

Agenda

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Scrutiny Committee

Date: **Tuesday 6 October 2015**

Time: **6.15 pm**

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

For any further information please contact:

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

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 Linda Smith
	Councillor Sian Taylor
	Councillor Louise Upton

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 UPDATES SINCE THE LAST MEETING

For scrutiny members to update the Committee on any developments since the last meeting.

The next Housing Standing Panel is scheduled for 8 October 2015
The next Finance Standing Panel is scheduled for 29 October 2015

4 FINANCIAL INCLUSION STRATEGY ACTION PLAN UPDATE

Contact Officer: Paul Wilding, Revenues & Benefits Programme Manager
Tel 01865 252461 e-mail: pwilding@oxford.gov.uk

9 - 26

Background Information
The Scrutiny Committee has 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 agree the report at its meeting on 15 October 2015. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
The Revenues & Benefits Programme Manager will attend to answer the Committee's questions.

5 CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)

27 - 74

Contact Officer: Richard Adams, Service Manager,
Environmental Protection
Tel 01865 252283, radams@oxford.gov.uk

Background Information
An earlier version of the City Centre PSPO report was considered by the Scrutiny Committee on 2 June 2015 before the original decision was deferred.
The revised City Centre PSPO report is due to go to the City Executive Board for decision on 15 October 2015.
Why is it on the agenda?
For pre-decision scrutiny.
Who has been invited to comment?
Councillor Bob Price and Councillor Jean Fooks have been invited to attend the meeting in their capacity as political group leader.

6 **PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES**

75 - 82

Contact Officer: Mark Spriggs, Strategic Community Centres Coordinator
Tel 01865 252822, mspriggs@oxford.gov.uk

Background Information
The Scrutiny Committee has 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 agree the report at its meeting on 15 October 2015. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
The Strategic Community Centres Coordinator will attend to answer the Committee's questions.

7 **DRAFT CEB RESPONSE TO THE RECOMMENDATIONS OF THE INEQUALITY PANEL**

83 - 96

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

Background Information
The Scrutiny Committee referred the Report of the Inequality Scrutiny Panel to the City Executive Board in June 2015.
Why is it on the agenda?

For the Committee to consider the draft City Executive Board responses to the recommendations of the Inequality Panel.
Who has been invited to comment?
The Scrutiny Officer will present the report.

8 **BRIEFING PAPER ON THE PERFORMANCE SUMMARY - JUNE 2015**

97 - 102

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

Background Information
At its meeting on 7 September, the Scrutiny Committee requested further information on the Council's performance against a number of indicators.
Why is it on the agenda?
For the Scrutiny Committee to note the responses to the Committee's questions as set out in the briefing paper.
Who has been invited to comment?
The Scrutiny Officer will present the briefing paper.

9 **WORK PROGRAMME AND FORWARD PLAN**

103 - 134

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 council year. This programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any 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.
The Committee is also asked to agree the membership for the Diversity Review (current membership: Cllr Hayes (Chair) and Cllr Thomas)
The Committee is also asked to select which Forward Plan items they wish to pre-scrutinise based on the following criteria: <ul style="list-style-type: none"> • 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.

10 REPORT BACK ON RECOMMENDATIONS

135 - 148

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

Background Information
The Committee makes a number of recommendations to officers and decision makers, who are obliged to respond in writing.
Why is it on the agenda?
<p>This item allows Committee to see the results of recommendations since the last meeting.</p> <p>Since the last meeting the following items have resulted in recommendations to the City Executive Board:</p> <ul style="list-style-type: none">• Leisure and Wellbeing• Oxford Growth Strategy• Waste Water Flooding Panel• Report of the Cycling Review
Who has been invited to comment?
Andrew Brown, Scrutiny Officer will present the report.

11 MINUTES

149 - 158

Minutes from 7 September 2015

Recommendation: That the minutes of the meeting held on 7 September 2015 be APPROVED as a true and accurate record.

12 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

2 November 2015
8 December 2015
12 January 2016
2 February 2016
7 March 2016
5 April 2016

All meetings being at 6.15 pm.

MATTERS EXEMPT FROM PUBLICATION

If the Committee 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 Committee 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 Committee 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

**13 CONFIDENTIAL APPENDIX - PROPOSED LEASE AND
MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES**

159 - 160

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.

To: City Executive Board

Date: 15 October 2015

Report of: Executive Director of Organisational Development & Corporate Services

Title of Report: Financial Inclusion Strategy – Action Plan Update

Summary and Recommendations

Purpose of report: To update members on progress with delivery of the Financial Inclusion Strategy Action Plan and seek agreement to an update of the Action Plan.

Key decision Yes

Executive lead member: Councillor Susan Brown

Policy Framework:

Recommendation(s): That the City Executive Board resolves to:

1. Approve the updated Financial Inclusion Strategy Action Plan as set out at Appendix 2; and
2. Delegate authority to the Executive Director, Organisational Development and Corporate Services, in consultation with the Executive Member for Customer and Corporate Services, to further update the Action Plan as necessary.

Appendices

- Appendix 1 Review of original Action Plan
- Appendix 2 Revised Action Plan
- Appendix 3 Risk Register

Background

1. The Financial Inclusion Strategy(FIS) was adopted by the City Executive Board(CEB) on 3 July 2014 for a period of three years. The Strategy incorporated an Action Plan, much of which has been achieved. The Action Plan now requires refreshing to ensure that work continues to

deliver the objectives under the four themes of Debt, Income, Housing and Skills.

2. The nature of Financial Inclusion(FI) work is that it is on-going and long term in nature. Although many actions have been completed, these lead on to further work. This means that many of the objectives within the original Action Plan are reflected in the second iteration of the Plan. The revised Action Plan builds on work in the original plan, and incorporates new learning, in particular the recommendations from research conducted by the Centre for Economic and Social Inclusion (CESI) in 2014.
3. Appendix 1 provides an update on all the actions within the original action plan and explains if and how these actions are being carried forward into the revised Plan.
4. Of the 37 actions in the original Plan, 24 have been completed, 11 are in progress and have been carried forward into the revised Action Plan, and one has not been delivered, and has been amended in the revised Action Plan. This last action related to the training of customer contact staff to recognise signs of financial exclusion and to make appropriate referrals for support. Time pressures in the contact centre mean that this is not practical. As such, the action has been revised to train other frontline staff likely to come into contact with people who are financially excluded.
5. The revised Action Plan is set out in Appendix 2. It contains a fifth theme of Customer Insight which sits above the four themes within the FIS. Its inclusion reflects the intent to get a better understanding of how financial exclusion affects people, in order to better target support.

Climate change / environmental impact

6. There are no negative climate change or environmental impact issues related to this report. A number of the activities proposed in the FI Action Plan will lead to reduced carbon footprints for affected properties. Alleviating fuel poverty locally by improving the energy efficiency of homes reduces energy bills for occupants, improves health and contributes to the Council's carbon reduction target for the whole city (40% by 2020). The Council has a duty under the Home Energy Conservation Act to report on plans to help householders lower their fuel bills.

Risk

7. A risk assessment can be found at Appendix 3.

Equalities impact

8. An initial equalities impact assessment was conducted when the FIS was introduced. As the thematic areas have not changed, this assessment is still valid. Although a new theme of Customer Insight has

been added. This relates to the internal management of data, rather than having a direct impact on customers.

Financial implications

9. This report does not propose any new expenditure. Instead it seeks to align a number of different initiatives to produce greater outcomes. Following the July budget, all capital investment is now subject to review, which may impact on the delivery of some items in the Action Plan.

Legal implications

10. There are no legal implications.

Name and contact details of author:-

Name Paul Wilding
Job title Revenues & Benefits Programme Manager
Service Area / Department Welfare Reform Team
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Appendix 1 – Review of Initial Action Plan

THEME	TASK	TARGET/OUTCOME	STATUS OF ACTION
DEBT – Short Term	Agree revised outcomes with Advice Sector and draft revised Service Level Agreements(SLA's) for 14/15	Agree a set of outcomes which reflect the customers' needs and respond to challenges of Welfare Reform and increasing living costs.	Completed – Agreements are in place and being monitored.
	Map provision of emergency support available in the City to those in crisis (e.g. Foodbanks, grants, loans)	Ensure Council staff can refer people in crisis to appropriate emergency support. Understand the implications of any gaps and demand for services.	Completed – This document is a resource for Council staff and partners to refer client groups to the most appropriate outlet.
DEBT – Long Term	Monitor performance against SLA's, and use data to inform commissioning process for 15/16 to 17/18	Complete data sets in relation to outcomes agreed in SLA's (above)	Completed – Monitoring is underway, with the first quarter's data for the priority area of debt having been received.
	Map advice provision in City, with reference to services required under Localised Support Services Framework(LSSF)	Understand gaps in service provision which need to be addressed to deliver LSSF	Completed – DWP have departed from the LSSF in the rollout of Universal Credit. However pathways have been developed for anyone requiring support, though numbers are very low.
	Ensure Corporate Debt Recovery policy is embedded in debt collection processes	To ensure all Council debts are considered when making payment arrangements, introduction of single Income & Expenditure form for Council debts, and to ensure customers are referred for debt advice and budgeting support where appropriate. Work towards providing a single view of customer debts.	On Going– This action has been carried forward to the revised Action Plan.
	Work with Credit Unions to promote their services, and to inform the public about the dangers of unaffordable credit	Increase the number of Oxford residents who are saving with the Credit Unions.	Ongoing - An independent review of provision has been completed. The Council is currently considering its response to the recommendations. This action has been carried forward to the revised Action Plan.
	Ensure provision is made for providing basic bank accounts when retendering the Council's bank	Ensure the Council's provider of banking services has a commitment to providing basic bank accounts for those that require	Completed – Barclays is the new provider, and partnership work is being undertaken to enable Council officers to make referrals for customers.

INCOME		contract	them	
		Investigate the establishment of a citywide Financial Inclusion Partnership	Work with partners in the most effective way to ensure Financial Inclusion issues are affectively tackled.	Ongoing - This action has been carried forward to the new version of the Action Plan.
	INCOME – Short Term	Review recommendations contained in CESI research on the local impact of Welfare Reform.	Determine new actions and amend actions within this plan to meet the challenges identified in the research.	Completed – Recommendations from this research have been included in the revised Action Plan
		Promote DHP's to Private Rented Sector(PRS) Tenants	Ensure there is a higher take up of support from the private sector compared to 2013/14, by targeting recipients likely to require support.	Complete – Expenditure on PRS customers doubled as a result of this work.
	INCOME –Long Term	Train frontline staff to recognise indicators of financial exclusion	Customers correctly referred for internal or external support. Data gathered on extent of financial exclusion	Action Amended – It was envisaged that Contact Centre staff would deliver this action, however time pressures in the Contact Centre mean this isn't possible .Instead this action has been amended in the revised Action Plan and will be addressed by other frontline teams likely to come into contact with target groups.
		Roll out direct payment of Housing Benefit to all eligible working age tenants	Prepare tenants and the Council for introduction of Universal Credit, and identify tenants likely to be excluded from the direct payment element of Universal Credit	On Going– Most working age tenants have participated in the pilot, and new tenants are assessed for their ability to manage direct payment of their housing benefit.
		Deliver financial capability training to young people	Young people better informed to make decisions which impact on their financial wellbeing	On Going– Work is required to identify the young people who would benefit most from this action.
		Gain accreditation with Living Wage Foundation	Acting as a role model for businesses and other organisations in the City. Encourage that the Council's suppliers and contractors also gain accreditation.	Completed – As well as paying the Living Wage, the Council promotes payment of living wage through its supply chain.
		Identify local providers of affordable childcare	Range of providers identified to be used in assisting people moving into work	Completed – Used as a resource to help customers identify childcare provision.

	When reviewing related policies, ensure the aims of the Financial Inclusion Strategy are supported	Ensure the Council adopts a consistent approach to matters related to Financial Inclusion	On Going– Revenues & Benefits Programme Manager reviews new and updated policies in light of the FI Strategy
HOUSING – Short Term	Support tenants to downsize where Welfare Reforms mean their rent is unaffordable	Host further Mutual Exchange Speed Dating events. Facilitate more moves by providing financial support to people downsizing.	Completed – Two years of funding provided to Landlord Services to facilitate moves. The number of households affected by the Bedroom Tax has reduced from 956 in April 2013 to 609 in July 2015.
	Monitor & Review Discretionary Housing Payment policy	Ensure conditionality effectively supports tenants.	Completed – Regularly reviewed by Scrutiny and new policy adopted for 2015/16
	Programme of council housing energy efficiency and renewable energy works to be incorporated into Asset Management Strategy based on stock condition data	Target and prioritisation of stock according to energy efficiency and vulnerable residents. Rolling programme set, adapted according to available funding	In Progress - First phase of loft and cavity wall insulation currently being installed. Domestic solar PV has been rolled out. Action carried forward into updated Action Plan.
	Introduce a Tenant Ready Scheme	Ensure tenants are equipped with the skills to manage their tenancy, especially payment of rent.	Completed – This is provided by Crisis and Connections.
	Pilot project utilising thermal imaging to inform Housing Health & Safety Rating System	Poorly performing properties identified, and landlords informed how to make required changes.	Completed - Initial trial of around 20 properties completed. Officers have been skilled up to carry this work out in future.
	Roll out of Winter Warmth outreach project to help vulnerable old people access guidance and funding for affordable warmth	Future years dependent on resources available	Completed - 250 people reached and 426 engaged with Affordable Warmth network.
	Affordable Warmth grants - currently £25k/y to lever in additional funding.	Continue to use to lever in external funding to alleviate fuel poverty for Oxford households where possible.	Completed - Council is coordinating work to share data and access funding for local community groups. Affordable warmth training for groups and advice centres has also been offered.
HOUSING – Long	Programme of insulation, heating and ventilation improvements carried out within the Tower Blocks	Better insulated, ventilated properties that result in lower energy bills for residents	On Going – Carried out as part of the Great Estates programme.

	refurbishment programme		
	Pilot to change Houses in Multiple Occupation (HMO) licensing conditions to necessitate carrying out of recommended measures in Energy Performance Certificates rated F and G	Changes to HMO licensing researched, consulted on as necessary and implemented. Achieved by working with landlords supporting identification of good practice, and providing support where required.	Complete – Now part of new licence conditions.
	Work with Affordable Warmth Network and Health Improvement Board to find a meaningful way to monitor the health impacts of fuel poverty across Oxford (and Oxfordshire)	A standard fuel poverty indicator with health indicators that enable monitoring of impacts of work around fuel poverty	Complete – Public Health Improvement Board have a new outcome measure looking at the number of interventions the Affordable Warmth Network have made, which have had a positive impact on fuel poverty.
	Determine programme of insulation in housing stock, maximising available funding	Clarification of properties to be insulated in priority order, to be carried out as per available funding	Ongoing - This is a significant programme of work and has been carried forward into the new version of the Action Plan.
	Investigate ways of minimising expenditure on energy for Council tenants	Reduce fuel bills for Council tenants.	Ongoing - Focus in 2014/15 was on tenants with pre-payment meters. Focus in 2015/16 will be delivering a programme of energy audits to tenants.
	Continue to investigate new ways to maximise available funding for insulation and other measures across Oxford as available funding changes	Maximise funding for energy efficiency measures	Completed, although this is annual activity – Pursued via Green Deal and Energy Company Obligation (ECO) funding.
	Use the Building Research Establishment Stock modelling and other data to find private rental areas most at risk of fuel poverty	Target residents in private rented sector in areas found to be most at risk of fuel poverty	Completed – Outreach work undertaken
	Identify households covered by the new low income, high cost” definition of fuel poverty and give further consideration to low income, smaller homes that may not meet this classification but still be fuel poor	Ensure customers in fuel poverty are provided with the support to which they are entitled	Completed – Fuel Poverty model developed to identify areas of Oxford at greatest risk. This is already being used to target funding available for people in fuel poverty.

	Energy strategy and training to be implemented for all housing staff with communications plan for external promotions	Ensure consideration of fuel poverty is embedded in all Housing services.	Completed – Staff are upskilled and able to consider issues of fuel poverty when dealing with other matters.
SKILLS – Short Term	Support customers to access digital services	As part of Channel shift strategy, ensure support is provided to assist customers in accessing and utilising digital services	On-going - Welfare Reform Team capturing data on digital access. Support also provided as part of Universal Credit rollout.
SKILLS – Long Term	Development of LA led pilot, and planning for LSSF	Extend scope of work to Private Rented Sector.	Completed – Project financed by European Social Fund delivered, and referral routes developed to support people migrating to Universal Credit.
	Develop the partnership network that was established in the LA led pilot, to include providers that can deliver bespoke training to provide clients with the skills needed for known vacancies	Maximise the opportunity for people with limited skills to move into employment.	Completed – Extensive partnership developed. This is being used to develop a proposal for European Structural Investment Funding channelled through the Local Enterprise Partnership to support the long term unemployed into work.
	Align work of Welfare reform team to that of the Job Clubs	Provide locally based, joined up support to people who need help accessing work.	On going – Successful relationship formed, and the Welfare Reform Team are now developing a bid with Aspire to continue and expand Job Club provision in the City.
	If bids to the European Social Fund are successful, ensure the funding is used to develop the work carried out by the LA led pilot	Ensure any additional resources are used consistently, and in support of this strategy	Completed – See linked item at the top of this section.

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Appendix 2 – Revised Action Plan

THEME	TASK	TIMESCALE	TARGET/OUTCOME	RESP.	DELIVERY PARTNERS
CUSTOMER INSIGHT	1. Develop a Dashboard to help monitor the impact of Welfare Reform and measure indicators of Financial Exclusion	Aug 15	By monitoring different sets of data together with customer feedback , we can better prioritise resources and target interventions	Revenues& Benefits Programme Manager	Jobcentre Plus, Housing, Advice Sector
	2. Building on the triage tool used by the Welfare Reform Team	On-going	Continual improvement to triage process to ensure effective support is delivered to people affected by welfare reforms	Welfare Reform Manager	Internal
DEBT – Short Term	3. Monitor and evaluate commissioned advice contracts.	On-going	Ensure advice specification is being delivered.Learn from trends in advice work Use data to inform priority work area for 2016/17	R&B Programme Manager	Advice Sector, County Council
	4. Rents Team to trial Pay Plan for providing debt advice	Oct 15	Establish whether Pay Plan is an effective provider of debt advice for our customers	Rents Manager	Pay Plan
DEBT – Long Term	5. Use delivery of Universal Support to build a model for personal budgeting support, and consider options for delivery when Universal Credit (UC) rollout increases.	By Mar 15	Customers migrating to UC are able to manage the monthly payment without getting into rent arrears.	R&B Programme Manager	UC Project Team
	6. Develop an integrated approach to recovery of different Council debts	By Dec 15	To ensure all Council debts are considered when making payment arrangements and to ensure customers are referred for debt advice and budgeting support where appropriate. Work towards providing a single view of customer debts.	R&B Service Manager	N/A
	7. Consider the Council's strategic approach to credit unions in light of the recommendations in the independent report	Review completed by Jun 15	Agree approach	R&B Programme Manager	Oxfordshire Credit Union, Blackbird Leys Credit Union
	TASK	TIMESCALE	TARGET/OUTCOME	RESPONSIBILITY	DELIVERY PARTNERS

INCOME – Short Term	8. Support customers without bank accounts to access basic banking services	By Oct 15	Reduce number of unbanked residents Increase % of payments made in respect of Council services by DD and BACS transfer.	R&B Programme Manager	Head of Finance, Barclays
	9. Establishment a citywide Financial Inclusion(FI) Partnership	By Jul 15	Work with partners in the most effective way to ensure Financial Inclusion issues are effectively tackled. Agree citywide objectives and measures for FI	R&B Programme Manager	Various
	11. Investigate why sanctions in Oxford are significantly above the national average, and agree an action plan to reduce them.	Dec15	Reduce the number of sanctions issued in Oxford.	R & B Programme Manager	JCP
	12. Develop training package so relevant staff can identify people at risk of financial exclusion, and deal with them in a consistent manner.	By Jan 16	Customers correctly referred for internal or external support. Data gathered on extent of financial exclusion	R&B Programme Manager	NA
	13. Extend Direct Payments to all existing, and any new tenants.	Plan in place by May 15	Prepare tenants and the Council for introduction of UC, and identify tenants likely to be excluded from the direct payment element of UC. Identify support needs and refer appropriately.	Rents Manager	Advice Sector Local banks Community Housing
	14. Deliver a program of energy education, with a focus on more vulnerable residents, and making use of tenant champions.	Program to be agreed by June 15	Residents are informed about energy saving and receive budgeting support where required including help to find the best energy tariffs.	Head of Housing & Property	Tenants
INCOME – Long Term	15. All Council tenants to receive a home energy visit	June 15 to April 17	Buildings to be assessed for energy efficiency improvements and tenants to be offered advice on energy saving and referred for advice on debt and/or their energy bills.	Head of Housing & Property	Advice Sector
	TASK	TIMESCALE	TARGET/OUTCOME	RESPONSIBILITY	DELIVERY PARTNERS
	16. Sign up to The Rental Exchange following consultation with tenants.	Oct 15	Council Tenants are able to establish a credit record on the basis of timely payment of their rent.	Rents Manager	Experian, Tenancy Involvement

HOUSING – Short Term	17. Energy Strategy and Action Plan to be agreed at CEB, aligned with Members Briefing	July 15	Relevant actions to be incorporated in FIS Action Plan when agreed.	Head of Planning & Enforcement	Internal only
	18. Pilot use of conditionality in awarding top--up payments to Home Choice customers.	Sep 15 to Aug 16	Test whether this approach enables Home Choice customers to live independently without the need for further Council support.	Revenues & Benefits Programme Manager Head of Housing & Property	Various to provide debt advice and employment support
	19. Work with community groups to carry out building checks and other support, on properties using the Oxford Fuel Poverty Indicator to prioritise	From Jul 15 to Mar 16	Develop a robust data set of the energy efficiency of buildings across the city and use this data to focus funding for improvements and financial support.	Executive Director for Community Services	Low Carbon community groups
HOUSING – Long Term	20. Excess Cold enforcement to be carried out against landlords of properties with EPC ratings of F or G	From Jul 15 to Mar 16	Improve energy efficiency of private rented stock	Head of Planning & Enforcement	Private Rented landlords
	21. Help people affected by the Bedroom Tax in Council stock downsize	On-going to Jun 16	Reduce the number of people who have their Housing Support reduced by the Bedroom Tax	Landlord Services Manager	n/a
	TASK	TIMESCALE	TARGET/OUTCOME	RESPONSIBILITY	DELIVERY PARTNERS
	22. Carry out programme of improvements to Council stock, including cavity wall insulations, external wall insulations and program of loft insulation and boiler replacement	Mar 16 for first phase	Achieve minimum SAP (Standard Assessment Procedure) of 69 (equivalent of EPC level C) and an average of 72 across Council stock, improving energy efficiency and reducing bills and/or under heating	Head of Housing & Property	n/a

