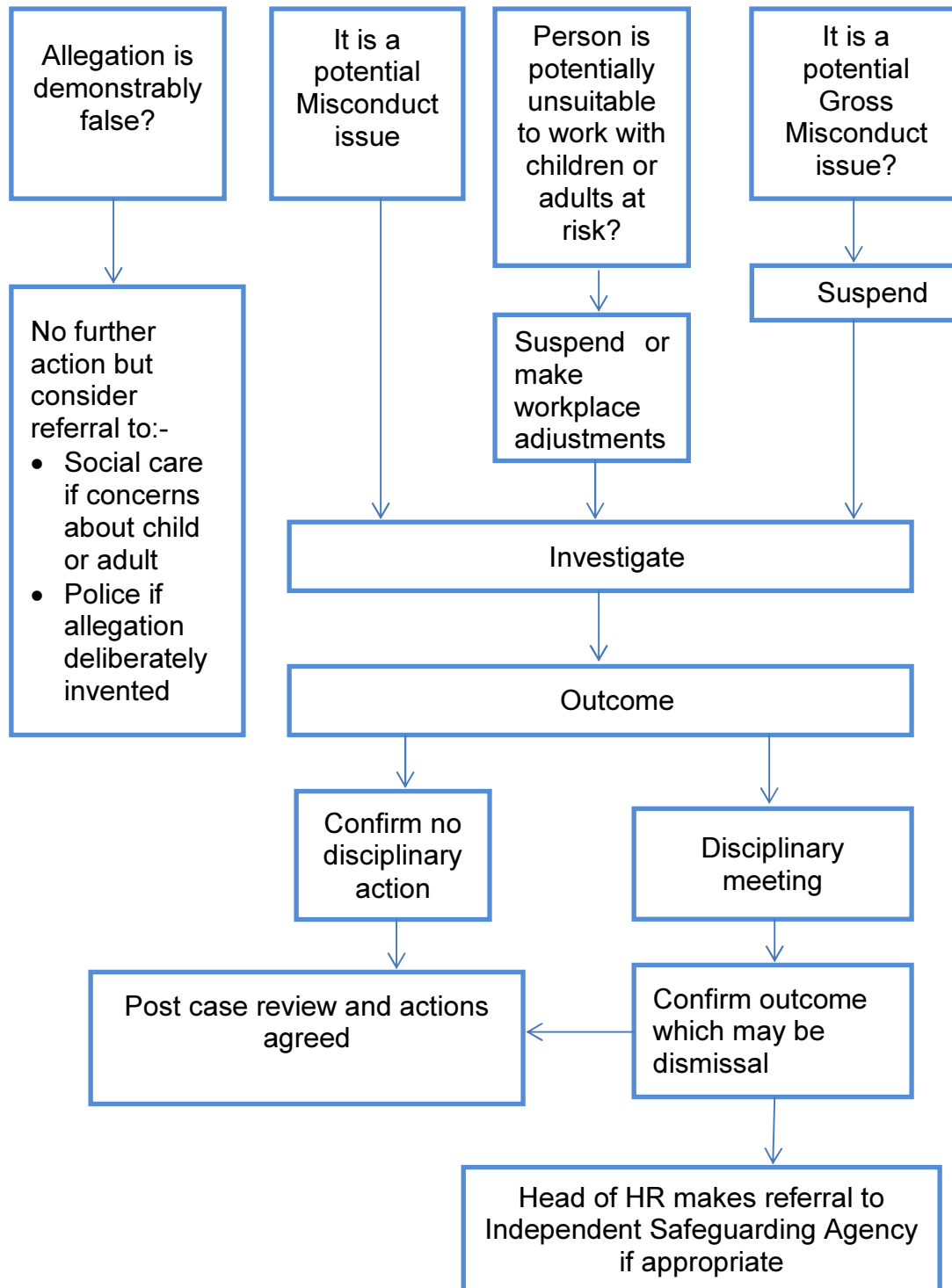
- 5.5. The Head of Human Resources as the Council's LADO (or one of the Designated Safeguarding Officers in the absence of the Head of Human Resources) and determine the most suitable course of action which will be determined by the nature of the allegation.
- 5.6. In all cases the City Council's LADO will consult on a strictly confidential basis with the Executive Director for Community Services and the County Council's LADO to agree a course of action.
- 5.7. The initial consideration will be to determine whether the allegation is so serious that it should immediately be referred to Social Services and/ or the Police as outlined in Chart 1.
- 5.8. Many cases will not warrant referral to Social Services or the Police and the internal process as outlined in Chart 2 below will be instigated as promptly as possible.

Chart 1 – Consider need for referral to Social Services or Police



*Any disciplinary investigation will usually be after any Social Services/Police investigation, although the employee may be suspended. The Council may, however, instigate the disciplinary process earlier if considered appropriate.

Chart 2 – Internal Disciplinary Process



Informing the Employee

- 5.9. The Council will inform employees of concerns and allegations as soon as possible, unless there is an objection by Social Services or the Police.

Supporting the Employee

- 5.10. The Council recognises its duty of care to employees and will act to manage and minimise stress inherent in the process. Employees are advised to contact their Trade Union Representative, if they have one, or a colleague for support. The employee will be offered access to counselling or occupational health.

External Investigations

- 5.11. In cases where an external investigation by Social Services or the Police is necessary these will normally be undertaken and completed before internal action is considered.
- 5.12. All employees should co-operate as far as is reasonably possible with external investigations.
- 5.13. If considered appropriate the internal disciplinary process (which will be conducted and completed as soon as reasonably possible) may run in parallel with external investigations.

Employee in Custody

- 5.14. If an employee against whom an allegation is made is in custody, either on remand or following a sentence, reference should be made to the Council's Policy on the Employment of People with Criminal Records.

Suspension

- 5.15. If suspension is necessary this will be done in accordance with the Council's Disciplinary Policy and Procedure. An employee who is suspended should not conclude that the Council is presuming guilt. Suspension is sometimes a necessary action to protect the employee and/ or the Council. The employee will be given a named contact who will keep them informed of case progress.

Internal Investigation

- 5.16. Internal investigations will be carried out in accordance with Council's [Disciplinary Policy and Procedure](#).

Return to Work after Suspension

- 5.17. Where an employee returns to work after a period of suspension the line manager in conjunction with Human Resources will determine how best to facilitate this to minimise any stress and ensure the employee is supported.

Informing Parents, Carers or Complainants

- 5.18. In cases where Social Services or the Police are involved they will inform and update parents, carers or complainants of case progress as appropriate and advise them of the outcome.
- 5.19. When the Council conducts its own internal review where there is no external review or following an external review the parents, carers or complainants will be informed of the outcome as appropriate. They may be informed of the final outcome of the review but deliberations and details of the process will not normally be disclosed.

Referral to the Independent Safeguarding Authority

- 5.20. The Council has a duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult, if there is a reason to believe the employee has committed one of a number of offences, and who has been removed from working (paid or unpaid) in a regulated activity, or would have been removed had they not left.

Malicious or Unsubstantiated Allegations

- 5.21. If an allegation is determined to be unsubstantiated or malicious the Head of Human Resources will consider referring the matter to Social Services if there may be a child or vulnerable adult in need or to the Police if the allegation was deliberately invented.

Resignations and 'Settlement' Agreements

- 5.22. If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this procedure.
- 5.23. If the criteria are met a referral to the Disclosure and Barring Service must be made.
- 5.24. The Council will not enter into a settlement agreement that prevents it from making a Disclosure and Barring Service referral when the criteria are met as this would likely result in a criminal offence being committed by the Council as it would not be complying with its legal duty to make a referral.
- 5.25. A settlement agreement will not be considered if the employee refuses to co-operate with an investigation or resigns before their notice period expires. Any settlement agreement will not prevent a thorough police investigation where appropriate.

Record Keeping

- 5.26. Details of allegation that are found to be malicious will be removed from personnel records. For all other allegations a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of actions taken and decisions reached will be kept on the employee's personal file and a copy will be provided to them.
- 5.27. This will enable accurate information to be given in response to any future request for a reference, where appropriate and will provide clarification in cases

where future DBS checks reveal information from the Police that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record will be kept until the employee's normal retirement age or 10 years from the date of the allegation if that is longer.

6. RELATIONSHIP WITH OTHER POLICIES AND PROCEDURES

6.1. This policy should be read in conjunction with the following policies as appropriate:

- Safeguarding Policy and associated guidance
- Disciplinary Policy and Procedure
- Employee Code of Conduct
- Whistleblowing Policy
- Dignity at Work Policy and Procedure

7. REVIEW AND MONITORING

- 7.1. At the conclusion of a case Human Resources will review the case to determine whether any improvements can be made to the Council's procedures or practices to help prevent similar events in the future.
- 7.2. The policy will normally be reviewed every three years unless there is a need to review it earlier.
- 7.3. The Head of Human Resources reports any exceptions or issues arising under the policy to the Chief Executive who, as Head of Paid Service, has overall responsibility for employees.

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FAMILY LEAVE POLICY AND PROCEDURE

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1 Policy Statement

The Council is committed to supporting employees covered by this policy not only through its statutory obligations but also as a supportive employer who recognises the importance of family life and its balance with work.

This policy is designed to make employees aware of their statutory rights and responsibilities in relation to maternity, adoption, paternity and shared parental leave. There is also reference to surrogacy.

Managers are required to follow it for consistent and lawful treatment of employees throughout pregnancy, the adoption process, statutory leave periods and return(s) to work.

This Policy does not form part of any employee's contract of employment and we may amend it at any time.

2 Procedure Overviews and Forms

The following procedure overviews are attached as Appendices.

- Maternity Leave – Appendix 1
- Adoption Leave – Appendix 2
- Maternity and Adoption Pay – Appendix 3
- Shared Parental Leave – Appendix 4
- Paternity Leave – Appendix 5

For ease of administration and to enable you to comply with the numerous notification requirements the following forms are available on the intranet or from Human Resources.

- Maternity leave and Pay Application
- Adoption Leave and Pay Application (UK)
- Adoption Leave and Pay Application (Overseas)
- Paternity Leave and Pay (Birth)
- Paternity Leave and Pay (Adoption)
- Notice of Curtailment of Maternity or Adoption Leave
- Notice of Entitlement and Intention to take SPL (Employee is primary carer)
- Notice of Entitlement and Intention to take SPL (Employee is partner of primary carer)
- Variation of Notice of Entitlement and Intention to take SPL
- Notice to Book a Period of SPL
- Variation of Notice to Book a Period of SPL

3 Scope

This policy applies to full-time and part-time employees (regardless of the number of hours worked). It does not apply to agency workers or the self-employed. If you require further guidance, please contact Human Resources (HR).

4 Abbreviations and Definitions

4.1 General

HR	Human Resources
Partner	In instances where partner is used in a reference to eligibility criteria for a type of leave it means a person who lives with the mother or adopter and the child in an enduring family relationship but is not the mother or adopter's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

4.2 Maternity

AML	Additional Maternity Leave
CML	Compulsory Maternity Leave
EDC	Expected date of childbirth (the day the baby is due)
EWC	Expected week of childbirth (the week, beginning with midnight between Saturday and Sunday, in which it is expected that the baby will be born)
MATB1	Maternity certificate issued by a doctor or midwife showing the date on which the baby is expected
OML	Ordinary maternity leave
OMP	Occupational maternity pay
SMP	Statutory maternity pay
Qualifying Week	The 15th week, starting on Sunday, before the EWC

4.3 Adoption

OAL	Ordinary Adoption Leave
AAL	Additional Adoption Leave
Qualifying Week	The week, starting on a Sunday, in which you are notified in writing by an adoption agency of having been matched with a child
Expected Placement Date	The date on which an adoption agency expects that it will place a child into your care with a view to adoption.

4.4 Shared Parental Leave

SPL	Shared Parental Leave
ShPP	Shared Parental Pay
SPLIT days	Shared Parental Leave Keeping in Touch days
Carer	Either eligible person ie primary carer or partner
Primary Carer	The person eligible for maternity or adoption leave
Partner	The person who is eligible to SPL as partner of primary carer
Adopter	The person eligible for adoption leave

5 Implementation

Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

The Head of Human Resources has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

The legislation and requirements of the various types of leave is complicated. You are encouraged to discuss any queries or concerns with your manager or Human Resources.

Shared parental leave is particularly complex as it affects **both** carers and both of their respective employers. It is intended to provide greater flexibility to new parents but at the same time includes some protections for employers. As an employer we wish to support employees who make requests for shared parental leave and prefer to agree a mutually acceptable arrangement without relying on the default positions wherever possible. There is a much greater likelihood that both your and the Council's needs can be met if there are early and open discussions about plans and intentions. You are therefore strongly encouraged to start discussions about your plans, even if they are tentative, as soon as possible.

6 Surrogacy

Surrogate parents who have or intend to apply to the courts for a Parental Care Order are entitled to Adoption Leave and Paternity Leave. You should therefore refer to these sections of the policy and procedure. Parts of the procedure may however need to be adjusted because the date on which you wish to start your leave will depend on the date of the child's birth, whereas in adoption situations it is known in advance.

You should therefore inform Human Resources of your surrogacy plans as early as possible so that we can advise and ensure that you provide the appropriate notifications and declarations.

7 Maternity and Adoption Leave

7.1 Informing your Line Manager

You are encouraged to tell your line manager of your pregnancy or adoption plans as early as possible so leave for appointments or meetings can be authorised and in the case of maternity so that any health and safety risks can be assessed.

Your line manager should ask you whether you wish the fact you are pregnant or seeking to adopt to be kept confidential for as long as possible and act accordingly.

7.2 Before Taking Leave

7.2.1 Time Off For Appointments

7.2.1.1 Ante-natal Care

If you are pregnant you may take reasonable paid time off during working hours for ante-natal care. This may include appointments with a GP or midwife, hospital appointments for scans and tests, or relaxation and parent craft classes providing they are on the advice of a registered medical practitioner, midwife or health visitor. Your manager can request confirmation that you are pregnant (if not already provided) and a copy of the appointment card.

You should give us as much notice as possible of the appointment. We appreciate that you may not always have much choice in the time of appointments but in order to minimise disruption within the work section, you are asked to try to arrange appointments outside of working time or as close to the start or end of the working day as possible.

If you choose to be accompanied by someone who has a qualifying relationship with you they may also be entitled to unpaid time off to accompany you to up to two appointments. See following paragraph for more details.

7.2.1.2 Accompanying Ante-natal Care Appointments

If eligible you are entitled to reasonable unpaid time off to accompany the expectant mother to up to two ante-natal appointments.

You must have a qualifying relationship with the expectant mother or expected child as below:-

- You:
 - are the husband, civil partner or partner (including same sex relationships) of the expectant mother,
 - are the biological father of the expected child, or
 - have or intend to apply for a Parental Order to the courts in a surrogacy situation.

Your manager may request a written declaration stating:-

- that there is a qualifying relationship with the expectant mother or her expected child,
- the purpose of taking time off is to accompany the woman to an ante-natal appointment,
- the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse, and
- the date and time of the appointment.

You should agree the time off with your line manager and submit an application for the unpaid leave on iTrent for formal authorisation and adjustment to pay.

7.2.1.3 Adoption Meetings

Adopters who have been notified of a match and are entitled to Adoption Leave are entitled to paid time off to attend up to five appointments which are arranged by the adoption agency for the purposes of arranging the adoption or meeting with the child to be adopted.

Your line manager may request that you provide documentation confirming the date and time of the appointment and that it has been arranged by the adoption agency.

You may also be required to provide a declaration that you have exercised your right to paid time off.

You should give us as much notice of the meeting as possible. In order to minimise disruption within the work section, you are asked to try and arrange appointments as close to the start or end of the working day, as possible.

It is not expected that you will require more than half a day to attend the meeting. The statutory maximum amount of paid time off is six and a half hours. If you require more than this you should explain the reasons to your line manager and agree appropriate arrangements for the additional time such as taking flex time or unpaid absence.

Eligible partners are entitled to unpaid time off to attend up to two appointments. See following paragraph for more details.

7.2.1.4 Adoption Meetings – Partner of Primary Adopter

Eligible employees are entitled to reasonable unpaid time off to accompany the primary adopter to attend up to two appointments which are arranged by the adoption agency for the purposes of arranging the adoption or meeting with the child to be adopted.

You must have a qualifying relationship with the primary adopter as below:-

- You are:
 - a joint adopter, or
 - the spouse, civil partner or partner (including same sex relationships) of an individual who has adopted a child.

Your manager may request that you provide documentation confirming the date and time of the appointment and that it has been arranged by the adoption agency and a signed declaration confirming that you have elected to take unpaid leave.

You should agree the time off with your line manager and submit an application for the unpaid leave on iTrent for formal authorisation and adjustment to pay.

7.2.2 Health and Safety (Maternity Only)

The Council has a general duty to take care of the health and safety of all employees. It is also required to carry out a risk assessment to assess the workplace

risks to women who are pregnant, have given birth within the last six months or are still breastfeeding.

We will provide you with information as to any risks identified in the risk assessment, and any preventative and protective measures that have been or will be taken. If we consider that, as a new or expectant mother, you would be exposed to health hazards in carrying out your normal work we will take such steps as are necessary (for as long as they are necessary) to avoid those risks.

This may involve:

- changing your working conditions or hours of work;
- offering you suitable alternative work on terms and conditions that are the same or not substantially less favourable; or
- suspending you from duties, which will be on full pay unless you have unreasonably refused suitable alternative work.

For help and advice relating to health and safety and risk assessments, please contact the Human Resources or Occupational Health (details available on the intranet.)

7.2.3 Sickness

Periods of pregnancy-related sickness absence are paid in accordance with the Attendance Management Policy and Sickness Pay Benefits & Provisions Guide in the same manner as any other sickness absence.

Periods of pregnancy-related sickness absence from the start of your pregnancy until the end of your maternity leave will be recorded separately from other sickness records and will be disregarded in any future employment-related decisions.

If you are absent for a pregnancy-related reason during the four weeks before your EWC, your maternity leave will usually start automatically (see paragraph on 'Notification and Start of Maternity Leave'.)

7.2.4 Making Arrangements for Contact during Leave

Before your leave starts your manager will discuss arrangements for keeping in contact during your leave. You should ensure that you continue to receive your payslips and agree arrangements for communicating significant workplace developments, training opportunities, internal news and any other appropriate work-related information. Employees may be sent council communications. We may make reasonable contact with you from time to time during your leave.

7.3 Entitlement to Maternity and Adoption Leave

Maternity and adoption leave is a total of 52 weeks and is divided into:

- Ordinary maternity or adoption leave (OML or OAL) of 26 weeks
- Additional maternity or adoption leave (AML or AAL) of a further 26 weeks immediately following OML or OAL.

All pregnant employees are entitled to maternity leave.

Adoption leave is available in the following situations:

- adoption through a UK adoption agency
- approved adopters looking after a child as part of a local authority 'fostering to adopt' arrangement
- adoption through an overseas adoption agency
- Surrogate parents who have made or intend to make a parental order application to the courts

Adoption leave is not available if there is no agency involved, for example, if you are formally adopting a stepchild or other relative.

