

Agenda

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Council

Date: **Monday 5 December 2016**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

**Jennifer Thompson, Committee and Members Services
Officer**

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Council

Membership

Lord Mayor	Councillor Mohammed Altaf-Khan	
Deputy Lord Mayor	Councillor Rae Humberstone	
Sheriff	Councillor Susan Brown	
Members	Councillor Colin Cook	Councillor Sajjad Malik
	Councillor Mohammed Abbasi	Councillor Chewe Munkonge
	Councillor Farida Anwar	Councillor Michele Paule
	Councillor Jamila Begum Azad	Councillor Jennifer Pegg
	Councillor Ruthi Brandt	Councillor Susanna Pressel
	Councillor Nigel Chapman	Councillor Bob Price
	Councillor Mary Clarkson	Councillor Mike Rowley
	Councillor Van Coulter	Councillor Gill Sanders
	Councillor Steven Curran	Councillor Christine Simm
	Councillor Jean Fooks	Councillor Craig Simmons
	Councillor James Fry	Councillor Dee Sinclair
	Councillor Andrew Gant	Councillor Linda Smith
	Councillor Stephen Goddard	Councillor John Tanner
	Councillor Angie Goff	Councillor Richard Tarver
	Councillor Mick Haines	Councillor Sian Taylor
	Councillor Tom Hayes	Councillor David Thomas
	Councillor David Henwood	Councillor Marie Tidball
	Councillor Alex Hollingsworth	Councillor Ed Turner
	Councillor Dan Iley-Williamson	Councillor Louise Upton
	Councillor Pat Kennedy	Councillor Elizabeth Wade
	Councillor Tom Landell Mills	Councillor Ruth Wilkinson
	Councillor Ben Lloyd-Shogbesan	Councillor Dick Wolff
	Councillor Mark Lygo	

The quorum for this meeting is 12 members.

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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 5 December 2016 at 5.00 pm to transact the business set out below.

Peter Sloman

Proper Officer

AGENDA

	Pages
PART 1 - PUBLIC BUSINESS	
1 APOLOGIES FOR ABSENCE	
2 DECLARATIONS OF INTEREST	
3 MINUTES	15 - 26
Minutes of the ordinary meeting of Council held on 29 September 2016.	
Council is asked to approve the minutes as a correct record.	
4 APPOINTMENT TO COMMITTEES	
The Head of Law and Governance has been notified of a change of membership requested by the Labour Group Leader.	
Council is asked to make the following change to the membership of West Area Planning Committee with immediate effect:	
<ul style="list-style-type: none">• Councillor Tidball to stand down and Councillor Curran to replace her.	
Any further proposed changes will be circulated with the briefing note.	
5 ANNOUNCEMENTS	
Announcements by:	
(1) The Lord Mayor	

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

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.11 and 11.12 relating to matters for decision on this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 29 November 2016.

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 45 minutes is available for both public speaking items. Responses are included in this time. Up to five minutes is available for each public address and three minutes for each question.

CITY EXECUTIVE BOARD RECOMMENDATIONS

There are no recommendations to Council from the City Executive Board meetings of 13 October and 17 November.

COMMITTEE RECOMMENDATIONS

7 EXTERNAL AUDIT CONTRACT FROM 2018/19

At its meeting on Wednesday 28 September, the Audit and Governance Committee agreed to recommend that Council opt in to the national scheme for external auditor appointments on behalf of the Council.

The Head of Financial Services therefore has submitted a report asking for authorisation to opt in to the scheme in accordance with the recommendation from Audit and Governance Committee.

The Chair of the Audit and Governance Committee will move the recommendations.

Recommendation:

That Council resolves to authorise the Head of Financial Services to opt in to the national scheme for auditor appointments for the provision of external audit services starting with the audit of the 2018/19

accounts.

OFFICER REPORTS

8 COUNCIL AND COMMITTEE MEETING PROGRAMME MAY 2017 TO MAY 2019 31 - 46

The Interim Head of Law and Governance has submitted a report setting out a programme of Council, Committee and other meetings for the 2017/18 council year (May 2017 to May 2018 inclusive) and for the 2018/19 council year (May 2018 to May 2019 inclusive).

The Leader of the Council will move the recommendations.

Recommendations: that Council resolves to:

1. approve the programme of Council, Committee and other meetings attached at Appendix 1 for the council year 2017/18; and
2. approve the programme of Council, Committee and other meetings attached at Appendix 1 for the council year 2018/19, subject to amendment at Council in December 2017; and
3. delegate the setting of dates for the Standards Committee, the Growth Board, and training and briefing sessions for members to the Interim Head of Law and Governance.

QUESTIONS

9 CITY EXECUTIVE BOARD MINUTES

This item has a time limit of 15 minutes.

Councillors may ask the Board Members questions about matters in these minutes:

- | | | |
|----------|---|---------|
| a | Minutes of meeting Thursday 13 October 2016 of City Executive Board | 47 - 52 |
| b | Minutes of meeting Thursday 17 November 2016 of City Executive Board | 53 - 58 |

10 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

Questions on notice from councillors received in accordance with Council Procedure Rule 11.10(b).