22					
		23. Explore a common approach across agencies to identify priority groups, underpinned by data sharing & Develop the "Oxford offer"	Feb 15 to Mar 16	Ensure a more consistent approach is taken in dealing with people affected by welfare reform across different organisations.	Welfare Reform Manager Various
	SKILLS – Short Term	24. Support customers to access digital services, particularly those migrating to Universal Credit	By Sep 15	Customers are supported to access online services.	R&B Programme Manager Library Services
		25. Explore the scope to work with adult education providers City College to provide short, focused training as part of the offer to residents	June 14 to June 15	Ensure people affected by welfare reforms have the necessary skills to allow them to find work locally	Welfare Reform manager City of Oxford College, EMBS, WEA
		26. Work through communities and local services to engage those further from support	On-going	Explore whether community champions and peer support can be used effectively to support people affected by Welfare Reforms	Welfare Reform manager Communities& Neighbourhoods Team
		27. Use the Delivery Partnership Agreement to explore options for supporting recipients of UC.	Jan 15 to Mar 16	Use the Delivery Partnership Agreement to test how different needs can be delivered by working together with local providers	R&B Programme Manager Various, including the Social Housing Sector
		28. Build on 'Benefits in Practice' to reach those with health conditions and disabled people	Jan 15 to Jun 15	Improve access to the Welfare Reform team for harder to reach customers	Welfare Reform Manager Health Improvement Board
	SKILLS – Long Term	TASK	TIMESCALE	TARGET/OUTCOME	RESPONSIBILITY DELIVERY PARTNERS
		29. Ensure effective bids are made for Labour Market funding which has been devolved to the LEP. Consider opportunities for active Council involvement in these bids.	Sep 15 to Dec 15	Effective medium to long term programmes are established to support those furthest from the labour market into work, and to support key groups into work (over 50's, single parents, young people)	R&B Programme Manager Various including JCP, Thriving Families, Aspire
		30. Evaluate European Social Fund project.	Jul 15 to Sep 15	Learning from the project and the partnership legacy are incorporated into business as usual processes.	Welfare Reform Manager N/A

	31. Support NEET prevention work through the Business in the Community programme	Sep 15 to Jul 16	Increase awareness of apprenticeships and vocational career pathways in schools. Coaching and mentoring to support pupils as they transition through school.	Head of Community Services, Youth Ambition, Positive Futures	Local Schools BITC
	32. Provide study space and access to the internet in community owned spaces.	Sep 15 to Feb 16	Limit the impact of overcrowding and/or digital exclusion on educational achievement.	Housing Service Development Officer	Various

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Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Strategy not carried out	The Financial Inclusion Strategy is not implemented due to lack of governance arrangements.		No ownership of the Strategy as a whole	Lack of impetus to encourage delivery of strategy	20/5/14	Paul Wilding	4	3	4	1	4	1		Strategy to be overseen by Customer First Program Board	Ongoing		100	Paul Wilding
Strategy undermined by further cuts to welfare benefits	The Financial Inclusion Action Plan's effect is reduced due to the erosion of people's incomes.		The budget of July 2015 introduced a range of measures which will reduce the incomes of people on benefits and in low paid work.	Financial exclusion increases instead of reducing.	17/7/15	Paul Wilding	4	3	4	3	3	3		In the revised Action Plan there are actions to ensure those at greater risk of Financial Exclusion are targetted and supported as a priority.	Ongoing		50	Paul Wilding
Services not committed to delivering actions	The Financial Inclusion Action Plan is not fully delivered, due to lack of support from the services responsible for each action		Services not engaged in the development of the Strategy	Services do not have the resources to carry out the actions they are responsible for	17/7/15	Paul Wilding	4	3	4	1	4	1		During the development of the Strategy and revision of the Action Plan, all relevant departments were involved in determining the actions to be carried out.	Ongoing		50	Paul Wilding

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To: City Executive Board

Date: 15 October 2015

Report of: Executive Director Community Services

Title of Report: City Centre Public Spaces Protection Order (PSPO)

Summary and Recommendations

Purpose of report: To report on the consultation regarding a Public Spaces Protection Order for the city centre, and to seek approval of a draft Order.

Key Decision: Yes

Executive lead member: Councillor Dee Sinclair, Board Member Crime, Community Safety and Licensing

Policy Framework: Corporate Plan priorities – Strong, Active Communities; Cleaner, Greener Oxford

Recommendations:

1. That the City Executive Board make a Public Spaces Protection Order under S 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 9 'the Act') on the terms set out at Appendix One, for the area of the city centre shown on the map at Paragraph 28 for the duration of three years from a date to be determined by the Executive Director Community Services by reference to the installation of adequate public signage and statutory notifications in accordance with the Act

Appendix 1:	Draft PSPO
Appendix 2:	Data tables
Appendix 3:	eConsult consultation results
Appendix 4:	Crisis Skylight email and signatory list
Appendix 5:	Consultation engagement methods
Appendix 6:	Risk Assessment
Appendix 7:	Equality Impact Assessment

Introduction to Public Spaces Protection Order

1. The Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act') gained Royal Assent in April 2014. The Public Spaces Protection Order provision has been in operation since 20th October 2014. The Act is designed to put victims at the heart of the response to anti-social behaviour, and give professionals the flexibility they need to deal with any given situation.
2. Public Spaces Protection Orders (PSPOs) are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable.
3. PSPOs also create a framework that either replaces or updates existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders and permits local authorities to introduce new regulations.
4. The power to make an Order rests with local authorities, in consultation with the police and other relevant bodies who may be affected.
5. A local authority can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
6. A PSPO can be in force for any period up to a maximum of three years.
7. Appeals against a draft PSPO can be made in the High Court within six weeks of issue by anyone who lives in, or regularly works in or visits the area. Further appeal can be made if a PSPO is varied by a local authority.
8. Section 59 of the Act sets out the basis on which local authorities may make a PSPO. It provides as follows -
 - (1) A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.
 - (2) The first condition is that—
 - (a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
 - (b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.
 - (3) The second condition is that the effect, or likely effect, of the activities—
 - (a) is, or is likely to be, of a persistent or continuing nature,
 - (b) is, or is likely to be, such as to make the activities unreasonable, and
 - (c) justifies the restrictions imposed by the notice.
 - (4) A public spaces protection order is an order that identifies the public place referred to in subsection (2) ("the restricted area") and—

- (a) prohibits specified things being done in the restricted area,
 - (b) requires specified things to be done by persons carrying on specified activities in that area, or
 - (c) does both of those things.
- (5) The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order—
 - (a) to prevent the detrimental effect referred to in subsection (2) from continuing, occurring or recurring, or
 - (b) to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
- (6) A prohibition or requirement may be framed—
 - (a) so as to apply to all persons, or only to persons in specified categories, or to all persons except those in specified categories;
 - (b) so as to apply at all times, or only at specified times, or at all times except those specified;
 - (c) so as to apply in all circumstances, or only in specified circumstances, or in all circumstances except those specified.
- (7) A public spaces protection order must—
 - (a) identify the activities referred to in subsection (2);
 - (b) explain the effect of section 63 (where it applies) and section 67;
 - (c) specify the period for which the order has effect.
- (8) A public spaces protection order must be published in accordance with regulations made by the Secretary of State.
- 9. The restrictions and requirements included in a PSPO may be comprehensive or targeted on specific behaviours by particular groups and/or at specified times.
- 10. Orders can be enforced by a police officer, a police community support officer, designated council officers and employees of other delegated organisations. The council's Anti-Social Behaviour Policy section 4.3 describes the council's approach to enforcement and states that all cases will be addressed firmly, fairly and proportionately. The policy goes on to say that we will always seek to resolve cases at the lowest level of intervention, taking formal action when the ASB is serious or persistent or when it threatens people's safety or health.
- 11. The policy is available on the council's website.
- 12. A breach of the PSPO can be dealt with through the issuing of a Fixed Penalty Notice of up to £100, or a level 3 fine of up to £1000 on prosecution.
- 13. In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act.
- 14. The Authority is also bound by the terms of the Human Rights Act 1998 and must not act in a way which is incompatible with a Convention right. Human

rights are enforced through existing rights of review and may therefore be taken as points in any challenge to the validity of any Order made by the Authority.

15. If Convention rights are engaged (as they are with the making of a PSPO) any interference with them must be –
 - (a) In accordance with the law (in other words the Board must be satisfied that the statutory conditions in S59 set out above are satisfied)
 - (b) In pursuit of a legitimate aim (in this instance the control of activities which, if not controlled, would have a detrimental effect on the quality of life of those in the locality) and
 - (c) A proportionate means of achieving the legitimate aim
16. The two issues which must therefore be addressed for every proposed restriction in the PSPO are whether the statutory criteria are met and whether the restrictions proposed are proportionate having regard to the legitimate aim of preserving the quality of life for everyone who lives or works in or who visits the city centre.
17. The Board must also have regard to the public sector equality duty at s149 of the Equality Act 2010, which is as follows –
 - (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - (2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in (1) above.
 - (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
18. The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

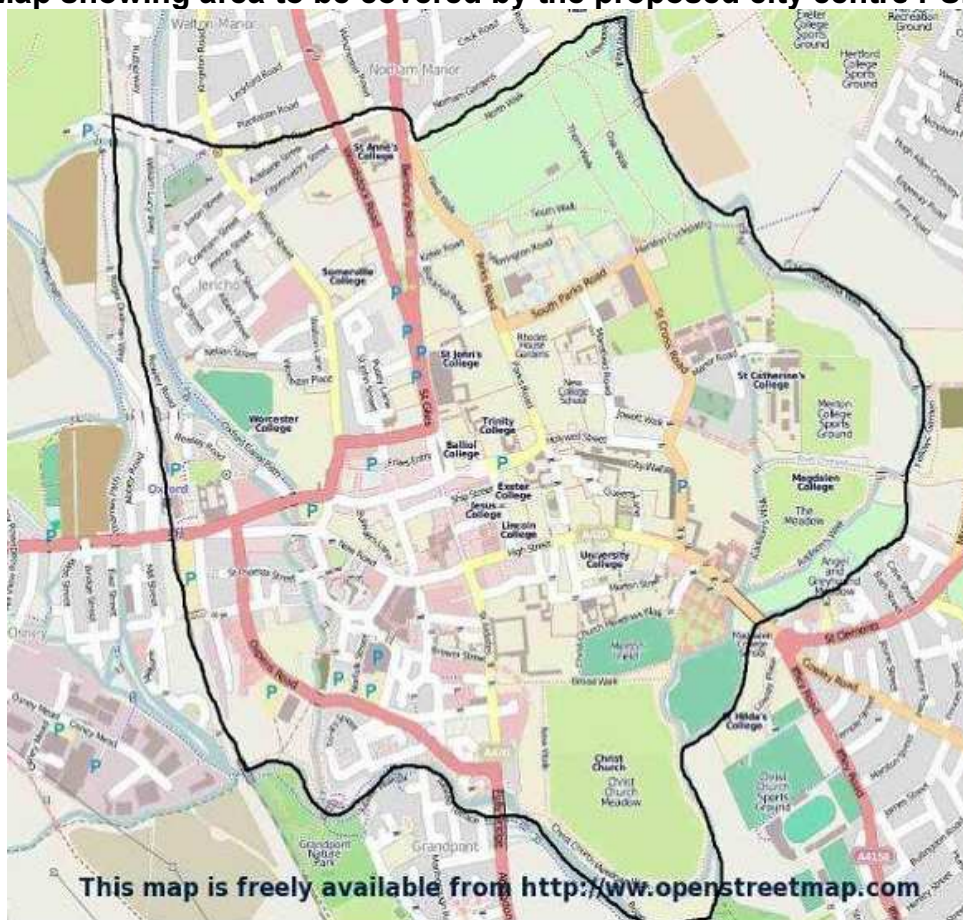
Overview of the City Centre

19. Oxford's population grew by 12% over the decade 2003–2013, making it the eighth fastest growing English city. It has 155,000 residents and an additional 45,000 people live in adjacent urban areas. The city's population is projected to reach 165,000 by 2023.
20. Oxford has the seventh highest number of international visitors for any UK city. An estimated nine million domestic and international visitors come to the city for tourism each year.
21. Footfall statistics show an estimated 320,000 people per week access Cornmarket Street, peaking between 11 a.m. and 4 p.m. with over 5,000 visitors per hour. Figures for Queen Street show a total of 230,000 people per week, with a similar pattern over 3,000 visitors per hour during peak times.
22. The Oxford city centre Police Inspector has provided an overview of the issues his team faces in the city centre.
23. "I have been a Police officer for Thames Valley Police for approximately 15 years and I have worked in Oxford City for 7 of those years, first arriving in the City in 2007 as a neighbourhood Sergeant for the City Centre neighbourhood where I was in post for approximately two and a half years. I returned to Oxford City centre as the neighbourhood Inspector in 2013 and have remained in my position for approximately 2 years.
24. My role on the neighbourhood has been to manage a team of officers whilst working with partners and residents to problem solve the priorities that have been identified by the local community.
25. Throughout my time as both a Sergeant and Inspector there have been a number of areas that continue to be raised by the public that are having a detrimental effect on the lives of those that live in and attend the area of Oxford City Centre. These issues include begging, street drinking, graffiti, cycling on pavements or in prohibited areas, dogs that are not on the leads, pedlars, and buskers. Over the 7 years since I first started on the neighbourhood these issues have been tackled using a variety of different tactics to both deal with the behaviours/offences and the causes of the behaviours. In spite of all this work these behaviours continue to be seen in the area and continue to be complained about.
26. In spite of all this work these behaviours continue to be seen in the area and continue to be complained about due to their having a detrimental impact on the quality of life for those in Oxford City centre. The nature of these activities and behaviours are unreasonable and are likely to continue in spite of the tactics used to date. It is for this fact that I believe the restrictions contained within the proposed PSPO are entirely justifiable."

Consultation

27. A full programme of public consultation using the council's eConsult questionnaire began on Monday 9th February and concluded on the 31st March 2015. Engagement methods to encourage respondents included:
- Media coverage and press release
 - Over 3000 letters sent to businesses, universities and residents within the area of the order.
 - Public consultation face-to-face on the street
 - Representation at key forums
 - Consultation with Thames Valley Police and the Police Crime Commissioner's office
28. The table in Appendix 2 illustrates the results of theeConsult consultation received up to the closing date on the 31st March 2015 and for 26th March 2015. From the 26th March to the end of the consultation period, and beyond, there was significant media interest in the proposals generated by an on-line petition. Responses to the eConsult questionnaire increased by 128%. 58% of respondents stated they visited, lived or worked in, the city centre. A further 32% stated they live in Oxford but not in the city centre.

Map showing area to be covered by the proposed city centre PSPO



29. Initial consultation with a cross party group of Members resulted in the proposed prohibition on feeding pigeons, being withdrawn from the draft order. While

acknowledging the impact large flocks of pigeons in the city centre, it was felt that there were more effective methods for controlling numbers.

30. Following the end of the consultation period a number of additional representations were made to the Council concerning the proposal to include a prohibition restriction people from sleeping on the streets when they have accommodated. This proposal is also not being pursued within the draft Order recommended by this report.
31. The Board should have regard to the entirety of the consultation responses set out in Appendix 2.
32. CEB deferred consideration of a city centre PSPO at its meeting held on the 11th June due to the submission, on the day of the meeting, of a detailed legal opinion commissioned by the National Council for Civil Liberties. As the opinion made a number of criticisms of the June report the opportunity has been taken to address those criticisms by re-drafting sections of the report. This report differs therefore from the report before CEB in June of this year.
33. The principal criticisms of the June CEB report made by the Liberty opinion related to three matters. First, it was said that the statutory conditions which must be satisfied before a PSPO can be adopted were not met by the previous report. This report deals with that issue more clearly and comprehensively by addressing the statutory criteria for each aspect of the proposed Order. Second, that the report had not dealt adequately with the public sector equality duty (S149 Equality Act 2010). This report also deals with that issue more comprehensively and the equality impact assessment has been re-drafted and expanded. Third, that there were legal flaws in specific prohibitions, namely begging, remaining in a public toilet and busking. Whilst it is not accepted that the previous prohibitions were incapable of being lawfully adopted, the opportunity has been taken to amend the prohibitions in respect of begging and busking such that the criticisms are no longer applicable. Remaining in a public toilet without reasonable excuse is still a recommended prohibition and in the view of the Council's Solicitor the Board may lawfully adopt it.
34. The remainder of this report deals with each of the behavioural issues dealt with by the draft Order, paying particular regard to whether the statutory conditions are met, and if so, the proportionality of the proposed restrictions. The statutory conditions are whether the activity has a detrimental effect on the quality of life of those in the locality, and is persistent and unreasonable.

Begging

35. Between the 1st July 2014 and 15th June 2015 there were 89 reports of begging made to the police in Oxford. There were 41 arrests or voluntary interviews for begging under the Vagrancy Act 1824.
36. On the 30th October 2014 the police introduced a 48-hour dispersal authorisation from George Street to Little Clarendon Street to deal with begging.

37. eConsult survey results found that during the last 12 months, of the total respondents:
- 81% had seen this issue in Oxford city centre
 - 16% felt that the situation had got worse, 9% felt it had got better
 - 40% had been affected by begging in the last 12 months
 - 34% felt it should be included in a PSPO, 54% felt it shouldn't
38. Published independent research from DrugScope, 2004: "Drug Misuse and Begging" concludes that the majority of the funds raised through begging are used to sustain a significant substance misuse habit, not for food or shelter.
39. This conclusion is supported by Oxford City Council's independent research into the effectiveness of the council's Kindness Can Kill campaign in 2012. The research found that the majority of money from begging is used by drug users and those addicted to alcohol to sustain their habits. Supported by local homelessness organisations, the council and police, the campaign encouraged members of the public not to give to people begging but to donate to local homeless charities instead. The views of Crisis, are attached as Appendix Four, who do not condone aggressive or threatening behaviour but, alongside a number of charities who support the homeless, were concerned that persistent begging was proposed within the order.
40. Freedom of Information figures from 34 of the 43 police forces in England and Wales, obtained by the BBC in July 2015, suggest that less than one in five beggars are in fact homeless.
41. Begging is illegal under the Vagrancy Act 1824 and enforced by the police by way of arrest and summons to court. It is a recordable offence which allows the court to impose community sentences. The PSPO provides an alternative to arrest, through FPNs (£100) or a summons to court.

42. Conditions test for begging.

Condition 1: Detrimental effect on those in the locality	89 reports of begging in a 12 month period to the police. 40% of people who responded to the survey had been affected by the activity in the city and 34% of people who responded to the survey agreed that the activity should be included in the PSPO. National research shows that begging primarily funds substance misuse.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Patterns of recorded incidents to the police occur throughout the year. Begging by nature is often persistent whether through "location" or "mobile" begging as an individual will rarely beg for money just once. The effect of the activity of begging is unreasonable to some members of the public who feel intimidated or harassed by those begging.

Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent aggressive begging continuing, occurring or recurring. The order will target aggressive begging, including begging near cash machines or when a person is made to feel intimidated or harassed.
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Proper use of public toilets

43. Significant health and safety issues are being raised with regard to substance misuse, vandalism and sleeping in public toilets. The council are responsible for the upkeep, maintenance and safe use of the facilities. Records from Oxford City Council Street Scene Operatives show that between January and June 2015 there were 72 incidents relating to city centre toilets, including:
- On 15 occasions, a person was found drinking alcohol in the toilet or alcohol containers were found.
 - On 26 occasions, one or more people were sleeping or occupying the toilet for an extended period of time.
 - On 9 occasions, a person was found using drugs in the toilet or drugs paraphernalia was left in the toilet. There has been one death from a drug overdose in the toilet in the time period. A further two overdoses occurred in July.
 - Other incidents include lighting fires and vandalism.
44. eConsult survey results found that during the last 12 months, of the total respondents:
- 9% had seen this issue in Oxford city centre
 - 4% felt that the situation had got worse, 1% felt it had got better
 - 6% had been affected by the issue
 - 33% felt it should be included in a PSPO, 48% felt it shouldn't
45. The data demonstrates how public facilities are being used for illicit purposes, denying access to the public and costing a significant amount of money to clean and maintain. Over the weekend of the 3rd July a dispersal power was invoked by the police in the area of one toilet block to deal with the anti-social behaviour and substance misuse taking place.
46. Conditions test for proper use of public toilets.

Condition 1: Detrimental effect on those in the locality	72 incidents of these activities in the first six months of 2015. 33% of people who responded to the survey agreed that the activity should be included in the PSPO. Council staff are put at risk when having to remove people and drug-related paraphernalia from the toilets.
Condition 2 (a) and (b): Effect of the activities are	Patterns of recorded incidents to the council occur throughout this year.

persistent and unreasonable	It is unreasonable to deny others access to public facilities or leave drug paraphernalia in the toilets. The facilities are used by families and young children.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent activities in toilets that are continuing, occurring or recurring. The order will target behaviours that are a risk to the public accessing the facilities and the perpetrator.

Urination and defecation in public spaces

47. Police data shows that between 1st August 2014 and 29th July 2015, there were 20 incidents of urinating or defecating in public in the city centre. This is very likely to be below the actual number of occurrences due to the nature of the offence.
48. eConsult survey results found that during the last 12 months, of the total respondents:
- 32% seen this issue in Oxford city centre
 - 10% felt that the situation had got worse, 1% felt it had got better
 - 25% had been affected by the issue
 - 58% felt it should be included in a PSPO, 29% felt it shouldn't
49. Conditions test for urination and defecation in public spaces.

Condition 1: Detrimental effect on those in the locality	There were 20 incidents logged by the police. 58% of respondents felt that this activity should be included in the PSPO, with 32% having seen it take place.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Business premises regularly have to clean up their properties. It is unreasonable to urinate or defecate in a public place.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent urination or defecation that are continuing, occurring or recurring. The order is proportionate in tackling the public health risk of this activity.

Cycling prohibitions

50. Officers have witnessed the issue on a daily basis and ran an operation in 2014. Over five days officers spoke to 320 people regarding cycling in the restricted areas of Queen Street and Cornmarket Street.
51. In July 2015, officers conducted a two-hour operation in Queen St and Cornmarket St and spoke to 51 people contravening the traffic order. Four

members of the public complimented officers on the action they were taking.

52. Footfall figures for the two streets put the number of people using the area at over 3,000 per hour.
53. eConsult survey results found that during the last 12 months, of the total respondents:
 - 67% seen this issue in Oxford city centre
 - 3% felt that the situation had got worse, 19% felt it had got better
 - 41% had been affected by the issue
 - 40% felt it should be included in a PSPO, 44% felt it shouldn't
54. Conditions test for cycling in prohibited areas.

Condition 1: Detrimental effect on those in the locality	The Traffic Restriction Order was introduced to reduce the risk of harm to the public and cyclists during the peak hours of 10 a.m. to 6 p.m. Contravention of the order increases the risk of accidents between pedestrians and cyclists. 41% of respondents had been affected by the issue, and 40% felt that this activity should be included in the PSPO. 67% of respondents have seen it take place.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	As evidenced by the operations, the activity occurs many times each day. The increased risk of harm to pedestrians and cyclist is unreasonable.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent cycling in restricted areas that are continuing, occurring or recurring. The order is proportionate in supporting an existing traffic restriction to prevent injury to cyclists and pedestrians.

Busking and street entertainment

55. There are 501 complaints logged by the council between 2004 and 2014. The seasonal profile shows complaints tend to begin in March and remain stable until June. In July and August there is a peak in complaints to nearly double the June levels. Between October and February the number of complaints remains low.
56. In 2010 a dedicated email address was created to handle all noise complaints reported to the council. To date 160 complaints have been sent to the email address. However, busking complaints often come in by telephone and an officer attends immediately, therefore they are not captured on the email system or logged as a case.