You are entitled to adoption leave if you meet all the following conditions:

- An adoption agency has given you written notice that it has matched you with a child for adoption and tells you the **Expected Placement Date**.
- You have notified the agency that you agree to the child being placed with you on the **Expected Placement Date**.
- In the case of surrogacy you have or intend to apply to the courts for a Parental Care Order and you provide the appropriate declarations to confirm your eligibility.
- Your spouse or partner will not be taking adoption leave with their employer.

7.3.1 Notification and Start of Maternity Leave

Before the end of the 15th week before the date the baby is due (EWC) or as soon as reasonably practical afterwards, you must tell the Council:

- That you are pregnant
- Your EWC date
- When you intend your maternity leave to commence (**Intended Start Date**) which must be no earlier than the start of the 11th week before the EWC.

You must provide a certificate from a doctor or midwife (usually form MATB1) confirming the date the baby is due, which is normally issued after the 20th week of pregnancy. You should complete a Maternity Leave and Pay Application Form, which you should discuss with your line manager, then provide to HR. HR must have the forms by the end of the 15th week before the EWC. HR will then write to you within 28 days of receiving your completed application form to confirm the date of return to work if you take your full entitlement to maternity leave (**Expected Return Date**.)

Maternity leave will start on the earlier of:

- Your **Intended Start Date** (if notified to us in accordance with this policy); or the day after any day on which you are absent for a pregnancy-related reason during the four weeks before the EWC; or the day after you give birth.

- If you give birth before your maternity leave was due to start, you must let us know the date of the birth in writing as soon as possible. The law prohibits you from working during the two weeks following childbirth.

7.3.2 Notification and Start of Adoption Leave

7.3.2.1 UK Adoptions

You must give the Council notice in writing of:

- the **Expected Placement Date**; and
- your intended start date for adoption leave (Intended Start Date).

This notice should be given not more than seven days after the agency notified you in writing that it has matched you with a child or as soon as reasonably practical.

At least 28 days before your Intended Start Date (or, if this is not possible, as soon as you can), you must also provide us with:

- A Matching Certificate from the adoption agency confirming:
 - the agency's name and address;
 - the name and date of birth of the child;
 - the date you were notified of the match; and
 - the Expected Placement Date.
- Written confirmation that you intend to take statutory adoption pay and not statutory paternity pay.

OAL may start on a predetermined date no more than 14 days before the **Expected Placement Date**, or on the date of placement itself, but no later.

You must notify us of your **Intended Start Date**. We will then write to you within 28 days to inform you of the date we will expect you to return to work if you take your full entitlement to adoption leave (**Expected Return Date**).

7.3.2.2 Overseas Adoptions

If you are adopting a child from overseas, the following will apply:

- You must have received notification that the adoption has been approved by the relevant UK authority (**Official Notification**).
- You must give the Council notice in writing of:
 - your intention to take adoption leave;
 - the date you received **Official Notification**; and
 - the date the child is expected to arrive in Great Britain.

This notice should be given as early as possible but in any case within 28 days of receiving **Official Notification** (or, if you have less than 26 weeks' employment with us at the date of Official Notification, within 30 weeks of starting employment).

You must also give us at least 28 days' notice in writing of **your Intended Start Date**. This can be the date the child arrives in Great Britain or a predetermined date no more than 28 days after the child's arrival in Great Britain.

You must also notify us of the date the child arrives in Great Britain within 28 days of that date.

We may also ask for a copy of the **Official Notification** and evidence of the date the child arrived in Great Britain.

7.3.3 Changing your Maternity or Adoption Leave Intended Start Date

You can postpone your **Intended Start Date** by informing us in writing at least 28 days before the original date or, if that is not possible, as soon as you can.

You can bring forward your **Intended Start Date** by informing us in writing at least 28 days before the new start date or, if that is not possible, as soon as you can.

7.4 Maternity and Adoption Pay

7.4.1 Statutory Maternity and Adoption Pay

Statutory Maternity Pay (SMP) or Adoption Pay (SAP) is payable for up to 39 weeks. SMP/SAP will stop being payable if you return to work sooner (except where you are simply keeping in touch in accordance with paragraph on Keeping in Touch days during leave), if the adoption placement is disrupted or from the effective date of a Maternity or Adoption Leave Curtailment Notice.

You are entitled to SMP/SAP if:

- you have been continuously employed for at least 26 weeks at the end of the **Qualifying Week** and are still employed by us during that week;
- your average weekly earnings during the eight weeks ending with the qualifying week (the **Relevant Period**) are not less than the lower earnings limit set by the government;
- you have provided the appropriate notifications and certificates; and
- in the case of maternity you are still pregnant 11 weeks before the start of the EWC or have already given birth.

SMP/SAP is calculated as follows:

- first six weeks: SMP/SAP is paid at the earnings-related rate of 90% of your average weekly earnings calculated over the **Relevant Period**;
- remaining 33 weeks: SMP/SAP is paid at the prescribed rate which is set by the government for the relevant tax year, or the earnings-related rate if this is lower.

SMP/SAP accrues from the day on which you commence your OML/OAL and thereafter at the end of each complete week of absence. SMP/SAP payments will be made on the next normal payroll date and income tax, National Insurance and pension contributions will be deducted as appropriate.

If you leave employment for any reason (for example, if you resign or are made redundant) you will still be entitled to SMP or SAP in the following circumstances.

- In maternity cases if you leave after the start of the **Qualifying Week** and your maternity leave has not already begun, SMP will start in whichever is the later of:
 - the week following the week in which employment ends; or
 - the eleventh week before the EWC.
- In adoption cases if when you leave you have already been notified by an agency that you have been matched with a child. SAP will start in whichever is the later of:
 - 14 days before the **Expected Placement Date**; or
 - the day after your employment ends.

7.4.2 Occupational Maternity and Adoption Pay

If you are eligible you will be paid Occupational Maternity or Adoption Pay. This is under the nationally agreed provision for maternity pay or the locally agreed provision for adoption pay which mirrors the nationally agreed maternity provision.

If you have at least 1 years' continuous Local Government service at the start of 11th week before the EWC or at the start of the 11th week before the start date of your adoption leave you will qualify for occupational maternity or adoption pay as below:

Weeks 1 - 6	90% of contractual pay
Weeks 7 –18	Half of contractual pay providing this figure, when added to any SMP/SAP/MA, does not exceed full pay

7.4.3 Combined Statutory and Occupational Maternity Pay

If you:

- Have 26 weeks' continuous service with Oxford City Council at the end of the **Qualifying Week**
- Have one years' continuous Local Government Service as at the 11th week before the EWC or the start date of adoption leave; *and*
- Normally earn more than the lower earnings limit (LEL) for National Insurance Contributions.

You will receive enhanced benefits as follows:

Weeks 1 - 6	90% of average pay (SMP/SAP rules) or 90% of contractual pay if greater
Weeks 7 -18	SMP/SAP is paid at whichever is the lower of the earnings-related rate or the weekly rate, plus ½ of contractual pay, providing the total of the two payments does not exceed full pay
Weeks 19 – 39	SMP/SAP is paid at whichever is the lower of the earnings-related rate or the weekly rate

7.4.4 Effect of Pay Increases

If you become eligible for a pay rise before the end of your maternity or adoption leave, you will be treated for SMP/SAP purposes as if the pay rise had applied throughout the Relevant Period. This means that your SMP/SAP will be recalculated and increased retrospectively, or that you may qualify for SMP/SAP if you did not previously qualify. We will pay you a lump sum to make up the difference between any SMP/SAP already paid and the amount payable by virtue of the pay rise. Any future SMP/SAP payments at the Earnings-Related Rate (if any) will also be increased as necessary.

7.4.5 Paying Back Occupational Maternity or Adoption Pay

If you do not return to work or return for less than 3 calendar months after receiving 12 weeks' of half pay, this amount, or a proportion of it for the period not worked, will have to be paid back to Oxford City Council.

You will be issued as a sundry account and the Council's normal rules of debt recovery will apply. If the maternity or adoption leave period falls within the same financial year as the debt recovery then some relief of Tax and National Insurance Contributions will apply. If it falls outside the financial year then repayment on the gross amount will apply. For further information, please contact the Payroll Team.

7.4.6 Maternity or Adoption Allowance

If, at the 15th week before the EWC, you have

- less than 26 weeks' service with Oxford City Council or;
- have more than 26 weeks' continuous service, but normally earn less than the Lower Earnings Level (LEL) for National Insurance Contributions, you will not receive SMP/SAP from the Council.

Instead you should request form SMP/SAP 11 from the Payroll team to claim Maternity/Adoption Allowance or other benefits direct from the Government.

7.4.7 Other State Benefits

You must advise the Payroll team if you are currently receiving benefits, so that any occupational maternity/adoption pay can be calculated correctly.

7.5 Returning to Work

7.5.1 Expected Return Date

Once you have notified us in writing of your **Intended Start Date**, we will send you a letter within 28 days to inform you of your **Expected Return Date**. We will expect you back at work on your **Expected Return Date** unless you tell us otherwise. It will help us if, during your leave, you are able to confirm that you will be returning to work as expected.

If your start date changes we will write to you within 28 days of the start of maternity or adoption leave with a revised **Expected Return Date**.

7.5.2 Returning Early

If you wish to return to work earlier than the Expected Return Date, you must give us eight weeks' prior notice. It is helpful if you give this notice in writing. If not enough notice is given, we may postpone your return date until eight weeks after you gave notice, or to the Expected Return Date if sooner. You do not have any contractual right to pay if you return to work before the postponed date notified to you.

7.5.3 Returning Late

If you wish to return later than the **Expected Return Date**, you should either:

- request unpaid parental leave [in accordance with our Parental Leave Policy], giving us as much notice as possible but not less than 21 days; or
- request paid annual leave in accordance with your contract, which will be at our discretion (see paragraph on Annual Leave.)

If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our Attendance Management Policy will apply.

In any other case, late return will be treated as unauthorised absence.

7.5.4 Deciding Not to Return

If you do not intend to return to work, or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should give notice of resignation in accordance with your contract. The amount of maternity or adoption leave left to run when you give notice must be at least equal to your contractual notice period, otherwise we may require you to return to work for the remainder of the notice period.

Once you have given notice that you will not be returning to work, you cannot change your mind without our agreement. This does not affect your right to receive SMP/SAP.

7.6 Miscarriage and Stillbirth

If you suffer a miscarriage (up to the end of the 24th week of pregnancy), you will be paid sick pay in accordance with the provisions of the scheme. Oxford City Council sickness pay rules will apply.

Where a stillbirth occurs (from the beginning of the 25th week of pregnancy), OMP / SMP is normally payable (subject to service qualification). You qualify for maternity leave as if a live birth had occurred.

8 Shared Parental Leave

8.1 Entitlement to Shared Parental Leave

To be eligible for SPL you must be:

- The child's mother, primary adopter or parental order parent in surrogacy:
- The biological father of the child: or
- The mother's husband, civil partner or partner (including same sex relationships), or the person who is married to, or is the civil partner or partner (including same sex relationships) of the primary adopter: and
- Have 26 weeks continuous service with Oxford City Council the end of the **Relevant Week** which is:-
 - 15 weeks before the expected week of childbirth; or
 - the week of being notified of being matched with an adoptive child:
- Be taking leave for the purpose of caring for the child.
- Have remained in continuous employment up to the week before any shared parental leave is taken.

8.2 Entitlement to Shared Parental Pay

Primary Carer

In addition to fulfilling the SPL eligibility criteria to be entitled to ShPP the primary carer must:

- a) Have average weekly earnings the eight weeks ending with the **Relevant Week** of not less than the lower earnings threshold for that week.
- b) Intend to care for the child during each week in which ShPP is paid
- c) Be entitled to SMP or SAP and have reduced their maternity or adoption pay period
- d) Be absent from work on SPL during each week in which ShPP is paid to them (apart from in those situations where it is permissible to work e.g. SPLIT days)

For the primary carer to qualify the partner must satisfy the employment and earnings test and at the time of the child's birth or adoption have the main responsibility (apart from the primary carer) for caring for the child.

Partner

In addition to meeting a, b and d above for the partner to be entitled to ShPP the primary carer must be entitled to statutory maternity or adoption leave, statutory maternity or adoption pay or maternity allowance, but they must have curtailed their entitlement or returned to work.

Primary Carer and Partner

Both must satisfy the employment and earnings test and at the time of the child's birth or adoption have the main responsibility for caring for the child.

To satisfy the employment and earnings test, the person must have been employed or self-employed for any part of at least 26 weeks of the 66 weeks immediately before the expected week of childbirth or the week the adopter was notified of being matched (known as the Matching Week) and have average weekly earnings in any

13 of those 66 weeks of at least £30 and have paid class 1 or 2 national insurance contributions in those weeks (or hold an exemption certificate).

8.3 Timing and Length of Shared Parental Leave

SPL is a maximum of 52 weeks leave which can be shared by eligible primary carers and partners for the purpose of caring for a child within the first year of the child's life or in the year the child is placed for adoption.

The actual amount of leave that can be taken as SPL is 52 weeks less the number of weeks maternity or adoption leave that has already been or will be taken.

Mothers must take two weeks compulsory maternity leave following childbirth. The main adopter must also take at least two weeks' adoption leave before it can be curtailed. The maximum amount of leave that can be shared is therefore 50 weeks.

The leave must be taken in complete weeks either in one continuous block or in multiples of complete weeks. The minimum SPL that can be taken is one week.

The leave can be taken at the same time as the partner.

8.4 Shared Parental Pay

The total number of weeks SPL payable is 39 weeks less any weeks that maternity or adoption pay has already been paid. As the mother or primary adopter must have a minimum of two weeks compulsory maternity or adoption leave the maximum number of weeks paid SPL that can be shared is 37 weeks.

SPL is paid at the prescribed rate which is set by the government for the relevant tax year, or the earnings-related rate if this is lower.

SPL accrues from the day on which you commence your SPL and thereafter at the end of each complete week of absence. SPL payments will be made on the next normal payroll date and income tax, National Insurance and pension contributions will be deducted as appropriate.

8.5 Notification

Both carers must give the appropriate notifications to qualify to SPL and ShPP.

The process of applying for SPL and ShPP is in three stages:-

- Curtailment of Maternity or Adoption leave by the primary carer
- Notice of Entitlement and Intention to take SPL
- Notice to book a period of SPL

These stages are explained below.

8.5.1 Curtailment of Maternity or Adoption Leave and Pay

The primary carer must give notice of curtailment of maternity or adoption leave and pay. All leave and pay after the effective date of curtailment becomes SPL and ShPP.

Maternity or adoption leave can be curtailed in one of two ways:-

- By giving notice to return to work early.
- By giving a leave Curtailment Notice which will bring forward the date that the ordinary or additional maternity or adoption leave will end at a future point. At least 8 weeks' notice must be given.

In both cases the notice must be in writing. The written notice must be sent to your line manager with a copy to HR.

Where there is an entitlement to statutory maternity pay, maternity allowance or statutory adoption pay 8 weeks' written notice to curtail pay must also be provided.

A Curtailment Notice Form is available to provide notice to curtail both leave and pay.

8.5.1.1 Revoking a Leave Curtailment Notice

The curtailment of maternity or adoption leave may be revoked in the following situations:-

- It is discovered in the 8 weeks following the notice that neither carer is entitled to SPL or SHPP.
- The mother gave her leave curtailment notice before the birth of the child revokes her maternity leave curtailment notice within 6 weeks following the birth, or
- The partner dies.

Any revocation of a leave curtailment notice must be given in writing to your line manager with a copy to HR.

8.5.2 Notice of Entitlement and Intention to take SPL

Both carers must provide the relevant notice of their intention to take SPL which includes a declaration that they satisfy the eligibility criteria. They must also provide a declaration to their respective partner's employer.

This notice includes a non-binding indication of when the SPL will be taken.

Forms are available for employees to complete which will satisfy all of the notice requirements. This form can be completed at the same time as the Curtailment Notice form or at a later date but it cannot be later than 8 weeks before the date of the first period of SPL. Both forms must be sent to your line manager with a copy to HR.

8.5.2.1 Request for Further Evidence

The Council may, within 14 days of receiving the notice of entitlement, request

- the name and address of the other carer's employer
- a copy of the child's birth certificate, or in the case of adoption
- documents from the adoption agency confirming the name and address of the adoption agency, the date the primary adopter was notified of being matched and the date the agency expect to place the child.

8.5.3 Notice to Book a Period of Leave

Carers must submit a written notice setting out the start and end dates of each period of SPL they wish to request under that notice. The notice must be provided at least 8 weeks before the first period of leave they wish to take under that notice. The Notice must be sent to your line manager with a copy to HR.

If the notice is for one continuous period of SPL the Council must agree it.

If the request is for more than a one period of SPL there will be a two week discussion period, beginning with the date the Council received the notice, during which the Council may:-

- Agree to the request;
- Propose alternative dates: or
- Decline the request.

If agreement cannot be reached during the two weeks the employee can take the total amount of leave requested in the notice as one continuous period of leave. The employee has five days from the end of this two week period to specify a date from which they will take the continuous period of leave. This date must be after the 8 week required period of notice from the date the notice was originally received by the Council. If the employee does not choose a date then the leave will commence on the start date of the first period of leave that the employee originally applied for.

Your line manager will acknowledge or confirm the dates of your shared parental leave as appropriate and will provide a copy of the letter to HR.

Carers may withdraw a notice of a discontinuous period of leave within 15 days of giving the notice unless agreement has already been reached during this time.

8.5.4 Variation to Period of Leave Notice

Carers can change their notified SPL arrangements by giving notice to vary the agreed leave. This may be to end a period of leave earlier or later, to aggregate a number of discontinuous periods into a single period or vice versa. At least 8 weeks' notice must be provided before the date varied and any new date.

Each carer may make up to three notices to book or vary previously agreed periods of SPL and three withdrawal notices may be submitted. Any periods of leave that have been declined do not count towards these totals. All notices must be given to

your line manager with a copy to HR. Acknowledgement letters will be sent by your line manager with a copy to HR.

8.6 Baby Born Early

If the baby is born before the beginning of the week in which it was due different notification requirements apply for SPL/ShPP in the 8 weeks following the expected week of birth.

Where Notice of Entitlement and Notice to Book Leave has been given to start with 8 weeks of the child's expected week of birth and the child is born early the primary carer or partner may take the leave they have 'booked' after the actual birth by giving Notice to Vary the SPL/ShPP as soon as reasonably practicable following the birth.

Where the carer has given 'Notice of Entitlement' to SPL and the baby is born more than 8 weeks before the expected week of birth the carer can book a period of leave to start within 8 weeks of the actual birth if they give notice as soon as reasonably practicable after the birth. If 'Notice of Entitlement' had not been given then the requirement to give 8 weeks' notice before the start of a period of leave is to be treated as being satisfied if the notice is given as soon as reasonably practicable after the birth. Similarly the requirement to give 8 weeks' notice to 'book' a period of leave is treated as being satisfied if the period of leave starts within 8 weeks.

