

Agenda

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Scrutiny Committee

Date: **Tuesday 12 January 2016**

Time: **6.15 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

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Scrutiny Committee

Membership

Chair	Councillor Craig Simmons
	Councillor Tom Hayes
	Councillor Van Coulter
	Councillor Roy Darke
	Councillor James Fry
	Councillor Andrew Gant
	Councillor Sam Hollick
	Councillor David Henwood
	Councillor Ben Lloyd-Shogbesan
	Councillor Jennifer Pegg
	Councillor Linda Smith
	Councillor Sian Taylor

The quorum for this Committee is four, substitutes are permitted.

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 OXPENS REVISED DELIVERY STRATEGY

9 - 20

Contact Officer: David Edwards, Executive Director, Regeneration & Housing
Tel 01865 252394, dedwards@oxford.gov.uk

Background Information
The Scrutiny Committee and Council have asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to consider the report which proposes a revised delivery strategy for the Oxpens development at its special meeting on 14 January 2015. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
The following officers will attend to present the report and answer the Committee's questions: - David Edwards, Executive Director, Regeneration & Housing - Nigel Kennedy, Head of Financial Services - Lindsay Cane, Legal Services Manager

4 REPORT FROM HOUSING STANDING PANEL - RENTS PERFORMANCE

21 - 22

Contact Officer: Andrew Brown, Scrutiny Officer
Tel 01865 252230, abrown2@oxford.gov.uk

Background Information
The Housing Panel recently scrutinised the Council's rents performance and agreed to put two recommendations to the City Executive Board.
Why is it on the agenda?
For the Scrutiny Committee to review and comment on the report of the Housing Panel before it is submitted to the City Executive Board

on 21 January 2015.

Who has been invited to comment?

Councillor Linda Smith, the Chair of the Housing Panel will present the report.

5 REPORT FROM HOUSING STANDING PANEL - CHOICE BASED LETTINGS

23 - 24

Contact Officer: Andrew Brown, Scrutiny Officer
Tel 01865 252230, abrown2@oxford.gov.uk

Background Information

The Housing Panel recently scrutinised proposed changes to the Choice Based Lettings scheme and agreed to put two recommendations to the City Executive Board.

Why is it on the agenda?

For the Scrutiny Committee to review and comment on the report of the Housing Panel before it is submitted to the City Executive Board on 21 January 2015.

Who has been invited to comment?

Councillor Linda Smith, the Chair of the Housing Panel will present the report.

6 WORK PROGRAMME AND FORWARD PLAN

25 - 52

Contact Officer: Andrew Brown, Scrutiny Officer
Tel 01865 252230, abrown2@oxford.gov.uk

Background Information

The Scrutiny Committee operates within a work programme which has been set for the 2015/16 municipal year. The programme is reviewed at each meeting so that it can be adjusted to reflect the wishes of the Committee and take account of changes to the latest [Forward Plan](#) (which outlines decisions to be taken by the City Executive Board or Council).

Why is it on the agenda?

The Scrutiny Committee is asked to review its work programme for the 2015/16 council year.

This is an opportunity for the Chairs of the Standing Panels and Review Groups to provide an update as necessary.

The Committee is also asked to select which Forward Plan items they wish to pre-scrutinise based on the following criteria:

- Is the issue controversial / of significant public interest?
- Is it an area of high expenditure?
- Is it an essential service / corporate priority?
- Can Scrutiny influence and add value?

A maximum of three items for pre-scrutiny will normally apply.

Who has been invited to comment?

Andrew Brown, Scrutiny Officer will present the work programme, answer questions and support the Committee in its decision making.

7 REPORT BACK ON RECOMMENDATIONS

53 - 72

Contact Officer: Andrew Brown, Scrutiny Officer,
Tel 01865 252230, abrown2@oxford.gov.uk

Background Information

The Committee makes a number of recommendations to the City Executive Board, which is obliged to respond in writing.

Why is it on the agenda?

This item allows Committee to see the results of recommendations since the last meeting.

Since the last meeting the following items have resulted in recommendations to the City Executive Board:

- Community Centre Strategy 2016-20
- Resettling Syrian Refugees in Oxford
- Asset Management Plan

The City Executive Board is expected to respond to the recommendations of the Guest Houses Review Group at its meeting on 21 January.

Also included are lists of recommendations made by the Committee in the last 18 months that have not yet been fully implemented. The Committee is asked to review these and can request updates from officers where required.

Who has been invited to comment?

Andrew Brown, Scrutiny Officer will present the report.

8 MINUTES

73 - 78

Minutes from 9 December 2015

Recommendation: That the minutes of the meeting held on 9 December 2015 be APPROVED as a true and accurate record.

9 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

Scrutiny Committee

20 January 2016 (if needed)

2 February 2016

7 March 2016

5 April 2016

All meetings start at 6.15 pm.

Standing Panels

Housing Standing Panel – 1 February 2016

Finance Standing Panel – 28 January 2016

10 MATTERS EXEMPT FROM PUBLICATION

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule I2A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART TWO **MATTERS EXEMPT FROM PUBLICATION**

11 CONFIDENTIAL APPENDICES - OXPENS DELIVERY STRATEGY

79 - 90

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.

*Disclosable 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.

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To: City Executive Board

Date: 14 January 2016

Report of: Executive Director Regeneration and Housing

Title of Report: Oxpens Revised Delivery Strategy

Summary and Recommendations

Purpose of report: To provide an update and seek approval for an amendment to the strategy.

Key decision Yes

Executive lead members:

- Cllr Bob Price, Board Member for Corporate Strategy and Economic Development
- Cllr Ed Turner, Board Member for Finance, Asset Management and Public Health
- Councillor Alex Hollingsworth Board Member for Planning & Regulatory

Policy Framework: Corporate Plan - vibrant & sustainable economy; Core Strategy 2010; West End Area Action Plan 2008; Regeneration Framework 2010; Oxpens SPD 2013

Recommendations: That the City Executive Board resolves to:

1. Note the contents of this report;
2. Authorise a collaboration with Nuffield College to create an appropriate joint venture vehicle through which the Oxpens strategy can be delivered, on the basis that Nuffield College would act as an investor in the vehicle and in recognition of Nuffield's position as a key landowner in the development area, as set out in this report;
3. Delegate authority to the Executive Director, Regeneration and Housing, in consultation with the Chief Executive, s151 Officer and Monitoring Officer, to agree the terms of the Council's entry into such a joint venture vehicle;
4. Authorise (if required) the placement of an appropriate VEAT notice in regard to the proposed collaboration with Nuffield College;

5. Agree to the commencement of an appropriate competitive procurement exercise to select a developer joint venture partner to become a Member of the proposed joint venture vehicle
6. Delegate authority to the Executive Director, Regeneration and Housing to agree terms for the acquisition of land at Oxpens, as described in this report, in consultation with the Chief Executive, s151 and Monitoring Officers;
7. Delegate authority to the Chief Executive, in consultation with the Leader, to appoint directors to the joint venture company.

Appendices

- Appendix 1 Risk Register
- Appendix 2 Land Ownership Plan
- Appendix 3 NOT FOR PUBLICATION Commercially Sensitive (Para 3, Sch 12A LGA 1972)
- Appendix 4 NOT FOR PUBLICATION Legal Privilege (Para 3, Sch 12A LGA 1972)

Background

1. In October 2015 CEB approved a report authorising the acquisition of railway lands in order to combine the site with the City Council's adjoining landholdings, promote a mixed-use scheme and seek a private sector partner to undertake a comprehensive scheme of development.
2. Central Government has now confirmed the disposal of railway lands (owned by LCR: London and Continental Railways) at Oxpens to the Council on the basis of an unconditional sale for a fixed price.
3. Nuffield College and the Council have discussed the potential for a joint venture, including capital investment, in the West End. As the two predominant land owners in the area we are in a unique position to collaborate to deliver the vision set out in the West End Area Action Plan and, by jointly master-planning our assets, to ensure the efficient and effective delivery of development and infrastructure and optimisation of land values.
4. The terms set out by Central Government for the transfer of the railway lands have changed since the previous CEB report and now require a higher initial payment, but Central Government's requirement to share in future returns from the development (planning overage) is removed (unless the site is traded without planning permission where there is a requirement for a profit share). Nuffield College is prepared to invest jointly with the Council to acquire the railways lands and move forward the development on Oxpens in partnership, including seeking a private sector investor for the development. This collaboration is supported by Central Government and the Secretary of State for Communities and Local Government as identified in the City Deal.

5. In October 2015, CEB authorised the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle. (CEB 15 October 2015 Recommendation No.3). It is now proposed that the investment vehicle is set up jointly with Nuffield College, and that a competitive exercise is subsequently undertaken to secure a private sector joint venture partner to provide investment and move forward a comprehensive development scheme. The joint venture vehicle would be a limited liability company.

Priority

6. The Oxpens development is a strategic priority in the Oxford City Deal and the Oxfordshire Strategic Economic Plan unlocking major private sector investment and jobs as well as delivering significant wider benefits, including:
 - essential business space and accommodation for new and growing enterprises and services which require links to the universities and service economy
 - city centre regeneration linked to major investment committed at the railway station and Westgate (£500m redevelopment now under construction)
 - transport improvements and flooding infrastructure which are essential to enable the city's economy to grow
 - providing a platform for wider regeneration including employment areas near the station and Osney Mead, and supporting redevelopment around Frideswide Square
 - providing new market and affordable housing (over 300 homes), and visitor accommodation.

Collaboration Agreement

7. Nuffield College and the City Council have recognised an opportunity for a partnership arising from the unique combination of our respective positions as the predominant landowners in the area, our shared values, and our collective ambition to regenerate the area. This collaboration will be formalised both in a collaboration agreement and in the terms of a joint venture agreement to enable delivery of sites across the West End in accordance with the West End Area Action Plan and supplementary planning documents including the Oxpens Masterplan SPD. The joint objectives for the collaboration are as follows:
 - To craft a joint vision for a mixed-use social science and business quarter that connects major individual sites across the city centre west end.
 - To increase the supply of city centre housing for key workers, college graduates and those in need of affordable housing.

- To promote University spin-outs and multidisciplinary approaches to innovation¹, for social and economic benefits
 - To deliver high quality developments in accordance with the West End Area Action Plan.
 - To optimise the value of our landholdings, subject to any legislative or legal requirements.
 - To identify joint investment opportunities and spin-out projects.
8. The partnership is for investment as opposed to procuring goods or services and therefore does not require the Council to undertake a competitive selection process compliant with EU procurement regulations. The proposed partnership with Nuffield College is considered by the Council to be consistent with the Council's procurement requirements as Nuffield College is in the unique position as the predominant landowner in the area with the exclusive ability to work with the Council to create a mixed-use social science and business quarter that connects major individual sites across the city centre west end. This includes the facility to masterplan, transfer uses and deliver sites within a comprehensive development programme, including acquiring or exchanging interests in sites. There will be a competition on the open market for the developer investor partner in due course.