57. eConsult survey results found that during the last 12 months, of the total respondents:
- 54% seen this issue in Oxford city centre
 - 11% felt that the situation had got worse, 4% felt it had got better
 - 26% had been affected by the issue
 - 32% felt it should be included in a PSPO, 53% felt it shouldn't
58. Oxford has a Busking Code of Conduct that has been in operation for over a decade. Discussions have taken place with interested parties who have worked with York and Liverpool City Council's to develop their Code of Conduct. The York Code of Conduct describes the enforcement approach that the council will take regarding nuisance buskers. The problems of obstruction of the highway and noisy, invasive or repetitious music are identified within the Code. Enforcement options in York's are Community Protection Notices (including seizure of equipment), Statutory Noise Abatement Notices (including the power to seize equipment), a busking bye-law and Highways Act powers to deal with obstruction. These enforcement options are available in Oxford, with the PSPO fulfilling the purpose of the York byelaw.
59. Complaints relating to street entertainment are usually made when the Code of Conduct has not been adhered to. The PSPO gives officers a tool to deal with people who continually refuse to comply, and provides quicker respite to those affected. Likewise, complaints about entertainers who are complying with the Code of Conduct will not be taken forward, and an explanation given to the complainant.
60. Conditions test for busking and street entertainment.

Condition 1: Detrimental effect on those in the locality	There is an average of 50 complaints per year, mainly relating to noise levels and obstruction. Complaints peak during the summer months when footfall is highest. 11% of respondents felt the issue had got worse, compared to 4% who felt it had improved. 32% felt that this activity should be included in the PSPO.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Complaints commonly relate to intrusive noise levels. Busking sites are often utilised throughout the day during the Easter and Summer months. The effect of not adhering to a code of conduct is unreasonable, particularly on those who live or work in the city centre.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent nuisance caused by busking or street entertainment that are continuing, occurring or recurring. The order is proportionate for addressing complaints of noise nuisance. Advice will always be given as set out in a code of conduct.

Illegal peddling

61. There are 39 cases of illegal peddling on council systems since 2003. Pedlars are required to ply their trade from town to town, moving between sales. Selling goods from a static position requires a Street Trading Licence. Complaints from businesses are mostly in regards to obstruction and the sale of goods in competition with shops without paying for a street trading licence.
62. eConsult survey results found that during the last 12 months, of the total respondents:
- 36% seen this issue in Oxford city centre
 - 8% felt that the situation had got worse, 2% felt it had got better
 - 15% had been affected by the issue
 - 37% felt it should be included in a PSPO, 32% felt it shouldn't
63. Stall holders selling their goods who aren't using a static pitch trade using a pedlar's licence. Officers witness stall holders trading most days during the Easter, Christmas and summer periods, without a street trading consent. They are not peddling but street trading without a licence. Existing street trading powers are no deterrent, with illegal traders paying a nominal court fine and returning to the location the following day.
64. Conditions test for peddling.

Condition 1: Detrimental effect on those in the locality	Complaints from 8% of respondents felt the issue had got worse, compared to 2% who felt it had improved. 37% felt that this activity should be included in the PSPO.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Stall holders sell their goods in Oxford City centre daily during the Christmas, Easter and summer periods, in contravention of street trading and peddling legislation. The stalls cause obstruction to the highway and trade without the necessary consents.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent illegal street trading that is continuing, occurring or recurring. The order is proportionate in giving immediate respite through advice, warning and enforcement. Advice will always be given as set out in a code of conduct.

Alcohol consumption in a public place

65. Since 2004 Oxford City Council has a Designated Public Places Order (DPPO) that enables a police officer to confiscate alcohol if they believe it is, or could, be a contributing factor in public disorder. The Order covers the whole of Oxford

and has been successful in limiting anti-social behaviour linked to drinking in public. The Act requires a DPPO to be replaced by a PSPO within three years of their repeal in October 2014.

66. Between 1st August 2014 and 29th July 2015 there were 161 reports of street drinking logged by the police in the Oxford Central Neighbourhood.
67. Alcohol is a key factor in violent crime. There were 249 violence and sexual offences recorded by the police in the area of the proposed PSPO between January and May 2015. Data is not available that shows whether the offences are in a public place. However, police officers witness alcohol-related violence in the city centre and have a dedicated operation to target these incidents: Operation Nightsafe.
68. eConsult survey results found that during the last 12 months, of the total respondents:
 - 72% seen this issue in Oxford city centre
 - 17% felt that the situation had got worse, 4% felt it had got better
 - 43% had been affected by the issue
 - 52% felt it should be included in a PSPO, 36% felt it shouldn't
69. Conditions test for alcohol consumption in a public place.

Condition 1: Detrimental effect on those in the locality	There were 161 incidents of street drinking reported to the police between 1 st August 2014 and 29 th July 2015 72% of respondents had seen the issue, with 43% affected by it. 52% felt that this activity should be included in the PSPO.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Police data indicates that street drinking is persistent in nature and connected to violent crime and disorder.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent alcohol consumption in a public place that is continuing, occurring or recurring. The order will be used where alcohol consumption in a public place causes, or is likely to cause, anti-social behaviour. The order is proportionate by replacing the existing Designated Public Places Order, as required by the Anti-Social Behaviour, Crime and Policing Act 2014.

Dogs out of control

70. From 2013 to July 2015, 112 incidents of dog fouling in the city centre wards of Carfax and Holywell have been recorded by Oxford City Council.

71. Since 2007 Oxford City Council has had Dog Control Orders. The Act requires Dog Control Orders to be replaced by a PSPO within three years of their repeal in October 2014.
72. eConsult survey results found that during the last 12 months, of the total respondents:
- 39% seen this issue in Oxford city centre
 - 14% felt that the situation had got worse, 3% felt it had got better
 - 28% had been affected by the issue
 - 55% felt it should be included in a PSPO, 28% felt it shouldn't
73. Conditions test for dogs out of control.

Condition 1: Detrimental effect on those in the locality	There were 112 dog fouling incidents recorded by Oxford City Council between 2013 and July 2015 in the city centre. 39% of respondents had seen the issue, with 14% feeling it had got worse. 55% felt that this activity should be included in the PSPO. Respondents views on conditions for the control of dogs: All dogs to be on a lead – Majority Agree No more than 4 dogs to be walked by one person - Majority Agree Dog mess to be cleaned up by the person walking the dog – Majority Strongly Agree No dogs allowed in indoor/covered areas of the City (medical exemptions) - Majority Agree
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	There are no significant trends in dog control issues, they occur throughout the year. The risk to public health and the cost of cleaning the pavements are unreasonable. Dogs not kept under proper control in high footfall areas with large numbers of vehicles passing can cause a risk to the public.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent the impact of dogs that are not under the control of the owner, which is continuing, occurring or recurring. Dogs not on a lead are not adequately under control in a high footfall area with a large number of buses and taxis using the roads throughout the day and evening. The order is proportionate by replacing the existing Dog Control Orders, as required by the Anti-Social Behaviour, Crime and Policing Act 2014.

Conclusion

74. The evidence presented in the report and the views of the respondents demonstrate that existing legal remedies are slow and inadequate. The draft order targets nuisance behaviours that require a proportionate level of involvement by local authorities and the police, and timely respite for the complainant.
75. Enforcement of the order will be taken in accordance with the Council's ASB Policy. The policy clearly sets out the approach that starts with advice and explanation, prior to warnings and any enforcement action.
76. On consideration of the requirements of the Act, other relevant legislation, the evidence and consultation the following anti-social behaviours are proposed to be restricted in the draft PSPO, as set out in Appendix One:
- Aggressive begging
 - Inappropriate use of public toilets
 - Urinating or defecating in public places
 - Cycling in Queen Street or Cornmarket Street outside permitted hours.
 - Busking or street entertainment that causes nuisance
 - Illegal street trading
 - Drinking alcohol in a public place
 - Control of dogs

Environmental

77. No expected issues

Risks

78. See Risk Assessment.

Financial Implications

79. The cost of implementing PSPOs will be funded through existing budgets.

Name and contact details of author:-

Name: Richard Adams
Job title: Environmental Protection Service Manager,
Communities Services
Tel: 01865 249811 e-mail: rjadams@oxford.gov.uk

Appendix 1: Draft PSPO

OXFORD CITY COUNCIL

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

PART 4, SECTION 59

PUBLIC SPACES PROTECTION ORDER

Oxford City Council (the Council) in exercise of the power under section 59 of The Anti-Social Behaviour, Crime and Policing Act 2014 (the Act), being satisfied that the conditions set out in section 59 of the Act have been met, makes the following order:

- 1 The Order applies to the public areas shown delineated by the black line on the plan annexed to this Order (the Restricted Area):
 - a) No person shall aggressively beg. Aggressive begging includes begging near a cash machine or begging in a manner perceived to be intimidation or aggressive.
 - b) No person shall remain in a public toilet without reasonable excuse.
 - c) No person shall urinate or defecate in a public place. This includes the doorway or alcove of any premises to which the public has access.
 - d) No person shall cycle within Queen Street or Cornmarket Street outside the permitted cycling times of 6 p.m. to 10 a.m.
 - e) No person shall perform any type of street entertainment that causes a nuisance to nearby premises or members of the public. This includes obstructing the highway or shop entrances, or using street furniture including public seats, lamp posts and railings.
 - f) No person trading as a pedlar shall:
 - remain in any location for more than 10 minutes unless it is to make a transaction
 - locate themselves within 50 metres of their previous location
 - return to any location already occupied in the last three hours
 - obstruct the highway or shop entrances
 - g) No person shall refuse to stop drinking alcohol or hand over any containers (sealed or unsealed) which are believed to contain alcohol, when required, to do so by an authorised officer in order to prevent public nuisance or disorder.
 - h) Any person in charge of a dog within the restricted area shall be in breach of this Order if he/she:

- fails to keep the dog on a lead and under physical control at all times
- is found to be in charge of more than four dogs whilst in a public place
- allows the dog to foul in a public place and then fails to remove the waste and dispose of it in an appropriate receptacle
- allows the dog to enter any covered public space

The provisions of this order relating to the control of dogs shall not apply to any person who is registered blind in accordance with section 29 of The National Assistance Act 1948, to any person who is deaf and in charge of a dog trained by Hearing Dogs for Deaf People and to any person suffering a disability and in charge of a dog trained to assist with his/her mobility, manual dexterity, physical coordination or ability to lift and carry everyday objects and the said dog has been trained by a prescribed charity.

- 2 Any person who, without reasonable excuse, fails to comply with the requirements of this Order commits an offence and shall be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.
- 3 This Order shall come into force on and remain in place for a period of three years.

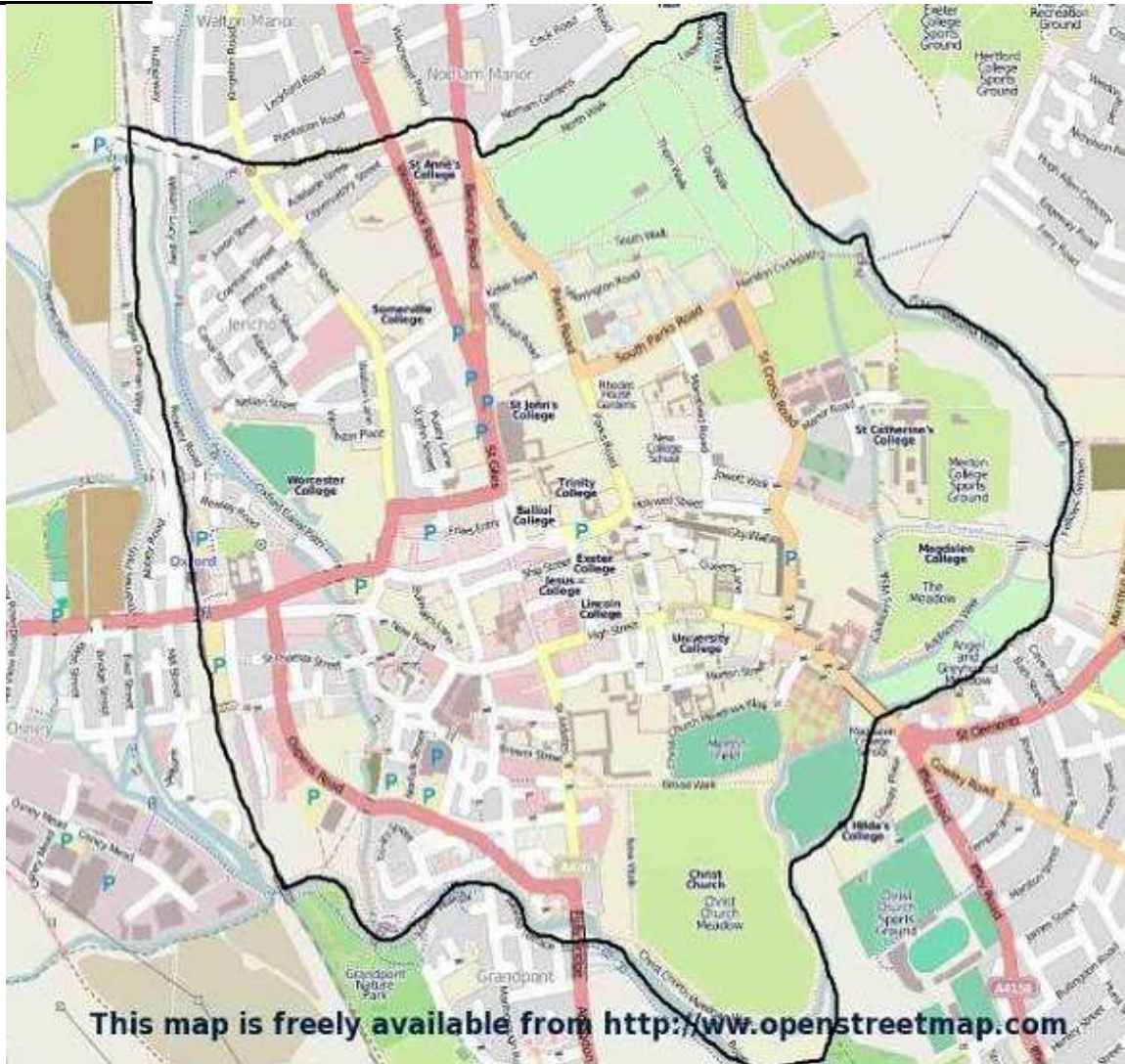
Dated

2015

Signed

.....

SCHEDULE



CHALLENGING THE VALIDITY OF ORDERS

An interested person may apply to the High Court to question the validity of—

- a) This Order, or
- b) A future variation of this Order.

“Interested person” means an individual who lives in the restricted area or who regularly works in or visits that area.

An appeal against this Order or a future variation of this Order may be made to the High Court within six weeks from the date on which the order or variation is made, on the grounds that:

- a) Oxford City Council did not have power to make the order or variation, or to include particular prohibitions or requirements imposed by the order (or by the order as varied);
- b) a requirement under Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014 was not complied with in relation to the order or variation.

Appendix Two: The eConsult consultation survey and results as at 31 March 2015

The table shows whether responses were for (Yes) or against (No) the inclusion of each prohibition in the Order.

Behaviour	Responses presented to the Member Reference Group on 26/03/2015	Responses received by the end of the consultation period, 31/03/2015	Increase in responses
Persistent Begging	Yes 52%(154) No 28%(84)	Yes 34%(187) No 54%(294)	33 210
Sleeping in toilets	Yes 51%(150) No 23%(68)	Yes 33%(180) No 48%(264)	30 196
Urinating / Defecating	Yes 75%(223) No 13%(39)	Yes 58%(317) No 29%(161)	94 122
Cycling prohibitions	Yes 56%(165) No 30%(90)	Yes 40%(221) No 44%(238)	56 148
Sleeping on the streets when accommodated	Yes 46%(136) No 36%(107)	Yes 28%(152) No 60%(330)	16 223
Busking / Street entertainment	Yes 49%(145) No 35%(103)	Yes 32%(176) No 53%(289)	31 186
Peddling	Yes 55%(160) No 19%(56)	Yes 37%(201) No 34%(185)	41 129
Street Drinking	Yes 73%(218) No 16%(47)	Yes 52%(285) No 36%(197)	67 150
Graffiti / Street art	Yes 56%(167) No 31%(92)	Yes 38%(210) No 49%(268)	43 176
Pigeon feeding	Yes 53%(159) No 28%(84)	Yes 43%(232) No 38%(212)	73 128
Dog Control	Yes 70%(203) No 15%(45)	Yes 55%(292) No 28%(150)	89 105

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Appendix Three: The eConsult consultation survey and results as at 31st March 2015

Closing date: 31st March 2015.

Topography of respondents

I live in Oxford city centre 35% (240)
I live in Oxford, but not the city centre 32% (215)
I live outside Oxford 6% (44)
I work in Oxford city centre 22% (146)
I am a visitor to Oxford 3% (22)
Other 2% (11)

Consultation topics

1 Persistent begging

Oxford City Council and Thames Valley Police are working together to tackle persistent begging, which is an offence under the Vagrancy Act 1824. Under the Public Spaces Protection Order people persistently begging will be identified by a multi-agency working group, warned about their behaviour and encouraged to access the support available to them. If their behaviour continues they could be in breach of the Order.

Have you seen people persistently begging in Oxford city centre in the last 12 months?

Yes 81% (444)
No 19% (102)

Has this got better or worse in Oxford city centre in the last 12 months?

Better 9% (48)
Worse 16% (88)
No change 53% (292)
Don't know 22% (119)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 40% (220)
No 60% (324)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 34% (187)
No 54% (294)
Don't Know 12% (67)

2 Sleeping in public toilets

Oxford City Council has identified that toilets are sometimes being used to sleep in and other associated behaviour. This can prevent access to the facilities by the public.

Have you seen people sleeping in public toilets in Oxford city centre in the last 12 months?

Yes 9% (47)

No 91% (501)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 1% (7)

Worse 4% (23)

No Change 15% (82)

Don't Know 79% (432)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 6% (31)

No 94% (514)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 33% (180)

No 48% (264)

Don't Know 19% (103)

3 Urinating or defecating in public places

The problem of people urinating or defecating in Oxford city centre has been identified by partners as an issue that affects the public, public services and traders alike.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 32% (172)

No 68% (373)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 1% (6)

Worse 10% (53)

No Change 26% (143)

Don't Know 63% (341)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 25% (136)

No 75% (408)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 58% (317)

No 29% (161)
Don't Know 13% (69)

4 Cycling prohibitions

Oxford City Council fully supports cycling throughout the city. However, for public safety reasons there are some roads with cycling prohibitions, and these prohibitions are sometimes being ignored.

Have you seen this issue in Oxford city centre in the last 12 months?
Yes 67% (365)
No 33% (180)

Has the issue got better or worse in Oxford city centre in the last 12 months?
Better 3% (16)
Worse 19% (102)
No Change 48% (262)
Don't Know 31% (167)

Have you been affected by this issue in Oxford city centre in the last 12 months?
Yes 41% (222)
No 59% (321)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?
Yes 40% (221)
No 44% (238)
Don't Know 16% (87)

5 Sleeping on the streets

Oxford City Council strongly supports agencies to help people who find themselves sleeping on the city streets due to difficult circumstances. However, a small number of people who have been provided with support and accommodation choose to continue to sleep on the streets, putting their health and well-being at risk. These people are identified by a multi-agency working group, are encouraged to access the support available to them and could be warned about their behaviour.

Have you seen this issue in Oxford city centre in the last 12 months?
Yes 80% (432)
No 20% (109)

Has the issue got better or worse in Oxford city centre in the last 12 months?
Better 5% (25)
Worse 22% (120)
No Change 40% (219)
Don't Know 33% (181)

Have you been affected by this issue in Oxford City Centre in the last twelve months?

Yes 29% (160)
No 71% (383)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 28% (152)
No 60% (330)
Don't Know 12% (66)

6 Non-compliant busking and street entertainment

Oxford City Council encourages safe busking and street entertainment in Oxford city centre. A voluntary code of practice has been developed over a number of years to support this aim for the benefit of the public and the entertainers. The code of practice covers noise levels, length of time in one place, authorised locations, size of pitch area and the authorised period of entertainment. The code of practice is available on the City Council's [website](#). However, some entertainers do not comply with the code resulting in unfair and sometimes unsafe practices.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 54% (296)
No 46% (248)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 4% (21)
Worse 11% (60)
No Change 43% (234)
Don't Know 42% (227)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 26% (137)
No 74% (398)

Should the busking and street entertainment code of practice be regulated through the Public Spaces Protection Order?

Yes 32% (176)
No 53% (289)
Don't Know 14% (77)

Should the Public Spaces Protection Order regulate behaviour(s) that are not covered by the busking and street entertainment code of practice?

Yes (please comment) 13% (72)
No 51% (277)
Don't Know 36% (194)

7 Illegal peddling

Oxford City Council supports legal peddling in accordance with the Pedlars Act 1871. There is a code of practice available on the City Council's [website](#) that identifies what peddling is and how it should be conducted in order to comply with the law.

However, there are certain people who do not comply and therefore unfairly disadvantage others within the city centre.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 36% (193)

No 64% (349)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 2% (12)

Worse 8% (46)

No Change 31% (167)

Don't Know 58% (317)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 15% (83)

No 85% (455)

Should the peddling code of practice be regulated through the Public Spaces Protection Order?

Yes 37% (201)

No 34% (185)

Don't Know 28% (153)

Should the Public Spaces Protection Order regulate behaviour(s) that are not covered by the peddling code of practice?

Yes (please comment) 14% (74)

No 41% (221)

Don't Know 46% (248)

8 Street drinking

Oxford City Council currently has a Designated Public Protection Order in place for the whole city with regard to anti-social behaviour associated with street drinking. The order doesn't stop street drinking but does deal with the associated anti-social behaviour. The new Act requires current Designated Public Protection Orders to be replaced by Public Spaces Protection Orders.

Have you seen anti-social behaviour associated with alcohol consumption in Oxford city centre in the last 12 months?

Yes 72% (393)

No 28% (150)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 4% (20)

Worse 17% (93)

No Change 52% (280)

Don't Know 27% (148)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 43% (235)

No 57% (307)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 52% (285)

No 36% (197)

Don't Know 12% (65)

9 Graffiti and pavement drawings

Graffiti is defined as a criminal damage offence. Drawing directly onto pavements is also an offence. Oxford City Council is working closely with its partners to clean up and prevent graffiti. However it encourages responsible street art that is not placed directly onto structures or highways.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 69% (374)

No 31% (171)

Has the issue got better or worse in Oxford City Centre in the last twelve months?

Better 5% (29)

Worse 16% (88)

No Change 49% (263)

Don't Know 30% (160)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 26% (143)

No 74% (399)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 38% (210)

No 49% (268)

Don't Know 13% (69)

10 Pigeon feeding

Pigeon feeding is littering and encourages an overpopulation of pigeons within the city centre. The food not eaten encourages vermin such as rats and the pigeons cause significant damage to properties within the city. Certain areas of the city require the presence of a hawk to try and reduce the impact of the large population of pigeons in their area.

Have you seen pigeon feeding in Oxford city centre in the last 12 months?