8.7 More than One Job

If the primary carer has more than one job they must curtail their leave in all jobs to be entitled to SPL.

9 Leave

9.1 Annual Leave

During OML/AML/SPL and AML/AAL/SPL annual leave will accrue at the rate provided under your contract. i.e. the hours the you were working prior to the start of the leave. If you return on different hours then leave will be based on these hours from the point of return.

If a period of maternity or adoption leave spans more than one annual leave year, then leave can be carried over within the normal arrangements for the carry-over of leave. Additional leave may be carried over provided that the leave is taken prior to the employee actually returning to work. You must discuss and agree the arrangements with your manager.

9.2 Other Leave Entitlements

Employees have rights to unpaid parental leave and unpaid time off for dependants. Please see the relevant Council policy documents (available on the Intranet or from HR).

10 Keeping in Touch Days during Leave

Your manager should discuss arrangements for keeping in contact with you during the leave period before your leave starts. Your manager should ensure that you will receive your e-payslips and agree arrangements with you for communicating significant workplace developments and training opportunities. You may be sent council communications. We may make reasonable contact with you from time to time during your leave.

You may work (including attending training) for up to ten days during maternity or adoption leave without bringing your maternity or adoption leave or SMP/SAP to an end. The arrangements must be agreed with your line manager. In the case of Shared Parental Leave Keeping in Touch days (SPLIT) you may work for up to 20 days each.

Pay will be made up to full pay for the hours worked. If you are in receipt of payments that are equal to full pay at the time of working a KIT/SPLIT day you will not receive any additional pay. Conversely if you are in receipt of no pay at the time of working will receive full pay for the hours worked. Each day that you work will count as a one of your KIT/SPLIT days even if you only work for part of it.

You are not obliged to undertake any such work during maternity, adoption or shared parental leave, nor is the Council obliged to provide any work. In any case, you must not work in the two weeks following birth or the first two weeks following adoption.

Shortly before you are due to return to work, we may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This may cover:

- updating you on any changes that have occurred during your absence;
- any training needs you might have; and
- any changes to working arrangements (e.g. if you have made a request to work part-time.)

11 General (Maternity, Adoption and Shared Parental Leave)

11.1 Terms and Conditions during Leave

All the terms and conditions of your employment remain in force during OML/OAL/SPL and AML/AAL/SPL, except for the terms relating to pay. In particular:

- benefits in kind [such as slice card benefit] will continue;
- annual leave entitlement under your contract will continue to accrue (see Annual Leave paragraph); and
- Pension benefits will continue (see Pensions paragraph).

11.2 Your Rights when you Return

When you return to work if the total statutory leave (i.e. maternity, adoption or shared parental leave) in relation to that child is 26 weeks or less you are entitled to return to the same job you had before taking leave.

If you have taken more than this you are entitled to return to your previous job, or where this is not reasonably practicable for the Council, to another suitable job.

It is possible that if you take your full entitlement to maternity or adoption leave of 52 weeks you may become pregnant or seek to make an adoption whilst on leave and become entitled to another, consecutive period of leave without returning to work. If you take two consecutive periods of leave, which include one or more periods of AML/AAL, you are entitled to return to your original job or, if this is not reasonably practicable, to another suitable, alternative post.

11.3 Flexible Working

We will deal with any requests for changes to working patterns such as working part time on a case-by-case basis. There is no absolute right to insist on working part time, but you do have a statutory right to request flexible working and we will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of our business. It is helpful if requests are made as early as possible. The procedure for making and dealing with such requests is set out in our Flexible Working Policy.

11.4 Childcare Vouchers

You are entitled to continue to receive contractual benefits (except pay) during OML/OAL/SPL and AML/AAL/SPL.

Currently Childcare Vouchers are deemed to be a non-cash benefit (i.e. not pay) and therefore entitlement to them continues during OML/OAL/SPL and AML/AAL/SPL. You must be a member of the Childcare Voucher Scheme before starting maternity, adoption or shared parental leave for this to apply. This is explained in more detail in the Guidance on the Childcare Voucher Scheme.

11.5 Benefits Deducted from Pay

Where you are in receipt of employee benefits which are deducted monthly from your pay (e.g. season ticket loans, cycle scheme, gym membership) deductions will continue when you are in receipt of sufficient pay. If you have a period of insufficient or no pay the deductions will continue to accrue and will be taken from pay upon your return to work. If you do not return to work they will be deducted from your final pay or if this is insufficient you will be invoiced.

11.6 Pension Contributions

During OML/AAL/SPL when you receive reduced pay your pensionable pay during the period will be determined by calculating an assumed pensionable pay amount for the period in accordance with the Local Government Pension Scheme Regulations. The Payroll Team will write to confirm the amount of pensionable pay used and how this was calculated. This will not change your contribution banding, but the amount paid will be based on the reduced rate of pay.

During unpaid OML/OAL/SPL and/or AML/AAL/SPL you will not pay pension contributions. You can choose to make up the lost pension by electing to enter into a

Shared Cost Additional Contribution Arrangement within 30 days of your return from maternity or adoption leave. The Payroll Team will advise you of the arrangements for making this election.

If you work any KIT/SPLIT days during your leave you will be paid full pay for the hours worked (you must submit a claim for payment) and your pensionable pay and contributions will be based on the full pay. If the days are worked during a period of reduced or no pay then assumed pensionable pay will continue to apply for the period after the KIT/SPLIT days.

11.7 Redundancy during Leave

In the event that your post is affected by a redundancy situation occurring during your maternity, adoption or shared parental leave, we will write to inform you of any proposals and will invite you to a meeting before any final decision is reached as to your continued employment. Employees on maternity, adoption or shared parental leave will be given first refusal on any suitable alternative vacancies that are appropriate to their skills, in accordance with the Organisational Change Policy.

12 Paternity Leave

12.1 Length of Paternity Leave and Pay

The Council has locally agreed provision which provides for a maximum of three weeks paternity leave on full pay provided you meet the eligibility criteria for statutory paternity leave.

Any statutory paternity pay to which you are entitled will be paid to you and offset against your pay.

12.2 Timing of Paternity Leave

Paternity leave must be taken in one block or multiples of complete weeks.

It can be taken from the date of the child's birth or adoption placement, but must end:

- In birth cases, within 56 days of the child's birth;
- In adoption cases, within 56 days of the child's placement.

Paternity leave must be taken before shared parental leave.

12.3 Entitlement to Paternity Leave

You are entitled to Paternity Leave if you meet all the following conditions:

- You have been continuously employed by the Council for at least 26 weeks by:
 - in birth cases, the end of the 15th week before the Expected Week of Childbirth.

- in adoption cases, the end of the week in which you or your partner are notified by an adoption agency that you/they have been matched with a child.
- you remain employed by us during the paternity leave period.
- You:
 - are the biological father of the child;
 - have been matched with a child by an adoption agency;
 - are the spouse, civil partner or partner (including same sex relationships) of the child's mother; or
 - are the spouse, civil partner or partner (including same sex relationships) of someone who has been matched with a child by an adoption agency; or
 - have or intend to apply for a Parental Care Order in a surrogacy situation and are not applying for adoption leave.
- You:
 - expect to have main responsibility (with the child's mother, co-adopter or adopter) for the child's upbringing; or
 - are the child's biological father and you expect to have some responsibility for the child's upbringing.
- Your intended leave is for the purpose of caring for the child, or supporting the child's mother, adopter or co-adopter in caring for the child.

12.4 Notification

12.4.1 Birth

If you wish to take paternity leave in relation to a child's birth, you must give us notice in writing of your intention to do so and confirm:

- The Expected Week of Childbirth;
- The number of weeks' leave you intend to take (either one block or in multiples of complete weeks).
- When you would like to take your leave. You can state that your leave will start on:
 - the day of the child's birth;
 - a day which is a specified number of days after the child's birth; or
 - a specific date later than the first date of the Expected Week of Childbirth.

You must give this notice under paragraph before the 15th week prior to the Expected Week of Childbirth (or, if this is not possible, as soon as you can). A Paternity Leave Request Form is available for this purpose.

12.4.2 Adoption

If you wish to take paternity leave in relation to the adoption of a child, you must give us notice in writing of your intention to do so and confirm:

- The date on which you and/or your spouse, civil partner or partner were notified of having been matched with the child, together with the Expected Placement Date;
- The number of weeks' leave you intend to take up to a maximum of 3 weeks and how you plan to take it. This may be as one block of up to three weeks, a two week and/or 1 week block or up to three single week blocks; and
- When you would like to take your leave. You can state that your leave will start on:
 - the day on which the child is placed with you or the adopter;
 - a day which is a specified number of days after the child's placement; or
 - a specific date later than the Expected Placement Date.
 -

You must give this notice no more than seven days after you and/or your spouse, civil partner or partner were notified of having been matched with the child (or, if this is not possible, as soon as you can).

We may require a signed declaration from you that you are taking paternity leave for a purpose for which it is intended; namely, to care for the child or to support your spouse, civil partner or partner in caring for the child.

12.5 Changing Dates of Paternity Leave

12.5.1 Birth

You can give us written notice to vary the start date of your leave from that which you originally specified in your notice. This notice should be given at least 28 days before the first day of the Expected Week of Childbirth:

- Where you wish to vary your leave to start on the day of the child's birth;
- Where you wish to vary your leave to start a specified number of days after the child's birth;
- Where you wish to vary your leave to start on a specific date (or a different date from that you originally specified) – but in this case at least 28 days before that date.

12.5.2 Adoption

You can give us written notice to vary the start date of your leave from that which you originally specified in the notice given under paragraph 9.1. This notice should be given at least 28 days before the Expected Placement Date:

- Where you wish to vary your leave to start on the day that the child is placed with you or the adopter;
- Where you wish to vary your leave to start a specified number of days after the child's placement;

- Where you wish to vary your leave to start on a specific date (or a different date from that you originally specified) – but in this case at least 28 days before that date.

If you are unable to give us 28 days' written notice of the wish to vary the start of your leave as set out above, you should give us written notice of the change as soon as you can.

12.6 Stillbirth

After the 24th week of pregnancy if your child is stillborn or is born alive but only lives for a short time you will qualify for Paternity Leave if you would otherwise have been eligible to the leave.

12.7 Terms and Conditions during Paternity Leave

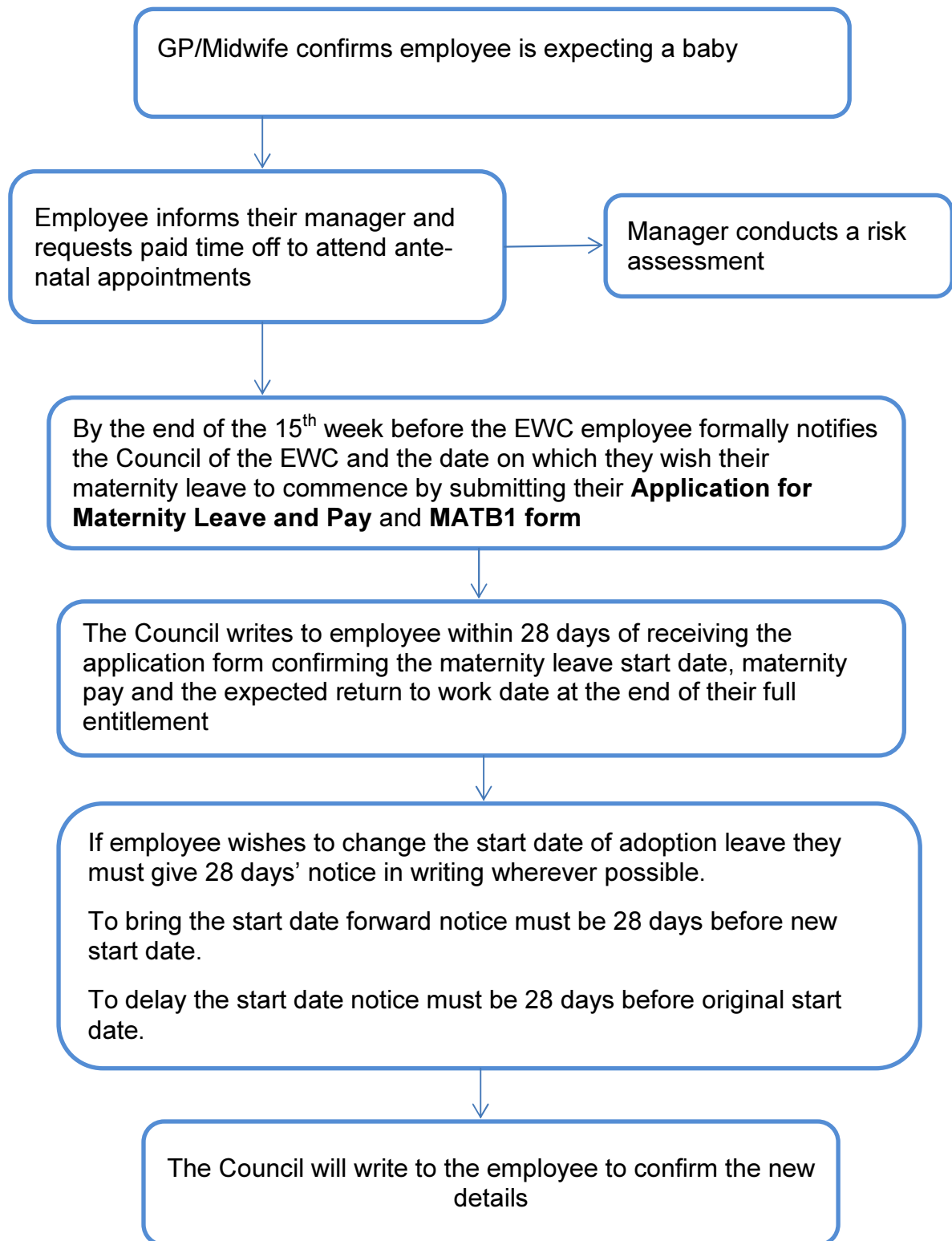
All your terms and conditions of employment remain in force during paternity leave.

13 Monitoring and Review of the Policy

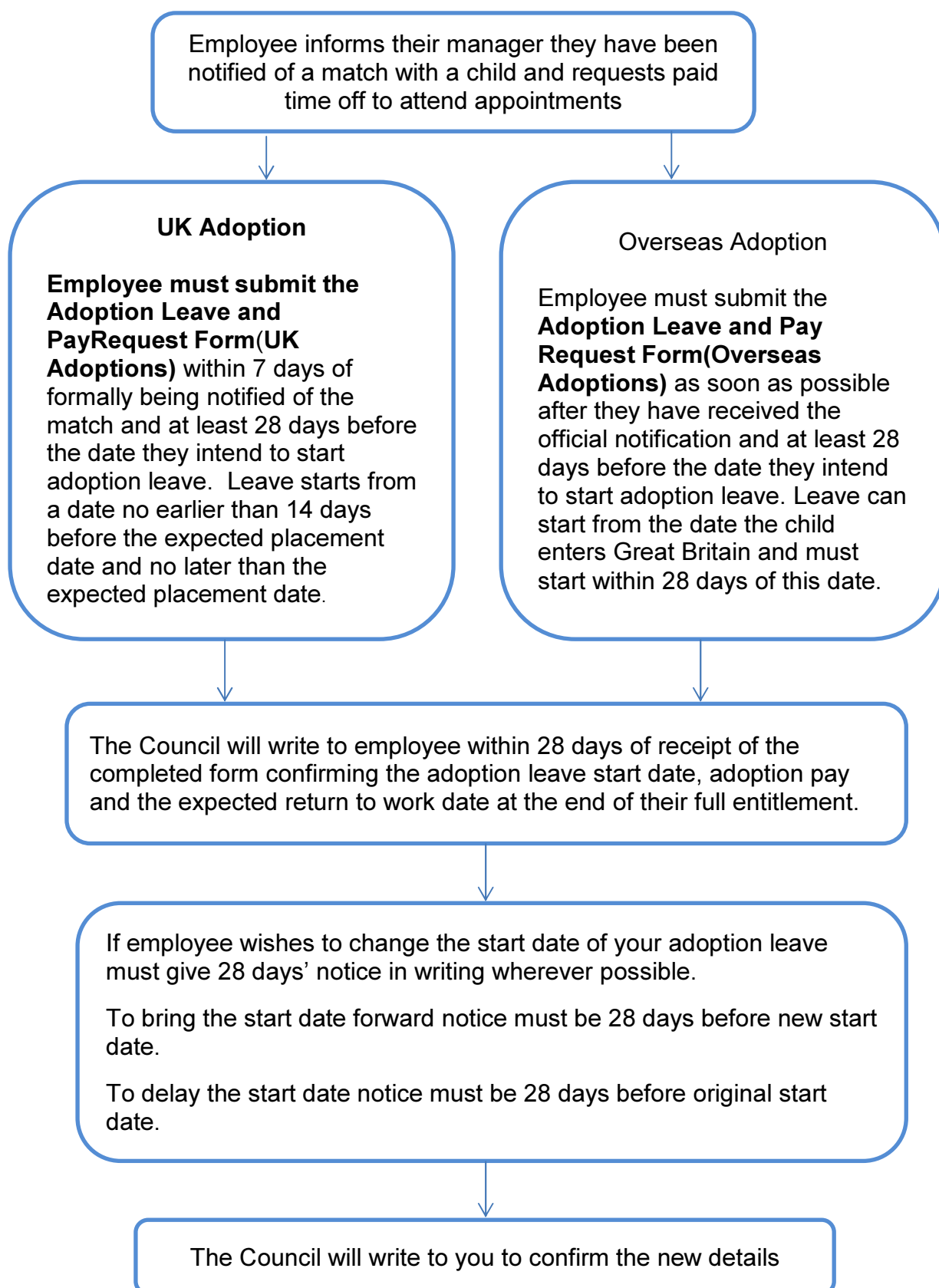
This policy is reviewed by Human Resources in consultation with the Council's recognised unions. Recommendations for any amendments are reported to Human Resources.