Collaboration Projects

9. It is intended that the following initial projects will be undertaken. Other projects can be added by mutual agreement subject to future CEB reports as necessary.
- Production of an integrated masterplan for the Nuffield Island Site- Jam Factory - Oxpens- Westgate areas, building on the established planning framework and individual masterplans already in place
 - To invest in the Oxpens site and seek potential further opportunities in the West End area for joint working and further investment (subject to CEB & Council approvals).
 - To seek to apply social science expertise into the Oxford 'Smart Cities' programme.

Timing & Way Forward

10. The Council proposes to acquire the railway lands jointly with Nuffield College and to plan and promote mixed-use development of the site in combination with the Council's adjoining land holdings. Nuffield College has confirmed (subject to contractual detail and procedural matters) that it is prepared to enter into a 50–50 JV partnership with the Council and will invest half the cost of the acquisition of the LCR land.
11. Following acquisition of the LCR land, a competitive process will be undertaken for a private sector partner. The development will then

¹ Multidisciplinary approaches to innovation involve a wide range of different types of professionals coming together to solve problems and improve processes.

proceed with planning permission sought, strategic infrastructure being installed, and onward sale of plots for development of housing and commercial properties.

12. It should be noted that the Government's changes to planning policy regarding brownfield sites, permitted development and affordable housing, may mean changes that impact on the site across the period of the development. To mitigate the potential impact the Council will, as a partner in the investment vehicle, have certain matters reserved for reference back to (elected) Members, in particular, affordable housing policy. The baseline scheme for development will be in accordance with the Oxpens Masterplan SPD and deliver a sustainable mixed-use scheme including affordable housing in accordance with policy. It is recognised that over the lifetime of the development the scheme may need to flex and compromises between the partners may be required if circumstances change. The partnership will contain deadlock and dispute resolution processes as a last resort, similar to those in the Barton LLP agreement.
13. The private sector partner would take an interest in the investment vehicle, alongside the Council and Nuffield and hence dilute the initial 50:50 partnership. The final terms will be subject to negotiation and would be remitted back to CEB for approval, but are expected to incorporate the following principles:
 - The private sector partner will expect to become a 50% partner (and is unlikely to accept less) in exchange for providing funding, with the Council and Nuffield each holding 25%. However, agreement between all the parties will be required, or reference to resolution process as referred to above.
 - The Council's adjoining land will be sold to the investment vehicle for development at an agreed price subject to an independent valuation and a minimum price payable.
 - The private sector partner may partially refund the Council's initial cost of acquiring the railway lands (if required) - with the balance of the land value together with any development uplift being returned to the Council and Nuffield as development takes place.
 - There will be a profit share agreement between the parties.
 - The partners may have the opportunity to acquire elements of the completed development - for example the Council may have an interest in the affordable housing.
 - The intention is to have a new private sector partner in place within six months of the acquisition of the railway lands.

The detailed financial terms and business plan negotiated with the private sector partner will be subject to CEB and Nuffield College approval.

14. The Council has taken independent advice from leading property advisers JLL who has also carried out initial market testing with major

private sector developers. This has demonstrated that there is significant interest in the wider Oxpens site from developers of excellent standing, who have proven track records in bringing forward large, complex regeneration sites, combining housing and commercial elements.

Delivery and Development Programme

15. It is anticipated that infrastructure development could start on site in 2017 with the support of Local Growth Fund (LGF) monies already secured.

Legal and Procurement Issues

16. **Powers:** The City Council is entering into the project for the purposes of regeneration and economic growth exercising the General Power of Competence in Section 1 of the Localism Act 2011, and all other relevant powers
17. **Procurement:** Pinsent Masons solicitors have provided procurement advice to the Council. See [NOT FOR PUBLICATION] Appendix 4
18. Pinsent Mason advises that a joint venture structure must meet the Public Contracts Regulations (“PCR”) requirements if one of the partners is appointed to provide works or services. The proposed joint venture with Nuffield is, however, an investor partnership. In accordance with the Regulations, therefore, provided that Nuffield College is not appointed to provide works or services for the development, it is the view of the Council that their appointment to the JV falls outside of the PCR. To ensure maximum public transparency, however, consideration will be given as to whether the publication of a VEAT notice in regard to Nuffield’s appointment will assist the process.
19. **State Aid:** Provided that the Council enters into the vehicle on terms on which a private sector participant would accept then the Council can lawfully participate in the vehicle without State Aid arising. It will be necessary to keep a watching brief over this as terms are finalised.
20. **Competition:** Nuffield College, the proposed initial partner, is in an exclusive position to support delivery the West End Area Action Plan (which includes sites at Oxpens, Jam Factory, Island site and Worcester street car park) following a recent transfer of Christ Church assets to Nuffield. This opportunity arises from the unique combination of our positions as predominant landowners in the area, our shared values, and our collective knowledge base. There is no other investor that can offer this combination of attributes. As such, it is considered that any competition the Council could undertake at this point would add no value to the process. The Board is therefore asked to waive such of the Council’s contract rules as may apply by agreeing the appointment of Nuffield College as an investment partner in the proposed JV without a formal competitive selection process.

21. The selection of a private sector investor developer partner will require a form of competition.
22. The form of the vehicle will be a limited company, in accordance with the provisions of the Localism Act 2011.
23. The joint venture vehicle will not be a Public Body, or a 'Contracting Authority' as defined under public law, and would not discharge any of the statutory functions of the Council.
24. The joint venture aims to bring about social, economic and physical regeneration and is commercial, operates in normal market conditions, aims to make a profit and bear the risk of its activity - no losses can be met from the public purse.
25. Following sale of all landholdings and completion of development, the Joint Venture will dissolve unless agreed otherwise.
26. The Council's Legal Team has been consulted on this project and the Draft Heads of Terms for the Oxpens Delivery Partnership have been prepared on the basis of advice provided by Pinsent Mason lawyers and JLL property advisors.
27. Internal Governance. An Internal Board will be established to oversee the project comprising Directors, s151 Officer, Legal Officer, Planning, Housing and Property officers.

Financial Issues & Due Diligence

28. The Council has sufficient financial resources to meet its share of the cost of acquiring the LCR land. Budgetary provision has already been made for a variable investment with a maximum exposure of £8.4m. (Full Council 7 December 2015)
29. Timeframes for receipts: Returns will be linked to a payment mechanism as yet to be agreed and reported back to CEB.
30. Further details are provided in [NOT FOR PUBLICATION] Appendix 3.
31. Legal, Property and Technical Fees: These were covered in the CEB report dated 15 October 2015 and approved as part of the project budget in by Council on 7 December 2015. The estimated fee expenditure is £370k.

Environmental Impact

32. The land is on the Council's Prioritised list under Part 2A of the Environmental Protection Act 1990 and an intrusive investigation will be required as a condition of planning for any proposed change of use.

Remediation will be required to make the land suitable for residential use. The Council has already received desktop assessments on the potential ground conditions and has made allowances for ground works in its financial assessments.

33. The project provides the opportunity to remediate or remove the historic landfill on the site and to improve the flood capacity of the Oxpens area.

Equalities Impact

34. The Initial Assessment is that the contents of this report do not lead to any unjustifiable differential impact on relevant groups. The project will provide an important means to deliver new private and affordable housing and commercial spaces in support of economic development and the creation of new jobs.

Name and contact details of author:-

Name Fiona Piercy

Service Area: Regeneration & Housing

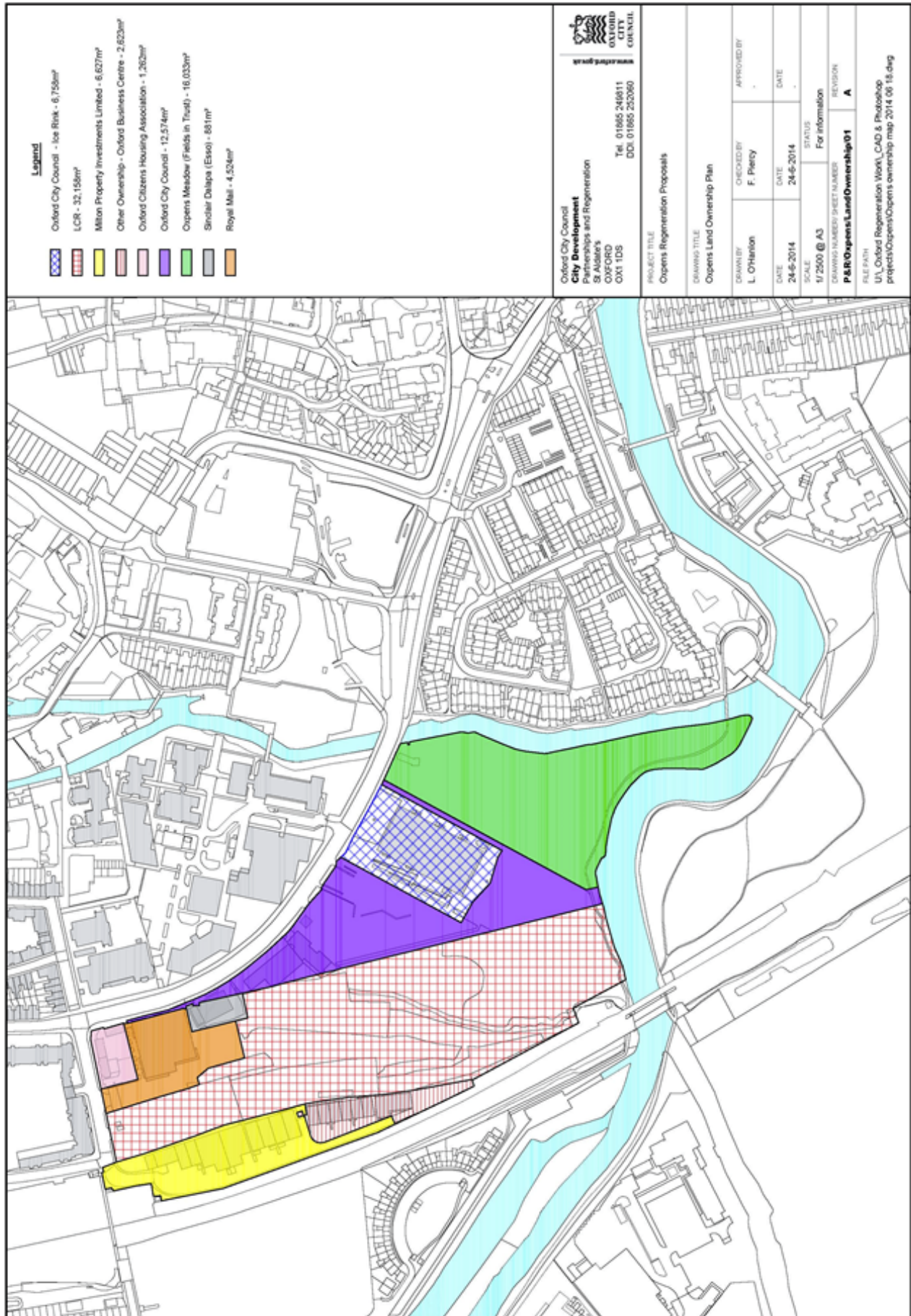
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Background Papers: None