Yes 36% (196)

No 64% (347)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 3% (15)

Worse 8% (43)

No Change 39% (209)
Don't Know 50% (270)

Have you been affected by this issue in Oxford city centre in the last 12 months?
Yes 21% (111)
No 79% (428)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?
Yes 43% (232)
No 39% (212)
Don't Know 19% (101)

11 Out of control dogs

Dog control orders are being phased out and where necessary are being replaced by Public Spaces Protection Orders. Out of control dogs and dog mess are issues that Oxford City Council believes should be controlled within the City centre.

Have you seen this issue in Oxford city centre in the last 12 months?
Yes 39% (209)
No 61% (330)

Has the issue got better or worse in Oxford city centre in the last 12 months?
Better 3% (18)
Worse 14% (76)
No Change 38% (205)
Don't Know 45% (241)

Have you been affected by this issue in Oxford city centre in the last 12 months?
Yes 28% (152)
No 72% (384)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?
Yes 55% (292)
No 28% (150)
Don't Know 17% (91)

To what extent do you agree with the following proposals?

- All dogs to be on a lead – Majority Agree
- No more than 4 dogs to be walked by one person - Majority Agree
- Dog mess to be cleaned up by the person walking the dog – Majority Strongly agree
- No dogs allowed in indoor/covered areas of the City (medical exemptions - Majority Agree

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Appendix Four: Crisis Skylight email and signatory list

“Dear Sirs

We are responding to this consultation as a group of organisations and individuals who work with homeless people or are concerned about homelessness in Oxford. We are sending this consultation response by email as we do not consider the tick boxes given on the online questionnaire to be sufficient to give our considered view on these important issues

Rough Sleeping

We are very concerned that, as part of the consultation on the new proposed Public Spaces Protection Order, Oxford City Council appears to be considering banning or further restricting rough sleeping. While we appreciate that no specific plans have been announced, we believe that any such policy would be particularly ill thought out and likely to be counter-productive.

We do appreciate that Oxford residents and businesses can experience problems from rough sleeping in the city centre. It is also to be welcomed that the reasons the council uses to defend their proposals include a commitment to outreach work and an acknowledgement that, wherever possible, rough sleepers should be supported into hostels and other services. However, we simply do not see how making rough sleeping a criminal offence will contribute to the council's aim of 'reducing rough sleeping to as near zero as we can achieve.'

We believe that any such ban or further restriction would be ill-conceived for the following reasons:

- Moving rough sleepers out of the designated area with the threat of criminal charges will only result in them moving to another location, which could include moving out of sight and away from services. It will not help them to resolve their homelessness, nor will it be a constructive way to encourage them to engage with services.
- Imposing fines on rough sleepers which they have no possible way of paying is an ultimately pointless exercise, and giving extremely vulnerable people a criminal record could jeopardise their chances of recovery.
- It is likely to antagonise a range of voluntary and statutory bodies which work with rough sleeping and will damage their relationships with Oxford City Council.
- The police and the council already have extensive powers to deal with any criminal and anti-social behaviour by rough sleepers, so new legislation is unnecessary.

We reject the notion that underpins this proposal and suggests that rough sleeping and particularly vulnerability is in some instance a “life style” choice - which needs enforcement action taken against it. We believe instead it is a situation which requires society and statutory and voluntary agencies to actively work together to engage the individuals involved as quickly as possible and then provide a holistic

package of support for as long as is necessary to help them out of homelessness and back into society.

We do not believe that criminalising the act of rough sleeping has any benefits at all for the individuals concerned, for the local community, for society at large or for any other statutory or voluntary agency working to tackle rough sleeping and help the individuals involved in Oxford.

‘Persistent’ begging

We are also concerned that, as part of the consultation on the new proposed Public Spaces Protection Order, Oxford City Council appears to be considering banning or further restricting begging.

We believe that such a ban on begging would be ill-conceived for the following reasons:

- People who beg are some of the most vulnerable in our society and begging is a sign of deeper rooted problems, including homelessness, mental health and addiction problems.
- Though there is little evidence or research available on the people who beg, we know that the majority sleep rough or live in hostels and night shelters.
- We do not condone aggressive or threatening behaviour. However, homeless people are actually more likely to be the victims of violent crime than the perpetrators – with homeless people 13 times more likely to be a victim of violent crime than the general public.

We are also unclear as to why the focus is on “persistent” begging—as begging may be persistent without being in any way aggressive or threatening. As with rough sleeping, we believe that banning begging could criminalise vulnerable people, lead to fines being levied which cannot be paid (except, perhaps, through further begging) and displace vulnerable people away from services which can support them. Ultimately, the solution lies in society and statutory and voluntary agencies to actively working together to engage the individuals involved as quickly as possible and then provide a holistic package of support for as long as is necessary to help them until their issues have been addressed and they no longer turn to begging.

Signed

Organisations

Crisis, Crisis Skylight Oxford, Aspire Oxford, Emmaus Oxford, Affordable Oxford, On Your Doorstep (Oxford University Students Union), The Gatehouse”

Subsequent additional organisations:

North Oxford Action Against Homelessness, The Big Issue Foundation, Homeless Link, Oxford Homeless Pathways

Appendix Five: Consultation engagement methods

The Consultation involved:

- Letters to all businesses within the city centre (over 3000 letters)
- Letters to the Universities within the city centre
- Letters to the residents in the city centre (as per businesses)
- Public consultation on the street by city centre Ambassadors - to capture the opinion of the transient population (tourists etc) using a 1000 business cards.
- Representation at key forums – NAGS, business meetings and resident associations
- Media – Press release given to Oxford Mail in first week of March. This release is a continuation of a number of PSPO press releases since the new powers were released.
- Social media –released on Twitter
- Webpage – full details placed on the council website
- Buskers and street entertainers- City centre Ambassadors and Community Response Officers have approached a number of buskers.
- BBC Radio Oxford – Cllr Dee Sinclair (Board Member for Crime) took part in a radio discussion programme about the PSPO.
- Discussions with Area Commander Thames Valley Police and the Police Crime Commissioner's office
- 1000 registered members of eConsult contacted

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Appendix Six: City Centre Public Spaces Protection Order Risk Assessment

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
City Centre Public Spaces Protection Order	Multi agency enforcement	Lack of enforcement officers	Financial cutbacks in police and council	Ineffective legislation and negative public feedback	30th March 2015	Daryl Edmunds	4	2	4	2	2	2	Delegation of PSPO enforcement powers to the City Centre Ambassadors will ensure consistent presence and enforcement	Ambassadors will be trained by the ASB service to enforce in accordance with the Oxford City Council's ASB Enforcement Policy	11th June 2015	On-going		Simon manton / Laure Taylor
City Centre Public Spaces Protection Order	Negative public perception due to negative press	Council reputation	Lack of clear communication over the introduction and management of the PSPO	Negative reputation of council	30th March 2015	Daryl Edmunds	3	3	3	3	2	2	Regular press briefings will continue to be managed through the council media office	Regular clear positive press briefings explaining ethos of council	11th June 2015	On-going		Chafhomba Sithole / Daryl Edmunds
City Centre Public Spaces Protection Order	Council reputation with regard to zealous enforcement and targetting vulnerable members of society	Council reputation	Mismangement of enforcement of the PSPO	Negative reputation of council, wasted resources, failure of prosecutions.	30th March 2015	Daryl Edmunds	4	3	3	3	2	2	Enforcement policy is being written in line with the ethos of Oxford City Council	Strong management of staff in accordance with Oxford City Councils ASB Enforcement Policy	11th June 2015	On-going		Daryl Edmunds / Richard adams

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Form to be used for the Full Equalities Impact Assessment

Service Area: Community Services		Section: Community Safety	Date of Initial assessment: 5 th January 2015	Key Person responsible for assessment: Richard Adams	Date assessment commenced: 5 th August 2015
Name of Policy to be assessed:			City Centre Public Spaces Protection Order		
1. In what area are there concerns that the policy could have a differential impact			Race	Disability	Age
			Gender reassignment	Religion or Belief	Sexual Orientation
			Sex	Pregnancy and Maternity	Marriage & Civil Partnership
Other strategic/ equalities considerations			Safeguarding/ Welfare of Children and vulnerable adults	Mental Wellbeing/ Community Resilience	
2. Background: Give the background information to the policy and the perceived problems with the policy which are the reason for the Impact Assessment.			<p>Oxford City Council is proposing to introduce a City Centre PSPO restricting a number of behaviours within the city centre. A breach of the order is a criminal offence that can result in the offender being reported to the court or the breach being discharged through a £100 Fixed Penalty Notice.</p> <p>Restrictions on the proposed behaviours may have an impact on protected characteristics or other strategic equalities considerations, in particular the safeguarding of children and vulnerable adults, mental well-being and community resilience, and disability. The impact on all factors has been considered.</p>		

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

	<p>The assessment makes due regard to whether implementation of the order will:</p> <ul style="list-style-type: none"> • Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equalities Act; • Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; • Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
<p>3. Methodology and Sources of Data:</p> <p>The methods used to collect data and what sources of data</p>	<p>Data used to identify the types of behaviours within the proposed PSPO has come from the City Council and police databases. The datasets indicate the number of reports from members of the public and officers who have witnessed the behaviours.</p> <p>Use of the PSPO powers and advice given will be recorded in pocket note books and on council databases. The information will be analysed to determine whether the implementation of the powers has had a disproportionate effect upon the equality factors.</p>
<p>4. Consultation</p> <p>This section should outline all the consultation that has taken place on the EIA. It should include the following.</p> <ul style="list-style-type: none"> • Why you carried out the consultation. • Details about how you went about it. • A summary of the replies you received from people you consulted. • An assessment of your proposed policy (or policy options) in the light of the responses you received. • A statement of what you plan 	<p>Implementation of a Public Spaces Protection Order requires public consultation as set out in the Anti-Social Behaviour Crime and Policing Act 2014. The consultation methodology was approved by the city council's Public Involvement Board.</p> <p>Consultation responses gave rise to concerns over:</p> <ul style="list-style-type: none"> ▪ Begging ▪ Sleeping in toilets ▪ Drinking alcohol in a public place <p>Consultation responses did not raise concerns over:</p> <ul style="list-style-type: none"> ▪ Urinating or defecating in public places ▪ Cycling in prohibited areas ▪ Nuisance behaviours relating to noise ▪ Illegal street trading ▪ Graffiti ▪ Control of dogs <p>Please refer to the consultation report at appendix two of the City Centre PSPO CEB report.</p>

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

65

to do next			
5. Assessment of Impact: Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults	Begging A case management panel of officers from the police, city council and outreach team meet on a monthly basis to discuss individuals who beg in the city centre. The support needs of each individual are considered including their housing situation, physical and mental health needs. Their offending behaviour is assessed and an appropriate plan put in place to move people off the streets and into accommodation and support. Where engagement with the large number of local support services fails, enforcement action may be taken as determined by the panel. This approach balances the needs of the individual, principally substance misuse, physical and mental health concerns, with the need to tackle anti-social behaviour, respond effectively to complaints from the public and take action against illegal activities. Research commissioned by the city council in 2012 supported the conclusion from other national research that the majority of money from begging is spent on drugs and alcohol. Very little is spent on shelter or food. None of the people case managed by the panel has been, or is, a child. Any child identified would be dealt with under the police and council's safeguarding policies.		
	Race Neutral	Disability Negative Mental health considerations will be taken into account by officers.	Age Positive Young people will be referred into safeguarding mechanisms.
	Gender reassignment Neutral	Religion or Belief Neutral	Sexual Orientation Neutral
	Sex Neutral	Pregnancy and Maternity Neutral	Marriage & Civil Partnership Neutral

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

99

	Inappropriate use of public toilets. The common behaviours regarding the inappropriate use of public toilets fall into three categories: drug misuse, alcohol misuse and sleeping or suspected sexual activity. Public toilets within the city centre are designed as gender-neutral single toilet access or male/female cubicles. The single toilet access blocks enable a person to lock themselves in the toilet for long periods of time. Drug users and alcoholics often have physical and mental health needs. Toilets provide facilities for a drug user including clean water, adequate lighting, warmth and privacy. City council cleansing staff regularly find discarded needles and alcohol containers in the toilets, and have difficulty removing people who have locked themselves in. Public toilets are not a suitable place for drug users and alcoholics to use to support their addictions. They may fall unconscious or overdose. Clients have easy access to a wide range of support services including GPs, rehabilitation and hostels with “wet” facilities, some within 200m of the toilet block.		
	Race Neutral	Disability Positive Disabled people will be able to access clean toilets.	Age Neutral
	Gender reassignment Neutral	Religion or Belief Neutral	Sexual Orientation Neutral
	Sex Neutral	Pregnancy and Maternity Positive Parents with infants can access clean baby-changing facilities.	Marriage & Civil Partnership Neutral
	Urinating or defecating in public places		

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

67

	<p>Police data shows that the level of defecation in a public places happens relatively infrequently. Urination is commonly linked to the consumption of alcohol, whether in the evening economy from revellers leaving pubs and clubs, or people drinking alcohol in public areas.</p> <p>Toilet facilities are available for any person with an equalities consideration, whether during the day through the use of public toilets or cafés and restaurants, and during the evening with pubs and clubs having to provide toilet facilities.</p> <p>People with very complex mental or physical health issues may have reasonable excuse, a provision built into the PSPO. This would be assessed on a case by case basis and the situation would be very rare. Urination and defecation in a public place is a public health risk.</p>		
	Race	Disability	Age
	Neutral	Neutral	Neutral
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral
	<p>Cycling in prohibited areas</p> <p>This behaviour supports the existing traffic control order in Queen Street and Cornmarket Street. Disability considerations would be made on a case by case basis as there is no evidence to suggest disability would be affected by the order.</p>		
	Race	Disability	Age
	Neutral	Neutral	Neutral

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

68

	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral
	Nuisance behaviours relating to noise Noise nuisance in the city is caused by amplified or intrusive noise, including music and building work. The PSPO takes an even handed approach towards music noise, supporting the Code of Conduct that all buskers are expected to adhere to. If there is a language barrier, the person has a disability or cannot read officers will engage with the busker and explain the Code. If the Code is not adhered to officers will move the person onto the next available pitch or require them to turn down their music. No-one under the age of 16 should busk in the city centre without a parent or guardian. Children busking will be engaged with and the appropriate adult spoken to. Building works fall outside of the PSPO and are dealt with through the city council's Environmental Health Service.		
	Race	Disability	Age
	Neutral	Negative Lack of understanding of Code of Conduct.	Positive For under-16s officers will speak to the parent or guardian
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

69

	Illegal street trading During peak holiday seasons the city centre experiences many traders pertaining to be pedlars, yet are illegally street trading. The PSPO takes an even handed approach towards peddling, supporting the Code of Conduct that all pedlars are expected to adhere to. If there is a language barrier, the person has a disability or cannot read officers will engage with the busker and explain the Code. If the Code is not adhered to officers will warn them that they are in breach of the PSPO. Children under-18 will be engaged with and the appropriate adult spoken to.		
	Race	Disability	Age
	Neutral	Neutral	Positive For under-18s officers will speak to the parent or guardian
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral
Drinking alcohol in a public place It is currently an offence to drink alcohol in a public place in Oxford if asked by a police officer not to do so. Incidents of street drinking take place during the evening economy period from revellers leaving pubs and clubs, or people drinking alcohol in public areas during the day. If necessary there is easy access to a wide range of support services including GPs, rehabilitation and hostels with “wet” facilities. Safeguarding issues are dealt with through agencies established safeguarding practices and referrals into appropriate support agencies. Anyone under-18 found drinking alcohol in committing an offence and the police will take appropriate			

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

70

	action in line with their safeguarding responsibilities.		
	Race	Disability	Age
	Neutral	Negative Mental health considerations will be taken into account by officers.	Positive Young people will be referred into safeguarding mechanisms.
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Positive Pregnant women will be referred into safeguarding mechanisms.	Neutral
<p>Control of dogs</p> <p>The provisions of the PSPO relating to the control of dogs does not apply to any person who is registered blind in accordance with section 29 of The National Assistance Act 1948, to any person who is deaf and in charge of a dog trained by Hearing Dogs for Deaf People and to any person suffering a disability and in charge of a dog trained to assist with his/her mobility, manual dexterity, physical coordination or ability to lift and carry everyday objects and the said dog has been trained by a prescribed charity.</p> <p>The most common complaint relating to dogs is fouling of the footpath and the associated public health risks. This is particularly difficult to control if the owner does not have the dog on a lead.</p> <p>Any mental health considerations will be dealt with on a case by case basis.</p>			
	Race	Disability	Age

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

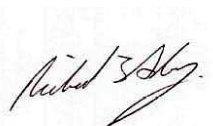
	Neutral	Negative Mental health considerations will be taken into account by officers.	Neutral
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral
<p>6. Consideration of Measures:</p> <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>Mitigations relating to each of the proposed behaviours are detailed in the preceding section. Concerns relating to children are dealt with through each agency safeguarding policies and procedures. Prohibitions on behaviours that affect clients with complex physical and mental needs are mitigated through access to appropriate services, with trained staff skilled at dealing with the needs of the client group.</p> <p>All cases will be dealt with on their individual merits and the PSPO has written into it the test of “reasonable excuse”, providing an exemption from the order if the excuse for the behaviour is reasonable.</p> <p>Oxford City Council has a strong record of supporting people who are vulnerable and at risk of becoming homeless. Through the No Second Night Out project, the council funds services that assist individuals into appropriate accommodation and that work with homeless individuals to access education, training and employment. The Council’s current financial investment in homeless prevention totals £1.4m p.a.</p> <p>Oxford is one of nine areas in the country that was selected to take part in the Making Every Adult Matter (MEAM) project designed to improve outcomes and interventions for people with multiple needs. Since August 2014 clients who are hard to engage, live chaotic lives and have a multitude of support needs have been identified by services within the homelessness, mental health, substance misuse and criminal justice services. Clients are ‘case conferenced’ in order to put sustainable</p>		

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

	<p>support in place for each individual and enable him/her to receive the services and support that they need to stabilise their lives.</p> <p>The Tenants At Risk meeting is managed by the City Council and brings together agencies including floating support services, housing associations and hostels. The meeting identifies individuals that may be struggling with sustaining their tenancies and are at risk of being evicted. The aim is for support agencies around the table to make sure relevant support is put in place for the individuals in order to ensure they do not lose their tenancies and become homeless.</p>
<p>6a. Monitoring Arrangements:</p> <p>Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of your monitoring, making clear whether you found any evidence of discrimination.</p>	<p>The multi-agency case management panel will continue to assess the use of all enforcement actions, first taking into consideration the support needs of the individual.</p> <p>Advice, warnings and enforcement of the PSPO will be logged in pocket notebooks and council and police databases.</p> <p>The City Centre PSPO will be referred to the scrutiny panel for monitoring purposes.</p>
<p>7. Date reported and signed off by City Executive Board:</p>	<p>October 2015</p>
<p>8. Conclusions:</p> <p>What are your conclusions drawn from the results in terms of the policy impact</p>	<p>The introduction of the city centre PSPO will impact on the lives of people who live, work and visit the city. The proposed restrictions will impact positively on people whose protective characteristics are impacted upon by the anti-social behaviour the order is designed to address. For example, pregnant women and disabled people can be denied access to facilities they need. Young people in breach of the order will be referred through safeguarding arrangements when appropriate. Mental health considerations are assessed on a case by case basis and support and early intervention is used prior to more serious enforcement action. This approach is detailed in Oxford City Council's Anti-Social Behaviour Policy, available on the council's website.</p>

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

9. Are there implications for the Service Plans?	YES	10. Date the Service Plans will be updated	November 2015	11. Date copy sent to Equalities Officer in HR & Facilities	5 th August 2015
13. Date reported to Scrutiny and Executive Board:	October 2015	14. Date reported to City Executive Board:	October 2015	12. The date the report on EqlA will be published	October 2015



Signed (completing officer)

Signed (Lead Officer)



Please list the team members and service areas that were involved in this process:

Jarlath Brine, Organisational Development & Learning Advisor
 Richard Adams, Service Manager
 Jeremy Thomas, Head of Legal Services

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To: City Executive Board
Date: 15 October 2015
Report of: Head of Communities Services
Title of Report: Proposed Lease and monitoring arrangements for community centres

Summary and Recommendations

Purpose of report: To propose a framework for the determination of leases in respect of city council owned community centres occupied and operated by community associations.

Key decision? Yes

Executive lead member: Cllr Christine Simm

Policy Framework: Asset Management Plan, Stronger Communities

Recommendation(s): That the City Executive Board resolves to:

1. AGREE that for those community centres that have existing leases that have protected status under the Landlord and Tenant Act 1954 a new lease be offered on the terms set out in paragraph [8] of this report; and
2. AGREE that for those community centres that currently have a licence to occupy a notice to quit be served in respect of that licence along with a proposed replacement lease on the terms broadly set out in paragraph [12] of this report.

Appendices

Appendix 1 Lease Lengths and impact
Appendix 2 Confidential Appendix
Appendix 3 Risk Register

Current Position

1. There are currently 20 community centres operating in Oxford. By December 2015 5 will be run in-house by the Council (including part of Barton Neighbourhood Centre), 2 will be independently owned and run at Northway and Cowley as they are rebuilt by Greensquare housing association as part of the housing development. In addition 1 is leased by Jericho Community Association from St Barnabus Church. The other 12 together with part of Barton Neighbourhood Centre have been run by independent charitable bodies for a significant number of years. Each of these 13 Community Associations has either a licence dating from the mid-1980s, or is holding over on an expired lease.

2. Members have indicated that they prefer to remain involved in the provision of community centres in the city in order to protect that provision in terms of quality and location rather than simply carrying out an asset transfer to third parties. On that basis it is likely that involvement will continue through either the council operating centres or providing effectively rent free, maintained premises for community associations. By and large the council is content to enable the associations to have a free hand in how they operate the centre they occupy. However, these premises are provided at a significant public subsidy and it is right and proper that the council maintains a watching brief on the performance of the association and some form of sanction if that performance is unacceptable. It is how this oversight and sanction is reflected in lease arrangements that has been at the heart of the inability to reach a conclusion in the negotiation of lease terms.
3. The Council has been working with the associations and the Oxford Federation of Community Associations (OFCA) since December 2011 to update and clarify the situation in respect of the continued occupation of the community centres. It is in the interests of both parties to resolve this to agree leases that have sufficient term that enables community associations to bid for external funding and protect the interests of both the associations and the council. This report proposes a way forward that offers the potential to break the current impasse.

Proposals for new leases

4. For some time the Council worked with the OFCA to identify a single form of lease that could apply to all associations. The council put forward a proposal that met this objective but this was rejected by the federation as it meant some associations compromising on their existing rights. Recognising that a one size fits all approach would not be appropriate; this report proposes separating the associations into two broad categories.
5. The first group are those 5 that are currently holding over on a lease which has protected status within the meaning of the 1954 Landlord and Tenant Act. This means that the associations are entitled to a new lease broadly on the previous terms subject to a market rent. Previously a rent was not charged and the council sought other means to influence the community associations. The council always seeks to avoid creating new protected tenancies as they seriously impact on the landlord's rights. In negotiations regarding suitable lease terms the notion of any form of break clause that undermines the protected status of the existing tenancy has been strenuously resisted by these associations. In view that it appears unlikely that the council will be able to negotiate a new unprotected tenancy the only option if the council wishes to exert some influence is to fall back on the statutory position which is to offer a new lease on existing terms subject to a market rent.