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

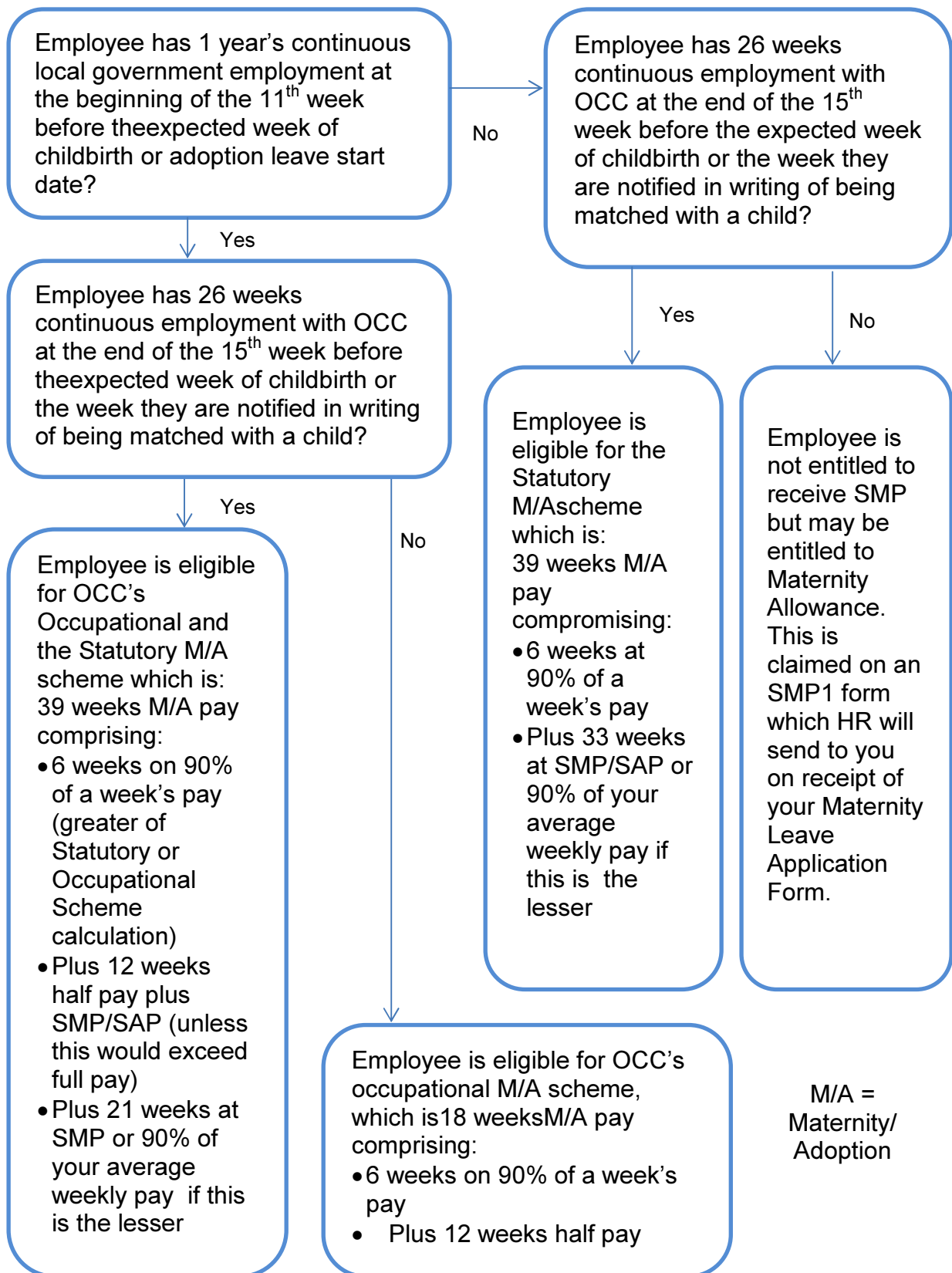
Appendix 1 –Maternity Leave Procedure



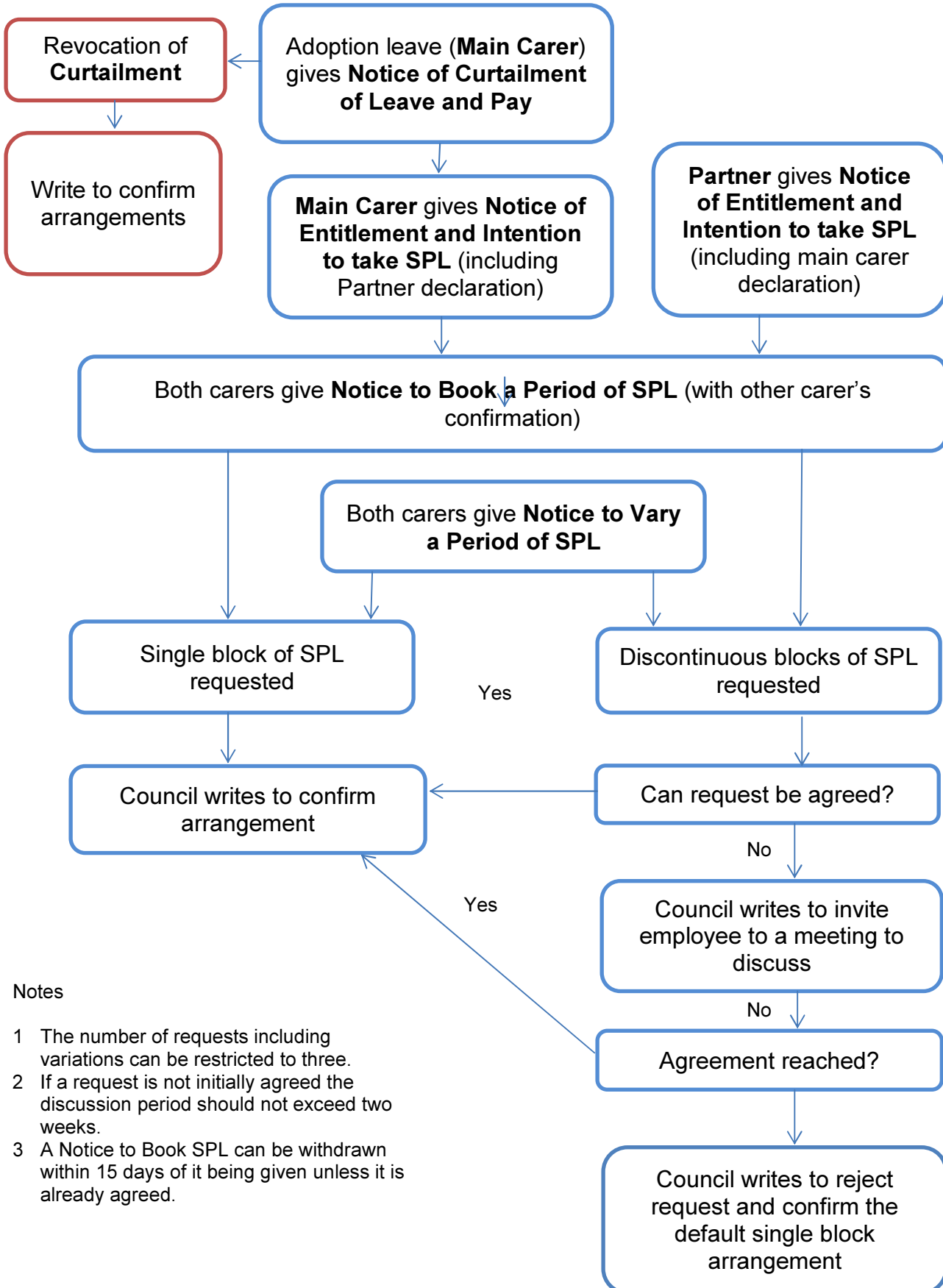
Appendix 2 – Adoption Leave Procedure



Appendix 3 – Maternity and Adoption Pay Summary



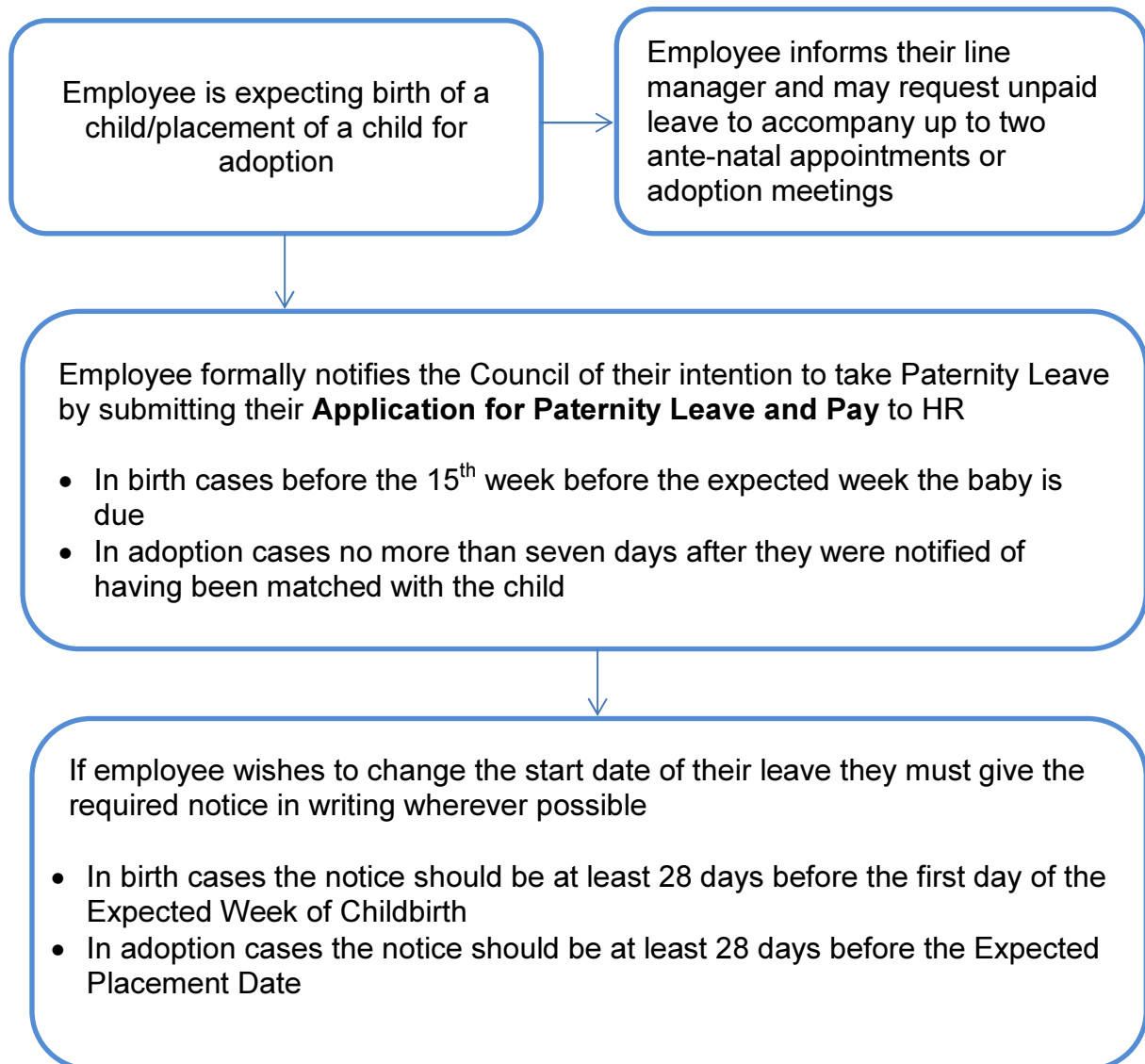
Appendix 4 – Shared Parental Leave Procedure



Notes

- 1 The number of requests including variations can be restricted to three.
- 2 If a request is not initially agreed the discussion period should not exceed two weeks.
- 3 A Notice to Book SPL can be withdrawn within 15 days of it being given unless it is already agreed.

Appendix 5 - Paternity Leave Procedure



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PAY POLICY STATEMENT 2015

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PAY POLICY STATEMENT

Aim

1. Oxford City Council (the Council) makes decisions on pay which are appropriate to local circumstances (such as cost of living in Oxford, the need to compete for talent in the market in challenging areas, etc.) and which deliver value for money for the community. In publishing this statement the Council wishes to give assurance and transparency in its pay decision making processes and overall policy.

2. The Council is committed to the procedures which determine the pay and conditions of employment in that they are fair, free from bias and do not discriminate unlawfully. This includes ensuring that the differences in pay between the lowest and the highest paid employees are not unduly disparate.

3. The Council also seeks to operate a pay system that is transparent and based on objective criteria.

4. The Chief Executive has delegated authority in respect of pay, in accordance with national or local pay award/review schemes other than the Chief Executive's own pay and that of any Directors. Decisions in respect of the pay of the Chief Executive and Directors are made by the Appointments Committee, which is a politically proportionate Committee of Council.

Scope

5. The Council's Pay Policy Statement covers all employees.

Definitions

6. This statement makes reference to the following:

'Lowest paid employees' – for the purposes of this Statement, these are defined as: those employees paid at the prevailing Oxford Living Wage rate (on the basis these are the Council's lowest paid staff) with the exception of those identified at paragraph 20 (below). From October 2013 no Oxford City Council employee is paid at a rate below grade 3, except those identified at paragraph 20 (below)

'Pay multiple' - the ratio between the highest paid employee and the median earnings calculated across the whole Council

'Remuneration' – includes salary, expenses, bonus, partnership payment and also severance payments

'Senior staff / most senior staff' – either directly employed or hired under a contract for services, which can mean self-employed or via an agency). Specifically these are:

- Chief Executive
- Directors
- Heads of Service

Legislation

7. The Council is required by the Localism Act 2011 to prepare, approve and publish a pay policy statement.

8. The Council must also have regard to the Code of Recommended Practice for Local Authorities on Data Transparency which makes a commitment to follow three principles when publishing data: responding to public demand; releasing data in open formats available for re-use; and, releasing data in a timely way. This includes data on senior salaries and the structure of the workforce.

Principles

Remuneration

9. The City Council currently remunerates all staff through the following elements:

- Salary – the Council has adopted an Oxford Living Wage where no employee or agency worker earns less than £8.69 per hour. This rate is set at 95% of the London Living Wage (£9.15 per hour)and tracks that rate from April 2015. The lowest Council employee rate (except for those employees identified in paragraph 20 (below) is £9.12 per hour.
- From April 2013 a new 5-year pay deal was agreed which introduced a 1.5% cost of living award each year, re-introduced increments (for those on the lowest spinal column point in each grade and subject to an assessment of performance and attendance) and continued the partnership payment.
- Partnership payment - payable to all staff who achieve an acceptable level of attendance and appraisal on the assumption the Council achieves its budget requirements. The Chief Executive and Directors have voluntarily withdrawn from the payment but are nonetheless committed to its provision.
- Various allowances payable where additional duties are undertaken and payment for which is not included through normal salary (e.g. standby, overtime). There are various rules regarding these payments such as earnings limits over which certain items cannot be claimed.
- A travel concession for all staff travelling to work by public transport and purchasing a season ticket – at a rate of 20% of the cost of the ticket or £150 per year, whichever is lower.

10. All staff are eligible to join the Local Government Pension Scheme. They are automatically enrolled and are required to specifically opt out should they so wish unless their contract is for less than three months when they must opt to join.

11. There are a range of benefits such as flexible working, leisure concessions, childcare vouchers and various discounts on high street goods and services. Some are available through approved salary sacrifice schemes. The Council does not provide any benefits in kind to any staff member. Where required, equipment may be provided in order to assist in the performance of duties, such as a laptop, but any such items are to be returned to the Council on cessation of employment.

Variations in remuneration

12. Apart from the differences identified in paragraphs 13 & 14, there are no other distinctions made in terms of remuneration. Severance payments are made in accordance with the Council's Organisational Change Policy which applies to all staff.

Current Pay Schemes

13. Three pay schemes are operated (in agreement with trade unions) as follows:

- 1) National Joint Council (NJC) for Local Government Services. Grades 3 – 11 using NJC SCP points. This covers the majority of staff (Scheme 1)
- 2) Joint National Council (JNC) for Craft & Associated Employees. Grades. This covers approximately 150 employees (Scheme 2)
- 3) Hay grades for certain senior positions as indicated in the biennial executive pay review (Scheme 3)

Current Pay Schemes – more detail

14. Staff are appointed at the bottom of the grade unless there are exceptional circumstances which must be agreed by the Head of Human Resources & Facilities Management. The schemes in more detail are as follows:

Scheme 1 – the principal scheme which is appropriate for the majority of staff and introduced as a result of Single Status and by agreement with trade unions. It consists of 9 grades and was based on the national spinal column points at the point the Council entered a local pay agreement. It is based on an analytical job evaluation scheme with a pay line set at broadly median market rate. Those employees on the bottom of each grade are eligible for biennial progression based on an assessment of performance and attendance up to the mid point of the grade. In sales related jobs, there is a documented bonus scheme in place payable as a result of new business opportunities realised.

Scheme 2 – the Council has an agreement with trade unions whereby it adopts the national scheme for skilled craft workers with a productivity element determining progression. The scheme recognises the nature of progression through apprenticeships and then once skilled, the reasonably high yet static level of competence needing to be maintained to perform safely and effectively.

Scheme 3 – like many other public sector organisations, the Council uses the Hay job evaluation scheme and industry leading independent consultants to recommend pay for the Chief Executive, Directors, Heads of Service, and a small number of key corporate roles and service managers who have very wide remits and responsibilities. Whilst the NJC job evaluation scheme represents good practice in determining relativities between posts for the majority of staff, the scheme does not include the appropriate breadth to include the responsibility factors of senior posts such as corporate leadership, reputation management, major service and programme delivery, etc. Senior officer pay is reviewed every 2 years by independent external review and the recommendations considered by the Chief Executive or Appointments Committee as appropriate. In 2014 the Hay grades were brought in line with the regular pay scheme whereby defined increments were established in grades with progression on the same basis as all other staff.

There are separate grades for senior officers as follows:

- Chief Executive
- Executive Directors
- Heads of Service (2 different grades according to level of responsibilities and market factors)
- Business Lead (in corporate leadership roles or areas of major staff and budget responsibilities)
- Service Manager + (in Housing to reflect increased responsibilities over grade 11 but less than Business Lead)

Progression is based on an assessment of competency and performance. The manager in each case determines progression within grades apart from the Chief Executive and Directors which is as set out in paragraph 4.

For all 3 schemes (except for Directors and the Chief Executive) an annual Partnership Payment is payable to eligible staff (i.e. those not receiving an increment) subject to the Council achieving its budget and an acceptable level of individual performance and attendance.

Returning Officer

15. The Council's Returning Officer (for the purposes of elections) is paid a separate fee in addition to normal salary in accordance with the prescribed fee for each election.

Leavers, Re-engagement, Pensions

16. In accordance with the Council's normal arrangements regarding termination and severance payments, no employee leaving under a settlement agreement with a redundancy payment can be re-employed by the Council within a period of 36 months.

17. The same arrangements apply to ex-employees seeking engagement through an agency or under a contract for services.

18. In accordance with the Council's Policy on Pension Discretions the Council does not augment pensions for leavers.

Lowest Paid Employees

19. The Council adopted an Oxford Living Wage in 2009. In April 2015 the London Living Wage is £9.15, the National Living Wage is £7.85, the Oxford Living Wage is £8.69. No Council employee* will be paid less than this, apart from the Council's apprentices who commence their apprenticeship below the Oxford Living Wage but rapidly progress to rates in excess of it. The 2013 – 2018 pay deal gives further attention to the lowest paid by increasing the lowest spinal column point to £9.12 per hour from April 2015 (for Council staff only).