Appendix 1 – Risk Register Oxpens Delivery Strategy

Risk ID	Risk						Corporate Objective	Gross Risk		Current Risk		Residual Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/Contracts Only)
Category -000- Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence	Date raised	1 to 6	I	P	I	P	I	P			
CEB-001-R&H	Investor Agreement	Threat	Failure to secure investor partner	Differing objectives, unattractive terms	Delays in delivery	Oct 15		4	4	4	3	4	3	R&H (DE)		6 mths
CEB-002 – R & H	LGF Funding	Threat	Funding Terms not met	Lack of Investor agreement	Delays in delivery whilst new partner sought.	Jan 15		4	4	4	3	5	3	R&H (DE)		6 mths
CEB-003-R&H	Site conditions	Threat	Cost increases arising from unduly high abnormals	Abnormals above that anticipated	Longer development period, reduced returns	Jan 15		5	5	4	4	4	3	R&H (DE)		
CEB-004-R&H	Market Changes	Threat	Downturn impacts on returns	Property Market & economic cycles	Return on investment reduces	Jan 15		3	3	3	3	3	3	R&H (DE)		3-5yrs
CEB-005-R&H	Market Changes	Opportunity	Upturn impacts on returns	Property Market & economic cycles	Return on investment increases	Jan 15		3	3	3	3	3	3	R&H (DE)		3-5yrs
CEB-006-R&H	Land assembly	Threat	Unable to agree terms with adjacent landowners	Unrealistic expectations	Delays & exercise of CPO powers incurs additional cost	Jan 15		4	4	4	3	4	3	R&H (DE)		1mth-3 years

Risk ID	Risk Title	Action Owner	Accept, Contingency, Transfer, Reduce or Avoid	Details of Action	Key Milestone	Milestone Delivery Date	%Action Complete	Date Reviewed
001	Investor agreement	R&H (FP)	Accept & aim to reduce	Negotiate and agree, early testing, alternative approach	Soft market testing Agree draft heads of terms	Dec 15	10%	
002	LGF Funding	R&H FP	Accept & aim to reduce	Complete investor agreement.	Engrossed documents	Nov/Dec 16	0%	
003	Site Conditions	R&H	Accept & aim to reduce	Site investigations. Desktop research.	Complete desktop studies. Complete	September 2014	100%	
003	Site Conditions	LLP	Accept & aim to reduce	Site investigations. detailed	Complete intrusive investigations	Spring 2016	0%	
004	Market downturn	R&H (FP)	Accept	Defined level of investment capped relative to baseline land value.	JLL RLV appraisal	Dec 2015	100%	
004	Market downturn	Finance (NK)	Accept	MRP to be made should value of land drop below investment value	Annual Monitoring	Oct 2015	0%	
006	Land Assembly	R&H (FP)	Accept & aim to reduce	In principle agreement on railway land.	Finalise acquisition.	Jan 2015	80%	
006	Land Assembly	R&H (FP)	Accept & aim to reduce	Complete negotiations with relevant landowners.	Finalise position.	Summer 2016	50%	



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To: City Executive Board

Date: 21 January 2016

Report of: Housing Panel

Title of Report: Rents performance

Summary and Recommendations

Purpose of report: To present recommendation of the Housing Panel on the Council's rents performance

Scrutiny Lead Member: Councillor Linda Smith

Executive lead member: Councillor Susan Brown, Board Member for Customer and Corporate Services

Recommendation of the Housing Panel to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the two recommendations set out in the body of this report.

Introduction

1. The Housing Panel commissioned a report from officers on the Council's rents performance and considered this at its public meeting on 10 December 2015. The Panel would like to thank Damon Venning, Rents Team Manager, for providing the report and answering the Panel's questions.

Summary and recommendations

2. The Panel noted that the overall rent collection rate was above target as of 31 October 2015. However, the total arrears of tenants owing more than 7 weeks rent was over target. These arrears had increased last autumn and remained over target since. The Panel received assurances that officers were in contact with these tenants and that these arrears were no longer increasing. A new piece of software called RentSense had been procured that would track payment patterns and enable the Council to target its resources more effectively, based on more up to date information. The

Council was the first local authority to implement this software. It went live in mid-November and the results would start to be seen in the next 2-3 months.

3. The Panel noted that the Council was procuring a new debt collection agency contract and questioned why this function was being outsourced and what controls the Council would have over how debt was collected. The Panel heard that two agents would be responsible for collecting all Council debts where Council officers had been unsuccessful. The two agencies would be incentivised to compete with each other and their staff would be well trained and would wear cameras.
4. The Panel questioned what the Council was doing to promote payment by Direct Debit. Current take up was 40% but excluding tenants in receipt of full housing benefit, this figure would rise to 50-60%. The Panel heard that the Council does promote payment by Direct Debit but cannot insist on it. The Panel suggested that the Council should explore options for incentivising Direct Debit and that one option should be to enter these tenants into a prize draw. The Panel also suggested that the Council should set targets around increasing Direct Debit take up, noting that any targets should exclude those tenants in receipt of full housing benefit.

Recommendation 1 – That the Council should look at ways of incentivising Council tenants to pay rent by Direct Debit, including the option of holding a prize draw.

Recommendation 2 – That the proportion of eligible Council tenants paying rent by Direct Debit should be a performance indicator in future years.

Further consideration

5. The Housing Panel asked to see the procurement documentation relating to external debt collection agencies and will continue to monitor rent performance periodically. The Panel will monitor the progress of its recommendations.

Name and contact details of author:-

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Scrutiny Officer
Law and Governance
Tel: 01865 252230 e-mail: abrown2@oxford.gov.uk

List of background papers: None
Version number: 1.0

To: City Executive Board

Date: 21 January 2016

Report of: Housing Panel

Title of Report: Choice Based Lettings

Summary and Recommendations

Purpose of report: To present recommendation of the Housing Panel on the Council's rents performance

Scrutiny Lead Member: Councillor Linda Smith

Executive lead member: Councillor Mike Rowley, Board Member for Housing

Recommendation of the Housing Panel to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the two recommendations set out in the body of this report.

Introduction

1. The Housing Panel commissioned a report on proposed changes to the Choice Based Lettings scheme and considered this report at its public meeting on 10 December 2015. The Panel would like to thank Tom Porter, Allocations Manager, for providing the report and answering questions.

Summary and recommendations

2. The Panel noted the proposed change from a fortnightly lettings cycle lasting 13 days to a weekly cycle. The Panel heard that 79% of bids were submitted during the first week of the current cycle. This change, which would be authorised by the Head of Housing in early 2016, would help to minimise the loss of rental income to the Housing Revenue Account when properties become vacant. It should also even out the workload of the Allocations Team, enabling a greater focus on assisting non-bidders. The Panel welcomed this change as a sensible move, provided that any demographics that tended to bid later in the lettings cycle would not be disadvantaged as a result.

3. The Panel questioned what methods of bidding were available to people who were disabled or visually impaired. The Panel heard that assisted bidding was available and that family members or support workers could help bidders too. The Panel suggested that advice should be sought from relevant council officers and local disability groups on making the bidding process more accessible for individuals with disabilities.

Recommendation 1 – That advice should be sought from relevant council officers and local disability groups on making the Choice Based Lettings bidding process more accessible to individuals with disabilities.

4. The Panel noted that of 428 offers of housing made in the first 7 months of the year, 64 were refused. The Panel questioned how the number of refusals could be reduced and suggested that providing internal photos or holding open house sessions at advertised properties would help. The Panel heard that refusal reasons were varied and that there was a need to look at whether refusals were reasonable or unreasonable. Some people refused an offer of housing for spurious reasons although there were already penalties that could be applied if a bidder was clearly timewasting. The Panel suggested that officers should provide a breakdown of reasonable and unreasonable refusal reasons and consider positive ways of reducing these.

Recommendation 2 – That Council Officers should explore positive ways of reducing the number of offers of housing that are refused.

Further consideration

5. The Housing Panel requested a breakdown of refusal reasons and will monitor the progress of its recommendations.

Name and contact details of author:-

Andrew Brown on behalf of the Scrutiny Committee
Scrutiny Officer
Law and Governance
Tel: 01865 252230 e-mail: abrown2@oxford.gov.uk

List of background papers: None
Version number: 1.0

Scrutiny work programme 2015/16

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. Items called in and Councillor calls for action
3. Items referred to Scrutiny by Council
4. Review Panels and Ad hoc Panels in progress
5. Items for other Panels or Scrutiny Committee meetings
6. Draft Scrutiny Committee agenda schedule

Appendix 1 – Finance Panel work programme

Appendix 2 – Housing Panel work programme

1. Standing Panels

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), Fooks, Fry & Hayes
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Smith (Chair), Benjamin, Henwood, Hollick, Sanders & Wade; Geno Humphrey (co-optee)

2. Items called in and Councillor calls for action

City Centre Public Spaces Protection Order – call in

3. Items referred to Scrutiny by Council

Oxpens Delivery Strategy (partnership arrangements)


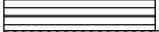

4. Review panels and ad hoc panels in progress

Topic	Scope	Status	Nominated councillors
Waste Water Flooding	To continue engagement with Thames Water Utilities on sewerage flooding	Closed. TWU asked to facilitate a seminar	Cllrs Darke (Chair), Goddard, Pressel & Thomas
City Centre PSPO	To pre-scrutinise the city centre PSPO decision in a one-off meeting	Closed – report and response published	Cllrs Gant (Chair), Clarkson Taylor & Thomas
Cycling	To review how to make best use of unallocated cycling investments	Closed – report and response published	Cllrs Upton (Chair), Gant, Pressel & Wolff
Inequality	To review how the City Council can combat harmful inequality in Oxford	Closed – report and response published	Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas
Recycling Rates	To monitor recycling and waste data and recycling incentives	Closed	Cllrs Fry (Chair), Hayes & Simmons
Guest Houses	To review the case for interventions to prevent exploitation in guest houses	Closed – report published, awaiting response	Cllrs Coulter (Chair), Paule, Royce & Simmons
Budget Review 2016/17	To review the Council's 2016/17 draft budget and medium term financial plan	Open	Finance Panel Members
Equality & Diversity	To review barriers faced by under-represented groups in employment and anti-discrimination practices.	Paused – to resume in Feb 2016	Cllrs Hayes (Chair), Altaf-Khan, Taylor & Thomas

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Indicative timings of 2015/16 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Budget Review 2016/17										
Guest Houses										
Equality and diversity										

	Scoping
	Evidence gathering and review
	Reporting

5. Items for other Panels or Scrutiny Committee meetings

The Committee has reviewed all new suggestions received from Councillors. These have been assessed these against the following objective criteria to determine whether they are a higher or lower priority for inclusion in the work programme:

- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Topic	Description
Discretionary Housing Payments	Mid-year update on spending profiles.
Performance Monitoring (corporate)	Quarterly report on a set of Corporate and service measures chosen by the Committee.
Oxfordshire Growth Board	To will monitor agendas and minutes published by the Board.
Taxi licensing	To review rules and processes; to understand driver issues and consider policy changes.
Fusion Lifestyle annual performance	Annual item agreed again by the Committee to consider performance against contact conditions.
City Centre Public Spaces Protection Order	To pre-scrutinise the revised City Centre PSPO decision following submission by Liberty; to monitor how the PSPO is working, once in place and whether it is achieving desired outcomes.
Local Economy	To monitor progress of agreed recommendations and review the business case for a Business Improvement District.
Forward Plan items	To consider issues to be decided by the City Executive Board.
Equality and Diversity	To scrutinise a particular diversity strand in detail. For example, the work the Communities (CAN) team is doing with BME communities to build cohesion and tackle CSE.
Youth Ambition	To receive an update on spend and outcomes of the Council's Youth Ambition programme.
Tackling loneliness among the elderly	To consider the Council's role in tackling loneliness among the elderly.
Educational Attainment	To monitor the Council's Educational Attainment Programme.
Tree cover, biodiversity and the work of the Forest of Oxford	To scrutinise the Council's work on tree cover with other work on biodiversity and with the work of the Forest of Oxford, consider having an annual Forum and the public can be involvement.
Arrangements for dealing with employment, training and HR matters	To consider whether the Council would benefit from having different arrangements (e.g. a Personnel Committee) to deal with employment, training and HR matters for staff.
Planning enforcement and monitoring	To consider how compliance is monitored, when and how often non-compliance is enforced

compliance	and whether this is relayed to the relevant Planning Committee.
Maintenance of roads and pavements	To consider what proportion and what elements of highways work are contracted out, the quality of sub-contractors' work and how this is monitored.
Public Communications	To receive an update on changes to the Council's communications and reputation management functions.
Graffiti	To receive an update on the Council's approach to preventing and removing graffiti.
Complaints received by the City Council	To monitor complaints made about the City Council.
Employment of interns, apprentices and work experience students	Monitor how many interns, apprentices and work experience students have been taken on by the Council and in which departments. Consider career progression and tasks undertaken.
Contact Centre performance	To receive an update on the performance of the Council's customer services operation.
School/employer links and careers advice	To receive an update on the Council's role in building links between schools and employers and influencing careers advice in schools.
Heritage listing process	To receive an update on the heritage listing process now that heritage assets are given more prominence in planning decisions and Neighbourhood Plans are being drawn up.
The Council's external contracts, funding raised and their impacts	To receive an update on how much Council funding is raised by taking on external contracts and how this contract work impacts on other Council activities.
Better Partnership with the County Council	To consider how the City Council and County Council could strengthen their partnership working in key areas.

6. Draft Scrutiny Committee Agenda Schedule

Date, time & room	Agenda Item	Lead Member; Officer(s)
12 January, 6.15pm, St. Aldate's Room	1. Oxpens Delivery Strategy (pre-decision) (part exempt)	David Edwards & Fiona Piercy
20 January, 6pm, St. Aldate's Room	1. <i>Potential call in of Oxpens Delivery Strategy</i>	<i>David Edwards & Fiona Piercy</i>
2 February, 6.15pm, St.	1. Taxi Licensing	Julian Alison

Aldate's Room	<ol style="list-style-type: none"> 2. Customer Contact performance 3. Grant Allocations to Community & Voluntary orgs (pre-decision) 4. Corporate Plan 2016-20 (pre-decision) 5. Energy and Water Supply Contract Procurement (pre-decision) 6. Transfer Station for Recycled Material (pre-decision) (part exempt) 	<p>Michelle Iddon</p> <p>Julia Tomkins</p> <p>Val Johnson</p> <p>Jo Colwell & Paul Spencer</p> <p>Roy Summers</p>
7 March, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Youth Ambition programme 2. Planning enforcement 3. Planning service plan update 4. Performance Report – 2015/16 quarter 3 5. Recommendation Monitoring – Local Economy 	<p>Hagan Lewisman</p> <p>Patsy Dell</p> <p>Lyndsey Beveridge</p> <p>N/A</p> <p>Cllr Fry</p>
5 April, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Employment of interns, apprentices and work experience students 2. Preventing isolation 3. Graffiti 4. Report of the Diversity Review Group 5. Recommendation monitoring – Inequality 6. Recommendation monitoring – Cycling 	<p>Jarlath Brine</p> <p>Luke Nipen</p> <p>Doug Loveridge</p> <p>Cllr Hayes</p> <p>Cllr Coulter; Val Johnson</p> <p>Cllr Upton; Mai Jarvis</p>

Appendix 1 - Finance Panel work programme 2015-16

Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Budget 2016/17	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
Municipal Bonds	To receive an update on the progress of a municipal bonds agency and consider whether there is a case for the City Council investing in or borrowing from the agency.
Low Carbon Hub funding model	To receive a briefing on the Low Carbon Hub funding model and consider whether there is an opportunity for the City Council to use a similar model to generate capital funding.
Corporate Debt Policy	To pre-scrutinise the Council's Corporate Debt Policy.
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.
Recommendation monitoring - Budget Review 2015/16	To receive an update on the progress of the Panel's budget review recommendations from 2015/16.
Recommendation monitoring – European Funding	To receive an update on the progress of the Panel's European Funding recommendations.
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 start)	Agenda Item	Lead Member; Officer(s)
28 January, Plowman Room	1. Report of the Budget Review Group 2016/17 2. Capital Strategy 2016-17 (pre-decision) 3. Treasury Management Strategy (pre-decision)	Cllr Simmons; Andrew Brown Nigel Kennedy Anna Winship
7 April, Plowman Room	1. Council Tax Exemptions 2. Low Carbon Hub funding model - update	Nigel Kennedy Nigel Kennedy

Informal meetings closed to the public

Date and room (all 5.30pm)	Agenda Item	Lead Member; Officer(s)
14 December, Judge's Room	1. Budget Review 2016/17 – initial meeting	Nigel Kennedy
5 January, Plowman Room	1. Budget Review 2016/17 – Community Services	Tim Sadler & Nigel Kennedy
6 January, Plowman Room	1. Budget Review 2016/17 – Organisational Development and Corporate Resources	Peter Sloman, Jackie Yates & Nigel Kennedy
7 January, Plowman Room	1. Budget Review 2016/17 – Regeneration & Housing (joint session with Housing Panel)	Stephen Clarke & Nigel Kennedy
14 January, Plowman Room	1. Budget Review 2016/17 – agree recommendations	Cllr Simmons; Andrew Brown

Appendix 2 - Housing Panel work programme 2015-16

Items for Housing Panel meetings

Topic	Approach
Tenant Involvement	Review group or one-off panel to look at how tenants are involved in decisions that affect them.
Performance monitoring	Regular monitoring of housing performance measures.
STAR survey results	Annual monitoring of results of the tenant survey.
Rent arrears	Monitoring of performance measures; update report.
De-designation of 40+ accommodation	Final annual report on the latest phase of the de-designation of 40+ accommodations.
Homelessness	Mid-point review of homelessness action plan; Pre-scrutinise of allocation of prevention funds.
Supporting people	Verbal updates on the joint commissioning of housing support services.
Choice Based Lettings	To consider proposed changes to the CBL scheme plus data on bidding activity, demographic data on non-bidders, and information on refusal reasons.
Security in communal areas	Request report on security issues in tower blocks and different approaches being taken to address ASB and other issues. Canvas views of block representatives.
Great estates programme	Request report to update members on capital investments to improve housing estates including Blackbird Leys and Barton.
Asset Management Strategy	Pre-scrutinise asset management strategy for Council's housing stock.
Sustainability of the Council's housing stock & HRA plan	Pre-scrutiny of report to CEB expected in 2016. Focus in Budget Review.
Homelessness Property Investment	Pre-scrutinise decision to approve investment in a property investment fund to help secure access to local, suitable and affordable private rented accommodation.
Housing Energy Strategy	Pre-scrutinise report to CEB on energy efficiency and fuel poverty in the Council's domestic housing stock. Consider environmental sustainability of the Council's housing stock
Houses in Multiple Occupation (HMO) Licensing	Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme.
Sheltered Housing Review	Pre-scrutinise decision to approve outcomes of review, including future of some of the stock. Consider progress against previous Housing panel recommendations.
Private Sector Housing Policy	Pre-scrutinise report to CEB setting out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.
Housing Development delivery models	Pre-scrutinise report to Council setting out possible housing development models.

Draft Housing Panel Agenda Schedules

Date and room (all 5pm start)	Agenda Item	Lead Officer(s)
1 February, Plowman Room	1. A Housing Company for Oxford (pre-decision) 2. Private Sector Housing Policy (pre-decision) 3. Externally Leased HRA Properties – Rent Setting (pre-decision) 4. Update on Review of Older Persons Accommodation / Review of Sheltered Housing	Alan Wylde Ian Wright Dave Scholes Frances Evans
9 March, Plowman Room	1. Performance Monitoring – quarter 3 2. Update on the Great Estates programme 3. Security in communal areas of tower blocks 4. STAR survey results 5. Review of Older Persons Accommodation / Review of Sheltered Housing (pre-decision) 6. Allocation of Homelessness Prevention Funds (pre-decision)	N/A Martin Shaw & Jack Bradley Daryl Edmunds Bill Graves Frances Evans Nerys Parry

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Informal meetings closed to the public

Date and room	Agenda Item	Lead Officer(s)
7 January, Plowman Room (5.30pm)	1. Budget Review 2016/17 – Regeneration & Housing (joint session with Finance Panel)	Stephen Clarke & Nigel Kennedy

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FORWARD PLAN

January 2016 - December 2016

Published on: 24/12/15

What is the Forward Plan?

The Forward Plan gives information about all the decisions (key and non-key) that the City Executive Board (CEB) is expected to take over the next year. For completeness, the Forward Plan also includes important decisions which will be taken by the full Council.

The Forward Plan provides an indicative date for matters to be considered by CEB. Where possible, CEB will keep to the dates shown, however, it may be necessary for some items to be rescheduled.

The Forward Plan is published on the Council's website on the first working day of the month. However, it is subject to regular revision and new issues or changes to existing issues will be posted on the website as soon as they are known.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- details of the planned consultation with local people and other stakeholders
- contact details for further information

What is a Key decision?

A key decision is an executive decision which is likely:

- to result in the council incurring expenditure of more than £500,000; or
- to be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

Inspection of documents

The agenda papers (including the reports and background papers) for CEB meetings are available 5 working days before the meeting on the council website:

<http://www.oxford.gov.uk>

The Forward Plan is available to view at the Town Hall and also at the Central Library in the Westgate.