6. The purpose of the rent is not to raise income but to act as a means of influence over the performance of the association. Therefore an offer of grant to cover the rent subject to agreed performance measures will be made. Associations are nervous about this approach as they rightly point out that the council cannot bind itself to a grant for the period of a long lease. It is recognised that this is a risk to associations which the council could seek to mitigate by a three year grant agreement (to be renewed each three years at the council's discretion) and the right of the association to quit the premises with six months notice.
7. The grant agreement and performance measures would have reference to a dispute resolution process the objective of which would be to resolve any differences thereby avoiding the withdrawal of grant part way through a three year grant period.
8. In summary the lease would be:
 - a. A protected tenancy under the Landlord and Tenant Act 1954,
 - b. Free of any break clauses (although at the end of the 25 year term the council would be able to refuse to renew if any of the statutory circumstances in the Landlord and Tenant Act 1954 applied such as redevelopment by the council).
 - c. Subject to a market rent.
 - d. For a period of 25 years to provide the security necessary to access large scale charitable funding or other means of raising capital.
 - e. With standard forfeiture provisions on tenant default or insolvency.
9. If the lease on this basis were rejected the council would take no action and the association would continue to hold over on their existing expired lease. The council would continue to keep the premises in a reasonable state of repair but without the comfort of the new lease would not invest to improve the premises.
10. The second and larger group of associations are those who currently occupy their centre by way of a licence to occupy. Such licences give little security and are not protected tenancies. The current licence gives the ability to the council to terminate the agreement on 12 months notice and the licence has no fixed term. They are therefore unattractive to the associations and are not now the Council's preferred means of granting occupation.
11. Officers advise that the council should take steps to avoid new protected tenancies being formed therefore a new un-protected lease is proposed for these associations.
12. The nature of these leases would be:

- a. A lease excluded from the protection provided under the Landlord and Tenant Act 1954.
 - b. Include a rolling break, similar to that in the existing licence (with no pre-conditions attached).
 - c. Be for a term of 25 years.
 - d. Be rent free.
 - e. With standard forfeiture (termination) provisions on tenant default or insolvency.
13. Such a lease would provide an appropriate level of security and comfort to both the Council and associations. It is recommended that the existing licence arrangements are formally ended and a new lease is offered at the same time.
14. Where there are concerns about the performance of an association that may lead to its lease being terminated for default (forfeiture) the dispute resolution process mentioned above would be invoked. It is hoped process will be agreed with the working group looking at the community centre strategy. That group includes councillors, representatives of the federation and the Oxfordshire Council for Voluntary Organisations.

Financial Implications

15. There are none arising directly from the implementation of this report. The agreement of long leases should improve the ability of associations to attract charitable funding and where appropriate raise capital by other means.

Risk

16. A risk register is included at Appendix 3.

Climate change / environmental impact

17. There is no impact to this recommendation

Equalities impact

18. There are no equalities implications to this recommendation

Legal implications

19. The council will need to ensure notices are correctly served on the Associations currently occupying under licence and that the correct procedures are followed for these associations to ensure they do not obtain security of tenure under their new leases.

Name and contact details of author:-

Name Mark Spriggs

Job title Strategic Community Centres Coordinator

Service Area / Department: Communities Services/ CAN

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List of background papers: none

Appendix 1

	Centre	Current arrangement	Impact
1	Asian Cultural Centre	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present
2	Barton (part)	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present.
2	Barton (part)	-	OCC managed
3	Bullingdon	Lease	New protected lease – 25yrs, market rent covered by grant, agreed performance measures. If not accepted continue to hold over on existing terms.
4	Blackbird Leys	-	OCC managed
5	Cowley		To be managed by Greensquare
6	Cutteslowe	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present.
7	Donnington	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present
8	EOCC	-	OCC managed from 2 nd September
9	Florence Park	Lease	New protected lease – 25yrs, market rent covered by grant, agreed performance measures. If not accepted continue to hold over on existing terms.
10	Headington	Lease	New protected lease – 25yrs, market rent covered by grant, agreed performance measures. If not accepted continue to hold over on existing terms.
11	Jericho	-	Non-OCC
12	Jubilee	-	OCC managed
13	Littlemore	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present
14	Northway	-	To be managed by Greensquare
15	North Oxford	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present
16	Risinghurst	Lease	New protected lease – 25yrs, market rent covered by grant, agreed performance measures. If not accepted continue to hold over on existing terms.
17	Rose Hill	-	OCC managed from December 2015
18	Regal	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present
19	South Oxford	Licence	Terminate licence. New un protected lease -25yrs term subject to rolling break as at present
20	West Oxford	Lease	New protected lease – 25yrs, market rent covered by grant, agreed performance measures. If not accepted continue to hold over on existing terms.

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Appendix 3: Risk Register

Item	Description of Risk/ Opportunity	Assessment			Degree of Risk	Consequence (Cost, Time, Fitness for Purpose)	Strategy to Control Risk
		LO	CR	RRN			
1	Failure of all/ some Associations to sign leases	3	2	6	High	T	The report proposes a clear strategy for dealing with this. The associations either accept the proposals or (i)hold over on existing leases , where they have one, and accept the consequences(ii) in the case of those on a licence on expiry of the 12 months' notice lose their rights of occupation.
2	Reputational risk to OCC	3	1	3	Significant	C,T	Clear strategy and communication.

Key Likelihood of occurrence			Consequence of Risk		
4	Frequent	Likely to occur frequently, many times during the period of concern (e.g. project duration, life of building)	4	Catastrophic	Major failure in meeting prime project objectives
3	Probable	Several times in the period of concern	3	Critical	Significant failure in meeting prime project

					objectives
2	Possible	Some time in the period of concern	2	Serious	Failure to meet major project objectives
1	Remote	Unlikely but possible in the period of concern	1	Marginal	Failure to meet lesser project objectives
0	Improbable	So unlikely that it can be assumed that it will not occur or it cannot occur	0	Negligible	Minor effect on meeting project objectives

RISK	Negligible	Very low	Low	Significant	High	Very High	Extreme	Prohibitive
RRN	0	1	2	3-4	6	8	9	12+

Suggested executive responses to the recommendations of the Inequality Panel provided by the Leader of the Council

#	Recommendation	Agree?	Comment
1	That the City Council leads on the development of a long-term multi-agency inequality strategy for Oxford. This should be informed in part by the evidence gathered in this Inequality Review and enhanced when Oxfordshire Clinical Commissioning Group produces its report on health inequalities. The Strategy should be supported by an Action Plan that includes any accepted Inequality Panel recommendations.	In part	The Oxford Strategic Partnership has been leading a multi-agency programme entitled 'Tackling the Cycle of Deprivation' for a number of years and the CCG review will build on the OSP's work. Many of the recommendations from the Panel are being addressed through existing strategies and action plans, and we would propose to return to the question of whether an overall strategy document and plan when the outcome of the CCG work is published.
2	That the City Council ensures it has sufficient staffing resources in partnership posts to play a leading role in working with partners to deliver on a multi-agency inequality strategy for Oxford (see recommendation 1). We envisage that savings are achievable from overcoming silos and working in partnership to tackle long terms issues associated with inequality.	Agreed	<p>Agreed in principle, but the current pressures on local authority and NHS budgets make it difficult to guarantee that the desired staffing resources can be made available from year to year. Our approach to the influencing and development of strategies and policies is based on a matrix approach and includes influencing strategies and policies for the key strategic Oxfordshire Partnerships, the Oxford Strategic Partnership and ensuring consistency and alignment, where appropriate, to Oxford City Council policies and plans. The new Assistant Chief Executive role will provide additional capacity in this area.</p> <p>Policy Officers Group, with representation from all service areas, is used to cascade and share information and best practice in developing our policies internally.</p> <p>Annex 1 attached provides further information.</p>
3	That the City Council commissions Professor Danny Dorling and the City Council's Social Research Officer to develop an Oxford City Inequality Index based on aspects of inequality that that the City Council can influence either	Not agreed	<p>The Council uses ONS data and small area statistics and publishes these in an accessible form (see the Council monthly charts and other useful information available on the Oxford City Web site:</p> <p>http://www.oxford.gov.uk/PageRender/decC/Statistics_about_Oxf</p>

	directly, or indirectly to a significant extent. Council Performance should be assessed against the movement of this index.		ord_occw.htm It is not clear what a specific City Index would add to what is already available and as a stand- alone index it would lack credibility with central government or the EU, who have their own definitions of deprivation and inequality for benchmarking and resource allocation.
4	That all strategy papers and major decisions should include an assessment of their short, medium and long term impacts on inequality. This assessment could be based on an Inequality Index (see recommendation 3), and guidance should be available to assessing officers.	Agreed	The Council's existing equality impact assessment process requires officers and Members to consider the impact of decisions and actions on groups with protected characteristics. Currently these do not include socio economic inequalities and including them as a required part of the process will involve careful definition and extensive training. The Corporate Lead (HR / OD) will review the current process in line with best practice during the autumn.
5	That the City Council progresses all options for boosting the supply of affordable housing, including by: a) Continuing to push for a review of the Green Belt around Oxford as part of a wider county land review to identify sites for new housing, b) Enforcing the City Council's 50% affordable housing policy, c) Considering greater use of Compulsory Purchase Orders to buy derelict land and properties that aren't coming forward for development, d) Evaluating the potential local impacts of the new Government's housing policies, such as the extension of the Right to Buy scheme to housing association properties, e) Encouraging ethical or institutional investors to rent good standard	Agreed	Agreed, with some reservations about the practicality of 5h. Recommendation 5 a) to f) are already part of the Council's normal business. Recommendation 5g) is being taken forward by the Council's Ageing Successfully Group that is working with Age UK Oxfordshire on a Home Share Programme in Oxford that has been funded by the Lloyds Bank Foundation and the Big Lottery Fund . On 5h) the Council's allocations policies aim to assist 'downsizing' where residents wish but organising transfers on a collective basis would be extremely difficult and unlikely to accommodate many community groups who are characterised by different current housing tenures.

	<p>accommodation to people in housing need at affordable rates,</p> <p>f) Aiming to make Oxford a centre of excellence in innovation for new social and affordable housing solutions, ensuring that its own policies (such as the Balance of Dwellings Policy) are compatible with this aim. Affordable Oxford could be asked to provide advice on what options would be viable in Oxford,</p> <p>g) Considering whether there is scope for the City Council or the Universities to promote 'inter-generational shared living'.</p> <p>h) Considering whether there is a way the City Council could assist groups of older people in downsizing collectively while staying together as a community, perhaps by creating a group or register that people can join or sign up to.</p>		
6	<p>We note the significant difficulties that schools, hospitals and universities (as well as businesses) face in attracting workers to settle in Oxford, and recommend that the City Council:</p> <p>a) Gathers evidence as soon as possible to identify the best way of delivering new build keyworker housing within the 20% of affordable housing provided as intermediate housing,</p> <p>b) Seeks to extend its keyworker housing intervention to more teachers (this is currently offered to senior teaching staff),</p> <p>c) Considers whether there is scope to assist key workers (particularly teachers in priority</p>	Agreed	<p>Recommendation 6a) is in hand and will form part of a wider review of affordable housing and planning policies. Recommendation 6b) has been implemented with the scheme open to all teachers from the beginning of July, following consultation with schools. Recommendation 6c) will be difficult to achieve as the Council has no means of practically influencing private sector rents and landlords' letting policies but the proposals could be put forward to key landlords and agents.</p>

	schools) in accessing housing in the private rented sector, for example by encouraging registered landlords to offer 3 year tenancies and agreeing to raise rents by no more than the CPI measure of inflation.		
7	We note that the City Council is developing a Private Rented Sector Strategy and recommend that this aims to extend the City Council's interventions in the private rented sector to address abuses in the student housing market and poor standards across the wider private rented sector. This should include the extension of discretionary licensing to cover more properties where possible, enhanced enforcement of the HMO licensing regime and further promotion of landlord accreditation to encourage take up.	Agreed	We agree to take this recommendation into account in developing the strategy. Work is underway on identifying the most appropriate extension of discretionary licensing following the introduction of legislative restrictions by the government. The HMO Licensing Scheme is currently being consulted upon and if renewed, the approach to improving compliance with licence conditions in licensed properties will be strengthened and stronger penalties imposed upon the landlords of unlicensed properties. Encouraging Landlord accreditation and improving the rewards available for good landlords will complement this tougher enforcement stance. It would be useful to understand the particular concerns about student housing if this refers to purpose built accommodation rather than general needs housing which just happens to be occupied by students.
8	That the City Council: a) Calls on the new Vice-Chancellor of the University of Oxford to provide reinvigorated engagement in Oxford's housing sector by learning from the Cambridge model and providing new accommodation to house academics. b) Tasks the new Assistant Chief Executive with working closely with the University sector and encouraging a greater degree of input into city matters, including financial contributions where appropriate.	Agreed	This work is already in progress. The new assistant Chief Executive will help take this forward.
9	That the City Council builds on its commendable work on addressing fuel poverty by:	In part	Partially agreed. The Council has developed a fuel poverty model to identify areas of the City which are at greater risk of fuel poverty. This model can be used to target resources and grants to

	<p>a) Making a fuel poverty calculator available online that directs people in fuel poverty to contact the City Council for advice on what support they may be entitled to,</p> <p>b) Asking Trading Standards whether they would like the City Council to refer cases to them where an Energy Performance Certificate is required and whether they would be prepared to give the City Council any enforcement powers.</p>		<p>people in fuel poverty. We will increase our advertisement of the help that can be provided to reduce energy costs through the advice centres and the Council.</p> <p>The Council is due to begin taking enforcement against private landlords with EPC ratings of F and G, and this action is included in the Council's Financial Inclusion Strategy and we will undertake this work directly..</p>
10a	<p>That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by:</p> <p>a) Supporting the delivery of more proactive health interventions in areas of multiple deprivations, such as contacting people who miss appointments,</p>	Agreed	<p>The City Council, Oxfordshire Clinical Commissioning Group (CCG) and Public Health, have been working toward this in a number of ways:</p> <p>Some GP Practices use text messages to remind patients of upcoming appointments, where they have patients' mobile phone numbers. They also post messages in Practice waiting rooms to inform patients of the impact of missed appointments.</p> <p>In terms of health interventions, where there has been low uptake of NHS initiatives, such as screening programmes and health checks, some focussed work has been conducted by the CCG'S Equality and Access Team. This has included working with patients in some GP Practices to enable them to be booked into appointments.</p> <p>The CCG alongside Public Health and the City Council, has established multi-agency Community Partnership Health Groups, based in the city's key areas of deprivation. These help to support health promotion campaigns and activities at a local level. They have also drawn up Health Plans for each area, based on health indicator data, to identify the key issues and provide appropriate interventions and initiatives to tackle them.</p>

			The development and delivery of the Community Health Plans are supported by the CAN Breaking the Cycle of health Deprivation Working Group (including the CCG, Public Health and CAN staff).
10b	That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by: b) Working towards the concept of pooled budgeting in areas where evidence suggests that this approach can improve health outcomes.	Agreed	Pooling of budgets is not specifically a City Council issue. However, the Executive Director for Communities and the Executive Board Member, Corporate Assets and Public Health are actively offering to provide City Council premises and other assets to promote better health outcomes. An example of the possibilities in this domain is the proposed use of the health space at the new Rose Hill Community Centre.
10c	That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by: c) Utilising the City Council's assets (such as leisure centres) and the agencies we support to facilitate social prescribing, and encouraging more GPs to take up social prescribing.	Agreed	Agree, as above. In addition; the Head of Community Services is represented on the Oxfordshire University Hospital Trust, Public Health Steering Committee and on the Oxfordshire Clinical Commissioning NHS Health Inequalities Commission Steering Group. This is to ensure that Oxford City Council is well placed to identify opportunities for working with other agencies to deliver health promotion services. With reference to Social Prescribing: One Practice, which serves two regeneration areas in the city, has recently initiated a Social Prescribing project. The CCG's Equality and Access Manager has undertaken some research of models across the country. The findings will be presented to GP Leads and a decision will be made as to the potential of a county-wide Social Prescribing Project. This will also be considered for application at the new Rose Hill CC.
10d	That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by: d) Working with partners to develop a single online point of access for multiple services in Oxford, including health, housing and social care.	Not agreed	There are a range of points where people can and should access information. It is important however to play our part in ensuring that all the agencies continue to work to improve information sharing and referral processes and to ensure that service signposting is appropriate. The voluntary and community sector have an important role to play in this and the City Council provides funding through its grant

			programme to a number of agencies providing advice, support, signposting and referral to health, housing and social care services.
11	That the City Council explores how factors around inequality and public health could be designed in to the planning and development of sites. These factors should include cycling and walking provision, the accessibility of parks, and the provision of a variety of housing within the street scene. Consideration should also be given to shaping new communities. For example, new communities should include a centre and shared open space.	Agreed	<p>This is already in hand. For example, the Barton development is considered to be an example of best practice in this regard. Public Health have also been asked to comment on planning applications with strategic implications for building sustainable communities that support health and help to promote exercise, such as the Northern Gateway master plan.</p> <p>A member of the City Council Planning Policy Team recently attended a Public Health England workshop aimed at improving collaboration between planning and health improvement professionals. Some of the issues raised at this workshop have fed into on-going scoping work that Public Health are undertaking to ensure that health considerations receive more prominence when planning decisions are made across all Oxfordshire authorities.</p>
12a	That the City Council: a) Assists in bringing about negotiations with local health, housing and social care commissioners and providers so that a county wide discharge policy for people experiencing homelessness can be adopted as per best practice guidelines	Agreed	There is an operational hospital discharge procedure in place, which provides client names and 48 hour notice of discharge to Housing Services. However, this procedure could be strengthened with a more strategic hospital discharge protocol agreed on a countywide basis with all key stakeholders. This would relate to care packages including a broader range of services, for example Hospital Trusts (specialist physical and mental health services) and adult social care. The City Council will try to facilitate the development of this further.
12b	That the City Council: b) Extends interventions aimed at supporting homeless people with complex needs (e.g. substance abuse and mental health issues), who are often excluded from accessing the services they need.	Agreed	Officers are already working with the Oxfordshire Clinical Commissioning Group, Public Health and providers to develop a suitable service for single homeless customers with complex needs, including when substance misuse limits effective treatment options for mental health. The Council is also part of a Complex Needs network which seeks to improve the access that

			people with complex needs have to current services. This aims to build on outcomes for people with the most complex needs through intensive support and a flexible systemic approach.
13	Oxford City Council is leading the way in defining, measuring and tackling fuel poverty and we recommend that the same priority should be given to the issue of food poverty. A part-time role should be created to tackle food poverty, which should involve facilitating the work of the not-for-profit and voluntary sector to maximise their impact, and developing a food poverty strategy for Oxford. This strategy should aim to replicate best practice established by Bristol to reduce food bank demand and increase access to good and affordable food across the city.	Not agreed	<p>The OSP Breaking the Cycle of Deprivation Group has been working with Good Food Oxford to see how this work can be taken forward.</p> <p>The Breaking the Cycle Group (including representatives from the Oxfordshire Clinical Commissioning Group and Public Health) funded Good Food Oxford to carry out community activities on Blackbird Leys, to introduce food poverty and healthy eating elements to the work that food oriented Community Action Groups already do within their local communities. This has proved to be extremely effective. The aim is to continue to work with Good Food Oxford and other partnerships to build the capacity of local communities.</p>
14a	<p>That the City Council:</p> <p>a) Identifies how it can provide a greater degree of funding security to Asylum Welcome. Consideration should be given to including their work within the remit of the Council's Community Grants commissioning programme, which awards funding for 3 years rather than annually. This will reduce Asylum Welcome's administrative workload and help to ensure that they remain viable over the medium term.</p>	Not stated	Noted. This recommendation will be considered as part of the annual review of the Council's grants programme in the budget round. We are in active discussions with Asylum Welcome and other charities in this area with regard to the refugee crisis and how we can assist them in making a fully effective response.
14b	<p>That the City Council:</p> <p>b) Explores whether it could provide low cost accommodation to third sector organisations by utilising unused capacity in Council-owned assets such as Community Centres.</p>	Agreed	<p>The Council supports and funds a number of voluntary and community groups, some of which have accommodation in City Council premises and some in the private rented sector. All registered charities are eligible for rate relief</p> <p>Reduced hire rates for the Town Hall are also available to</p>

			voluntary and community sector organisations.
15	<p>We strongly endorse the City Council's approach to combatting financial exclusion and recommend that the City Council:</p> <ul style="list-style-type: none"> a) Ensures that the Welfare Reform Team are fully and best deployed in order to provide greater assistance and proactively reach more people, particularly those moving on to Universal Credit, b) Moves towards implementing a 'single view of debt' in order to identify multiple debts owed to the Council, and where possible, consolidate these, c) Gives a high priority to continuing to protect the current level of funding for the advice sector over the medium term, d) Explores longer term funding options for a housing needs money advice caseworker, and evaluates the impact of this provision over time, e) Continues to work closely with CAB and other agencies to encourage the take up of unclaimed benefits. f) Aims to make full use of its Discretionary Housing Payments budget. 	Agreed	The Financial Inclusion Strategy supports this work.
16	That the City Council establishes a reliable directory of charities for Oxford, setting out the aims, principle client groups and types of relief provided. This will help to ensure that local charities have a greater awareness of what other charities do.	Not agreed	The OCVA have a register of Charities and are funded by the City Council, but if there are weaknesses in this register we will seek to rectify them with OCVA colleagues.
17	We recommend that the City Council continues to prioritise improving educational attainment in the city by:	Not agreed	The Council is currently working through the Oxford Strategic Partnership (OSP) to see if a stronger partnership approach to raising education attainment can improve attainment levels in the

	<p>a) Offering a new educational grant programme to which Head Teachers from schools serving deprived areas can apply. This programme would provide tangible output-based funding to reduce educational inequalities in city schools. The criteria for awards should be non-prescriptive but grants could be used to fund specific line items in School Improvement Plans focused on Pupil Premium and Special Educational Needs pupils, for example.</p> <p>b) Engaging with partners and considering whether it has a role in ensuring that eligible year 1 and 2 pupils are registered for the Pupil Premium so that their schools receive the additional funding they are entitled to.</p>		<p>city. An OSP Sub Group has been established to develop a set of actions for educational attainment improvement in the city. There have also been meetings with the head teachers of schools in the south of the City and discussions on how the regeneration of Blackbird Leys might contribute to the raising of attainment levels.</p> <p>The County Council has now established a Strategic Schools Partnership Education Commissioning Shadow Board. This Board is in the process of establishing the grant criteria for support. The City Council has representation on this Board. The aim is to ensure any activities funded/provided by the City Council which contributes towards education attainment is additional and complementary to the County Council Commissioning Strategy and Plan.</p> <p>The Council's financial and human resources are constrained and these recommendations are ones which would be difficult to fund within the known future budget envelope.</p>
18a	<p>That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>a) Seeking to influence and improve the provision of targeted careers advice in schools, extending this to younger pupils (years 7-8), as well as offering mentoring into adulthood</p>	Not stated	<p>Skills, employment and career paths are not the statutory responsibility of the City Council. However, through the Leader, officers are working with the Oxfordshire Local Enterprise Partnership and the Oxfordshire Skills Board to improve services within the city.</p> <p>Oxfordshire County Council has established a service bringing together schools and businesses called O2i. This includes career advice, work placements and promoting apprenticeships. This work is overseen and monitored by the Oxfordshire Skills Board and information is circulated by the Policy and Partnerships Team Leader to the City Council Employment and Skills Group</p> <p>There is a cross City Council Employment and Skills Group, which meets to share information and to ensure services are coordinated. This group includes officers from the Economic</p>