** No agency worker will be paid less than the prevailing Oxford Living Wage (the hourly rate calculation can include payment in lieu of holiday pay)*

Pay Multiple

20. The Oxford City Council pay multiple is 1:8 which is considered to be appropriate in the context of achieving a reasonable balance between increasing the standard of living for the lowest paid employees (and their having to meet the expense of living in Oxford), and ensuring we attract and retain the skills and experience required at the most senior level to meet the challenges the City faces.

Equal Pay

21. The Council will periodically undertake an equal pay review in agreement with trade unions.

22. The gender pay gap at the Council (as per the Equality & Human Rights Commission methodology) is as follows:

Full time gender pay gap = -2.69% (so on average women get paid more than men)

Part time gender pay gap (i.e. part time women compared with full time men which is the Commission methodology) = 5.78% (so on average part time women's hourly rate is less than full time men's hourly rate)

Communication & Data Publication

23. The Council will publish its Annual Pay Policy Statement on its website as soon as possible in each financial year following the first meeting of Council for the current financial year.

24. Any changes to the Pay Policy Statement may be made by resolution of the Council (including during the financial year to which it relates). Any changes will be publicised on the Council's website as soon as possible after revision.

25. The Council will also publish data annually relating to senior officer remuneration as outlined in the Code of Recommended Practice for Local Authorities on Data Transparency.

Monitoring/Review

26. The Chief Executive, as the Head of Paid Service, has overall responsibility for employees and therefore annual publication of the Pay Policy Statement and pay data produced in relation to it.

Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership**

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;
- (b) To identify the potential impact of the proposal or decision upon them.

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.
2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.
3. The decision maker must be **aware of the needs of the duty.**
4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.
5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).
6. What does 'due regard' entail?
 - a. **Collection and consideration of data and information;**
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;**
 - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.**

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
 8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

None.

This assessment relate to the following employment Policies:-

- Policy and Procedure for Managing Allegations against Employees and Volunteers Working with Children and Vulnerable Adults
- Family Leave Policy and Procedure
- Annual Pay Policy Statement

The introduction of the first two policies will support the Council's diversity objectives by providing clear and transparent processes.

In addition to providing clear and transparent processes, which are compliant with the legislative framework, the Family Leave policy supports the Council's family friendly and flexible working initiatives.

The Annual Pay Policy Statement is required under law and again assists with transparency of approach. The document references low pay and equal pay.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

N/a

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

All have undergone an internal review and consultation process which includes the Human Resources Team, Legal Services Team, Unions, Heads of Service and Senior Management Team.

The Policy and Procedure for Managing Allegations against Employees Working with Children and Vulnerable Adults has been reviewed by the County Council's Local Authority Designated Officer for Safeguarding. The Council's internal Safeguarding Officer Group was also consulted.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

N/a

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

The use and effectiveness of the policies will be reviewed by the Head of Human Resources and any issue will be notified to the Chief Executive.

Lead officer responsible for signing off the EqIA: Simon Howick

Role: Head of Human Resources and Facilities

Date: 16th March 2015

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

Appendix 5

Employment Policies and Procedures – Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Employment Policies and Procedures	Failure to provide a suite of policies that comply with with employment legislation and that are fit for purposes of improving performance and managing risk	T	Managers not equipped with revised policies and procedures	Efective employment policies not implemented consistently and fairly applied	4.2.15	Simon Howick	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Simon Howick
Employment Policies and Procedures	Loss of opportunity to have a suite of policies that implement good practice.	O	Managers not equipped with revised policies and procedures	Good practice principles are not applied which may have a negative impact on employee relations	4.2.15	Simon Howick	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Simon Howick

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To: Council

Date: 13 April 2015

Report of: Head of Law and Governance

Title of Report: Granting of the Freedom of Oxford to The Rifles

Summary and Recommendations

Purpose of report: To request that Council grant the Freedom of the City of Oxford to The Rifles and allow them to exercise the Honour of the Freedom of Entry to the City of Oxford, by parading through Oxford City on Sunday 24 May 2015.

Policy Framework: Not applicable

Recommendations: That Council:

1. Grant the Freedom of Oxford, first bestowed on the Oxfordshire and Buckinghamshire Light Infantry in 1945 and subsequently exercised by the Royal Green Jackets, to The Rifles as a mark of the City's respect and appreciation of their continued service to their Country; and
2. Note that The Rifles will exercise the Freedom of Entry to the City of Oxford, by parading through Oxford City on Sunday 24 May 2015.

Introduction and Background

1. The Freedom of Oxford was bestowed on the Oxfordshire and Buckinghamshire Light Infantry in 1945. This was subsequently exercised by the Royal Green Jackets Infantry Regiment (the successor Regiment) in 1985, 1995 and 2006.
2. On 24th November 2005 the Ministry of Defence announced that the Royal Green Jackets Infantry Regiment would amalgamate with The Light Infantry, the Devonshire and Dorset Light Infantry and the Royal Gloucestershire, Berkshire and Wiltshire Regiment to form a single large regiment to be called The Rifles. The reorganisation into The Rifles took effect on 1 February 2007.
3. The Council is asked to grant the Freedom of the City of Oxford to The Rifles to allow the continuation of this honour as a mark of the City's respect and appreciation of their continued service to their Country.

4. As part of this Honour that they are able to exercise the Freedom of Entry to the City of Oxford.
5. If Council grant this Freedom, The Rifles plan to parade through the City on the 24^{May} 2015.

Name and contact details of author:-

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Oxford, OX1 1DS
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e-mail: jstubbs@oxford.gov.uk

List of background papers: None

To: Council
Date: 13 April 2015
Report of: Head of Law & Governance
Title of Report: Regulation of Investigatory Powers Act 2000

Summary and Recommendations

Purpose of report: To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000

Policy Framework: Not applicable

Recommendation: That Council note the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA) for the period 1 April 2014 to 31 March 2015.

Introduction

1. This report relates to the Council's use of the Regulation of Investigatory Powers Act 2000 (RIPA) for the period April 2014 to March 2015. The three investigatory powers available to the Council are, directed covert surveillance, the interception of communications data and the use of Covert Human Intelligence Sources (CHIS). The Council has only ever authorised directed covert surveillance.

The Council's use of Covert Surveillance

2. There were no authorisations for the period 1 April 2014 to 31 March 2015.

Name and contact details of author:-

Name Jeremy Franklin

Job title Supervising Lawyer

Service Area / Department: Law and Governance

Tel: 01865 252412 e-mail: jfranklin@oxford.gov.uk

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CITY EXECUTIVE BOARD

Thursday 29 January 2015

COUNCILLORS PRESENT: Councillors Turner (Deputy Leader in the Chair), Sinclair, Simm, Brown, Kennedy, Rowley, Seamons and Tanner.

OTHER MEMBERS PRESENT: Councillor Craig Simmons (Chair of Scrutiny Committee)

OFFICERS PRESENT: Peter Sloman (Chief Executive), David Edwards (Executive Director of City Regeneration and Housing), Tim Sadler (Executive Director of Community Services), Dave Scholes (Housing Needs Manager), Mike Scott (Corporate Asset Manager), Nigel Kennedy (Head of Finance), Lindsay Cane (Law and Governance) and Sarah Claridge (Committee Services Officer)

112. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Price and Lygo.

113. DECLARATIONS OF INTEREST

No declarations of interest were received

114. PUBLIC QUESTIONS

Full written questions with answers were sent as a supplement agenda before the meeting.

Public questions were received on item 7 Revised Organisational Development Strategy (minute 117)

The City Executive Board noted the public questions.

115. SCRUTINY COMMITTEE REPORTS

Cllr Simmons presented the following reports:

Oxfordshire Growth Board

Cllr Simmons, Chair of the Scrutiny Committee explained the Scrutiny Committee's recommendations:

- that new housing developments should be close to jobs and sustainable transport links.
- that the housing strategy was good but would like a broader remit/scope to look at right to buy and empty homes.
- that in future the Growth Board provide written documentation as it is difficult to scrutinise without paperwork.

The City Executive Board resolved to AGREE:

That the City Council's representative on the Oxfordshire Growth Board conveys the following suggestions to the Board and reports back to Scrutiny:

1. That the Growth Board takes a more holistic approach to sustainability, ensuring that it is a key consideration in all planning and development activities.
2. That the Growth Board considers whether it can and should have a wider brief in order to achieve greater benefits from collective working. This could include having scope to promote innovative ways of delivering new affordable housing, and further joint lobbying to Government.
3. That all reports to the Growth Board are available in document form.

Educational Attainment

Cllr Simmons, Chair of the Scrutiny Committee presented the report.

The Chief Executive explained that:

- The KRM programme had head teachers' involvement in its procurement, schools volunteers to participate in the programme.
- Officers had reviewed the County's education programme and decided the KRM programme was complementary to the County's programmes rather than conflicting.
- The KRM programme is challenging as it requires changing teaching styles. Participating schools found it difficult to sustain commitment.

The City Executive Board resolved to AGREE that any future City Council educational programmes are co-designed with schools and are cohesively focused on achieving long term improvements in educational attainment and reductions in inequalities.

New Council controls over Anti-Social Behaviour

Cllr Simmons, Chair of the Scrutiny Committee presented the Scrutiny Committee report. The committee was happy with the powers enacted by the Council but would like to see Scrutiny representation on the oversight group and continued engagement with Area Forums regarding future applications.

Cllr Sinclair, Board member for Crime and Community Response agreed with the recommendations. She suggested 1 member of the Scrutiny Committee join the oversee group. The group is meeting soon to discuss the proposed City Centre protection order.

The City Executive Board resolved to AGREE:

1. That a Scrutiny Councillor is included in the membership of the oversight group.
2. That City Council officers engage with Local Area Forums regarding the application of new anti-social behaviour powers.

Capital Programme Process Review

Cllr Simmons, Chair of the Scrutiny Committee presented the Finance Panel's report. He commented:

- The gateway process was reviewed and is going well.
- Encouraged the flexibility of project delivery and the moving of resources to other projects when projects slip.

Cllr Turner, Board Member for Finance, Asset Management and Public Health agreed the recommendations. He made the following comments:

Rec 1. The Executive agrees that sustainability is a key consideration for the delivery of our capital investment programme. Sustainability is already an integral part of the key stages of our Gateway delivery process.

Rec 2. The Executive will continue to look at ways to improve our overall delivery process and will review the impact of the changes we have already made. Decisions on how we package and procure works in order to make the best use of resources and deliver value for money have been strengthened and are again an integral part of our revised processes.

The City Executive Board resolved to AGREE

1. To sustainability being formalised throughout the capital gateway process.
2. Continued development of a more flexible approach to the delivery of its capital programme.

Banking Services Provider

Cllr Simmons, Chair of the Scrutiny Committee explained the recommendations. These included:

- Continual monitoring to make sure the social elements agreed in the contact with Barclays are delivered.
- Would like to see challenger banks included in the procurement process in future.

Cllr Turner, Board member for Finance, Asset Management and Public Health responded to the recommendations (attached minute 115).

The Chief Executive said that Barclays scored well on the ethical questionnaire and provided a basic bank account (requirement of the procurement process) to more people than the other banks.

The City Executive Board resolved to AGREE to

1. Monitor the added social value provided by its new bank.
2. Revisit the terms and conditions for all tenders to ensure that they fully reflect the Council's ethical policies.
3. Continue to monitor which banks other former Co-op customers are switching to, and whether 'challenger banks' begin taking on local authority customers.

Fuel Poverty

Cllr Seamons, Board member for Housing and Estate Regeneration agreed the two recommendations and would look into both pieces of work.

Cllr Turner explained that the consultation budget recommended a free energy efficiency review for every council home.

The City Executive Board resolved to AGREE:

1. That tenant-facing staff in Direct Services are encouraged to offer appropriate advice on the use of free electricity.
2. To explore the possibility of buying energy in bulk.

STAR Survey Results

Cllr Seamons, Board member for Housing and Estate Regeneration said the Council needed to set out its response to the STAR survey. He asked that Scrutiny assist in reviewing the methodology used to measure tenant satisfaction and said that once the Oxford standard was implemented - it would raise the standard of peoples' homes.

The City Executive Board resolved to AGREE to

1. Reviews the methodology used to measure tenant satisfaction, and aims to make personal contact with tenants in future.
2. That the City Council sets out its response to the STAR Survey 2014 results, including any improvement measures taken or planned.

116. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

There were no Councillor addresses to the Board.

117. REVISED ORGANISATIONAL DEVELOPMENT STRATEGY

The Head of Human Resources and Facilities submitted a report (previously circulated, now appended) which detailed an updated Organisational Development Strategy

The Chief Executive presented the report. He explained that 4 services had gone through the Customer services excellence accreditation with most receiving high marks.

Cllr Brown said the steps taken to improve customer service in the Council will help improve customer satisfaction.

The City Executive Board resolved to APPROVE the revised Organisational Development Strategy attached at Appendix 1.

118. MEMORANDUM OF UNDERSTANDING – OXFORD AND ABINGDON FLOOD ALLEVIATION SCHEMES

The Executive Director for Community Services submitted a report (previously circulated, now appended) which sought approval to complete the memorandum of understanding - Oxford and Abingdon Flood Alleviation Schemes.

Cllr Turner, Board Member for Finance, Asset Management and Public Health presented the report.

The Executive Director of Community Services explained how last year's flooding made flood prevention a priority, and highlighted the need for agencies to work together.

The Chief Executive said that the MoU showed how partnership working and relationship building play an important part in making progress. He thanked the Executive Director of Community Services for his work at leading this project.

Cllr Tanner thanked the Environment Agency, Oxfordshire County Council and officers for their work. Although the measure won't end the threat of flooding, they will make Oxford open for business for all. He explained that more was needed than a relief channel, that Council needed to do more to clear the waterways in Oxford and put pressure on farmers and Government so that the land had a greater capacity to hold water.

The City Executive Board resolved to DELEGATE AUTHORITY to the Executive Director of Community Services to complete the Memorandum of Understanding in respect of the Oxford and Abingdon Flood Alleviation Schemes.

119. COMPULSORY PURCHASE ORDERS - COWLEY ROAD, OXFORD.

The Head of Housing and Property submitted a report (previously circulated, now appended) which sought to initiate compulsory purchase proceedings in relation to a long term empty property at Cowley Road, Oxford in accordance with the approved Empty Homes Strategy 2013-2018.

Cllr Seamons, Board Member for Housing and Estate Regeneration presented the report. He explained that it was important to the Council to bring empty houses back into use. It is rare to use a compulsory purchase order to do this but this property has been empty since 1996.

The Housing Needs Manager said there were 75 properties in the city that had been out of use for longer than 2 years.

This property had had squatters and had been damaged by arson. The Council had incurred cost in securing the property.

Officers are asking the Board to authorise the use of its CPO powers as a last resort. They will continue to engage with the owner to seek to get the property back into use. If a CPO is required the statutory process will be followed.

The Board resolved to CONTINUE the discussion in private session so that the property owner could address the Board. The press and public left the room.

120. MATTERS EXEMPT FROM PUBLICATION

Resolved to exclude the press and public from the meeting during consideration of the items in the exempt from publication part of the agenda in accordance with the provisions in Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972 and that, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Summary of business transacted by the Board after passing the resolution contained in minute 121

The Board heard from the property owner and discussed the item.

121. EXEMPT APPENDICES FOR COMPULSORY PURCHASE ORDER-COWLEY ROAD

The City Executive Board resolved to AUTHORISE the Head of Housing and Property to continue to work with the property owner on a timetable designed to bring the property back into use within a reasonable timeframe. In the event that officers are not satisfied with the progress or speed of these discussions, the matter to be brought back to the Board.

That any final decision to initiate Compulsory Purchase proceedings be made by the Board.

122. MINUTES

The meeting returned to public session.

The Board resolved to APPROVE the minutes of the meetings held on 10, 17 and 23 December 2014 as true and accurate records.

The meeting started at 5.00 pm and ended at 6.00 pm

CITY EXECUTIVE BOARD

Thursday 12 February 2015

COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Sinclair, Simm, Brown, Kennedy, Lygo, Rowley, Seamons, Simmons and Fooks.

BOARD MEMBERS PRESENT: Councillor Craig Simmons (Chair of Scrutiny Committee) and Councillor Jean Fooks

INVITEES AND OTHER MEMBERS PRESENT: Councillor Craig Simmons (Chair of Scrutiny Committee) and Councillor Jean Fooks

OFFICERS PRESENT: Peter Sloman (Chief Executive), David Edwards (Executive Director City Regeneration and Housing), Jackie Yates (Executive Director Organisational Development and Corporate Services), Nigel Kennedy (Head of Finance), Lindsay Cane (Law and Governance) and Sarah Claridge (Committee Services Officer)

123. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Tanner, Tim Sadler (Executive Director for Community Services), and Peter McQuitty (Head of Policy, Culture and Communications).

124. DECLARATIONS OF INTEREST

No declarations of interest were received

125. PUBLIC QUESTIONS

Full written questions with answers were distributed as a supplement before the meeting.

Cllr Turner spoke on the question on council tax exemptions (minute xx). He said he'd prefer a national council tax exemption scheme. In the current economic climate it was unlikely the Council would be able to afford addition entitlements without reducing exemptions elsewhere.

Council tax exemptions would be reviewed in 2016/17.

The City Executive Board noted the public questions.

126. SCRUTINY COMMITTEE REPORTS

127. SCRUTINY COMMITTEE REPORT_ BUDGET REVIEW 2015/16

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed the conclusions and recommendations of the Scrutiny Budget Review Group on the Consultation Budget and Medium Term Financial Strategy 2015-2019.

Cllr Simmons, Chair of the Scrutiny Committee, went through the recommendations and Cllr Turner, Board Member for Finance, Asset Management and Public Health provided his responses as attached (minutes 127).

The Board discussed and agreed to aspects of the following:

- Exploring new ways of increasing public engagement in its budget setting process.
- Re-energising attempts to identify new invest-to-save opportunities in future budget rounds
- Exploring how the City Council can become a more agile operator in the housing market to ensure it secures best value for new property acquisitions.

The City Executive Board resolved to AGREE:

1. That reserves and balances are reviewed with a view to investing any overstated reserves.

2. That Council Tax is increased by 1.99% (rather than the proposed 1.50%) in 2015/16.

3. That the City Council continues to engage constructively with other Oxfordshire Councils in order to optimise any potential benefits available from business rates pooling and distribution arrangements.

4. That further consideration is given to covering more enforcement costs through higher, related fees and charges. This should include keeping legislation under review and asking the LGA what other local authorities charge for.

5. That to protect future Park and Ride incomes, the City Council seeks agreement with the County Council on consistent charging rates across all Oxford Park and Rides.

6. That sufficient flexibility is in place to mitigate the risk of the City Council having to repay £7m to the Housing Revenue Account.

7. That the following areas should be priorities for further spending in the event that additional general fund resources become available:

a) Planning enforcement – continue funding the Beds in Sheds project at the post April 2015 level to April 2016. A more detailed review of alternative funding streams should be undertaken during this period,

b) Discretionary Housing Payments – continue the current level of funding to April 2016.

128. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Cllr Fooks addressed the Board on item 6 Draft Diamond Place Supplementary Planning Document (minute 129).

129. DRAFT DIAMOND PLACE SUPPLEMENTARY PLANNING DOCUMENT (SPD)

The Head of City Development submitted a report (previously circulated, now appended) which detailed the draft Diamond Place Supplementary Planning Document for public consultation

Cllr Fooks expressed the concerns of the North Oxford Association (NOA) who had missed the last consultation workshop. NOA would prefer to retain their current building rather than get a new one as it is not very old and it serves the community well.

Cllr Fooks made the following points:

- A new multi-use health centre with x-rays, bloods, physiotherapy facilities would be great.
- That in future, officers notify people that are directly affected about the proposal before it goes public.
- That the proposal of Summerfield school releasing some of their playing site for new houses be considered as part of the plan.

Cllr Price, Board member for Corporate Strategy, Economic Development and Planning explained that the NOA building was an inefficient use of space, and this draft plan merely offered an opportunity to use the space better. Joint leisure, community and health area.

The plan had assumed the availability of the potential housing development site which is why the path to the site was mentioned in the report.

The City Executive Board resolved to:

1. APPROVE the Draft Supplementary Planning Document for public consultation
2. ENDORSE the accompanying Strategic Environmental Assessment Screening Report
3. AUTHORISE the Head of City Development to make any necessary editorial corrections to the document prior to publication in consultation with the Board Member

130. BUDGET AND MEDIUM TERM FINANCIAL PLAN

The Head of Finance submitted a report (previously circulated, now appended) which detailed the Council's Medium Term Financial Strategy for 2015/16 to 2018-19 and the 2015-16 Budget for recommendation to Council.

Cllr Turner, Board member for Finance, Asset Management and Public Health presented the report. He stated that the Council had lost 47% of its Government grant since 2010.

He highlighted the following elements in the budget:

- The purchase of St Aldate's Chambers will save the Council considerable money in rent
- Council tax is set to increase by 1.99, which equates to approx £5.00 per household.
- Funding available to improve and maintain the Town Hall
- Extra capital for energy efficiency project, skate parks and drainage of football pitches
- The Council will start removing graffiti on private property for free.
- City centre ambassadors project to continue
- Thames Water catchment group
- £250M available for youth ambition work
- The Oxford Living wage has been increase
- Planning enforcement work in the private sector

The public consultation was strongly supported and was broadly positive. Officers have been relentless in efficiency savings, Council has a great partnership with trade unions

Cllr Simms and Kennedy commended the continual delivery of the Youth Ambition programme, especially at a time when many councils have reduced their youth services.

Cllr Rowley welcomed the £4.7M in regeneration funding allocated to Barton over the next 5 years, and the money available for the Leys Housing projects.

Cllr Seamons mention the 200 new homes being built in Blackbird leys and the £250,000 allocated for energy efficiency measures for council tenants

Cllr Sinclair welcomed the continual funding for the city centre ambassadors project and the additional funding for CCTV cameras in St Clements which was welcomed by the business community.

The Chief Executive outlined the managerial issues in the budget. This was the first time the council was considering a 0% rate support grant by 2018/19. This budget has been made possible through council trading, efficiency savings and a strong relationship with trade unions.

The Council had

1. secured £6M through the LEP and the Growth fund,
2. retained Council housing stock
3. retained services in-house, which had allowed greater efficiency savings.
4. Continued to have no compulsory redundancies for frontline staff.

He thanked Nigel Kennedy, Head of Finance for all his hard work at putting the budget together.

The City Executive Board resolved to:

1. APPROVE the amendments to the Consultation Budget following the public consultation process

2 RECOMMEND THAT COUNCIL:

a) APPROVES the Council's General Fund Budget Requirement of £23.304 million for 2015/16 and an increase in the Band D Council Tax of 1.99% or £5.44 per annum as set out in Table 8 and Appendices 1-4, representing a Band D Council Tax of £278.97 per annum.

b) APPROVES the continuance of the Council's Council Tax Support Scheme (formerly Council Tax Benefit)

c) APPROVES the Housing Revenue Account budget for 2015/16 to 2024/25 as set out in Appendix 5 and 6 and an increase in average dwelling rent of 3.49% for April 2015 representing £3.59 per week an annual average rent of £105.77 as set out in Appendix 7

d) APPROVES the Capital Programme for 2015/16 -2018-19 as set out in Appendix 8 and 9;

e) APPROVES the Fees & Charges schedule as set out in Appendix 10

f) ADOPTS the criteria for adopting the Business Rates Retail Relief scheme as set out in paragraph 21 and transitional relief as set out in paragraphs 22 – 24

g) APPROVES an increase in the 2014-15 capital budget of £550,000 in relation to the property purchase referred to in paragraph 43 and referred to elsewhere on the CEB agenda.

131. SCRUTINY PANEL REPORT_TREASURY MANAGEMENT STRATEGY

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed the recommendations from the Finance Panel on the Treasury Management Strategy 2015/16.

Cllr Simmons, Chair of the Scrutiny Committee presented the report.

Cllr Turner, Board Member for Finance, Asset Management and Public Health agreed the recommendations.

The City Executive Board resolved to AGREED

1. To reword paragraph 14 in appendix 2 and the title of table 5 before Council is asked to approve the Treasury Management Strategy.

2. That the City Council considers all options for refinancing the £20m repayment of its external debt, which is due to be repaid in 2020/21,

3. That the City Council pursues 'real asset lettings' at a pace. This could be both a good investment and one which supports the City Council's objectives.

4. That the City Council obtains independent advice on its liquidity and borrowing potential.

132. TREASURY MANAGEMENT STRATEGY 15/16

The Head of Finance submitted a report (previously circulated, now appended) which detailed the Treasury Management Strategy for 2015/16 together with the Prudential Indicators for 2015/16 to 2017/18.

Cllr Turner, Board Member for Finance, Asset Management and Public Health presented the report. He explained that because of the low interest rates, It was better for Council to invest in property rather than leave the money in the bank. Work on getting money back from Iceland was on-going.

The City Executive Board resolved to RECOMMEND that Council:

1. APPROVE the Treasury Management Strategy 2015/16, and adopt the Prudential Indicators 2015/16 – 2017/18 at paragraphs 8 to 37, and Appendix 2
2. APPROVE the Investment Strategy for 2015/16 and investment criteria set out in paragraphs 23 to 37 and Appendix 1.
3. APPROVE the Minimum Revenue Provision (MRP) statement at paragraphs 12 to 22 which sets out the Council's policy on debt repayment.

133. ADOPTION OF THE CORPORATE PLAN 2015-19

The Head of Policy Culture and Communications submitted a report (previously circulated, now appended) which detailed the consultation on the Corporate Plan 2015-19 and proposes its adoption.

Cllr Price, Board Member for Corporate Strategy, Economic Development and Planning presented the report.

The City Executive Board resolved to:

1. APPROVE the draft Corporate Plan 2015 -19 as set out in Appendix 1.
2. RECOMMEND that Full Council approves the draft Corporate Plan 2015 – 19
3. DELEGATE authority to the Head of Policy, Culture and Communications to make minor textual changes to the Corporate Plan 2015 -19 in advance of formal publication.

134. ACQUISITION OF ST ALDATE'S CHAMBERS (SAC)

The Executive Director for City Regeneration and Housing submitted a report (previously circulated, now appended) which detailed the acquisition of the long leasehold interest in St Aldate's Chambers; and to agree to vary the long leasehold interest at 5 Queen Street.

The Chief Executive presented the report he said it was a once in a generation chance to purchase the lease.

The Executive Director for City Regeneration and Housing explained that the Council was buying the long leasehold for 126 years. Merton College still owns the freehold of the building.

The City Executive Board resolved to

1) GRANT approval for the acquisition of the long leasehold interest in St Aldate's Chambers for £7,539,230 (which comprises the purchase price of £7,200,000 plus acquisition costs of £339,230).

2) AGREE the variations detailed in this report to the long lease of 5 Queen Street such that the City Council receives not less than £25,000 pa in rent until 2144.

3) RECOMMEND to Council the increase of the budget in the Council's Capital Programme for the purchase of property in the sum of £539,230 to be financed from underspends in the Council's General Fund Revenue Budget in 2014-15.

135. SCRUTINY COMMITTEE REPORT_GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed comments from the Scrutiny Committee on the council's grant allocation for 2015/16.

Cllr Simmons, Chair of the Scrutiny Committee presented the report.

The City Executive Board resolved to AGREE:

1. To work with OCVA to improve outreach and engagement activities with diverse community and voluntary groups, with a focus on building capacities and supporting bid-writing.

2. To consider providing a greater separation between grants allocated to smaller, localised community groups and those that seek to achieve wider community benefits.

136. GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2015/2016

The Head of Leisure, Parks and Communities submitted a report (previously circulated, now appended) which detailed the proposed allocation of grants to community & voluntary organisations for 2015/16 through the Community Grants Programme.

Cllr Rowley, Board member for Leisure Contract and Community Partnership Grants presented the report. He said he was keen for officers to work with the Cutteslowe Community Association (CCA) to make their holiday scheme sustainable.

Shirley McCleery, Chair of the Cutteslowe Community Association (CCA) spoke on the CCA only receiving 25% of the grant it had requested to run a children's holiday programme. She was concerned there had been an error in calculating the cost per head and that the fees the children pay hadn't been taken off the

overall cost. This had made the total figure per head significantly more expensive than it actually was.

Cllr Price said that the Council would review its decision and would get back to the CCA.

Subject to Council subsequently agreeing the grants budget as set out in Table 1, the City Executive Board resolved to:

1. APPROVE the recommendations for the three year commissioning programme as listed in Appendix one, with the addition of reviewing the Cutteslowe Community Association grant.
2. APPROVE the recommendations for the applications received to the grants annual open bidding programme as set out in Appendix three.
3. APPROVE the recommendation for Oxford Friend to be funded through the Community Safety commissioning theme.
4. DELEGATE authority to the Board member for Leisure Contract and Community Partnership Grants in consultation with the Board member for Customer Services and Social Inclusion and the Head of Customer Services to approve proposals for the unallocated funding (£20,000) in the Advice and Money Management commissioning theme.

137. BARTON - ACQUISITION OF AFFORDABLE PROPERTY

The Head of Housing and Property submitted a report (previously circulated, now appended) which updated Members on the costs and progress in acquiring the affordable housing at Barton Park.

Cllr Seamons Board Member for Housing and Estate Regeneration presented the report.

The Director for City Regeneration and Housing explained that Oxfordshire County Council had asked the City Council to act as the guarantor of the cost of the infrastructure works set out in the s278 agreement relating to the project. While the Director held delegated authority to agree this, he thought it would be useful for the Board to be aware of this position.

The City Executive Board resolved to
NOTE the progress in acquiring the affordable housing at Barton Park.

Note that the infrastructure works set out in the Barton Park development (s278 agreement) would be guaranteed by Oxford City Council.

138. ACQUISITION OF LAND AT FIDDLERS ISLAND OXFORD TO ERECT PERMANENT BRIDGE

The Regeneration and Major Projects Manager submitted a report (previously circulated, now appended) which requested approval to acquire a site at Fiddlers Island.

The City Executive Board resolved to AUTHORISE the Executive Director of Regeneration and Housing, in consultation with the Head of Law and Governance and the Head of Finance to seek to acquire the site as shown in Appendix B by agreement with the owners or by compulsory purchase if agreement is not reached (any required CPO resolution to be agreed by the Board).

139. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on January 2014 as a true and accurate record.

140. SCRUTINY COMMITTEE REPORT_ COMMUNITY AND NEIGHBOURHOOD

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed the comments from the Scrutiny Committee on the work of the Communities and Neighbourhoods Services Team.

The City Executive Board resolved to AGREE that the review of priority areas draws on the findings of the Inequalities Scrutiny Panel, as well as the latest social and demographic research data.

141. SCRUTINY COMMITTEE REPORT_ ACTIVITIES FOR OLDER RESIDENTS AND PREVENTING ISOLATION

The Scrutiny Officer submitted a report (previously circulated, now appended) from the Scrutiny Committee on the City Council's activities for older people and efforts to prevent isolation.

The City Executive Board resolved to AGREE to complete a high level review to flag up any issues of non-compliance with the Equalities Act.

The meeting started at 5.00 pm and ended at 6.35 pm

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CITY EXECUTIVE BOARD

Thursday 12 March 2015

COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Sinclair, Simm, Brown, Kennedy, Lygo, Rowley, Seamons and Tanner.

OTHER MEMBERS PRESENT: Councillor Craig Simmons (Chair of Scrutiny Committee) and Councillor Jean Fooks

OFFICERS PRESENT: Peter Sloman (Chief Executive), Tim Sadler (Executive Director Community Services), Jackie Yates (Executive Director Organisational Development and Corporate Services), Peter McQuitty (Head of Policy, Culture and Communications), Shaibur Rahman (Housing and Communities), Lindsay Cane (Law and Governance) and Sarah Claridge (Committee Services Officer)

142. APOLOGIES FOR ABSENCE

Apologies were received from Nigel Kennedy, Head of Finance.

143. DECLARATIONS OF INTEREST

No declarations of interest were made.

144. PUBLIC QUESTIONS

Full written questions with answers were distributed as a supplement before the meeting.

The City Executive Board noted the public questions.

145. SCRUTINY COMMITTEE REPORTS

The following Scrutiny Committee reports were discussed during the agenda item.

Discretionary Housing Payment Policy (minute 148)
Approval of the Culture Strategy 2015-18 (minute 152)

146. SCRUTINY COMMITTEE REPORT_ OXFORD LIVING WAGE

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed comments from the Scrutiny Committee.

Cllr Price updated the Board on the further response to recommendation 2. Which read:

The Council motion which committed us to the LW, proposed a £7 OLW against the £7.20 LLW, taking account of the work undertaken by the original research by Loughborough University and the Mayor of London and using Oxford housing and transport data. That relationship was subsequently translated into a 95% figure, in order to ensure that the OLW was maintained in line with a figure for the LLW that was well researched and supported by time series evidence. This percentage link makes the administration of the OLW straightforward and avoids the need for complex research to be undertaken locally at regular intervals.

The City Executive Board resolved to AGREE

1. That the City Council surveys all suppliers to measure compliance with paying the Oxford Living Wage.
2. That the City Council reviews whether the Oxford Living Wage should continue to be set at 95% of the London Living Wage.
3. That the City Council seeks to increase apprentice pay in the next budget round.
4. That the City Council actively explores the merits of incentivising businesses to pay the Oxford Living Wage through offering business rate discounts.
5. That the City Council seeks to be more pro-active in engaging with employers and encouraging them to pay the Oxford Living Wage. This could also involve raising the profile of the Oxford Living Wage on the City Council website and listing employers that have committed to paying it.

147. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Cllr Fooks addressed the Board on the following items:

Item 6: Discretionary Housing Payment Policy (minutes 148)

Item 7: Homelessness Grants Allocation (minute 150)

Item 10: Integrated Performance Report Quarter 3 2014/15 (minute 154)

Her comments were addressed during the discussion of each item.

148. DISCRETIONARY HOUSING PAYMENT POLICY

The Head of Customer Services has submitted a report (previously circulated, now appended) which detailed the revised Discretionary Housing Payment (DHP) Policy

Cllr Brown, Board Member for Customer Services and Social Inclusion presented the report. She explained that the Council had received fewer applications for DHP as fewer people were able to afford to live in Oxford. This was a failure of the national policy which didn't vary the amount of grant available depending on local housing prices.

The government's DHP grant had reduced significantly which meant the Council had introduced conditionality to its policy to prioritise need. The effects of this policy change will be monitored and an update report will be presented to the Board in 6 months.

Cllr Fooks noted that the Council had returned DHP grant money to the government in both the previous two years because it had not spend it. She disagreed with the policy change and the argument that prioritisation of need was needed to discourage welfare dependency. She felt that if the money was available the Council should spend it to help people.

Cllr Turner agreed that the Council shouldn't have excess money in contingencies; he believed that all Councillors agreed with the policy and it was the amount of funds allocated to DHP payments which was causing disagreement. It was the government's decoupling of rents from money available in housing allowance which was at fault.

The Chief Executive explained that officers had been very proactive in helping people through the welfare reform programmes. If there is a need, the council will meet it from the homelessness contingency budget.

Cllr Simmons said the Scrutiny Committee had requested a review report in a few months' time. He reminded the Board that the government allowed the Council to spend up to 2.5 times the government grant - to top up its DHP grant.

Cllr Brown said the Council had to be cautious as we don't know the amount the government grant will be in the future.

The City Executive Board resolved to

1. APPROVE the revised Discretionary Housing Payment Policy at Appendix 1
2. AGREE that an update report be presented to the Board at the end of quarter 2 (if not sooner) reviewing the Council's Discretionary Housing Payment Policy and its impact on the people of Oxford.

149. SCRUTINY COMMITTEE REPORT_ DISCRETIONARY HOUSING PAYMENTS POLICY

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed comments from the Scrutiny Committee on the Discretionary Housing Payment Policy

Cllr Simmons, Chair of Scrutiny Committee presented the report. He explained the reason for the minority view on the amount allocated in the budget for DHP. Council had allocated more money to DHP payments in the draft budget, (before the government had announced its reduction in the DHP grant) than had been agreed in the final budget. A minority of the Scrutiny Committee felt that the extra money should be reinstated.

Cllr Price said the DHP policy would be continually monitored and if more support was needed than there was money available in the homelessness contingency grant.

The City Executive Board resolved to APPROVE the revised Discretionary Housing Payment Policy.

150. HOMELESSNESS GRANTS ALLOCATION

The Head of Housing and Property submitted a report (previously circulated, now appended) which detailed the allocation of homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy.

Cllr Seamons, Board member for Housing and Estate Regeneration presented the report. He explained that the report was proposing ring fencing funds for single person homelessness (which is a non-statutory responsibility of the Council) to protect these vulnerable people.

The Rough Sleeping and Single Homelessness Manager explained that Oxfordshire County Council (the statutory authority responsible for single person homelessness) was planning to take full responsibility for the funding of pathway and the No Second Night Out (NSNO) hub from 2016/17. This will mean the City Council will no longer be asked to part fund these programmes.

The Board was concerned with the County's proposal as the County's housing related support grant was not ring-fenced to address single person homelessness.

Cllr Fooks welcomed the proposed funding for the prevention of eviction of young people. The money is available to keep under 25s in accommodation by paying their rent or arrears when necessary.

The City Executive Board resolved to:

1. ALLOCATE the full sum of the funds associated with 'Preventing Homelessness Grant' to the Homelessness budget, the majority of which shall commission services to prevent homelessness.
2. AGREE the allocation of the Homelessness Grant Budget for 2015/16 as detailed in paragraph 23.
3. DELEGATE AUTHORITY to the Head of Housing and Property Services in consultation with the Board member for Housing and Estate Regeneration to allocate the balance of the Preventing Homelessness Funds.