Private meetings

The majority of the decisions taken by the CEB are made in the "open session" of a meeting when the press or public have the right to attend. However, some or all, of the information supporting decisions in the Forward Plan may be confidential and as such it will be taken in the "private session" a meeting when the press or public are excluded. Items that will be taken in "private session" are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made:

T: 01865 252191

Email: cityexecutiveboard@oxford.gov.uk

The Council's decision-making process

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy and Economic Development
Ed Turner, Deputy Leader	Finance, Corporate Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning, Transport and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Mark Lygo	Leisure, Sport and Events
Mike Rowley	Housing
Dee Sinclair	Crime, Community Safety and Licensing
Christine Simm	Culture and Communities
John Tanner	Climate Change and Cleaner, Greener Oxford

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director, City Regeneration and Housing
Tim Sadler	Executive Director, Community Services
Jackie Yates	Executive Director, Organisational Development and Corporate Services
Caroline Green	Assistant Chief Executive
Helen Bishop	Head of Business Improvement
Ian Brooke	Head of Community Services
Graham Bourton	Head of Direct Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer
Stephen Clarke	Head of Housing and Property
Jeremy Thomas	Head of Law and Governance / Monitoring Officer
Patsy Dell	Head of Planning and Regulatory

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1:	AGENCY STAFF CONTRACT AWARD ID: I010929
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Organisational Development and Corporate Services to award a new temporary agency staff contract.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Commercially sensitive
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Executive Director for Organisational Development and Corporate Services
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Head of Business Improvement

ITEM 2:	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Head of Financial Services and Head of Law and Governance to enter into an appropriate contract for the provision of a Home Improvement Agency.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 3:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
A solar panel installation programme for council properties funded through a community-benefit model.	
On 15 October 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> Grant project approval to fit solar panels on Council-owned housing stock in the manner described in this report; Delegate authority to the Chief Executive, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and 	

3. Agree that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the Council.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Chief Executive
Executive Lead Member	Climate Change and Cleaner, Greener Oxford
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

REPORTS TO CEB AND COUNCIL

CEB 14 JANUARY 2016 REPORTS

ITEM 4:	EXPENS DELIVERY STRATEGY ID: I009224
EXPENS DELIVERY STRATEGY - REVISED APPROACH	
<p>This report details the revised proposals for the structure of the arrangements for the private sector investor partnership and development delivery vehicle for the land acquisition deal at the Expens site. This report is an amendment to the previous CEB report (considered in October 2015).</p> <p>Exemption and Urgency:</p> <p>This report will be considered at a special CEB meeting on 14 January 2016.</p> <p>This decision is published under the urgency procedures to meet external commercial deadlines. The Chair of the Scrutiny Committee has been consulted and has agreed to the issue being considered without giving 28 days public notice having had regard to the urgency of the report.</p> <p>Background:</p> <p>On 15 October 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> Delegate to the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Expens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 3 below; Approve the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and Recommend Council to resolve to approve the establishment of a capital budget of £8.4m to progress the project through the next stages. <p>On 27 April 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> Note the contents of the report. Establish an investment vehicle with a private sector partner to include an agreement with the Department for Transport/Cabinet Office for the acquisition of the railway lands. Approve the principle of direct sale of relevant Council Land to the investment vehicle, 	

subject to formal valuation.	
4. Delegate to the Executive Director for City Regeneration and Housing the authority to publish a VEAT notice, enter into an appropriate Heads of Terms document, and subsequently the Members Agreement for a Limited Liability Partnership commercial vehicle, based on the principles set out in this report.	
5. Grant project approval for the Oxpens Delivery project as set out in this report.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - commercially sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

CEB 21 JANUARY 2016

ITEM 5:	LOCAL DEVELOPMENT SCHEME ID: I010035
The Local Development Scheme set out a work programme for major planning policy documents for Oxford. This meeting will recommend adoption of the LDS.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Mark Jaggard, Spatial & Economic Development Manager Tel: 01865 252161 mjaggard@oxford.gov.uk

ITEM 6:	GO ULTRA LOW OXFORD GRANT FUNDING ID: I012911
<p>This report details grant funding which the Council has applied for from Office of Low Emission Vehicles (OLEV). The aim of the programme is to increase uptake of ultra-low emission vehicles through support for individuals, provision of enabling infrastructure. Air quality will be improved with around twenty-five tonnes additional tonnes of NO2 emissions avoided by 2021. The total programme value is up to £9 million.</p> <p>Our partners in this bid are Oxfordshire County Council, the University of Oxford, Oxford Brookes, the Energy Savings Trust, the Transport Studies Unit and BMW Group/Eluminocity. A several months' long negotiation was expected following award announcement in Dec or January. It only now been indicated that a rapid process for final negotiation of grant terms is desired by OLEV.</p> <p>The report seeks project approval and delegated authority to enter into a grant agreement should funding be approved.</p>	

Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Head of Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 7:	ASSET MANAGEMENT PLAN 2016-2020 ID: I011608	
A new Asset Management Plan for the period 2016-2020. <ul style="list-style-type: none"> This report was submitted to CEB in December 2015. The Asset Management Plan will be submitted to Council for adoption in February 2016. 		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Open -	
Will this decision be preceded by any form of consultation?	Yes	
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council	
Executive Lead Member	Finance, Corporate Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/>	
Lead Executive Director	Regeneration and Major Projects Service Manager <input type="checkbox"/> <input type="checkbox"/>	
Report Contact	Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk	

CEB 11 FEBRUARY 2016 - PROVISIONAL REPORTS

Will include the following reports, originally considered at December CEB meeting, updated following consultation

- Budget 2016/17
- Corporate Plan 2016/20

ITEM 8:	BUDGET 2016/17 CONSULTATION ID: I011770	
Dec 2015: To propose a Medium Term Financial Strategy 2016-20 and a 2016-17 Budget for public consultation. Feb 2016: To present the Council's Medium Term Financial Strategy for 2015/16 to 2018/19 and the 2015-16 Budget for recommendation to Council		
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the	Open -	

public?	
Will this decision be preceded by any form of consultation?	Not until after this report.
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member	Finance, Corporate Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lead Executive Director	Head of Financial Services <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 9:	CORPORATE PLAN 2016/20 ID: I011772
Corporate Plan 2016 – 20	
CEB 17 December 2015: to present the pre-consultation draft Corporate Plan 2016-20 and seek approval to go to public consultation	
CEB 11 February 2016: to present the draft Corporate Plan 2016-20 for recommendation to Council	
Council 17 February 2016: to submit the draft Corporate Plan 2016–20 for approval	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Public consultation Dec 2015 - Jan 2016
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member	Corporate Strategy and Economic Development <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lead Executive Director	Assistant Chief Executive <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 10:	CAPITAL STRATEGY 2016-17 ID: I011797
To present the Council's Capital Strategy for approval	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Head of Financial Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 11:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2016/2017 ID: I012213
The report is for the City Executive Board to make decisions on the allocation of grants to	

the community and voluntary organisations for 2016/2017. The decision is Key because the indicative grants budget is £1.4m	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services
Report Contact	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 12:	TREASURY MANAGEMENT STRATEGY, ANNUAL REPORT AND PERFORMANCE 2016/17 ID: I011768
Treasury Management Strategy for 2016/17, including prudential indicators. CEB 11 Feb 2016: To recommend the Council adopts the Treasury Management Strategy 2016/2017. Council 18 Feb 2016: To adopt the Treasury Management Strategy 2016/2017.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 13:	PRIVATE SECTOR HOUSING POLICY ID: I010352
The policy will set out the future priorities and areas of intervention in the private rented and owner occupied residential sectors in Oxford and will clarify the regulatory approach to be taken by the Council. The policy will be considered at the following meetings: <ul style="list-style-type: none"> • CEB – February 2016 for pre-consultation • CEB – May 2016 post-consultation 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Public consultation for 6 weeks from January to March 2016.
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Ian Wright, Service Manager Environmental

	Health iwright@oxford.gov.uk
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ITEM 14:	EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING ID: I011747
To agree a rent charging framework for HRA property leased to partner organisations.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Dave Scholes, Housing Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 15:	ENERGY & WATER SUPPLY CONTRACT PROCUREMENT APPROACH 2016 - 2020 ID: I012133
This report recommends the award of a contract to the Council's energy supplier for the period 2016 - 2020	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Climate Change and Cleaner, Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Paul Spencer, Energy & Carbon Manager Tel: 01865 252238 pspencer@oxford.gov.uk

ITEM 16:	NEW LEASE AT PATHWAYS OXFORD, DUNNOCK WAY ID: I013205
To approve the letting of this property to the mental health charity Response at nil rent	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

ITEM 17:	AWARD OF NEW CONTRACTS FOR BUILDING AND HOUSING MATERIALS ID: I013206
To request that the Director of Community Services be given delegated authority to award the new contracts for building and housing materials.	

Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt - Commercially sensitive
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Community Services
Report Contact	

ITEM 18:	REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933
The Council currently has two housing computer systems, this report details the proposals for the procurement of one housing computer system to replace the current computer applications.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Head of Business Improvement
Report Contact	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 19:	A HOUSING COMPANY FOR OXFORD ID: I012645
The report will set out the case for the establishment of a Council owned company to deliver additional affordable housing for Oxford.	
The recent 1% social rent cut in the budget and the policy on extending the Right to Buy to housing associations paid for from HRA budgets has led to the deferment of the new build Council housing programme. Some of the detail of these policies have only recently emerged only now allowing a meaningful discussion of the options available and the potential impacts on the Council.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Commercially sensitive information may be included
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Housing, Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 20:	TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199
Proposal to create and operate a Council managed Transfer Station for City collected co-	

mingled recycle, green waste, street arisings and engineering works spoil.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Climate Change and Cleaner, Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Roy Summers, Deputy Head of Service Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 21:	SALE OF BRASENOSE FARM HOUSE SITE ID: I012549
Disposal of the Brasenose Farm House site	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

ITEM 22:	WEST OXFORD COMMUNITY CENTRE LEASE PROPOSAL FOR THE ASSOCIATION ID: I012947
This report requests CEB to agree a new lease for the Association	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	Extensive talks with the Association
Decision Taker	City Executive Board
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

COUNCIL 17 FEBRUARY 2016 - BUDGET AND CORPORATE PLAN AND RELATED REPORTS

To include any reports from CEB

CEB 17 MARCH 2016 - PROVISIONAL REPORTS

ITEM 23:	REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF
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	SHELTERED HOUSING ID: I010356
Approve outcomes of review, including future of some of the stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

ITEM 24:	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS ID: I012816
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

ITEM 25:	DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT ID: I011613
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for public consultation.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes- public consultation
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 26:	HEADINGTON NEIGHBOURHOOD PLAN ID: I012135
To approve submission of the draft Headington Neighbourhood Plan for 6 week consultation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the	Open -

public?	
Will this decision be preceded by any form of consultation?	6 week consultation
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Executive Director for Regeneration and Housing