			<p>Development, Communities and Neighbourhoods, Policy and Partnership, Welfare Reform Team and Human Resources.</p> <p>The City Council has undertaken a robust needs analysis of skills and employment issues. This is available in the link below.</p> <p>http://www.oxford.gov.uk/Library/Documents/Statistics/EmploymentAndSkillsSupplementaryPaperAug2014.pdf</p> <p>A review of services was undertaken and an action plan was developed to fill the gaps. This is set out in the Employment and Skills report August 2014. City Council activities include:</p> <ul style="list-style-type: none"> • Working with Business in Community to provide business links with secondary schools, mentoring and work placement opportunities. Currently the City Council is linked with Cherwell School. • The Youth Ambition Programme which aims to build the confidence and skills of young people and ease the transition between school and work. • The development of Employment and Skills Plans for key physical regeneration schemes, • Apprenticeships within city council services • Support to Job Clubs on estates • Influencing and supporting the delivery of European Structural Funding Programmes.
18b	<p>That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>b) Extending the use of social clauses to create more and better opportunities for</p>	Not stated	<p>The City Council Skills and Employment Group ensure that the Employment and Skills Plans are linked into the Job Clubs that are based on estates. A recent Job Fair, arranged with Job Centre Plus, in Barton attracted over 400 potential job applicants and 20 businesses (mainly in the retail and construction sectors). Similar events will be rolled out to Rose Hill and Blackbird Leys. The Council's procurement policies are geared specifically to encouraging suppliers to offer training, apprenticeships and</p>

	young people. Clarity is required as to how the City Council will ensure that developers deliver social clauses.		guidance to young people.
18c	<p>That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>c) Extending the offer of reduced fees for tutors to all Community Centres situated in areas of multiple deprivations. The City Council should also continue to make better use of Community Centres and promote them as vibrant local hubs.</p>	Agreed	Agreed for consideration as a part of the development of the Community Centre Strategy.
18d	<p>That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>d) Maximising links with universities, private schools, the student hub and businesses to get more volunteer help for appropriate programmes. These opportunities could include coaching and mentoring to help vulnerable people into work, assisting young people to whom English is not a first language, and broadening access to resources such as arts provision.</p>	Agreed	<p>Agreed. City Council Officers have been represented on the European Structural Investment Steering group and helped shape the European Social Fund Strategy and proposals. This included funding for two NEET programmes (to support those who are NEET and those at risk of becoming NEET) and Building Better Futures Funding aimed at long term unemployed. The City Council has submitted an application to deliver the Building better Futures Programme.</p> <p>City Council Officers have been working with the County Council, Employment and Economy Team and Job Centre Plus to look at how teaching language services can be improved. The Oxford Community and Voluntary Alliance was commissioned to undertake a review, which identified that there is a range of good work being undertaken but that the sector needs improved coordination. Officers are currently in discussion with one of the colleges to see if they can take on this role, which has become even more important given the recently announced cuts in in this service.</p>

19	That the City Council calls on local employers to put an end to exploitative employment practices in the city. These practices include employers charging restaurant staff to wait tables, paying less than the minimum wage, and employing workers on zero hours contracts against their will.	Not agreed	If the Scrutiny Committee can provide evidence on the extent and distribution of such practices we will identify methods of securing improvements. More generally, the Council will continue to lead by example by offering good terms and conditions of employment to all staff including agency workers. Our contractors are required to commit to paying the Oxford Living Wage and we have encouraged employers across the city to adopt the Oxford Living Wage with some success. We will continue to lead by example and try and influence other employers in good employment practice through normal channels.
20	That the City Council continues to look to raise wages by: a) Creating a Living Wage Hub in Oxford based around the Oxford Living Wage. This should involve a programme of activities to promote the Oxford Living Wage, and a distinct logo that Oxford Living Wage employers are encouraged to display. Ideally these activities should be led by engaged citizens but they may initially require some officer resource. The Hub could also look at other related employment issues such as pay ratios. b) Identifying a public face of the Oxford Living Wage. This could be a member champion. c) Working constructively with the Living Wage Foundation in promoting Living Wage Week and seeking to raise wages and improve working conditions in Oxford, particularly in low paid sectors such as hospitality, health and social care.	In part	Partially agreed. The Council has already undertaken a number of initiatives including achieving Living Wage accreditation, campaigning in the city for other employers to adopt the Living Wage and speaking in support of the benefits of the OLW in various forums. We will continue to make use of the benefits of being a nationally accredited Living Wage Employer through Living Wage research, campaigns (such as Living Wage Week), etc. We will review the resource implications of the more extensive approach recommended in 20 a) and b).
21	That Oxford City Council is a major employer in the city, and recommend that the City Council continues to develop its own employment	Agreed	The Council is already progressing an action plan to improve its recruitment practices. This includes giving more attention to job descriptions, person specifications, selection testing which tests

<p>practices through:</p> <ul style="list-style-type: none"> a) More flexible recruitment practices such as accepting CVs and more widespread use of assessment centres, b) An annual managed calendar of interventions targeting black and minority ethnic communities and other underrepresented groups, c) Better targeting of constructive feedback to unsuccessful applicants, d) Interactive and accessible recruitment webpages with guidance for applicants, e) Uplifting the salaries of lower paid staff at a higher rate than those of higher paid staff to ensure that the pay gap between them doesn't increase over time. 	<p>criteria more effectively than interviews alone, inviting CVs as part of the application process, etc. It is increasingly rare for a selection process to comprise only of an interview. We have also run initiatives such as targeting unsuccessful BME candidates to review their experience of the recruitment process, consider the shortlisting decisions, ensure they receive feedback, etc. We have an electronic recruitment system and a series of pages which include assistance for candidates in the application process and presenting the benefits of working for the Council. We have previously addressed the issue of low pay by introducing the Oxford Living Wage and deleting the lowest pay grades. Further consideration of low pay will feature in consultation and negotiation for a new pay deal to run after the current one expires (March 2018). Although recommendation 21 e) has generally been the case in recent years, no long term commitment can be made to it as our wage bargaining structures are not necessarily always going to be under our direct control.</p>
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To: Scrutiny Committee

Date: 6 October 2015

Report of: Scrutiny Officer

Title of briefing: Performance Summary – June 2015

At its meeting on 7 September, the Scrutiny Committee requested further information on the Council's performance against a number of indicators. Responses to the Committee's questions are set out below.

Measure ref and description	Question	Owner (responder)	Response
97 BIT022: Level of efficiency savings	Why was this a Green rating when it had 2 Red arrows for the year on year and year end trends?	Jan Heath	<p>Yes you are quite right that the red arrow compares year on year performance. Last year we had a number of significant projects that were drawing to a conclusion at this point in the year and therefore we were identifying efficiencies earlier. The greatest efficiencies are usually derived from the longer term projects so those that have only just commenced will not realise any benefits until later in the year.</p> <p>Last year's target is actually comparable to this year @ £330k – it is the outturn that was much higher due to the efficiencies identified through the Business Support and Admin Review (total £609k), the majority of which has now been achieved. The target is based on the cost of the Business Improvement team and is used as a measurement of the team's value for money. Of course this is very much a proxy indicator as the team deliver more value than can be evidenced through cashable efficiencies.</p> <p>This year the Business Improvement Partners have managed a significant number of projects where the benefits have been non-cashable or not yet completed but none-the-less critical to the business e.g.</p>

			<ul style="list-style-type: none"> • Development of the new website and the tenant's portal • Mobile app • Transition from the Fleetplan system to Key2 for the motor transport team that has made a huge contribution to our stores and parts purchasing system • Relocation of the Westgate car park • Facility to order online parking permits for the Park and Ride car parks • Corporate telephony system and • Delivering the ICT infrastructure and software requirements for the new Rose Hill community centre. <p>At this point I am confident that we will achieve our target by year-end as projects draw to a conclusion.</p>
BV016a: Percentage of employees with a disability	Which external partners had taken part in the workshops?	Simon Howick (Chris Harvey)	<p>The latest data is that we have 104 staff with a disability with current staffing level of 1230.</p> <p><i>Information about the workshops to follow.</i></p>
LG002: Achieve the electoral registration rate target	Did the Green rating take account of the known problems in early autumn in registering new university intake? How did this rating relate to boundary changes? What was the methodology used?	Jeremy Thomas (Martin John)	<p>The target was for the percentage return of household forms, the same indicator as used in previous years. This was achieved. We did not set a target for individual returns because we had no previous evidence on which to base a good target.</p> <p>The data was made available in early new year, following publication of the new register in December. We will look at moving this collection date to later in the spring as more people register only as an electoral event approaches.</p> <p>The rating itself did not affect boundary changes. However, the electorate as at 1st December this year will be used by the parliamentary boundary commission in its upcoming review. We are in contact with it lobbying that a more accurate figure would be that at election time. In December last year we had just shy of</p>

			100,000 electors. By the time of the general it was up around 109,000. We await to see if the commission will amend its methodology.
PC027: Increase the number of people engaging with the Council's social media accounts	Why is the target lower this year?	Chris Lee (Caroline Green)	<p>The target reflected the fact that levels of engagement with social media were starting from a low base and that a focus on social media was a new activity for the council. Significant progress with engagement has been made, including:</p> <p>Twitter: 19,865 (11.7% increase since 26 June – Twitter analytics won't go back further) Facebook: 1,918 likes (64.9% increase since 1 May)</p> <p>We also launched the following accounts in July:</p> <p>Instagram: 69 followers Vine: 35 followers Persicope: 148 followers</p> <p>We will review this progress and take it into account in setting realistic but ambitious targets in future.</p>
NI192: Household waste recycled and composted (YTD)	Further explanation on the data requested.	Geoff Corps (Amy Bridgford)	<p>We have recently changed our way of reconciling data to make it more efficient in terms of staff time. As waste data comes to us in streams the figure is constantly changing, we used to reconcile every quarter however it will now be once a year to save time – our recycling rate is currently higher than this time last year.</p> <p>Last year was a very good year for garden waste due to the weather, unfortunately this can't be said for this year and garden waste tonnages are down.</p>
LP106: To increase participation at our leisure centres by target groups	Why was this a Red rating and how does it relate to the evidence presented in the Leisure and Wellbeing Strategy?	Ian Brooke	We are working with Fusion to work out what is responsible for failing to meet the target referred to and how this can be avoided in future. It is very important that we continue to increase participation in physical exercise from areas of deprivation in particular, given the significantly above average levels of obesity in the Leys especially and also in Barton, Littlemore and Rose Hill. The Leys Pools and Leisure Centre is at the centre of our strategy for tackling this.

<p>BI002b: The number of Council apprenticeships created through Council investment for those who live in Oxford</p>	<p>What were the reasons for this being an Amber rating?</p>	<p>Simon Howick (J Brine & Caroline Wood)</p>	<p>The Council currently employs 18 apprentices towards its target of 26. The shortfall against the target is explained by the following:</p> <ul style="list-style-type: none"> • The cycle of apprentice succession planning and recruitment at Direct Services has just reached the point where some apprentices have completed their training and have now been appointed into full time roles. Backfilling has taken place, with new starts commencing in September. A Business Administration apprenticeship will be advertised shortly to replace one due to complete and move into a permanent role in October • Direct Services also ran a NEET apprenticeship programme for the second time in 2015 but this time with fewer appointees • Two service areas not replacing apprenticeships that did not progress beyond their probation periods • Business Improvement are in the process of going out to market for an ICT Apprentice and a Business Administration Apprentice (replacing an apprentice succession planned into a permanent role within the first year of their apprenticeship) • Legal Services are considering a bid for a Business Administration apprentice and have also discussed a Legal Executive apprentice • The Anti-social Behaviour Team are putting together a bid for an apprentice for the next cohort to be recruited in September 2016 and it is expected other services will be making similar bids • Although the apprenticeship funding has been reduced (from £150k to £100k) we are hopeful to achieve the target with service areas giving larger contributions to fund the posts. Apprenticeship candidates have reduced during recruitment campaigns, with many potential applicants opting to stay in full time education. The Council is working proactively through Business in the Community and other partnerships on related initiatives e.g. to raise awareness in schools of the career benefits of apprenticeships <p>From a Procurement perspective we continue to build in provision for Apprenticeship opportunities to be created in high value contracts; these typically tend to be within the construction market. This is included under Social Value</p>
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			<p>and evaluated at the tender stage.</p> <p>The number of opportunities contractors are willing to give depends largely on the value and length of the contract. A new commitment to support 6 apprenticeships during the contract have been confirmed by Willmott Dixon under the recently awarded contract for the refurbishment of the Tower Blocks.</p> <p>The budgetary pressures that the Council faces may impact on the target going forward if the projects under the Capital and HRA funds do not proceed or are delayed.</p>
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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. Potential Review Panels (to be established if and when resources allow)
6. Items for Scrutiny Committee meetings
7. Draft Scrutiny Committee agenda schedule

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

None

3. Items referred to Scrutiny by Council

None

4. Review panels and ad hoc panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Waste Water Flooding	To continue engagement with Thames Water Utilities on sewerage flooding	TWU asked to facilitate a seminar	Panel not continued	Cllrs Darke (Chair), Goddard, Pressel & Thomas
Recycling Rates	To monitor recycling and waste data and recycling incentives	Meeting and site visit in Feb 2015	Monitor progress of recycling incentives	Cllrs Fry (Chair), Hayes & Simmons
City Centre PSPO	To pre-scrutinise the city centre PSPO decision in a one-off meeting	Members briefed by officers on 2 Sept	Meeting on 5 Oct	Cllrs Gant (Chair), Clarkson & Thomas
Cycling	To review how to make best use of unallocated cycling investments	CEB responded to recs on 10 Sept	Panel not continued. Recs monitoring	Cllrs Upton (Chair), Gant, Pressel & Wolff
Guest Houses	To review the case for interventions to prevent exploitation in guest houses	3x evidence sessions held	Further evidence meeting on 20 Oct	Cllrs Coulter (Chair), Royce & Simmons
Inequality	To review how the City Council can combat harmful inequality in Oxford	Report to CEB in June	CEB to respond in Oct	Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas
Budget Review 2016/17	To review the Council's 2016/17 draft budget and medium term financial plan	Scope & timetable drafted	Scope to 29 Oct Finance Panel	TBC (normally Finance Panel Members)
Diversity Review	To review a diversity strand in detail (e.g. working with BME communities)	Not started	Membership to be agreed	Cllrs Hayes (Chair) & Thomas

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 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	Areas of focus
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.
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.
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.
Personnel Committee to deal with employment, training and HR matters	To consider whether the Council would benefit from having a Personnel Committee to deal with employment, training and HR matters for staff.
Planning enforcement and monitoring compliance	To consider how compliance is monitored, when and how often non-compliance is enforced 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 contact centre.
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.

6. Draft Scrutiny Committee Agenda Schedule

Date, time & room	Agenda Item	Lead Officer(s)
2 November, 6.15pm, St. Aldate's Room	1. Taxi Licensing	Julian Alison
	2. Discretionary Housing Payments	Paul Wilding
	3. Corporate Enforcement Policy (pre-scrutiny)	Cathy Gallagher
	4. Planning Annual Monitoring (pre-scrutiny)	Rebekah Knight
	5. Community Centre Strategy 2015-2020 (pre-scrutiny)	Ian Brooke
	6. Transfer Station for Recycled Material (pre-scrutiny) (part exempt)	Roy Summers
	7. Equality and Diversity Review – Scope	Cllr Hayes
9 December,	1. Customer Contact performance	Michelle Iddon

6.15pm, Plowman Room	2. ODEON, Gloucester Green Market and 1-5 George Street development options (pre-scrutiny) 3. Performance Report – 2015/16 quarter 2 4. Report of the Guest Houses Panel	Piers Scrimshaw-Wright N/A Cllr Coulter
12 January , 6.15pm, St. Aldate's Room	1. Oxford Railway Station Redevelopment (pre-scrutiny)	Fiona Piercy
2 February, 6.15pm, St. Aldate's Room	1. Grant Allocations to Community & Voluntary organisations (pre-scrutiny) 2. Corporate Plan 2016-20 (pre-scrutiny) 3. Report of the Budget Review Group 2016/17	Julia Tomkins Val Johnson Cllr Simmons
7 March, 6.15pm, St. Aldate's Room	1. Youth Ambition programme 2. Performance Report – 2015/16 quarter 3	Hagan Lewisman N/A
5 April, 6.15pm, St. Aldate's Room	<i>No items currently scheduled</i>	

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)
29 October 2015, St. Aldate's Room	<ol style="list-style-type: none"> 1. Low Carbon Hub funding model (TBC) 2. Treasury Management Performance (pre-scrutiny) 3. Capital programme update 	Steve Drummond (Low Carbon Hub) Anna Winship Nigel Kennedy

	4. Update on Municipal Bonds recommendations	Nigel Kennedy
	5. Recommendation monitoring – Budget Review 2015/16	Nigel Kennedy
	6. Recommendation monitoring – European Funding	Nigel Kennedy
28 January, Plowman Room	1. Report of the Budget Review Group 2016/17	Cllr Simmons; Andrew Brown
7 April, Plowman Room	<i>No items currently scheduled</i>	

Informal meetings closed to the public

Date and room (all 5.30pm)	Agenda Item	Lead Member; Officer(s)
5 January, Plowman Room	1. Budget Review 2015/16 – Community Services	Tim Sadler & Nigel Kennedy
6 January, Plowman Room	1. Budget Review 2015/16 – Organisational Development and Corporate Resources	Peter Sloman, Jackie Yates & Nigel Kennedy
7 January, Plowman Room	1. Budget Review 2015/16 – Regeneration & Housing (joint session with Housing Panel)	Stephen Clarke & Nigel Kennedy
14 January, Plowman Room	1. Budget Review – 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.
Review of the Homelessness Action Plan 2013-18	Mid-point review of homelessness action plan.
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 business plan	Report to CEB expected in 2016.
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 Scheme	Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme. Consider research trends of private sector housing costs
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. Consider licensing for private sector landlords & research trends of private sector housing costs.
Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme	Pre-scrutinise report to Council setting out possible housing development models and to seeking project approval for the delivery of the Council's 2015-18 affordable housing programme. Consider alternative delivery models including; community land trusts, self-build, more housing on the waterways, high-density housing.

Draft Housing Panel Agenda Schedules

Date and room (all 5pm start)	Agenda Item	Lead Officer(s)
8 October, Plowman Room	1. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny)	Ian Wright & Adrian Chownes
	2. Arrangements to facilitate the fitting of solar panels on Council-owned housing stock (pre-scrutiny)	Stephen Clarke
5 November, Plowman Room	1. Proposed Changes to the Choice Based Lettings Scheme	Tom Porter
	2. Private Sector Housing Strategy (pre-scrutiny)	Ian Wright
	3. Sheltered Housing Review (pre-scrutiny)	Frances Evans
10 December, St. Aldate's Room	1. Performance Monitoring – quarter 2	N/A
	2. Rent Arrears	Tanya Bandekar & Damon Venning
	3. Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme (pre-scrutiny)	Alan Wylde

	4. Housing Energy Strategy (pre-scrutiny)	Debbie Haynes
9 March, Plowman Room	1. Performance Monitoring – quarter 3 2. Update on the Great Estates programme 3. Security in communal areas of tower blocks (TBC)	N/A Jack Bradley TBC

Informal meetings closed to the public

Date and room	Agenda Item	Lead Officer(s)
7 January, Plowman Room (5.30pm)	1. Budget Review 2015/16 – Regeneration & Housing (joint session with Finance Panel)	Stephen Clarke & Nigel Kennedy

FORWARD PLAN FOR THE PERIOD OCTOBER 2015 - JUNE 2016

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

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.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public 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. This can be done by contacting:

Pat Jones, Committee Services Manager

Committee & Member Services
St Aldate's Chambers
St Aldate's Street
Oxford OX1 1DS

01865 252191

cityexecutiveboard@oxford.gov.uk

Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website

<http://www.oxford.gov.uk> 5 working days prior to the date on which the decision is due to be made.