151. AWARD OF A SINGLE HOMELESSNESS AND OUTREACH SERVICE

The Head of Housing and Property submitted a report (previously circulated now appended) which sought authorisation to award a contract to deliver the Council's single homeless outreach and assessment service.

Cllr Seamons, Board member for Housing and Estate Regeneration presented the report.

The City Executive Board resolved to AWARD the Single Homeless Outreach and Assessment Service to St Mungo's Broadway for a period of 3 years initially with the possibility of an extension for up to 2 years.

152. APPROVAL OF THE CULTURE STRATEGY 2015-18

The Head of Policy, Culture and Communication has submitted a report (previously circulated, now appended) which detailed the development of the draft Culture Strategy 2015 – 18.

Cllr Simms, Board member for Culture and Communications presented the report.

Cllr Sinclair asked if the encouraging words from Oxford University had resulted in any of the colleges making their open spaces available to cultural groups. The Head of Policy, Culture and Communication explained that 6 colleges had agreed to allow cultural groups to use their open spaces free of charges through the University Open Spaces initiative.

The City Executive Board resolved to

1. APPROVE the amended draft Culture Strategy 2015 – 2018 as set out at Appendix 1.
2. RECOMMEND to Council the amended Culture Strategy 2015-2018 for approval.

153. SCRUTINY COMMITTEE REPORT_ CULTURE STRATEGY 2015-18

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed comments from the Scrutiny Committee on the Culture Strategy 2015-2018

Cllr Simmons, Chair of Scrutiny Committee presented the report. He elaborated on recommendation 1, the Scrutiny Committee felt the Culture Policy should encourage people from excluded groups to be involved in cultural events as artists as well as the audience.

Cllr Simm, Board member for Culture and Communities agreed to amend the Culture Strategy to include Scrutiny's recommendation 1.

The City Executive Board resolved to APPROVE:

1. That there is an objective to extend cultural opportunities to included communities under priority for culture 2.
2. That the City Council asks Experience Oxfordshire to convene a seminar with elected members.

154. INTEGRATED PERFORMANCE REPORT QUARTER 3 2014/15

The Heads of Finance and Business Improvement and Technology submitted a report (previously circulated, now appended) which detailed the Council's finances, risk and performance as at the end of quarter 3, 31 December 2014

Cllr Turner, Board member for Finance, Asset Management and Public Health presented the report. The Council had done better than expected in trading services; he thanked the staff involved for the work done.

In terms of the Housing Revenue Account (HRA) there was a slippage in the building of new council homes, the grant for this would be carried forward.

The Capital Programme was also facing slippages, it was a difficult climate for construction and an undersupply of materials was making it harder to get projects completed within budget and on-time. The Rose Hill Community Centre was one project that had taken longer than anticipated to begin.

Cllr Turner explained the proposal to create a property investment fund which would enable the Council to turn one off resources into revenue. There is a range of options of how property should be selected:

- does it have a social use?
- Liquidity
- Degree of return

Council's performance for the quarter was good. Council's CO₂ emissions will improve in the next quarter with the change in swimming pools.

Cllr Fooks said she supported the property portfolio proposal.

She asked how much of the £500,000 equity loan scheme had been taken up? The Executive Director for Community Services explained that the scheme needed to seek approval to allow existing teachers in Oxford schools to apply. Schools would prefer to retain junior teachers rather than encourage teachers from outside the city. Funding could be used to help teachers pay a deposit for their first home.

Cllr Fooks noted that the lack of affordable homes being built was disappointing. This was due to the economic downturn.

She asked how the corporate lease renewals/rent reviews were progressing. The Chief Executive explained that the Council was in the process of negotiating rent reviews. It had deliberately missed the deadline in the hope of securing higher rents. Any rents would be backdated.

Cllr Fooks asked why the total value of work as a result of Environmental Development intervention was 20% below target.

Cllr Tanner, Board Member for Cleaner, Greener Oxford, Climate Change and Transport said he would provide a written response outside of the meeting.

The City Executive Board resolved to:

1. NOTE the projected outturn for finance (showing a favourable General Fund position of £1.267 million, a favourable Housing Revenue Account position of £2.565 million and a favourable Capital Position of £3.890 million) and performance as well as the associated risk position as at December 2014;
2. RECOMMEND to Council a supplementary capital budget £200,000 for welfare facilities at Cowley Marsh depot as detailed in paragraph 5;
3. NOTE the risks and potential financial penalties relating to Homes and Communities Agency Grant Funding as outlined in paragraphs 6 and 7; and
4. RECOMMEND to Council that all end of year revenue surpluses from 2014/15 be transferred into a property investment reserve, subject to c) above, in order that the funds can be invested to provide future income streams or to further policy objectives including the allocation of £550,000 in relation to the purchase of the freehold of St.Aldate's Chambers.

155. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 12 February 2015 as a true and accurate record.

The meeting started at 5.00 pm and ended at 5.55 pm

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To: Council

Date: 13 April 2015

Report of: Councillor John Tanner, Board Member for Cleaner, Greener Oxford

Title of Report: Oxfordshire Environment Partnership

Summary and Recommendations

Purpose of report: To inform members of the work of the Oxfordshire Environment Partnership and the dissolution of the Oxfordshire Waste Partnership

Report approved by:

Executive lead member: Councillor John Tanner, Board Member for Cleaner, Greener Oxford

Policy Framework: The Corporate Plan

Recommendation:

1. Council is asked to note the contents of the report.

Background and the Oxfordshire Waste Partnership

1. In April 2014, Council received a partnership report detailing the activities and progress of two county-wide partnerships: the Oxfordshire Waste Partnership (OWP), and the Oxfordshire Environment Partnership (OEP). Both partnership have been long standing
2. A review of the two partnerships found opportunities for greater efficiencies and effectiveness if the two partnerships were merged. Subsequently, members of the partnership agreed on 4th April 2014 to disband the OWP, and migrate actions in to the OEP.
3. In so doing this, member authorities recognised the huge achievements the joint working on waste achieved, but recognised the opportunities for further and greater cross-working to achieve member authorities' collective sustainability goals.
4. The dissolution of the OWP represents a move away from a formal, binding partnership towards an informal model based on collaboration and cooperation.

The Oxfordshire Environment Partnership

5. The OEP brings the county council, and district councils, together to improve environmental performance and quality across the county. The partnership itself

has operated since 2008, and provides a framework to enable joint working between the partner authorities on the matters of the environment, energy, climate change, biodiversity, and now, waste.

6. Statutory responsibilities arising from the Joint Municipal Waste Strategy have been incorporated in to the Oxfordshire Waste Partnership
7. Membership is an informal group comprising the elected members, officers and representatives from appropriate governmental and nongovernmental agencies. The partnership has no formal decision making powers itself, however individual decisions can be made by each authority.

Scope of the partnership

8. The Oxfordshire Environment Partnership focuses upon the priorities identified by the Oxford 2030 Strategic Plan, and deliver the collective commitments made as part of the area's Climate Local commitment. These commitments are based on the following themes:
 - Reduce carbon emissions and improve water and energy efficiency across public sector organisations, and encourage residents and business to do the same
 - Reduce waste and increase reuse and recycling by householders and business
 - Minimise the effects and risk of flooding
 - Ensure new development is built to high standards of sustainability
 - Support individuals, communities and business to respond to climate change
 - Keep Oxfordshire Green and Clean
 - Protect and enhance the biodiversity of the County
 - Reduce the gap between the best and the worst off by targeting our work appropriately

Key achievements of 2014/15

9. In its review meeting of January 2015, the following achievements across the Partnership was recorded:
 - A strategy to manage flood risk across the county was developed and published
 - Business resilience to climate change and extreme weather events have been promoted in partnership with the Environment Agency. 15 events were held across the County to promote the development of business continuity plans and business resilience plan, and were well attend by the business community
 - Aggregate emissions from all six Oxfordshire local authorities reduced by an average year-on-year figure of 4.88%, comparing 2013/14 with 2010/11
 - Oxford City Council utilised Department of Energy and Climate Change pioneer places funding to create a 'Green Deal Plus' network of local suppliers and community representatives. The "Warming Barton" project

for example, which ran in parallel, recruited multiple households in a single area so as to leverage ECO funding. 25 houses were chosen and each received external energy insulation installed.

- A green infrastructure framework covering the county has been developed
- The number of designated Local Wildlife Sites under 'positive management' increased to 64% from 60% in 2012
- The Oxfutures project, grant funded by Intelligent Energy Europe, continues to leverage significant amount of private sector investment in renewables.

Priorities for 2015/16

10. Priorities identified for 2015/16 include:

- Reuse, recycle or compost up to 60% waste, and review the opportunities of reusing or recycling bulky waste collected by authorities
- Continue to reduce carbon emissions from the local authority estate by 3% per year
- Build on the success of the Oxfutures project and attract funding and support for public and community energy efficiency and renewable energy projects across the county
- Assess the potential for replacement of boilers with a biomass equivalent
- Establish a baseline for water consumption against which future performance reductions can be achieved.
- Publish a Green Infrastructure Strategy in October 2015
- Produce an integrated habitat map for Oxfordshire and continue to work to improve the number of designated sites in positive management

Resource and Financial Implications

11. The dissolution of the OWP creates a saving in removing partnership subscription payments. This generates a saving of £1,642 per annum.
12. Actions for Oxford City council contained in the work programme reflect existing, planned and budgeted activity, and are not considered to be additional burdens on the authority.

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To: Council

Date: 13 April 2015

Report of: Chair of the Scrutiny Committee

Title of Report: Scrutiny Briefing

Purpose of report: To update Council on the activities of the scrutiny function

Introduction

1. The Scrutiny Committee has one more meeting scheduled for this municipal year but much of the review work we have established will continue into the summer months. There are three time-limited scrutiny reviews currently in progress and these are focused on inequality, the city centre economy and cycling.
2. The Scrutiny Committee has circulated a brief survey to all members to gather views on the effectiveness of the City Council's scrutiny function. I would urge all executive and non-executive members to please respond to the survey by 17 April. The Scrutiny Committee will review your comments and suggestions, and these will help the Committee to ensure that scrutiny is able to add value and punch above its weight.
3. I would like to thank all Officers and Board Members who have contributed to writing or presenting reports that the Scrutiny Committee and various panels have requested.

Work programme

4. The attached work programme includes details of review groups and ad hoc panels, as well as indicative agenda schedules for the Scrutiny Committee and Standing Panels.

Standard Information

5. I will always include the following information:
 - Current Panel work showing membership and progress.
 - Forward agendas – these will be indicative only.
 - The number and result of any called in decisions or councillor calls for action.
 - Recommendations made and the outcome of these.

6. This information is included as appendices to this briefing.
7. I will also provide verbal updates where there has been progress since the last Committee.

Current Activity

8. Since my last update, the following items resulted in recommendations being presented to CEB. I have included the number of recommendations made in brackets, followed by the number of these that were agreed, either in full or in part:
 - Budget Review 2015/16 (17/10)
 - Oxford Living Wage (5/4)
 - Fusion Lifestyle – Annual Service Plan 2015/16 (4/4)
 - Treasury Management Strategy 2015/16 (4/4)
 - Grant Allocations to Community and Voluntary Organisations (2/2)
 - The Culture Strategy 2015-2018 (2/2)
 - Discretionary Housing Payments policy (1/1)
 - Community and Neighbourhood Services (1/1)
 - Activities for older residents and preventing isolation (1/1)

The Scrutiny Committee

9. Since my last update, the Committee has met on 3 February, 2 March and 23 March. The Committee has pre-scrutinised a number of CEB decisions and considered several reports that it had independently requested from officers. The Committee has also monitored the Council's performance and established a cycling review.

Housing Panel

10. The Housing Panel looked at the City Council's approach to Unlawful Developments (Beds in Sheds), as well as under-occupancy in the Council's housing stock, at its meeting in February. In March, the Panel received a report on non-statutory homelessness services and received updates on the joint commissioning of housing support services, and Affordable Housing contributions in light of the amended national Planning Practice Guidance.

Finance Panel

11. The Finance Panel met in February to consider how the City Council can maximise the benefits of European Funding. The Panel is very grateful to Anneliese Dodds MEP for attending the meeting in person and providing a lot of very helpful information and advice to inform the Panel's deliberations. A report with recommendations will be presented to a future CEB meeting.

Budget Review

12. The annual Budget Review reported to CEB in February, providing assurance that the Council's budget for 2015/16 and its medium term spending plans are robust and fully funded. The report also included specific recommendations, which were discussed in some detail at CEB.

Inequality Review

13. The Inequality review, led by Councillor Van Coulter, is the major piece of scrutiny review work the Committee has initiated in 2014/15. The Review

Group has continued to engage with a wide range of contributors, including representatives of the Citizens Advice Bureau, Oxfordshire Clinical Commissioning Group, Oxford and District Child Poverty Action Group, and Oxfordshire Community Action Groups. The Review Group will be holding one final public evidence session in April which will include a focus on the impacts of Welfare Reform in Oxford. The Inequality Review Group will also be considering on the contents of its report and recommendations, before reporting to CEB in early summer.

Local Economy Review

14. The 'Local Economy' Review Group, led by Councillor James Fry, is exploring how the City Council can mitigate disruption to the city centre economy while major developments are taking place, and looking at issues around vacant premises. The Panel is engaging with the Town Team and some of the major landlords in the city centre, as well as City Council officers.

Cycling Review

15. The Cycling Review Group, led by Councillor Louise Upton, will engage with local cycling groups in drawing up a priority list of suggested cycling improvements and considering a number of other issues around cycling. Regrettably, County Council representatives will not be meeting with the Review Group.

Looking Ahead

16. Finally, we are beginning to think about the 2015/16 Scrutiny work programme and I would encourage all members to contribute suggestions. You can do this in your response to the scrutiny survey, through your political group, or by contacting Andrew directly.

Councillor Craig Simmons – Chair of the Scrutiny Committee

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Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Review Panels and Ad hoc Panels in progress
3. Potential Review Panels (to be established if and when resources allow)
4. Items for Scrutiny Committee meetings
5. Draft Scrutiny Committee agenda schedule
6. Items called in and Councillor calls for action
7. Items referred to Scrutiny by Council

1. Standing Panels

254 Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1	Councillors Simmons (Chair), Darke, Fooks and Fry
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Hollick (Chair), Sanders, Smith and Wade Co-opted Member – Linda Hill

2. Review panels and ad hoc panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Thames Water investment to improve flooding	To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.	TWU catchment study commences in April 2015.	First oversight meeting to be arranged for spring/summer 2015	Councillors Darke (Chair) Pressel, Thomas and Goddard
Inequality	To review how the City Council contributes to combatting harmful inequality in Oxford, and whether there is more that could reasonably be done.	The Panel has one final evidence gathering session remaining and has begun its deliberations.	Final evidence gathering in public on 16 April. Private session focused on outcomes on 30 April.	Councillor Coulter (Chair), Gant, Lloyd-Shogbesan and Thomas
Recycling rates	To review of recycling and waste data rates, and consider community incentives and other recycling initiatives.	Site visit to Cowley Marsh depot held on 16 February. Bid made for DCLG Recycling Reward Scheme funding.	Awaiting comparison data and outcome of bid for government funding.	Councillor Fry (Chair), Simmons & Hayes
Local economy	1. Mitigate disruption to the city centre economy while major developments are taking place and improve communications. 2. Minimise the time shop units are left empty, and improve the appearance of empty units.	Updates on the work of the Town Team and initial written evidence have been reviewed. The Panel has also received feedback from Town Team members on what they would like to see happen.	Meeting focused on empty premises on 8 April. Panel to meet with 2 Town Team steering groups.	Councillor Fry (Chair), Darke, Benjamin & Gotch
Cycling	To review how the City Council can make best use of unallocated investments and produce a costed list of priority schemes.	Scope signed off by Scrutiny Committee. Cycling groups and officers relevant officers have been invited to meetings on 14 April and 12 May.	Panel to engage widely to develop a list of priority schemes.	Councillors Upton (Chair), Gant, Hayes, Pressel & Wolff

3. Potential Review Panels – to be established when resources allow

Topic	Area(s) for focus	Nominated councillors
Neighbourhood working	Scope to be determined. Could to consider how to address feedback provided to the City Council by the peer review group.	TBC

Indicative scrutiny review timeline 2014-2015 (does not include ad hoc review panels)

Review	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Budget Scrutiny	Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting					
Inequalities		Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting		
Local economy					Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting	
Cycling							Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting

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Scoping
Evidence gathering and review
Reporting

4. Items for Committee meetings (in no particular order)

Topic	Area(s) for focus
Discretionary Housing Payments	Quarterly updates on spending profiles within a framework agreed by the Committee.
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.
Educational attainment investment	To consider the academic progress and key stage results at schools operating the KRM model compared to those not.
Fusion Lifestyle contract performance	Regular yearly item agreed again by the Committee to consider performance against contract conditions.
Research on the effects of welfare reform	To consider research into the impact of welfare reforms in the City.
Clean streets	To receive an update on the City Council's approach to keeping Oxford streets clean from graffiti, detritus, littering and waste.
Living Wage	To review how the living wage is enforced through procurement contracts
New controls over anti-social behaviour	To receive an update on the City Council's changing approach to anti-social behaviour.
Low Carbon Oxford	To receive an update on the progress of this scheme and plans to progress the low carbon agenda in Oxford.
Community and Neighbourhood services	To review aims, activities and outcomes; grant distribution; community centres and associations; volunteering; Neighbourhood plans; how better on-going engagement can be established with different communities.
Activities for older residents and preventing isolation	To receive an update on services and activities for over 50s, with a focus on preventing isolation.
Individual voter registration	To receive an update on changes to electoral registration and to monitor how the City Council is maximising registration.
Taxi Licencing	To review rules and processes; to understand driver issues.
Forward Plan items	To consider issues to be decided by the City Executive Board.

5. Draft Scrutiny Committee Agenda Schedule

Date (all 6pm, St. Aldate's Room unless stated)	Agenda Item	Lead Member / Officer(s)
27 April 2015	<ol style="list-style-type: none"> 1. Notes of serious case review briefing 2. Safeguarding Children, Young People and Vulnerable Adult Policy (pre-scrutiny) 3. City Centre Public Spaces Protection Order (pre-scrutiny) 4. Oxpens Delivery Strategy (pre-scrutiny) 5. Covered Market Action Plan 6. Review of Scrutiny work programme and results of member survey 	<p>Cllr Craig Simmons</p> <p>Tim Sadler, Val Johnson</p> <p>Richard Adams</p> <p>Fiona Piercy; Network Rail</p> <p>Jane Winfield</p> <p>Andrew Brown</p>
2 June 2015	<ol style="list-style-type: none"> 1. <i>Oxfutures</i> 2. <i>Proposed Lease and Monitoring Arrangements for Community Centres (pre-scrutiny)</i> 3. <i>Oxford Railway Station Redevelopment</i> 	<p><i>Mairi Brookes</i></p> <p><i>Mark Spriggs</i></p> <p><i>Fiona Piercy</i></p>
30 June 2015	<ol style="list-style-type: none"> 1. <i>Taxi licencing</i> 	<p><i>Julian Alison</i></p>

2015/16 Scrutiny Committee dates: 2 June, 30 June, 7 September, 6 October, 2 November, 8 December, 12 January, 2 February, 7 March, 5 April

6. **Items called in and Councillor calls for action**

None

7. **Items referred to Scrutiny by Council**

None

Appendix 1 - Finance Panel work programme 2014-15

Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Budget Scrutiny	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.
Capital process	To receive an update on the implementation of the Capital Gateway process.
Maximising European funding	To consider how the City Council can maximise funding opportunities; invite local MEPs to contribute to the discussion.
Municipal / Local bonds	To receive an update on the establishment of a municipal bonds agency and consider whether there is a case for the City Council to generate capital financing locally through bonds or crowd-funding.
Ethical investment	To monitor the City Council's approach to implementing an ethical investment policy.
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.