ITEM 27:	COMMUNITY CENTRE STRATEGY 2015-2020 ID: I010564
The strategy will reflect the current position on Community Centres, detail what world class community facilities, delivery and access will look like in 2020, with a clear action plan developed. The draft strategy went to CEB in December 2015. Adoption after public consultation in early 2016 – scheduled for CEB in March 2016.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board <input type="checkbox"/> City Executive Board
Executive Lead Member	Culture & Communities <input type="checkbox"/>
Lead Executive Director	Head of Community Services <input type="checkbox"/>
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 28:	INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2015/16 and may present budgetary amendments in the light of that information: <ul style="list-style-type: none"> • Q1, 30 June – report in September 2015 • Q2, 30 September - report in December 2015 • Q3, 31 December - report in March 2016 • Q4, 31 March 2016 - report in June 2016 	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board <input type="checkbox"/> City Executive Board <input type="checkbox"/> City Executive Board
Executive Lead Member	
Lead Executive Director	
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 29:	CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES ID: I012237
These 2 reports propose the following changes to Planning and Listed Building pre-application advice (approved) and Building Control application fees (outstanding) : <p>17 March CEB – report to consider</p> <ul style="list-style-type: none"> • Increasing some of the building control application fees 	

CEB 15 October –approved	
<ul style="list-style-type: none"> Increasing the planning pre-application advice fees by 25% Introducing fees for pre-application advice in respect of listed buildings and householder developments 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Head of Planning and Regulatory Services

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

ITEM 30:	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 31:	CONSTITUTION REVIEW ID: I004734
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Law and Governance
Report Contact	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 32:	REGULATION OF INVESTIGATORY POWERS ACT 2000
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	ID: I004596
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member	Crime, Community Safety and Licensing
Lead Executive Director	Head of Law and Governance
Report Contact	Jeremy Franklin, Lawyer jfranklin@oxford.gov.uk

CEB MAY 2016 - PROVISIONAL REPORTS

ITEM 33:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844
On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adhesion form. By signing up to the Covenant of Mayors the Council committed to submit a Sustainable Energy Action Plan for the City of Oxford. The Covenant sets out the intentions of the Council and its partners to reduce carbon emissions by 40% by 2020 across the whole city. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - Stakeholder workshops and e-consultation expected in Feb 2016
Decision Taker	City Executive Board
Executive Lead Member	Climate Change and Cleaner, Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ANNUAL COUNCIL - MAY 2016

To include any reports from CEB

CEB JUNE 2016 - PROVISIONAL REPORTS

ITEM 34:	APPOINTMENT OF OUTSIDE BODIES 2016/17 ID: I012458
To appoint Council representatives to outside bodies and charities.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Organisational

	Development and Corporate Services
Report Contact	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

CEB JULY 2016 - PROVISIONAL REPORTS

COUNCIL - JULY 2016

To include any reports from CEB

CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

ITEM 35:	ANNUAL MONITORING REPORT (AMR) 2015/16 ID: I012651
This is the City Council's twelfth AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation. This is a factual report.
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk

COUNCIL - SEPTEMBER 2016

To include any reports from CEB

CEB OCTOBER 2016 - PROVISIONAL REPORTS

ITEM 36:	DEVELOPMENT OF NEW CEMETERY SITE ID: I011508
Update on options for new cemetery site within South Oxfordshire Council boundary.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events
Lead Executive Director	Head of Community Services
Report Contact	Trevor Jackson, Cemeteries Manager / Registrar Tel: 01865 252363 tjackson@oxford.gov.uk

CEB NOVEMBER 2016 - PROVISIONAL REPORTS

CEB DECEMBER 2016 - PROVISIONAL REPORTS

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Scrutiny Recommendation Tracker 2015-16 (November – December)

Asset Management Plan – 9 December Scrutiny Committee				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. The City Council should take a structured approach to evaluating social value throughout the Plan using the Social Value Act 2012, which provides a framework for quantifying social value.	Y	<p>We are not sure how valid or appropriate this is in practice. The act is primarily one about procuring for best value and particularly those matters falling within European Procurement rules ie large scale high value projects.</p> <p>Probably it is the templates and other guidance that sit behind the act that are useful but for the majority of our activity they would be extremely cumbersome potentially bureaucratic, resource hungry and probably inappropriate although some elements may have some potential.</p> <p>Would suggest we perhaps add the following</p> <p><i>Page 3 of AMP after 'education' in paragraph 6 of Asset Management the Oxford Way the words 'social, environmental' and to the end of the paragraph the words ' and will use the Public Services (Social Value) Act 2012 and supporting guidance as a framework for quantifying Social Value where appropriate.</i></p>	Cllr Turner / Diane Phillips	Y
2. The City Council should, as a matter of course, consider the case for negotiating 'green lease' arrangements when existing leases are due for renewal;	Y	The recommendation is effectively already captured within the existing AMP objective 4 which reflected our aspiration to investigate how we could move in this direction but	Cllr Turner / Diane Phillips	Y

		<p>reflected a reality around our existing portfolio of relatively long term legacy tenants and restrictions and limitations on changing terms through 1954 Landlord and Tenant Act.</p> <p>We are happy to strengthen the wording to further acknowledge Scrutiny's point and would suggest:</p> <p>Change Supplementary Indicators on page 13 of the AMP to 'Consider green lease arrangements on renewals and new lettings where appropriate and possible' and also change Actions on page 28 of AMP to Consider utilising green lease arrangements on renewals and new lettings where appropriate and possible'</p>			
54	3. When agricultural leases are due for renewal, the Council should explore all options including revenue opportunities, for example managing the land to generate forestry revenue;	Y	<p>Whilst we understand the Scrutiny view and their drive to potentially expand employment opportunities and drive further social benefit, open up access to opportunities in this sector the blanket approach to all agricultural land is likely to be overly onerous. Say where we are letting a small 'pony paddock' and other minor elements for instance.</p> <p>Also most of our larger pieces of agricultural estate are locked into Agricultural Holding Act Tenancies and in most cases will not revert to us for perhaps a generation, so opportunities here will be very limited.</p> <p>Suggest in order to acknowledge Scrutiny's view we could add some further words as</p>	<p>Clr Turner / Diane Phillips</p>	Y

		follows: <i>Action Point to 5.1.2 Agriculture ‘On lease renewal or lettings of agricultural land consider appropriateness of exploring wider options for use including revenue generating opportunities or added social value.’</i>		
4. Add action under the Commercial Property heading (section 5.1.1 on p. 16 of the Plan) to aim to engage with the wider market and ask the landlords of vacant commercial properties to make temporary use of these premises, for example as pop-up shops.	Y	We understand Scrutiny’s point here but our concern is one of resourcing and there is a question as to whether we can achieve any results when all action is in the hands of third parties. We could though perhaps add after paragraph 6 in 5.1.1 Commercial Property the following: <i>‘The Council will also where possible attempt to influence landlords and property owners of vacant commercial property in the city centre to bring these back into use and to consider temporary uses such as ‘pop up shops’ etc so as to assist in maintaining the vitality of the centre notwithstanding the relatively low level of vacancies in Oxford City Council.’</i>	Cllr Turner / Diane Phillips	Y
Resettling Syrian Refugees in Oxford – 9 December Scrutiny Committee				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council should continue to work with partners to co-ordinate and strengthen local arrangements for accommodating and supporting Syrian refugees, including educational support	Y		Cllr Price / Caroline Wood	June 2016

and language services.				
2. That the City Council should assist the County Council in promoting campaigns aimed at recruiting new foster carers and adopters.	Y	We will ask the County how we can help.	Cllr Price / Caroline Wood	June 2016
3. That the City Council should also maintain a focus on the types and impacts of support available to the refugees and asylum seekers in Oxford that are not part of the Vulnerable Persons Relocation Scheme (VPRS).	Y	A paper will come to CEB.	Cllr Price / Caroline Wood	June 2016
4. That the City Council should update local MPs on what the Council is doing to support refugees in Oxford, and engage with them about the challenges and needs that are more specific to Oxford.	Y		Cllr Price / Caroline Wood	June 2016
5. That the City Council should look for opportunities to engage constructively with government about the city's needs and how these can be met.	Y		Cllr Price / Caroline Wood	June 2016
6. That progress and developments should be monitored and periodic updates should be provided to City Councillors at public meetings.	Y		Cllr Price / Caroline Wood	June 2016
Community Centre Strategy 2015-20 – 9 December Scrutiny Committee				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That officers are asked to incorporate the clarifying amendments tabled by Councillor Wolff (see appendix 1) before the Strategy goes for wider consultation.	In part	We can add a sentence that says The Council will continue to undertake its maintenance responsibilities	Cllr Simm / Ian Brooke	Y
2. That greater clarity should be provided that the 15 minute walk time used to	Y	Section six of the strategy states - The catchment is based on a judgement of how	Cllr Simm / Ian Brooke	Y

model community centre catchment areas is not binding.		<p>far Oxford residents can reasonably be expected to travel to access community centre provision. This has been overlain with ward boundaries, and the 2015 Index of Multiple Deprivation (IMD) ratings of each lower super output area (LSOA).</p> <p>I don't think this implies that this is in anyway binding. We could add in that "for various reasons such as the type of session many people will travel further to attend activities."</p>		
3. That clarity should be provided as to how three specific gaps in community facilities have been identified from Figure 4 in the Strategy, given that this map also shows gaps in other areas of the city.	Y	<p>Section six of the Strategy states –“ It also shows gaps in community facilities in parts of Blackbird Leys, Marston and Churchill. This does not mean that the Council should try to build new facilities as the City is very well provided for as a whole.”</p> <p>We can add in “these gaps are determined by a combination of walk time, facility distribution and population density.”</p>	Cllr Simm / Ian Brooke	Y
4. That a new priority theme should be added to the Strategy, in the Sustainable Management action area (p. 2), around making the best use and most effective use of facilities at community centres.	Y	This fits under priority five Sustainable, effective management. We will add an action to the action plan ensure a diverse programme of activities with quarterly reviews.	Cllr Simm / Ian Brooke	Y
5. That the Strategy should articulate what the Council's approach will be to ensuring there is an inclusive, a high quality community hub serving the Leys area in the event that the proposed replacement of Blackbird Leys Community Centre is compromised, for example by a lack of developer funding.	In part	<p>This is captured within priorities four and five:</p> <ul style="list-style-type: none"> • Develop a prioritised maintenance plan for all centres with a five year time horizon. • Review ways in which those centres that are currently managed by the City Council can be effectively managed in 	Cllr Simm / Ian Brooke	N/A

		future on a long term and stable basis with strong community involvement.		
6. That the Strategy should better recognise and articulate the importance of volunteers to the city's community centres.	N	<p>The Strategy states "...these Associations are essential...and their work is greatly valued by the Council."</p> <p>Following the work in the steering group two of the eight priorities are focused on trustees and volunteers.</p> <ul style="list-style-type: none"> • Support Associations in developing management skills and expertise and in recruiting volunteers to run the centres' activities. • Support Associations to recruit and retain trustees and manage their buildings 	Cllr Simm / Ian Brooke	N/A
7. That the scope of the consultation set out in the report should be widened to include: a) Residents associations and tenants groups as key stakeholders, b) That other stakeholder focus groups are considered including, as a priority, a disability focus group, c) Engagement with representatives of all the remaining strands recognised under the Equalities Act, d) Continued outreach to potential users and individuals.	In part	<p>The list of consultees in the report includes "Any interested parties"</p> <p>In relation to targeting groups we always think through how their needs differ which is why we are proposing the following focus groups:</p> <ul style="list-style-type: none"> • Older people (over 60s) • Health bodies • Schools and parents • Young people • Minority community representatives <p>We will also add in a disability focus group.</p>	Cllr Simm / Ian Brooke	Y
Planning Annual Monitoring Report – 2 November Scrutiny Committee				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the Council includes the following	Y	Both recommendations are accepted on the	Cllr	Nov 2016