The Council's decision-making process

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

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, Parks and Sport
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
Vacant	Head of Planning and Regulatory

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1:	EXPENS DELIVERY STRATEGY ID: I009224
On 27 April 2015 the City Executive Board agreed to: 1. Delegate to the Executive Director for City Regeneration and Housing the authority to publish a Voluntary Ex Ante Transparency (VEAT) Notice in the Official Journal of European Union (OJEU), 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 following consultation with the Council's s.151 Officer and Monitoring Officer.	
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?	Formal consultation is underway regarding budgetary provision- to be heard at full council February. Previous statutory consultation has taken place regarding regeneration of Oxpens through the West End AAP and the Oxpens masterplan SPD.
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	
Report Contact:	David Edwards, Executive Director City Regeneration and Housing Tel: 01865 252394 dedwards@oxford.gov.uk

ITEM 2:	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:	
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	

ITEM 3:	CUMBERLEGE HOUSE - DEVELOPMENT APPRAISAL ID: I011745
On 9 July 2015 the City Executive Board resolved to: 1. AGREE not to pursue the disposal of Cumberlege House as approved in principle by Executive Board in November 2007; 2. ADOPT Option 4 in principle as set out in the report – to redevelop Cumberlege House	

<p>for new Council housing and in consultation with the Council's S151 officer to include the scheme in the HRA new build development programme 2015-18, subject to a reassessment of the Council's HRA investment priorities;</p> <p>3. APPROVE the demolition of Cumberlege House and instruct the Head of Housing and Property to procure and enter into contract to enable demolition works to start either as soon as the property is vacated or, should a short term lease be agreed, as set out in sections 18-19 of the report, then after that lease end date and prior to the development start on site; and in any case after the impact of the Right to Buy extension has been fully assessed;</p> <p>4. GRANT delegated authority to the Head of Housing and Property to negotiate and enter into a fixed term lease, should a suitable lessee be identified within a two month period.</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?	N/A
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 4:	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:	
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 5:	TOWER BLOCKS REFURBISHMENT PROJECT - LETTING OF CONTRACT AND APPOINTMENT OF CONTRACTOR ID: I009026
On 11 June 2015 the City Executive Board resolved to RECONFIRM the authority delegated to the Executive Director, previously City Regeneration now Regeneration and Housing in consultation with the s151 Officer and the Monitoring Officer, to appoint and award the contract to the preferred principal contractor in accordance with the competitive tender process undertaken.	
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:	
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 6:	CONTRACT FOR DISPOSAL OF RECYCLED MATERIAL ID: I011928
On 10 September 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> 1. GRANT project approval in regard to the project for the disposal of recycled materials, as described in this report; 2. DELEGATE authority to the Director of Community Services, after consultation with the Council's s151 and monitoring Officers, to award the contract or contracts to the supplier or suppliers selected following completion of the EU-compliant open tender process described in this report, for the disposal of the City's recycle. 	
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 Commercially Sensitive
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	Executive Director for Community Services <input type="checkbox"/>
Executive Lead Member:	
Report Owner:	Executive Director for Community Services
Report Contact:	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 7:	BMW DEVELOPMENT AND HORSPATH SPORTS PARK ID: I008107
To seek authority to agree a contract with BMW which would transfer their sports facilities to a new site enabling future development of their factory.	
On 10 September 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> 1) grant project approval to facilitate the transfer of the existing sports facilities on land owned by BMW at its Horspath Road, Cowley site ("the BMW Site") to adjacent land held by the Council ("the Council Land"); 2) agree to the termination of the Council's current use of the Council Land, on the basis that it is to be used for the purpose of re-providing the sports and leisure facilities currently on the BMW Site. 3) grant delegated authority to the Executive Director, Community Services, in consultation with the Council's s151 and Monitoring Officers, to <ol style="list-style-type: none"> a. negotiate and agree the terms of the arrangement with BMW, on the basis that the total payment received from BMW is not less than £4.9m (index linked as stated in the report) and that any contract agreed with BMW contains provisions to ensure that the Council receives an appropriate share in any uplift in value of the BMW Site on any future sale of it; b. award, after undertaking a suitable procurement process and securing planning consent a contract to the selected supplier or suppliers, to undertake all construction work required for the re-provision of the sports and leisure facilities; and c. undertake a market testing exercise of the management of the re-sited sports facilities on the Council Land. 4) seek to protect and re-provide, where possible, all current use by sports clubs of the 	

sports and leisure facilities on the BMW Site. On 23 September 2015 Council resolved to: 5) agree a new capital budget of £4.9 million funded by the capital receipt from the sale of the land to fund the replacement of the facilities.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Executive Director for Community Services
Executive Lead Member:	
Report Owner:	
Report Contact:	

REPORTS TO CEB AND COUNCIL

CEB 15 OCTOBER 2015 REPORTS

ITEM 8:	CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO) ID: I010939
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
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
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Executive Director for Community Services
Report Contact:	Richard J Adams, Community Services Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 9:	PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES ID: I011250
Formalise the approach of the Council to Community Centre lease agreements	
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?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Culture & Communities
Report Owner:	Head of Community Services
Report Contact:	Mark Spriggs, Community Centres Co-ordinator Tel: 01865 252822 mspriggs@oxford.gov.uk

ITEM 10:	HOUSES IN MULTIPLE OCCUPATION (HMO) LICENSING SCHEME ID: I005715
<p>The Council designated the whole of the City subject to Additional Licensing of HMOs in 2010 which was phased into effect from the 24 January 2011 and 31 January 2012. Each Phase of the scheme was designated for 5 years and during this time the Council must undertake a review. The report submitted to the June CEB provided findings from a review of the impact of the scheme. CEB agreed to proceed with a consultation exercise regarding the future of the Additional Licensing scheme.</p> <p>The report to be submitted to the October CEB will set out the results of the consultation exercise for Additional Licensing and set out recommendations for the future of the scheme.</p>	
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?	Consultation will occur after the June report.
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Planning, Transport and Regulatory Services <input type="checkbox"/>
Report Owner:	Executive Director for Community Services <input type="checkbox"/>
Report Contact:	Adrian Chowns, Team Leader HMO Enforcement Team Tel: 01865 252010 achowns@oxford.gov.uk, Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 11:	FINANCIAL INCLUSION STRATEGY (FIS) - ACTION PLAN UPDATE ID: I011836
<p>Seeking approval to update the Action Plan for the Financial Inclusion Strategy (FIS), as most actions are now complete.</p>	
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?	No consultation
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 12:	CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES ID: I012237
<p>These 2 reports propose the following changes to Planning and Listed Building pre-application advice and Building Control application fees:</p> <p>October CEB report</p> <ol style="list-style-type: none"> 1. Increasing the planning pre-application advice fees by 25% 2. Introducing fees for pre-application advice in respect of listed buildings and householder developments <p>November CEB report</p>	

3. Increasing some of the building control application fees	
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□□
Report Owner:	Executive Director for Regeneration and Housing□□
Report Contact:	Cathy Gallagher, Head of Planning and Regulatory Services cgallagher@oxford.gov.uk

ITEM 13:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
Report to consider the proposals, and to delegate authority to enter into legal arrangements, for a solar panel installation programme for council properties funded through a community-benefit model. Changes to the regulatory framework for solar panel incentives are changing. Acting as soon as possible will ensure the maximum benefits can be realised.	
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:	Councillor Scott Seamons
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

CEB 12 NOVEMBER 2015 PROVISIONAL REPORTS

ITEM 14:	REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF 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
Report Owner:	Head of Housing and Property
Report Contact:	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

ITEM 15:	PROCUREMENT STRATEGY
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ID: I011822	
To refresh the Council's procurement strategy for 2016 – 2019.	
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 <input type="checkbox"/>
Executive Lead Member:	Customer Services and Corporate Services <input type="checkbox"/>
Report Owner:	Head of Financial Services <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 16:	PRIVATE SECTOR HOUSING POLICY ID: I010352
To set out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.	
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:	Housing
Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 17:	PLANNING - ANNUAL MONITORING REPORT (AMR) ID: I012030
This is the City Council's eleventh 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?	
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Rebekah Knight Tel: 01865 252612 rknight@oxford.gov.uk

ITEM 18:	FINANCIAL SYSTEMS RETENDER ID: I012330
Provision of the core financial systems for the City Council at the end of the current contract (December 2016). The current contract for the Agresso Finance system comes to an end in December 2016. This report will set out the timetable to retender.	
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:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Paul Fleming, Chief Technology Manager Tel: 01865 252220 pfleming@oxford.gov.uk

ITEM 19:	ENHANCING PATHWAYS FOR THE LONG TERM UNEMPLOYED ID: I012065
Seeking approval for a project funded by the European Structural Investment Fund programme.	
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:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 20:	AWARD OF THE PROVISION OF A FURNISHED TENANCY SCHEME CONTRACT ID: I012201
This report is asking for project approval and delegated powers to be given to Executive Director of Regeneration & Housing to approve the award of a furnished tenancy scheme contract following an open OJEU tender process.	
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?	
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 21:	ASSET MANAGEMENT PLAN 2016-2020 ID: I011608
A new Asset Management Plan for the period 2016-2020. This report will be submitted to CEB in October 2015. The Asset Management Plan will be submitted to Council for adoption in December 2015.	
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"/> Council
Executive Lead Member:	Finance, Corporate Asset Management and

	Public Health□□
Report Owner:	Regeneration and Major Projects Service Manager□□
Report Contact:	Mike Scott, Corporate Asset Manager Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 22:	SALE OF CITY FARM, GARSINGTON ID: I011743
Sale of investment asset outside of the City 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?	Part exempt Commercially Sensitive
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
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Julia Castle, Corporate Assets jcastle@oxford.gov.uk

ITEM 23:	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?	
Decision Taker	City Executive Board
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 24:	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 will go to CEB in October 2015. Adoption after public consultation in December 2015.	
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 - in October 2015
Decision Taker	City Executive Board□□
Executive Lead Member:	Culture & Communities□□

Report Owner:	Head of Community Services□□
Report Contact:	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 25:	FLAG FLYING - ADDITION TO PROTOCOL ID: I012460
Request to secure the flying of the Union flag, as a regular activity, on both VE and VJ day	
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
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

ITEM 26:	NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT ID: I012469
<ul style="list-style-type: none"> To update Members on the Northway and Marston Flood Alleviation Scheme To request CEB to agree delegated authority to Executive Director Community Services, in consultation with the Section 151 and Monitoring Officers, to be able to appoint and award to preferred principal contractor To request Council approval to the revised project budget 	
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□□Council
Executive Lead Member:	Councillor John Tanner, Councillor Ed Turner□□
Report Owner:	Executive Director for Community Services□□
Report Contact:	Head of Business Improvement

COUNCIL 7 DECEMBER 2015 PROVISIONAL REPORTS

To include any reports from CEB

CEB 17 DECEMBER 2015 PROVISIONAL REPORTS

ITEM 27:	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 public?	Open
Will this decision be preceded by any form of consultation?	Not until after this report.
Decision Taker	City Executive Board□□ Council
Executive Lead Member:	Finance, Corporate Asset Management and Public Health□□□□
Report Owner:	Head of Financial Services□□□□
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 28:	CORPORATE PLAN 2016 - 20 ID: I011772
<p>Corporate Plan 2016 – 20</p> <p>CEB 17 December 2015: to present the pre-consultation draft Corporate Plan 2016-20 and seek approval to go to public consultation</p> <p>CEB 11 February 2016: to present the draft Corporate Plan 2016-20 for recommendation to Council</p> <p>Council 17 February 2016: to submit the draft Corporate Plan 2016–20 for approval</p>	
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□□ Council
Executive Lead Member:	Corporate Strategy and Economic Development□□
Report Owner:	Assistant Chief Executive□□
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 29:	DATA PROTECTION POLICY REFRESH ID: I006767
To propose minor changes to the current Data Protection Policy to keep it in line with best practice and new guidance issued by the Information Commissioner.	
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:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 30:	INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045
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Report details the Council's finances, risk and performance as at the end of each Quarter 2015: 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?	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 <input type="checkbox"/> Council <input type="checkbox"/>
Executive Lead Member:	Finance, Corporate Asset Management and Public Health, Corporate Strategy and Economic Development <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Executive Director for Organisational Development and Corporate Services <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Head of Financial Services

ITEM 31:	TREASURY MANAGEMENT PERFORMANCE 2015/16 - HALF YEAR PERFORMANCE ID: I010203
CEB Nov 2015: To report the Council's Treasury Management performance for the 6 month period up to 30 Sept 2015.	
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?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 32:	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
Report Owner:	Head of Planning and Regulatory
Report Contact:	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 33:	HOUSING DEVELOPMENT DELIVERY MODELS & PROJECT APPROVAL FOR THE DELIVERY OF THE COUNCIL'S 2015-18 AFFORDABLE HOUSING PROGRAMME
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	ID: I011254
To present possible models of development and to seek project approval for the delivery of the Council's 2015-18 affordable housing programme.	
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:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Alan Wylde Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 34:	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
Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

ITEM 35:	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 public?	Open
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
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	

ITEM 36:	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
Report Owner:	Head of Housing and Property
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 37:	HOUSING ENERGY STRATEGY ID: I011511
Works to building and with staff and tenants in the Council's domestic housing on energy efficiency and fuel poverty	
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?	Consultation with tenants Oct – Dec 2015
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

ITEM 38:	ODEON, GLOUCESTER GREEN MARKET AND 1 - 5 GEORGE STREET DEVELOPMENT OPTIONS ID: I011506
To consider redevelopment options for the Odeon cinema, Gloucester Green and George Street.	
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?	No
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

ITEM 39:	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, Parks and Sport
Report Owner:	Head of Community Services
Report Contact:	Trevor Jackson, City Leisure and Parks Tel: 01865 252363 tjackson@oxford.gov.uk

ITEM 40:	CORPORATE ENFORCEMENT POLICY (PREVIOUSLY ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY) ID: I003111
Refresh the current enforcement policy to take account of government guidance and corporate priorities.	
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?	To be advised.
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Head of Planning and Regulatory

CEB 21 JANUARY 2016 - PROVISIONAL REPORTS

ITEM 41:	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
Report Owner:	Head of Planning and Regulatory
Report Contact:	Cathy Gallagher, Head of Planning and Regulatory Services cgallagher@oxford.gov.uk

ITEM 42:	OXFORD RAILWAY STATION REDEVELOPMENT ID: I010169
To update CEB on the Oxford Station Redevelopment Proposals and seek approval for next stages.	
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?	Formal consultation on this site was undertaken as part of the West End AAP. Significant informal consultation and information gathering has taken place and continues to take place. Formal statutory consultation will be undertaken as part of the town planning processes going forward.
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory

Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk
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COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 43:	STATEMENT OF LICENSING POLICY 2016 - 2021: REVIEW ID: I012223
Statutory policy review required every 5 years to update and amend current policy.	
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?	Consultation prior to Council approval
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Executive Director for Community Services
Report Contact:	Julian Alison, Licensing Team Leader jalison@oxford.gov.uk

CEB 11 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 44:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS FOR 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
Report Owner:	Head of Community Services
Report Contact:	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 45:	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?	
Decision Taker	City Executive Board

Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Paul Spencer Tel: 01865 252238 pspencer@oxford.gov.uk

ITEM 46:	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
Report Owner:	Head of Financial Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 47:	TREASURY MANAGEMENT STRATEGY 2016-17 ID: I011768
Treasury Management Strategy for 2016-17, including prudential indicators. CEB Feb 2016: To recommend the Council adopts the Treasury Management Strategy 2015/2016. Council 18 Feb 2016: To adopt the Treasury Management Strategy 2015/2016.	
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
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 48:	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
Report Owner:	Head of Business Improvement
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

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

CEB 17 MARCH 2016 - PROVISIONAL REPORTS

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 49:	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
Report Owner:	Head of Law and Governance
Report Contact:	Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 50:	REGULATION OF INVESTIGATORY POWERS ACT 2000 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?	Not applicable
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Franklin, Law and Governance jfranklin@oxford.gov.uk

CEB MAY 2016 - PROVISIONAL REPORTS

ITEM 51:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) ADOPTION ID: I011844
We became signatories of the European Commission's Covenant of Mayors in September 2014 and are required to adopt a Sustainable Energy Action Plan in order to meet at least a 20% reduction in carbon emissions by 2020. 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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

ANNUAL COUNCIL - MAY 2016

CEB JUNE 2016 - PROVISIONAL REPORTS

ITEM 52:	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
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

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Scrutiny Recommendation Tracker 2015-16

Leisure and Wellbeing Strategy – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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
That the City Council's Leisure and Wellbeing Strategy includes a greater emphasis on strengthening integration between leisure centres and the broader leisure offer, including community centres.	Agreed	This is already one of the main thrusts of the Leisure and Wellbeing Strategy, but we will look into strengthening the language.	Cllr Rowley & Ian Brooke	March 2016
That the City Council continues to monitor the accessibility of leisure provision across Oxford, including in those parts of the city that have no swimming pools within a 20 walk, such as Littlemore and Cowley, and how this relates to leisure target groups (the Committee noted that corporate performance measure LP106: To increase participation at our leisure centres by target groups was below target for 2015/16 quarter 1).	In Part	<p>We will of course continue to monitor leisure participation across the City.</p> <p>Transfer of membership from Temple Cowley to the Leys Pools and Leisure Centre has been a great success, and Oxford is over-provided with swimming pools by national standards. The new Spires Temple Cowley gym with associated public-access facilities is due to open in December.</p> <p>We are working with Fusion to ensure that the missed target is not repeated. It is very important that we continue to increase participation in physical exercise from areas of deprivation in particular, given the significantly above average levels of obesity in the Leys especially and also in Barton, Littlemore and Rose Hill. The Leys Pools and</p>	Cllr Rowley & Ian Brooke	March 2016

		<p>Leisure Centre is at the centre of our strategy for tackling this.</p> <p>We are also continuing to press the bus companies to improve connections between the Rose Hill/Littlemore and Leys/Cowley areas to help make our leisure facilities easier to get to.</p>		
Oxford Growth Strategy – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / 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	<p>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 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</p>	Cllr Hollingsworth & Matthew Bates & Lynsdey Beveridge	Dec 2015

¹ Oxfordshire Strategic Housing Market Assessment, 2014

		<p>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 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</p>		
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² Oxford City Strategic Housing Land Availability Assessment, 2014

		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.		
That the Oxford Growth Strategy includes a greater emphasis on mobile working and the opportunities presented by Better Broadband for Oxfordshire.	Not agreed	Not Agreed. For many years now the growth in technology-driven networked working, in particular fast broadband, has been used as an argument for reducing the absolute numbers of new homes that would be required, and for their dispersal over a wider geographic area, which appears to be the suggestion here. However the evidence that such dispersal is actually workable is no more compelling now that when the same arguments were produced to argue for reductions in housing numbers during debates over the emerging South East Plan in the early 2000s.	Cllr Hollingsworth & Matthew Bates & Lynsdey Beveridge	N/A
Waste Water Flooding Panel – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / 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
Report of the Cycling Review Group – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Lead Member	Implemented Y/N / due

			&Officer	date
1. That the City Council's unallocated cycling capital budget (approx. £110k over two years) should be used to fund the lower cost Cycling Review Group wish-list items in order of priority. The highest priority is signing City Council route 5, extending to Littlemore and the Leys Pool. This should include signing cyclists onto this route from key destinations such as Oxford Business Park, Vue Cinema and Oxford Academy.	In Part	This recommendation isn't wholly clear, as the definition of 'lower cost' isn't precise in reference to the list of items in Appendix 2, which includes both precise sums of money – albeit without confirmation that these figures are accurate – and very approximate bandings of potential expense. However the general direction of the policy, that lower cost and achievable items with significant positive impacts, should be the priority, is accepted. It is important to note that as the County Council is the Highways Authority there are considerable constraints on what the City Council is able to do on its own. The County Council has been clear that it is unwilling to progress schemes in areas where it is planning or already carrying out consultation on larger projects – for example in the Headington area. The sums of money set aside by the City Council for capital schemes can and should be progressed as soon as possible, and that means selecting schemes that do not require any input or permission from the County Council.	Cllr Hollingsworth & Mai Jarvis	Update March 2016
2. That the wish-list of cycling improvement projects drawn up by the Cycling Review Group, with advice from Cyclox and Sustrans, should be used to decide how future City and County Council funding for cycling improvements is spent. Flexibility should be applied so that new opportunities can also be funded where this is appropriate.	In Part	While the wish-list is a useful starting point, there needs to be greater assessment of the actual costs, benefits and feasibilities for each scheme or block of schemes before it can be used as the basis for spending prioritisation. A prioritisation scheme that referenced cost, impact, feasibility/deliverability against objective criteria would seem to be a more appropriate mechanism. This is particularly		

		<p>important for the County Council as the Highways Authority, who will be responsible for the vast majority of spending decisions about on-street schemes, and it is reasonable to expect them to carry out such as an assessment.</p> <p>Furthermore, almost all the schemes identified are on-street schemes, and don't include for example the funding of cycle parking and storage facilities off-street, whether on public (Council-owned) land or otherwise. For example there may be substantial benefits to a partnership approach with major employers, educational establishments (schools, colleges and universities) and other organisations to provide better cycle parking and storage; for the City Council, which is constrained in what it can carry out without County Council permission, these sorts of schemes may perform well in terms of benefits and deliverability.</p>		
3. That the City Council encourages the police and Direct Services to proactively send reusable abandoned bikes to Broken Spoke and other bike shops that are happy to take part, so that as many of these bikes as possible can be refurbished and reused locally.	Yes	Direct Services already makes repairable bikes available to shops and other schemes in this way; the remainder are recycled and are counted as part of the City's recycling figures. Direct Services will liaise with the police and any other institutions who collect abandoned bicycles to see if there is scope for greater co-ordination and efficiencies.		
4. That the City Council ensures that developer funding can be used to contribute to cycling improvements where appropriate, including by:	Agreed	a) The Regulation 123 list which sets out what CIL can be spent on already is consistent with the recommendations. See list here:		

<p>a) Ensuring that the City Council's Community Infrastructure Levy (CIL) list is consistent with funding the higher cost cycling improvement projects set out in our wish-list, next time the CIL list is reviewed;</p> <p>b) Using CIL funding as a local contribution to attract match funding, for example from the Local Sustainable Transport Fund, for cycling improvement schemes in accordance with the Council's CIL list (often these will be part of wider transport improvement schemes);</p> <p>c) Alerting Ward Members when significant sums (we suggest >£5k) of the 'neighbourhood portion' of CIL have been allocated to their local area. We would encourage members to consider spending this funding on lower cost cycling improvement schemes from our wish-list where possible.</p>		<p>http://www.oxford.gov.uk/Library/Documents/Planning/CIL%20Regulation%20123%20List.pdf</p> <p>It includes:</p> <p>'Improved environment for pedestrians and cyclists in City centre, including Queen Street, St Giles, Magdalen Street, George Street and Broad Street', 'Improved City centre cycling environment' & 'Orbital and radial cycle routes'. The Regulation 123 list is reviewed regularly, and is approved annually as part of the Budget process, and will be reviewed in the light of the wish-list and the responses above at that time.</p> <p>b) Agreed; this is largely how CIL is utilised already.</p> <p>c) Subject to the proviso that the 'neighbourhood portion' of CIL is only available in the non-parished areas of the city (in the parished areas it is transferred to the relevant parish council), and subject to final decisions on the process for allocating these funds to projects supported by the local community, agreed.</p>		
<p>5. That the City Council ensures that its planning policies are consistent with its vision for Oxford to become one of the great cycling cities of Europe, including by:</p> <p>a) Ensuring that cycling routes and provision are considered and included in all major new developments, prioritising</p>	Agreed	<p>a) These issues are already covered in a range of policies in the Local Plan, including Core Strategy Policy CS14, Saved Local Plan Policy TR.4 and associated car parking standards, Saved Local Plan Policy TR.5 and the Parking Standards, Transport Assessment and Travel Plans Supplementary Planning Document SPD approved in 2007.</p>		

cycling and pedestrian access; b) Reviewing and updating planning policies relating to cycle parking standards for non-residential cycle parking, as part of the next full or partial review of the Local Plan.		(See http://www.oxford.gov.uk/Direct/61407AdoptedParkingStandardsSPD.pdf) b) Agreed		
6. That the Council Leader or Board Member for Planning and Transport writes to the County Council and requests that they do the following in consultation with the City Council: a) Implement the Cycle Super Routes and Cycle Premium Routes as soon as possible; b) Bring together cycling organisations, county highways planners and highway engineers to agree a set of specifications for cycle infrastructure design in Oxford, drawing on findings from the London Cycling Campaign. This should include priority phasing of traffic lights for cyclists; c) Consider how cycle routes can be signed more consistently and what the standard should be. We suggest that destinations and distances, rather than route numbers, should be shown on cycle signage; d) Agree that highway maintenance works should not be signed off until they are safe and suitable for cycling; e) Work with Government and other local authorities to implement the All Party Parliamentary Group recommendation to achieve a £10 per head of population	Agreed			

investment in cycling.				
7. That the City Council nominates a Member Cycling Champion (a Councillor) to lead on work to improve cycling in Oxford at a political level and maximise the City Council's influence.	Agreed			
8. That the City Council brings forward proposals for additional staffing resources to enable the City Council to engage proactively with cycling groups, work smarter with the County Council, and support the member champion (see recommendation 7). We would suggest 1 FTE dedicated to cycling, with a creative solution to funding this post which may involve other organisations. This role should include: a) Supporting the Member Cycling Champion (see recommendation 6) in convening a forum of the different cycling groups and representatives of other stakeholders such as schools to co-ordinate efforts and agree a common position when lobbying for cycling improvement schemes; b) Engaging with the County Council to maximise the City Council's influence as LTP4 is put into practice; c) Influencing the development of a set of specifications for cycle infrastructure design in Oxford (see recommendation 5e); d) Monitoring the County Council's Highway Asset Management Strategy	In part	<p>While on paper there is much to commend the idea of a City Council employed cycling officer, there are considerable practical concerns about proposed scope of the role, and the impact that it would have. The proposed responsibilities range from the organising of meetings to the identifying of ways in which to change motorists' behaviour, with many of the suggested responsibilities essentially overlapping with those already sitting with the County Council's Highways teams – this seems problematic in a single post.</p> <p>The proposal as it stands can of course form part of the annual budgetary discussions, but at a time of extremely constrained budgets and with many critical services facing cuts to their budgets, the Council may find it difficult to justify substantial expenditure on a new post in an area primarily covered by another local authority's statutory responsibilities. However, there may be scope to develop an innovative partnership approach with major employers/organisations that would share costs and responsibilities. For example a collaboration with the Universities and the local NHS Trusts could provide expertise for their internal travel planning, and at the same</p>		

(road repairs) to identify opportunities for cycling provision to be improved during planned maintenance works (we have identified 4 such projects); e) Examining existing evidence on what works for improving cycling take up; f) Promoting active travel to school through Bikeability training and advocacy, particularly at the beginning of every academic year. Excellence in this area should be recognised perhaps through the Lord Mayor/Member Champion going in to schools to give prizes, or inviting winners to attend civic events. g) Identifying ways to change motorists' behaviour.		time input into the planning of the city-wide cycle network that would join-up their sites. I would suggest that this option is explored as one more likely to deliver the objectives of the review panel. It is important to note that staff resource will be required to develop this sort of 'sustainable transport partnership', but once established and supported by other organisations the need for time and financial resource would be less than for a stand-alone officer employed solely by the City Council.		
9. That the City Council promotes positive images of cycling in Council literature, particularly the soon to be signed route to Blackbird Leys pool.	Agreed	The City Council already promotes cycling through maps, leaflets and other publications which highlight cycling's benefits for both individual health and the collective well-being of the city, and will continue to do so.		