Draft Finance Panel agenda schedule

Date and room (all 5.30pm, St. Aldate's Room)	Agenda Item	Lead Officer(s)
28 April 2015 (TBC)	<ol style="list-style-type: none"> 1. Budget monitoring – quarter 3 2. Capital Strategy (pre-scrutiny) 3. Corporate Debt Policy (pre-scrutiny) 4. Draft European Funding report 	<p>Nigel Kennedy</p> <p>Nigel Kennedy</p> <p>Nigel Kennedy</p> <p>Cllr Simmons / Andrew Brown</p>
2 July 2015	<ol style="list-style-type: none"> 1. <i>Municipal/Local Bonds</i> 2. <i>Low Carbon Hub</i> 	<p><i>Steve Drummond (Low Carbon Hub), Aidan Brady or Christian Wall (Local Capital Finance Company)</i></p> <p><i>Steve Drummond (Low Carbon Hub); Anna Winship</i></p>

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Provisional 2015/16 Finance Panel dates: 2 July, 3 November, 14 January, 28 January & 7 April.

Appendix 2 - Housing Panel work programme 2014-15

Items for Housing Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Performance monitoring	Regular monitoring of performance measures for Estates Regeneration, Housing Supply and Welfare Reform and Housing Crisis.
Housing Strategy	Review headline priorities and sought outcomes in Housing Strategy at draft stage, and the action plan post-consultation.
Increasing the provision of affordable housing	Monitoring of performance measures; scrutiny of the Housing Business Plan and the Housing Strategy; consider alternative options e.g. pre-fabs and 'pods'; possible review topic.
Homelessness	Monitoring of performance measures; scrutiny of the Housing Business Plan and Housing Strategy; pre-scrutiny of homelessness grant allocations; possible review topics.
Rent arrears	Monitoring of performance measures; bi-annual update reports.
STAR survey results	Monitoring of results.
Tackling under-occupancy	Report on efforts to tackle under-occupancy; consider in rent arrears reports.
Oxford Standard	To receive a progress update on the delivery of the Oxford Standard through the Asset Management Strategy and Action Plan, including an update on work to improve thermal efficiency in the Council's housing stock.
Private sector licencing	Update report on the scheme; consider views of landlords and PRS tenants.
Unlawful dwellings	A report on the City Council's approach to tackling illegal dwellings e.g. beds in sheds, given that funding ends in April 2015.
Repairs exemptions policy	To scrutinise proposed changes to the current policy.
De-designation of 40+ accommodation	Update report on the final phase of de-designating 40+ accommodation (expected in April 15).
Sheltered Housing	To contribute to and monitor the customer profiling survey of residents in sheltered accommodation and how this data should inform future provision.
Fuel Poverty	To receive an update on the City Council's approach to the issue of Fuel Poverty. Commission/review research; consider during other items; possible review topic.
Supporting people	Verbal updates on the joint commissioning of housing support services.

Draft Housing Panel Agenda Schedules***Provisional 2015/16 Housing Panel dates: 4 June, 9 September, 8 October, 9 December & 9 March.***

Date, room and time	Possible Agenda Items	Lead Officer(s)
<i>4 June 2015, Plowman Room, 5pm (Provisional)</i>	<ol style="list-style-type: none"> <li data-bbox="636 507 1106 544">1. <i>De-designation review year 4</i> <li data-bbox="636 580 1397 655">2. <i>Asset Management Strategy (including the Oxford Standard) (pre-scrutiny)</i> <li data-bbox="636 692 1308 729">3. <i>Private Sector Housing Policy (pre-scrutiny)</i> <li data-bbox="636 766 1375 841">4. <i>Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny)</i> 	<i>Tom Porter</i> <i>Martin Shaw</i> <i>Ian Wright</i> <i>Adrian Chowns</i>

Scrutiny Recommendation Tracker – February to March 2014/15

Fusion Lifestyle Annual Service Plan 2015/16 – Scrutiny Committee 23 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that a more ambitious performance target is adopted for increasing the participation of users resident in the most deprived wards in our city (the existing proposal is for the target to increase from 110,000 visits in 2014/15 to 114,000 visits in 2015/16).	Y	We will liaise with Fusion and report at CEB what we feel is doable.	Cllr Mike Rowley / Ian Brooke	2 April 2015
2. We recommend that a more ambitious performance target is adopted for increasing the participation of disabled users (the existing proposal is for the target to increase from 15,000 visits in 2014/15 to 16,000 visits in 2015/16).	Y	We will liaise with Fusion and report at CEB what we feel is doable.	Cllr Mike Rowley / Ian Brooke	2 April 2015
3. We recommend that the City Council continues to work with Fusion Lifestyle to remove barriers to participation for our target groups, for example by seeking to extend crèche provision at Council leisure facilities.	Y	Agreed - it describes what we're doing and intend to keep doing.	Cllr Mike Rowley / Ian Brooke	TBC
4. We recommend that the utility consumption performance target is changed to a carbon reduction target, measured on a per user basis. This could be in line with the City Council's corporate target of reducing carbon emissions by 5% per annum.	Y	Happy to report on a per user basis for carbon.	Cllr Mike Rowley / Ian Brooke	2 April 2015
Living Wage – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that the City Council surveys all suppliers to measure compliance with paying the Oxford Living Wage.	Y	We should make every effort to ensure that our contractors are paying the Living Wage, but it may be difficult to	Cllr Bob Price / Simon Howick & Jane	Nov 2015

		achieve a full coverage of the very large number of suppliers, some of which provide very small volumes.	Lubbock	
2. We recommend that the City Council reviews whether the Oxford Living Wage should continue to be set at 95% of the London Living Wage.	Y	The original figure was determined on the basis of a comparison of housing and transport costs in Oxford and London. It should be possible to repeat that exercise. The Council motion which committed us to the LW, proposed a £7 OLW against the £7.20 LLW, taking account of the work undertaken by the original research by Loughborough University and the Mayor of London and using Oxford housing and transport data. That relationship was subsequently translated into a 95% figure, in order to ensure that the OLW was maintained in line with a figure for the LLW that was well researched and supported by time series evidence. This percentage link makes the administration of the OLW straightforward and avoids the need for complex research to be undertaken locally at regular intervals.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
3. We recommend that the City Council seeks to increase apprentice pay in the next budget round.	N	This issue was considered carefully at the time of the decision on apprentice pay. The current apprenticeship rates are well above the national rates, but a move to the OLW would result in a reduction in the number of apprenticeships.	Cllr Bob Price / Simon Howick & Jane Lubbock	N/A

4. We recommend that the City Council actively explores the merits of incentivising businesses to pay the Oxford Living Wage through offering business rate discounts.	Y	We should consider this, but there are difficult issues of practical implementation as well as a potentially significant cost to the Council's budget.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
5. We recommend that the City Council seeks to be more pro-active in engaging with employers and encouraging them to pay the Oxford Living Wage. This could also involve raising the profile of the Oxford Living Wage on the City Council website and listing employers that have committed to paying it.	Y	As the portfolio holder, I have written to all the major employers to encourage them to pay the Living Wage and have engaged with many of them in the course of my visits to them over the past two and a half years. The suggestions about the website and employer listings are very good ones and will be adopted.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
Culture Strategy – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that there is an objective to extend cultural opportunities to excluded communities under priority for culture 2.	Y	Section 2 of the Strategy states that 'We are committed to providing and supporting opportunities for all of Oxford's residents to engage with arts and cultural events and activities, with a particular focus on work which reaches our young people and diverse communities.' and 'Our aim- working with our partners in the cultural sector- is to increase access from all our communities to good quality cultural opportunities and events, at affordable prices, in a range of venues and locations'.	Christine Simm / Peter McQuitty	April 2015

		This represents a clear and robust commitment to working with all communities including excluded groups. However, the phrase 'including excluded groups' could be inserted after 'increase access from all our communities' to strengthen the point.		
2. We recommend that the City Council asks Experience Oxfordshire to convene a seminar with elected members.	Y	Excellent suggestion which will be actioned within the next two months, giving the new incumbent a little to time to settle in to her new role.	Christine Simm / Peter McQuitty	May 2015
Discretionary Housing Payment Policy – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
We recommend that the City Executive Board approve the revised Discretionary Housing Payment Policy.	Y	<i>An update paper will come to Scrutiny and CEB at the end of quarter 2 at the latest.</i>	Susan Brown / Paul Wilding	Y
Budget Review 2015/16 = Finance Panel 5 February				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That reserves and balances are reviewed with a view to investing any overstated reserves.	Y	Agree. This is something that we are undertaking anyway, as we want to maximise return on investment. It is worth noting that reserves may not be “over-stated” but may still be suitable for investment if they are held against a risk or item of expenditure occurring in a future year.	Cllr Turner	Sept 2015
2. That the City Council explores new ways of increasing public engagement in its budget setting process.	In part	We can look at the consultation and welcome suggestions. However, it is important to note that the budget is a	Cllr Turner	Dec 2015

		politically-led process and that it would need to be consistent with the aims and values of the administration setting the budget.		
3. That Council Tax is increased by 1.99% (rather than the proposed 1.50%) in 2015/16.	Y	Agreed.	Cllr Turner	Y
4. That the City Council continues to engage constructively with other Oxfordshire Councils in order to optimise any potential benefits available from business rates pooling and distribution arrangements.	Y	Agreed. We already do work with the other councils on this, but at present pooling is not to our advantage.	Cllr Turner	Y
5. That the City Council looks at ways of mitigating the impacts of higher than average rents on those Council tenants who will be most affected.	N	The overall average rent rise for council tenants is 3.49% but the range is -6.58% to 6.25%. If a tenant faces into difficulties, s/he should approach the Council for assistance. For instance, there may be tenants who are not receiving all funds to which they are entitled, or in some cases a claim for Discretionary Housing Payment might be appropriate. However, the far bigger issue is for tenants in privately rented accommodation, rather than those paying comparatively low council rents.	Cllr Turner	N/A
6. That further consideration is given to covering more enforcement costs through higher, related fees and charges. This should include keeping legislation under review and asking the LGA what other local authorities charge for.	Y	We are happy to do this, but it should be noted that some budgets are ring-fenced and there is a limit to what can be charged for.	Cllr Turner	Sept 2015
7. That to protect future Park and Ride incomes, the City Council seeks agreement with the County Council on consistent charging rates across all	Y	We want to have common charges with the County Council, to avoid extra journeys being made to visit a cheaper	Cllr Turner	Dec 2015

Oxford Park and Rides.		park and ride. Ultimately the charges levied by the County Council are a matter for that authority. Our budget figure is our best estimate of the approach to be taken by the County Council.		
8. That the City Council explores mechanisms for the earlier release of land value locked up in the Barton Park development.	N	This does not look feasible or desirable. If the desire is to release waterfall payments earlier, that would not be possible without renegotiating the whole deal, which would not appear to be an endeavour with great prospect of success. Alternatively, if it is to borrow off the back of the deal, this would present the authority with additional risk, and it is not clear what the borrowing would for. We are already providing well over £100 million of investment over the next ten years, and are borrowing around £232 million.	Cllr Turner	N/A
9. That the following efficiency savings are re-rated as high risk: a) Shifting services towards community settings and online (£126k from 2017/18 in Customer Services), b) Application portfolio & telephony review (£150k from 2015/16 in Business Improvement & Technology).	N	a) We believe this saving is deliverable and the risk rating is appropriate. b) The applications review should deliver savings through reduced maintenance and reduced staffing resources that's why its medium risk. It doesn't make a difference to the budget since we provide a 40% contingency against unachieved savings for high and medium risks.	Cllr Turner	N/A

10. That there is a re-energising of attempts to identify new invest-to-save opportunities in future budget rounds (see recommendation 17d).	In part	We are very ambitious here already but will continue to look.	Cllr Turner	Dec 2015
11. That sufficient flexibility is in place to mitigate the risk of the City Council having to repay £7m to the Housing Revenue Account.	Y	We will be in a position to mitigate this, but would be undesirable.	Cllr Turner	Y
12. That the City Council explores how it can become a more agile operator in the housing market to ensure it secures best value for new property acquisitions.	In part	We believe we are appropriate and agile in this area of work, but are always happy to receive suggestions.	Cllr Turner	N/A
13. That half of the additional waste disposal costs pressure is re-instated in the budget from 2016/17.	N	Not agreed. It would not be in the interests of the authority to make this change, and if the budget is not deliverable it will be reviewed next year.	Cllr Turner	N/A
14. That off street parking income is re-modelled in light of the most recent parking data and experience with the temporary Westgate car park.	N	At this stage we do not see any evidence to suggest remodelling is necessary.	Cllr Turner	N/A
15. That any savings achieved through lower than assumed energy prices are invested in energy efficiency improvements.	N	We will continue to prioritise energy efficiency regardless of the movement on energy prices.	Cllr Turner	N/A
16. That HRA void losses are modelled at 1.0% (rather than the proposed 1.2%), at least in the early years of the budget period.	N	It would be prudent to retain potential void losses at 1.2%, in case void levels are higher when the Barton development becomes available. The impact upon the budget is minor.	Cllr Turner	N/A
17. That the following areas should be priorities for further spending in the event that additional general fund resources become available (we have identified some options for raising revenue in the short to medium term). These suggested priorities are listed in no particular order: a) Staff Training and Wellbeing – continue funding the training budget increase (£100k) and funding	In part (N a-f, Y g, in part h)	On all of these, they are really matters for councillors and groups to take a view of when it comes to budget setting. On “Beds in Sheds”, we are proposing a carry forward to continue to fund some of this work.	Cllr Turner	April 2015

<p>for staff wellbeing (£75k) beyond 2016/17,</p> <p>b) Apprenticeships – reinstate £50k from 2015/16 or a sufficient amount to fund no fewer than 25 apprentices in future cohorts,</p> <p>c) Community Development (Social Inclusion) Fund – reinstate £60k from 2015/16,</p> <p>d) Business Improvement staffing reductions – reverse the £110k cut in 2016/17 in full or in part (see recommendation 10),</p> <p>e) Partnership development – new investment,</p> <p>f) Fund raising – new investment,</p> <p>g) Planning enforcement – continue funding the Beds in Sheds project at the post April 2015 level to April 2016. A more detailed review of alternative funding streams should be undertaken during this period,</p> <p>h) Discretionary Housing Payments – continue the current level of funding to April 2016.</p>		<p>Discretionary Housing Payments – continue the current level of funding to April 2016. We will, of course, review the situation with respect to DHP in the light of the coalition government’s dramatic, inappropriate reduction of our budget. We could, if needs be, support it from the homeless contingency, in some circumstances from the HRA, and we may also need to revisit the criteria for the scheme.</p>		
Treasury Management Strategy 2015/16 – Finance Pane 6 February				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That paragraph 14 in appendix 2 and the title of table 5 are reworded before Council is asked to approve the Treasury Management Strategy.	Y		Cllr Turner	Y
2. That the City Council considers all options for refinancing the £20m repayment of its external debt, which is due to be repaid in 2020/21.	Y		Cllr Turner	July 2015

3. That the City Council pursues 'real asset lettings' at a pace. This could be both a good investment and one which supports the City Council's objectives.	Y		Cllr Turner	July 2015
4. That the City Council obtains independent advice on its liquidity and borrowing potential.	Y		Cllr Turner	July 2015
Grant Allocations to Community and Voluntary Organisations – Scrutiny Committee 3 February				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council works with OCVA to improve outreach and engagement activities with diverse community and voluntary groups, with a focus on building capacities and supporting bid-writing.	Y	I am happy to accept this recommendation. Given the concerns that were expressed at the meeting about the capacity of overarching support services to reach minority communities, we will also explore other ways of making those communities aware of what we can (and cannot) offer. We will include in the OCVA specification for 15/16 that they must follow up any unsuccessful applicants to any of the grants funding pots to offer them support and guidance. We already offer bid writing workshops for all community groups through OCVA, and this will continue.	Cllr Rowley	
2. That consideration is given to providing a greater separation between grants allocated to smaller, localised community groups and those that seek to achieve wider community benefits.	In part	I agree that full consideration should be given to the difference between larger voluntary-sector organisations and smaller groups based in local communities, and the need to strike a balance, as well as to ensure Oxford retains a wealth of groups that come from within local communities to achieve collective goals.	Cllr Rowley	

		<p>The Council awards grants solely on the basis of the proposal's contribution to achieving the Council's local objectives, as well as evaluating applications on the basis of how closely the applicant works with local communities and how well they establish the specific local need. We also offer dedicated support to community groups in preparing bids, both directly and through OCVA, and this will continue.</p> <p>I am not convinced that a formal separation between different kinds of bidder would help to achieve this. The Council already has different a number of different grants budgets: for commissioning, with no bid limit and divided according to the Council's objectives; open bidding grants up to £10,000, and small grants up to £1,000 both very much aimed at local community-based groups; specific grants budgets for meeting particular needs. I think that considering applications separately according to the type of organisation they come from, rather than simply always bearing in mind the considerations outlined in my first paragraph above, could add complexity and diminish flexibility in achieving the Council's objectives.</p> <p>However, there could be more we could do to ensure that small community-based groups are fully aware of what we can and</p>		
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		cannot offer, and have the capacity to make appropriate applications; and our work on Scrutiny's first recommendation will be structured in order to address this.		
Activities for Older People and Preventing Isolation – Scrutiny Committee 3 February				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
That a high level review takes place to flag up any issues of non-compliance with the Equalities Act.	Y		Cllr Simm	June 15
Communities and Neighbourhood Services – Scrutiny Committee 3 February				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
That the review of priority areas draws on the findings of the Inequalities Scrutiny Panel, as well as the latest social research data.	Y	I am fully in support of work being undertaken to identify areas deprivation throughout the City and with the seven identified areas. Work is underway to provide an evidence based report to identify demographic change and areas of need drawing upon multiple indices of deprivation. The findings of the Inequalities Scrutiny Panel will inform this undertaking and I expect to be able to present a completed report in the summer of this year.	Cllr Simm	June 15