<p>two new indicators when considering the effectiveness of planning policies contained within the Oxford Local Development Plan</p> <p>a) Number of units of affordable housing to rent built on Council owned land</p> <p>b) The amount of land freed up for affordable housing development through change of use</p>		<p>understanding that point 'a' refers to affordable homes, which could include social rent and intermediate housing in line with the adopted policy. While it is important to have consistency in the indicators measured over time, it is clear that some current indicators are less useful than others not currently used. Before producing the next AMR the range of indicators will be reviewed, and amended where appropriate including the addition of the two suggested indicators. When adding new indicators the ease of producing retrospective data for trend analysis will be taken into account, as will a principle of not increasing the size and complexity of the existing AMR and the resources required to compile it.</p>	<p>Hollingsworth & Mark Jaggard</p>	
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Scrutiny Recommendation Tracker 2015-16 (exception report)

Listed below are recommendations made by the Scrutiny Committee to the City Executive Board between May and October 2015 that have been agreed but not yet fully implemented:

Arrangements for fitting Solar Panels – 8th October Housing Panel				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Due date
1. That the City Council should make every effort to enter into a viable agreement with the Low Carbon Hub as soon as possible in order to maximise the available benefits of fitting solar panels on Council-owned housing stock.	Y	I agree with the recommendation and indeed officers are already looking at ways of working with the Low Carbon Hub to help install PV panels on Council homes.	Cllr Rowley & Stephen Clarke	Feb 2016
Additional Licensing for HMOs – 8th October Housing Panel				
Recommendation	Agreed Y/N	Executive response	Member & Officer	Due date
1. That the City Council encourages landlords and agents offer longer term tenancies and rent level guarantees, and explores the option of including these as discretionary criteria within the Landlord Accreditation Scheme.	Y	The Council will endeavour to encourage landlords and agents to offer longer tenancies and affordable market rents wherever possible and investigate the option of including this as a desirable element of accreditation in consultation with landlords and agents at the next Landlord Information Exchange event planned for December 2015.	Cllr Turner & Ian Wright	April 2016
2. That the City Council considers whether there is anything that can be done to address the inequity whereby many tenants living in HMOs are unable to access free bulky waste collections.	Y	Officers will investigate the potential to increase the number of free bulky items collections for tenants living in HMOs and if feasible will report back to CEB at a future meeting.	Cllr Turner & Ian Wright	April 2016
Proposed Lease and Monitoring Arrangements for Community Centres – 6th October Scrutiny Committee 2015				
Recommendation	Agreed Y/N	Executive response	Member & Officer	Due date

2. That the City Council should develop a “code of conduct” that sets out the expectations on Community Centre Associations and the types of support Associations can expect from the City Council. This code of conduct should be linked to the lease and monitoring arrangements for community centres.	In part	Many community associations will have their own Code of Conduct; this suggestion can be explored with community associations, either individually or through the Federation.	Cllr Simm & Ian Brooke	April 2016
4. That City Executive Board should make arrangements for independent legal advice to be available to Community Centre Associations.	Agreed	For those CAs moving from a licence to a lease, we will consider this during the period of discussion and negotiation. As there are areas of commonality in this process we can consider who would be the best source of advice of the CAs, for example, Community Matters. Associations with expired leases are being offered financial assistance towards seeking legal advice.	Cllr Simm & Ian Brooke	April 2016
Leisure and Wellbeing Strategy – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Member & Officer	Due date
1. That the City Council looks into extending the functionality of its mobile apps to enable leisure bookings.	Agreed	We will look into this in conjunction with Fusion.	Cllr Rowley & Ian Brooke	March 2016
Oxford Growth Strategy – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Member & Officer	Due date
That the Council’s strategic approach to providing new affordable housing should be aligned with, and referenced in, the Oxford Growth Strategy.	Agreed	It is important to note that the Oxford Growth Strategy is one of a range of documents which taken together outline Oxford City Council’s approach to meeting both overall housing need and affordable housing need, and that therefore the Oxford Growth Strategy implicitly includes affordable housing in its	Cllr Hollingsworth & Matthew Bates & Lynsley Beveridge	Sept 2016

	<p>coverage. For example, the documents that make up the Local Plan specify how the City Council's policies for affordable housing should be applied to development sites within Oxford's boundaries, the overall number of which are part of the Growth Strategy.</p> <p>However, as the Scrutiny Committee heard, the difference between the objectively assessed need for housing (SHMA¹) for Oxford and the number of homes that can be accommodated within the City's administrative area (SHLAA²) is substantial, and the majority of unmet need will have to be met on sites outside Oxford's boundaries. This means that different affordable housing policies of other Local Planning Authorities will apply to those sites. Where the City Council is a landowner it may be possible to take a different approach above and beyond that laid down in the relevant LPA's planning policies, but in most instances the sites are owned by others.</p> <p>In the SHMA numbers the need for affordable housing was a major factor, alongside supporting expected economic growth. Even so, it is important to note that it has been estimated that to meet all of Oxford's unmet need for just affordable housing, using current planning policies, requires a number that is HIGHER than the highest figure in the SHMA</p>		
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¹ Oxfordshire Strategic Housing Market Assessment, 2014

² Oxford City Strategic Housing Land Availability Assessment, 2014

		<p>range (24-32k). That is why the City Council will continue to argue strongly for housing allocations to meet unmet need in Oxford to be at the higher end of the range in the SHMA.</p> <p>In conclusion, it will be helpful for future iterations of the Oxford Growth Strategy to make clear both the origin of the SHMA range as being in part influenced by the assessed need for affordable housing, and the likely impacts for affordable housing of different policy options being pursued by the City Council and by others in the current discussions over housing allocations in Oxfordshire.</p>		
Waste Water Flooding Panel – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Member & Officer	Due date
That the City Council continues to engage with Thames Water Utilities (TWU) at a senior level through the Oxford Area Flood Partnership and other appropriate channels. This should include early engagement in relation to future development proposals that affect TWU.	Agreed	Happy to agree and endorse the work of the Waste Water Flooding Panel	Cllr Price & Tim Sadler	March 2016
Debt Management Policy – Finance Panel 2 July				
Recommendation	Agreed Y/N	Executive response	Member & Officer	Due date
2. We reaffirm recommendation 15d of the Inequality Panel about the Council moving towards having a single view of debt. It will still require considerable	Y	The project to implement this software which will allow us the single view of debt is underway, and will greatly assist in the management of all outstanding debts to the	Cllr Turner / Tanya Bandekar	June 2016

effort to make this a reality but we strongly endorse this direction of travel and the progress made to date, including the use of fraud detection software to identify individuals with multiple debts owed to the Council		Council and allow us to operate in accordance with the Corporate Debt Policy.		
Adoption of the Statement of Community Involvement in Planning (2015) – Scrutiny Committee 30 June				
Recommendation	Agreed Y/N	Executive response	Member & Officer	Due date
2. That the Council continues to explore new and improved ways of informing residents and community organisations of local planning issues, using both on-line and off-line communication methods. In particular, enhancements to ICT systems should be prioritised so that individuals and groups that have signed up can receive automatic notifications when specific planning applications are progressed or amended.	Y	These are action plan issues. We need to improve the ICT.	Cllr Hollingsworth / Lyndsey Beveridge	Dec 2015
3. That the Council explores whether there is a lower cost means of informing local residents of planning applications as an alternative to “neighbouring property notification letters”. We suggest that proposals are brought forward in the next budget round.	Y	Proposals will be put to political groups.	Cllr Hollingsworth / Lyndsey Beveridge	Dec 2015

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Appendix 2 - Scrutiny Recommendation Tracker 2014-15 (exception report)

Listed below are recommendations made by the Scrutiny Committee to the City Executive Board between May 2014 and April 2015 that have been agreed but not yet fully implemented:

Safeguarding Policy – Scrutiny Committee 27 April				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Due date
Recommendation 2 – We recommend that the City Council prioritises the following in the next budget round: a) Continuing to fund the Safeguarding Coordinator post, b) Supporting the Multi-Agency Safeguarding Hub.	Y		Cllr Pat Kennedy / Val Johnson	Dec 2015
Fusion Lifestyle Annual Service Plan 2015/16 – Scrutiny Committee 23 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Due date
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	March 2016
Living Wage – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	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 achieve a full coverage of the very large number of suppliers, some of which provide very small volumes.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015

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
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

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
1. That a high level review takes place to flag up any issues of non-compliance with the Equalities Act.	Y		Cllr Simm	
Communities and Neighbourhood Services – Scrutiny Committee 3 February				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. 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 outwith 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
STAR Survey results – Housing Panel 22 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council reviews the methodology used to measure tenant satisfaction, and aims to make personal contact with tenants in future.	Y	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.	Cllr Seamons	

Fuel Poverty – Housing Panel 22 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Due date
1. That tenant-facing staff in Direct Services are encouraged to offer appropriate advice on the use of free electricity.	Y	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.	Cllrs Turner & Seamons	
2. That the City Council explores the possibility of buying energy in bulk.	Y		Cllrs Turner & Seamons	
Banking Services Provider – Finance Panel 21 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Due date
1. That the City Council monitors the added social value provided by its new bank.	Y	The Report to Finance Scrutiny Panel gives examples of areas where Barclays bank gave added value in support to local business and communities in Oxford, including : a. Skills based volunteering with schools across Oxfordshire b. Staff volunteering to carry out activities in the local community of Oxford c. Life skills – education programme for 11-19 year olds d. Money skills – supporting disadvantaged people to make financial decisions e. Organising events and workshops for local businesses to help them market their products and service and to educate them in such areas as finance Pending the Bank taking over the Council's banking contract in March, the Council have already set up a meeting with the internal	Cllr Turner	

		Welfare Reform Group to examine ways in which the bank can help our customers engaged with the Direct Payment Project on managing basic bank accounts. Over the coming months we will engage with the bank on other areas that we believe may be of assistance directly or indirectly to the Council.		
3. That the City Council continues to monitor which banks other former Co-op customers are switching to, and whether 'challenger banks' begin taking on local authority customers.	Y	The City Council will continue to monitor which banks other former Co-op customers are switching to, and whether 'challenger banks' begin taking on local authority customers. The Council obtains some information from trade press from time to time on the movement of local authorities from the Co-Op and the activities of challenger banks. Information to date suggests that most ex local authority Co-Op customers are moving to either Barclays or Nat West. Whilst Challenger Banks have submitted a small number of bids for local authority contracts their activities to date have been limited and represent a 'dipping of a toe in the water', although clearly over time this has the potential to change.	Cllr Turner	