Municipal Bonds – Finance Panel 2 July

Recommendation	Agreed Y/N	Suggested executive response provided by the Board Member for Finance	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council welcomes the establishment of the Municipal Bonds Agency as a worthwhile social investment vehicle and source of capital financing.	Y	Agreed. The City Council welcomes the establishment as an alternative source of financing to PWLB	Cllr Turner / Nigel Kennedy	10 Sept CEB
2. That the City Council doesn't make significant investments in the Municipal Bonds Agency or borrow from it at this stage but keeps a watching brief on the Agency and considers it as a future	Y	Agreed. There is still some uncertainty about the rate of return any investor would get from investing in the Municipal Bond Agency if indeed there would be any at all. There are no plans to undertake prudential borrowing in	Cllr Turner / Nigel Kennedy	10 Sept CEB

source of prudential borrowing.		the immediate future to fund capital expenditure and given latest announcements from the Chancellors Budget in July the authority will be looking to reassess all its future spending plans. When and if the authority has a requirement to borrow then it will consider all sources of finance.		
3. That the Executive Member for Finance, in consultation with the Head of Financial Services, considers the case for the City Council making a £10k capital investment to become a minimum shareholder in the Municipal Bonds Agency before its first bond issuance, which is expected to take place in September 2015. This investment would be made with no guarantee of a return but it would secure preferential interest rates on any future Council borrowing.	In Part	<p>There still remains uncertainty as to the rationale behind investing in the MBA since the Council currently has no requirement to borrow in the immediate future. The preferential rate referred to (and mentioned at the Finance Panel by the representative of the MBA) is not referred to in any of the documentation submitted to the Council and therefore cannot be validated. Information obtained from the Council Treasury advisors, Capita suggest that there remains a number of unanswered questions</p> <ul style="list-style-type: none"> • Early paperwork from the MBA referred to a 'new issue premium' in the first year or two, it is uncertain whether early joiner borrowing authorities would voluntarily pay a higher interest rate • There is a joint and several guarantee for investors, whilst this would presumably be in proportion to holding there may be a risk to the authority • How flexible can the agency be around bond maturities and how will it ensure that its meets the requirements of its customers in terms of size, duration and interest rate. 	Cllr Turner / Nigel Kennedy	29 Oct Finance Panel

		<ul style="list-style-type: none"> The MBA representative mentioned that the preferential rate for investors would be 2 or 3 basis points below the preferential bond rate for other investors (although this is by no means certain). Additionally rates move quickly and this differential could be wiped out quickly even before the overall costs of the bond are taken into consideration. <p>Due to the level of uncertainties although a £10k 'hedge' may be seen as relatively small in the scale of the Council's overall finances there are a number of important questions which need to be answered before such funds should be committed. Officers will undertake to investigate answers to these questions and either commit £10k if the answers suggest investment would be in the interests of the Council, or report back to CEB and Scrutiny within the next three months with the outcome of the investigation.</p>		
4. That in considering whether to make a minimal investment (Recommendation 3), the Head of Financial Services speaks with one or more District Councils that have already signed up as shareholders in the Agency.	In part	The MBA advise that there are 10 authorities who have invested £10k with the fund although it is not known who they are. To some extent it is irrelevant as to the reason why other authorities have invested in the fund since it is a matter of judgement for the Section 151 Officer of this authority in consultation with the Finance and Asset Portfolio Holder to decide whether to invest.	Cllr Turner / Nigel Kennedy	N/A
Integrated Performance Report for Quarter 4 2014/15 – Finance Panel 2 July				
Recommendation	Agreed	Executive response	Lead	Implemented

	Y/N		Member & Officer	Y/N / due date
1. The General Fund outturn position for 2014-15 - a favourable variance of £1.808m which is mainly due to increased income - is a very good outcome and we recommend that officers are congratulated on overachieving against income targets.	Y	The favourable variance has largely arisen from increased income arising from commercial property rents, engineering works and other income. As deputy leader, I quite agree that officers are to be congratulated.	Cllr Turner / Nigel Kennedy	Y
2. We support the transfer of £1.4m to a Dry Recyclate Reserve and recommend that the City Council urgently assesses options for significantly mitigating this serious budget pressure, including exploring the possibility of building and operating a waste transfer station and changing the Council's waste collection system.	Y	The Council is exploring a number of options to mitigate budgetary pressures around dry recyclate which have become apparent during negotiations for the renewal of the contract with the current waste transfer station provider. Due to changes in the market price for recyclate the current provider is seeking significant increases in gate fees in order to ensure the viability of the current operation.	Cllr Turner / Nigel Kennedy	Recycling Panel to monitor
3. We note that there are 4 red performance indicators against Meeting Housing Needs but only 3 are explained in the Corporate Summary. We recommend that this is corrected and that fuller explanations are given for the amber risks relating to Environmental Development (section 4.3 in the Community Services Directorate).	In part	The missing red performance indicator for Meeting Housing Needs relates to Tenant satisfaction with their Estates; this has been discussed in a previous report and there is no new data. Further explanation on the risks within Environmental Development are included in the attached appendix.	Cllr Turner / Nigel Kennedy	N/A
4. That the City Executive Board considers: a) Re-directing a relatively small portion of the under-spend towards addressing homelessness, where it could potentially go a long way; b) Other potential uses for part of the under-spend in improving performance against corporate targets, including investing in an additional HMO licensing officer.	N	The under-spends from 2014/15 has been transferred to earmarked reserves largely to mitigate future budgetary pressures. A small proportion has been transferred to the capital funding reserve which is considered prudent given the size of the council's capital programme. There is already a substantive reserve available for the area of homelessness and this can be used if needed. HMO licensing is currently being consulted on and it will be appropriate to consider whether the staffing resource is adequate as part of the response to that consultation.	Cllr Turner / Nigel Kennedy	N/A

5. That the City Council continues to embed and improve the capital gateway process to further reduce capital slippage.	Y	The overall slippage on the capital budget was around £15million in comparison to the original budget of £63million. This primarily related to three schemes, Rose Hill Community Centre, Affordable Homes Programme, and Vehicles. The average spend on capital over the last 9 years has been around £20million and the delivery of £48.7 million in 2014/15 is significantly above this. The Council will continue to embed and improve its monitoring through the Capital Gateway process	Cllr Turner / Nigel Kennedy	Finance Panel to monitor
Debt Management Policy – Finance Panel 2 July				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Executive Board approves the Debt Management Policy subject to a minor amendment to the timescales for recovering Miscellaneous Debts set out in the table on page 9 of the policy,	Y	There is an error on page 7 of the policy which will be corrected- this should say 10 days and not 7 days.	Cllr Turner / Tanya Bandekar	Y
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 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	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 Council and allow us to operate in accordance with the Corporate Debt Policy.	Cllr Turner / Tanya Bandekar	June 2016
3. That consideration is given to restructuring relevant teams and resources around a single view of debt model as this initiative progresses.	Y	This is already underway as the team restructures take effect and the software is implemented. Most debt collection activities including revenues and housing rents are now under the Head of Financial Services.	Cllr Turner / Tanya Bandekar	June 2016

MINUTES OF THE SCRUTINY COMMITTEE

Monday 7 September 2015

www.oxford.gov.uk



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

BOARD MEMBERS PRESENT: Councillor Bob Price (Leader of the Council) and Councillor Mike Rowley

OFFICERS PRESENT: David Edwards (Executive Director City Regeneration and Housing), Ian Brooke (Head of Community Services), Lucy Cherry (Leisure and Performance Manager), Andrew Brown (Scrutiny Officer) and Catherine Phythian (Committee Services Officer)

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Coulter and Councillor Hollick (substitute Councillor Thomas).

26. DECLARATIONS OF INTEREST

There were no declarations of interest.

27. LEISURE & WELLBEING STRATEGY 2015-20

The Head of Community Services presented the Leisure and Wellbeing Strategy, 2015 – 2020, explaining that this replaced the previous Leisure Strategy. As the draft Leisure and Wellbeing Strategy had previously gone to the City Executive Board at the pre-consultation stage the Committee focused the majority of its discussion on how the City Council had responded to feedback received in the consultation.

A member of the public addressed the Committee on this agenda item, expressing concerns about the consultation methodology, the response level and the lack of leisure provision in some areas of the city.

The Head of Community Services said that the Council had invested in facilities and that leisure centre usage had increased, especially amongst target groups. The Leisure & Wellbeing Strategy used Sport England models which showed

that the city as a whole was well served for leisure provision. The Committee heard that the new Leys pool was performing very well in terms of visitor numbers, some of whom were travelling in to the city.

In response to a question about black and minority ethnic participation, the Head of Community Services said the consultation had also included meetings with representatives of community groups, public health, the County Sports Partnership, teachers and focus sessions with target groups. The Board Member assured the Committee that taken together, the consultation data gathered provided a robust view.

The Committee noted that it was not possible to say whether the increase in participation levels at Council facilities was at the expense of private leisure centre usage because the private companies did not publish such commercially sensitive information.

The Head of Community Services said that one consistent message received in the consultation responses was that the Council could be better at communicating the leisure service offering. He said that the Council was working on different initiatives to achieve this and cited the new Bungee mobile app for young people as an example of the Council working with local schools to improve communication within a target group. The Committee questioned whether this could be extended so that service users could use Council apps to book classes or crèches at leisure facilities. The Head of Community Services said that this was not currently possible but was something that the Council hoped to deliver in the future.

The Committee also suggested that the strategy should include more emphasis on integrating leisure facilities with the city's broader leisure offer, which included anywhere that sport and physical activity could take place, such as community centres and community buildings such as schools, churches and village halls.

The Committee also asked questions about cycling, whether the targets for increasing leisure centre usage were viable and the financial cost of delivering the strategy. The Board Member said that providing an overall figure would be misleading, as some money had been budgeted for and other figures would be conjecture.

The Committee requested an update on facility running costs, including capital and revenue spend, following on from a scrutiny recommendation on the Fusion Lifestyle Performance 2013-2014 report, in June 2014.

In a subsequent discussion under agenda item 6: Integrated Performance Report Q1, 2015-16 (minute 30 refers) the Committee noted that one of the performance indicators (LP106) suggested that the level of participation at our leisure centres by target groups was below target for 2015/16 quarter 1.

The Scrutiny Committee resolved to AGREE to make the following recommendations to the City Executive Board:

1. That the City Council looks into extending the functionality of its mobile apps to enable leisure bookings.
2. That the City Council's Leisure and Wellbeing Strategy includes a greater emphasis on strengthening integration between leisure centres and the broader leisure offer, including community centres.
3. That the City Council continues to monitor the accessibility of leisure provision across Oxford, including in those parts of the city that have no swimming pools within a 20 walk, such as Littlemore and Cowley, and how this relates to leisure target groups (the Committee noted that corporate performance measure LP106: To increase participation at our leisure centres by target groups was below target for 2015/16 quarter 1).

Councillor Fry left the meeting during this item.

28. OXFORDSHIRE GROWTH BOARD

Councillor Price briefed the Committee on the work of the Oxfordshire Growth Board and on the outcomes of the most recent meeting in July 2015. The Committee noted the apologies of the Growth Board Programme Manager who was unable to attend the meeting.

The Chair thanked the Oxfordshire Growth Board for their written response to the Scrutiny Committee recommendations. Discussion focused on the challenges of balancing the individual policies of the different sovereign councils with the need to take a more holistic approach to sustainability and planning matters.

In conclusion the Committee agreed that they should continue to maintain a watching brief on the work of the Oxfordshire Growth Board. The Scrutiny Officer undertook to arrange for the Oxfordshire Growth Board committee papers to be circulated to the members of the Scrutiny Committee.

29. OXFORD GROWTH STRATEGY

Councillor Smith, Chair of the Scrutiny Housing Panel, briefed the Committee on the recent Housing Panel discussion with the Board Member for Planning, Transport and Regulatory Services and officers on the Growth Strategy. She confirmed that the Panel were satisfied with the good answers to its questions and that the Panel was broadly supportive of urban extensions to Oxford with improved transport links.

The Committee questioned whether the Growth Strategy could provide more analysis of how growth would affect social housing. The Leader of the Council said that there were both economic and demographic growth pressures in the city and that delivering 28,000 - 30,000 homes would be a huge challenge. The City Council required that 50% of new housing within the city was provided as

affordable housing. However, the city had no such policy levers for new housing located outside the city boundaries as other authorities' local plans were sovereign. The Committee noted that increasing patterns of mobile working meant that distributed housing was becoming more feasible. Better Broadband for Oxfordshire provided such opportunities and the Committee suggested that this should be reflected in the Strategy.

The challenges around growth were not limited to Oxford but were particularly acute in the city. The Executive Director for Regeneration and Housing said that market housing would be needed to fund infrastructure improvements but that a proportion of new housing could be provided as key worker housing. The Committee heard that the Council had not reached the stage of developing parameters yet so any such opportunities sketched out in the strategy would be speculative.

The Committee noted that the Inequality Panel had recommended that factors around inequality should be considered in all major Council strategies. The Committee suggested that affordable housing should at least be alluded to at the strategy level and that there were opportunities to deliver affordable housing without affecting the sovereignty of local plans, such as through investing in 'real lettings'. The Committee noted the need for strategic thinking about affordable housing that aligns with this Strategy.

The Scrutiny Committee resolved to AGREE to make the following recommendations to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the following recommendation:

1. That the Council's strategic approach to providing new affordable housing should be aligned with, and referenced in, the Oxford Growth Strategy.
2. That the Oxford Growth Strategy includes a greater emphasis on mobile working and the opportunities presented by Better Broadband for Oxfordshire.

30. INTEGRATED PERFORMANCE REPORT QUARTER 1 2015/16

The Scrutiny Officer tabled the report which detailed the outcomes at 30 June 2015 (Q1 2015/16) for a set of corporate indicators which the Committee had agreed to monitor.

The Committee raised the following queries:

- BIT022: Level of efficiency savings – why was this a Green rating when it had 2 Red arrows for the year on year and year end trends?
- BV016a: Percentage of employees with a disability – which external partners had taken part in the workshops?

- LG002: Achieve the electoral registration rate target – did the Green rating take account of the known problems in early autumn in registering new university intake? How did this rating relate to boundary changes? What was the methodology used?
- PC027: Increase the number of people engaging with the Council's social media accounts – why is the target lower this year?
- NI192: Household waste recycled and composted (YTD) – further explanation on the data requested.
- LP106: To increase participation at our leisure centres by target groups – why was this a Red rating and how does it relate to the evidence presented in the Leisure and Wellbeing Strategy?
- BI002a: The number of training places and jobs created as a result of the Council's investment and leadership – what were the reasons for this being an Amber rating?

The Scrutiny Officer undertook to circulate written responses to these questions.

31. REPORT OF THE CYCLING REVIEW GROUP

Councillor Upton presented the report of the Cycling Review Group. She said that the first meeting of the Cycling Forum would be held on 9 September 2015. She said that although the report focused on the things that the City Council could do to improve cycling in Oxford it was essential to work with the County Council and other organisations on a “joined up” approach.

The Chair of Scrutiny thanked Councillor Upton, the members of the Review Group and the Scrutiny Officer for a thorough piece of work which had resulted in an excellent report.

In discussion the Committee noted recent developments in London regarding the introduction of sideguards on large vehicles and the possibility of introducing turning restrictions for large vehicles. They felt that the Council should monitor these initiatives with a view to introducing similar measures in Oxford. They noted that there had been a Council motion in December 2014¹ on improving safety for cyclists that had proposed fitting sideguards to contractor vehicles

¹ Improving safety for cyclists

Council notes with great concern the recent accidents involving cyclists and lorries in Oxford. Council believes that accidents could be reduced by requiring lorries to have safety equipment, to the industry-led standard supported by the Mayor of London in December 2013. Council notes that it adopted a motion some two years ago which endorsed the need for goods vehicles to incorporate safety equipment of the type referred to.

It now asks the City Executive Board to amend Council policy to

- require all contractors working on council contracts in the city to have every vehicle over 3.5 tonnes fitted with sideguards to protect cyclists from being dragged under the wheels, and with mirrors giving the driver a better view of cyclists and pedestrians around their vehicles;
- urge the County Council to make a Traffic Regulation Order imposing similar conditions on all similar vehicles in Oxford, as proposed by TfL in London.

Following debate and voting, Council agreed to adopt the motion as set out above.

working on council contracts in the city and asking the County to make a Traffic Regulation Order imposing similar conditions for the City. The Committee noted with regret that they were not aware of any progress on the implementation of that Council motion.

The Committee resolved to AGREE that the Cycling Review Group report should be submitted to the City Executive Board meeting on 10 September 2015 and that in presenting the report the Chair of Scrutiny or the lead member of the Cycling Review Group should refer the Board to the Council motion and seek an update on the status of the City Council's requirements on contractors and on the request to the County Council for a Traffic Regulation Order.

32. REPORT OF THE WASTE WATER FLOODING PANEL

Councillor Darke presented the report of the Waste Water Flooding Panel following the recent meeting with Thames Water Utilities on the progress of the Oxford Catchment Study. He said that this had been a very constructive meeting with Thames Water Utilities explaining their "Find and Fix" process for dealing with problems as they were identified as part of the catchment study.

The Committee confirmed the Panel's proposal to hold a further meeting with Thames Water Utilities to consider the outcomes of the catchment study. In discussion the Committee felt that there would be merit in changing the format of the next meeting to a Member Briefing session. The Scrutiny Officer undertook to facilitate this.

The Committee resolved to AGREE that the report of the Waste Water Flooding Panel should be presented to the City Executive Board meeting on 10 September 2015.

33. REPORT OF THE FINANCE PANEL - MUNICIPAL BONDS

Councillor Simmons, Chair of the Finance Panel, presented the report of the Finance Panel on Municipal Bonds and the suggested City Executive Board response to those recommendations as provided by the Portfolio Holder. The report would be presented to the City Executive Board meeting on 10 September 2015. The Committee noted that all of the recommendations had been accepted in whole or in part.

The Committee resolved to AGREE that the Finance Panel report on Municipal Bonds should be submitted to the City Executive Board on 10 September 2015 and that in presenting the report the Chair should make the following points:

CEB response to Recommendation 3: the Scrutiny Committee recognise that "the Council currently has no requirement to borrow in the immediate future" but maintain that the recommendation would be relevant if the Council needed to borrow in future years.

Recommendation 3 and 4: What progress has the Head of Financial Services made in contacting other authorities who have invested in the fund, and in determining what preferential investment rates were available.

34. 2014-15 ANNUAL REPORT OF OXFORD CITY COUNCIL'S SCRUTINY COMMITTEE

The Chair of Scrutiny presented the draft 2014-15 Annual Report. He thanked all Scrutiny members for their contribution to what had been a positive and successful year. The Committee joined him in extending particular thanks to the Scrutiny Officer for his hard work and support.

The Scrutiny Officer undertook to amend the draft to include the details of all members who had served on the Scrutiny Committee or Standing Panels for all or part of the year, and a quote from the previous Chair of the Housing Panel.

The Committee resolved to AGREE that the 2014-15 Annual Report should be submitted to Council on 23 September 2015.

35. WORK PROGRAMME AND FORWARD PLAN

The Scrutiny Officer presented the work programme report which detailed the:

- full programme of monthly Committee meetings
- full programme of Standing Panel meetings (3x Housing, 1x Finance)
- one-off Panel to pre-scrutinise the revised City Centre PSPO decision
- Guest Houses Review Panel in progress (4 meetings and a report)

He informed the Committee that there was capacity to support a maximum of 3 further review meetings before the Budget review started in December. The Chair of Scrutiny suggested that those 3 meetings should be used to scope and review just 1 additional topic rather than look at different topics at each meeting.

The Committee considered the list of potential review topics and noted that Tenant Involvement would be best added to the work of the Housing Panel and that Equality and Diversity would be the next review topic.

The Committee resolved to AGREE:

1. that Councillor Hayes would lead an Equality and Diversity Review Group
2. the scope for the Guest Houses Review Group.
3. that Councillor Gant would be lead member for the City Centre Public Spaces Protection Order (PSPO) scrutiny meeting.
4. that the following items on the Forward Plan would be considered at future meetings:
October
 - City Centre Public Spaces Protection Order (PSPO)
 - Financial Inclusion Strategy (FIS) – Action Plan update

- Transfer Station for Recycled Materials
November
- Corporate Enforcement Policy
- Planning - Annual Monitoring Report

36. REPORT BACK ON RECOMMENDATIONS

The Chair of Scrutiny presented the report on CEB responses to Scrutiny Committee recommendations.

The Committee NOTED the report.

37. UPDATES SINCE THE LAST MEETING

The Committee NOTED that Mr Geno Humphrey had been appointed as the new tenant co-optee on the Housing Panel.

The Chair of Scrutiny confirmed that he would write to the previous tenant co-optee, Linda Hill, to thank her for her contribution to the work of the Panel over 3 years.

The Chair of Scrutiny informed the Committee that opposition group leaders would be invited to attend the October meeting of the Scrutiny Committee to allow them to comment on the CEB response to the Inequality Panel recommendations.

The Committee NOTED the dates of the next meetings for the Standing Panels.

38. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 30 June 2015 as a true and accurate record.

39. DATES OF FUTURE MEETINGS

The Committee NOTED that further meetings were scheduled on the following dates:

6 October 2015
2 November 2015
9 December 2015
12 January 2016
2 February 2016
7 March 2016
5 April 2016

All meetings being at 6.15 pm.

The Committee AGREED to change the date of the meeting in December to Wednesday 9 December 2015 to accommodate a civic reception. The Housing Panel meeting would move to Thursday 10 December 2015.

The meeting started at 6.15 pm and ended at 8.50 pm

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