Older Person's Housing Review – Housing Panel 10 December

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That residents are surveyed face to face and that the City Council seeks to involve Oxford Brookes University in conducting these surveys. Tenant volunteers should also be closely consulted throughout the review.	Y	The Head of Housing and Property explained that in general terms, the Board Member and he agreed the recommendations but give that the scrutiny was very recent they needed time to consider the detail and the cost implications.	Cllr Seamons / Allison Dalton	Mar 2016
2. That the scope of this review is expanded to	Y	He welcomed the Housing Panel continuing to	Cllr Seamons /	Mar 2016

include older persons living in their own homes and to those in privately rented housing. Consideration should be given to how best to do this, perhaps using sample surveys.		review the work.	Allison Dalton	
3. That the timescale of the review is extended by 6 months (to September 2015). If required, additional resources should be allocated in the current budget round to enable this.	Y		Cllr Seamons / Allison Dalton	Mar 2016
4. That the review is focused on understanding the future requirements of people at the younger end of the 'Older Persons' category, so that the City Council can plan to best meet their future needs.	Y		Cllr Seamons / Allison Dalton	Mar 2016
5. That the Board Member prioritises the creation of new social housing for single older people if the review provides evidence that this could reduce under-occupancy or meet the current or future requirements of older tenants.	Y		Cllr Seamons / Allison Dalton	Mar 2016
6. That a Steering Group is established to oversee the review, and that this group includes at least two elected members.	Y		Cllr Seamons / Allison Dalton	Mar 2016

MINUTES OF THE SCRUTINY COMMITTEE

Wednesday 9 December 2015

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COUNCILLORS PRESENT: Councillors Simmons (Chair), Hayes (Vice-Chair), Coulter, Darke, Fry, Gant, Hollick, Henwood, Lloyd-Shogbesan, Smith and Taylor.

BOARD MEMBERS PRESENT: Councillor Price.

INVITEES AND OTHER MEMBERS PRESENT:

OFFICERS PRESENT: Ian Brooke (Head of Community Services), Andrew Brown (Scrutiny Officer), Caroline Green (Assistant Chief Executive), Mike Scott (Senior Asset Manager (Contractor)) and Jennifer Thompson (Committee and Members Services Officer)

64. APOLOGIES FOR ABSENCE

There were no apologies.

65. DECLARATIONS OF INTEREST

There were no declarations of disclosable pecuniary interest made. Councillor Simmons said he was an ordinary member of the East Oxford Community Association but this did not amount to a disqualification from considering the Community Centre Strategy.

66. COMMUNITY CENTRE STRATEGY 2015-2020

The Head of Community Services presented the draft Community Centres Strategy prior to submission to the City Executive Board and public consultation.

The Board Member sent her apologies.

Councillor Wolff presented a short paper setting out some suggested clarifications for the Committee's consideration.

Judith Harley, a local resident, spoke about her concerns with the strategy and asked about the proposed public consultation.

In discussion the Committee noted a number of points, in particular:

- the process for consultation;
- that in the event that the major regeneration planned for Blackbird Leys did not happen, there were plans to improve the current community centre but no alternative funding;
- once the strategy was agreed there should be discussions with community centre associations about supporting local and/or disadvantaged groups through their charging structure.

The Committee resolved that the following recommendations be put to the City Executive Board:

1. greater clarity should be provided that the 15 minute walk time used to model community centre catchment areas is not exclusive;
2. clarity should be provided as to how three specific gaps in community facilities have been identified from the map in figure 4, which also shows gaps in other areas of the city (specifically in the north);
3. further consideration should be given to making the amendments proposed by Councillor Wolff (see appendix 1) before the Strategy goes out to consultation.;
4. new priority theme should be added under the sustainable management action area around making the best use and most effective use of facilities at community centres;
5. the strategy should articulate what the Council's approach will be to ensuring there is an inclusive, high quality community hub serving the Leys area in the event that the proposed replacement of Blackbird Leys Community Centre is compromised or delayed, including seeking external funding;
6. the strategy should better recognise and articulate the importance of volunteers to the city's community centres;
7. That the scope of the consultation set out in the report should be widened to include:
 - Residents associations and tenants groups as key stakeholders,
 - A disability focus group,
 - Each of the equality strands,
 - outreach to non-users and individuals as well as groups,
 - And should include publicity at each community centre.

67. RESETTLING SYRIAN REFUGEES IN OXFORD

The Assistant Chief Executive and the Leader of the Council presented a report on progress in accommodating Syrian refugees in Oxford. They provided further updates and answered questions.

The Committee noted:

- There were no unaccompanied minors coming through the VPRS scheme but an increasing number coming through other routes. The County Council social services had responsibility for them. There was a resulting pressure on

schools and social services, and a shortage of foster carers, and insufficient support.

- Government funding for the Syrian refugee resettlement scheme was guaranteed for five years on a tapering basis.
- There was less provision in place to support the relatively high numbers of refugees in the city who were outside of the new Government scheme. The Committee suggested that the Council should ensure support was available to these refugees too.
- Asylum Welcome and other voluntary organisations were able to assess and provide for refugee's needs but need adequate secure funding.
- Oxford had some specific needs in terms of supporting refugees, such as the very high cost and pressure on housing in the city, and the attractiveness of the city as a destination for asylum seekers. The Committee discussed how to source support and opportunities to make the case for additional resources to fund facilities or services for refugees.
- The City Council provided funding to Asylum Welcome but needed to avoid over-committing.
- There was scope to share information and best practice across local authorities and this was being done locally and nationally.
- That when assessing the housing needs of refugees the 'local connection' requirement could be interpreted as contact with appropriate refugee support groups in Oxford and this was covered implicitly in the motion adopted by Council on 23 September 2015.

The Committee resolved that the following recommendations be put to the City Executive Board:

- the City Council should continue to work with partners to co-ordinate and strengthen local arrangements for accommodating and supporting refugees, including educational support and language services.
- the City Council should assist the County Council in promoting campaigns aimed at recruiting new foster carers and adopters.
- the City Council should also maintain a focus on the types and impacts of support available to the refugees and asylum seekers in Oxford that did not arrive as part of the Vulnerable Persons Relocation Scheme (VPRS).
- the City Council should update local MPs on what the Council is doing to support refugees in Oxford, and engage with them about the challenges and needs that are more specific to Oxford.
- the City Council should look for opportunities to engage constructively with government about the city's needs and how these can be met, including seeking additional funding to provide specific support services.
- City Councillors should be periodically updated on progress, funding and developments at public meetings.

The Committee thanked officers for their work on this.

68. ASSET MANAGEMENT PLAN 2016-2020

The Senior Asset Manager presented the draft Asset Management Plan prior to submission to the City Executive Board. He explained that there was a separate Housing Revenue Account asset management plan. The Council tried to maximise returns on its portfolio and was currently achieving an 8% return.

The Committee noted:

- Social returns had to be weighed up against reduced income. The document acknowledged social value but there was a need to quantify that value. The Committee suggest that the Social Value Act provides a useful framework and that the Council could use this to take a more structured approach to evaluation.
- Green leases could be used to incentivise tenants to reduce their energy or water usage. The Plan would commit the Council to investigating and reviewing their potential for new lettings but it would be more difficult to implement them in a legacy portfolio. Current lettings were governed by the Landlord and Tenant Act and many tenants tended to be averse to green lease arrangements.
- The Committee questioned what scope the Council had to minimise empty commercial units by encouraging their temporary use, for example as pop-up shops, to ensure that these areas remain vibrant and attractive to shoppers. The Committee heard that the Council's commercial holdings in the city centre were small and on long leases, so the Council had little direct control. The Committee suggest that the Council should aim to engage with the wider market and seek to influence landlords
- The Plan built on the previous plan, which articulated a review of the Council's agricultural land and holdings. These tended to be relatively small sites with long term lease arrangements in place and the income received from these was low. Some sites had potential for future development but other sites had less future value to the Council, as well as potential liabilities.

The Committee commended the policy of seeking strong returns from its portfolio and resolved that the following recommendations be put to the City Executive Board:

1. the City Council should take a structured approach to evaluating social value throughout the Plan using the Social Value Act 2012, which provides a framework for quantifying social value.
2. the City Council should, as a matter of course, consider the case for negotiating 'green lease' arrangements when existing leases are due for renewal;
3. when agricultural leases are due for renewal, the Council should explore all options including revenue opportunities, for example managing the land to generate forestry revenue;
4. add action under the Commercial Property heading (section 5.1.1 on p. 16 of the Plan) to aim to engage with the wider market and ask the landlords of vacant commercial properties to make temporary use of these premises, for example as pop-up shops.

69. REPORT OF THE GUEST HOUSES REVIEW GROUP

The Committee considered the report of the review group.

Councillor Coulter, the Chair of the review group, introduced the report and explained the legal and practical reasons for the recommendations.

The Committee discussed and agreed the report and recommendations. It asked that the report and recommendation be publicised in the media and sent to all relevant groups and the LGA.

Members asked if guest houses in surrounding districts could also be asked to sign up to the code or participate in their authority's schemes; and asked officers to check the legality of homelessness services only using accredited premises.

The Committee resolved to:

1. strengthen recommendation 14 to specifically reference the guest house sector and to call for power to introduce a mandatory code;
2. approve the report and the recommendations of the Guest Houses Review Group for submission to the City Executive Board on 17 December 2015;
3. monitor progress over time, including the implementation of any agreed recommendations.

The Committee thanked Councillor Coulter and the review group for their work.

70. PERFORMANCE MONITORING REPORT 2015/16 QUARTER 2

The Committee considered the performance indicators for Quarter 2.

Members were concerned that targets for apprenticeships, training and youth ambition were not met.

The Committee agreed to request information on the Council's apprenticeship scheme including:

- maximum practical numbers of apprenticeships the Council can offer;
- recruitment of apprentices by the Council and by partners and contractors;
- how the pay and benefits compared to the cost of living and working;
- the impact of the proposed levy on the Council's strategy;
- national trends.

71. UPDATES SINCE THE LAST MEETING

The Committee noted the updates.

72. WORK PROGRAMME AND FORWARD PLAN

The Committee reviewed the work programme and the Forward Plan. It noted that the report on the Customer Contact Centre would be ready for the February meeting and that would leave one item of business for the January meeting. It asked to scrutinise Item 26 - energy and water supply procurement approach.

The Committee agreed to:

1. take the taxi licensing report at the February meeting;
2. scrutinise energy and water supply procurement approach in advance of the City Executive Board meeting;
3. take the item on Local Economy recommendation monitoring at the March meeting; and
4. cancel the 12 January meeting as the substantive business could be taken at later meetings.

73. REPORT BACK ON RECOMMENDATIONS

The Committee noted the results of the recommendations to the City Executive Board.

74. MINUTES

The Committee resolved to approve the minutes of the meeting held on 2 November 2015 as a true and accurate record.

75. DATES OF FUTURE MEETINGS

The Committee noted the dates, and confirmed the cancellation of the 12 January meeting.

The meeting started at 6.15 pm and ended at 8.25 pm

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