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

question may be asked at the meeting.

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 28 November 2016.

The briefing note will contain all questions submitted by the deadline, and written responses where available.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.11 and 11.12 and not related to matters for decision on this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 29 November 2016.

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 45 minutes is available for both public speaking items. Responses are included in this time. Up to five minutes is available for each public address and three minutes for each question.

12 OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS: OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

59 - 62

1. On behalf of Councillor Price the Economic Development Manager has submitted a report giving an update on the work of the Oxfordshire Local Enterprise Partnership including its changing role, recent strategic developments, and impact on funding attraction and delivery

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

2. Each ordinary meeting of Council shall normally receive a written report concerning the work of one of the partnerships on which the Council is represented.

The programme of reporting at future meetings will be:

- February 2017: Oxfordshire Partnerships report (covering all partnerships)
- April 2017: Oxfordshire Strategic Partnership

3. Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, will give notice to the Head of Law and Governance by 1.00 pm on Thursday 1 December 2016 that they wish present a written or oral report on the event or the significant decision and how it may influence future events.

13 SCRUTINY COMMITTEE UPDATE REPORT

63 - 92

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

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

14 MOTIONS ON NOTICE

This item has a time limit of 60 minutes.

The full text of motions received by the Head of Law and Governance in accordance with Council Procedure Rule 11.17 by the deadline of 1.00pm on 23 November 2016 is below. Motions will be taken in turn from the Green, Labour, and Liberal Democrat groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 2 December so that they may be circulated with the briefing note.

Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated.

Council is asked to consider the following motions:

1. NHS Sustainability and Transformation Plans (Proposed by Councillor Simmons, seconded by Councillor Thomas)

Green member motion

This Council notes that the government is dividing the NHS in England into 44 areas or 'footprints', each of which has a 'Sustainability and Transformation Plan' (STP).

Government requires these STPs to collectively deliver cuts of at least £2.5bn nationally this year, and £22bn within the next five years, to wipe out the NHS' so-called 'financial deficit' by implementing 'new models of care'.

The former head of NHS commissioning, Julia Simon, has denounced the STP process as 'shameful', 'mad', 'ridiculous' and the plans as full of lies [1].

Locally, the Council notes that the Chief Exec of Oxfordshire Clinical Commissioning Group (Oxon CCG) has said that without changes to local NHS provision there will be a cumulative funding gap of about £200 million by 2020-21 and that the STP will need to change service provision to eliminate it [2].

Council believes it's likely that the STP for the area which includes Oxfordshire (BOB- Bucks, Oxon and Berks) contains measures which could seriously impact on the health and welfare of the local population.

- It is understood that the STP calls for a relative decrease in the number of nurses. It also calls for a reduction in the training required for some nursing posts.
- The Oxon CCG is considering the elimination of all nine Community Hospitals, including Oxford City Community Hospital; to be replaced by 4 undefined 'hubs', including one at the JR. It does not say what current provision at the JR would be removed to make way for the 'hub'.
- The Horton Hospital's Paediatric and Obstetrics units have been downgraded. The Chief Executive said that the Horton might not be viable. There is discussion of devolving all consultant-led Obstetrics in the County to the JR, to replace units at Community Hospitals.

Council notes that wider consultation on the STP has not yet started despite earlier promises:

- There has been no consultation with frontline staff, patients or residents. It has been proposed that there be 'phased consultations'; one set to begin in January, another to begin in May. One of the few positive aspects of the STPs is to increase integration of various parts of the Health and Social Care services. Separate consultations defeat that goal.
- The only realistic way to stop these changes, which will seriously damage the health of the people of Oxford, is for the people of the City to learn what is being planned and to be able to respond vigorously.

Council rejects the suggestion that there is a safe way to reduce the current level of NHS provision by £200 million (the gap identified by the CCG) by 2020-21 and agrees to:

- Ask the Oxon CCG to fully disclose to the public what changes are being considered
- Publicise any information disclosed publicly by the Oxon CCG
- Ask the Oxon CCG to start a full consultation in January on all

aspects of the proposed changes

- Encourage the public to make their views on the services reductions known by promoting the consultation on the Council's website, social media and through wider media communications
- Invite the County & District Councils to work together with the City to oppose any service cuts
- Write to the relevant Government Ministers to make them aware of this motion
- Write to the City's MPs asking for their support

[1] <http://www.gponline.com/shameful-pace-stp-rollout-risks-financial-meltdown-warns-former-nhs-commissioning-chief/article/1410546>

See also <http://www.nationalhealthexecutive.com/Health-Care-News/just-of-finance-directors-think-sustainable-stps-achievable-by-2021>

[2] <http://mycouncil.oxfordshire.gov.uk/documents/s35312/17%20Nov%2016%20-%20presentation%20on%20STP%20BOB%20update.pdf>

2. Universal Credit (proposed by Councillor Brown)

Labour member motion

This council expresses its grave concerns over the impact of the new lowered benefit cap and its impact on families struggling with high rents in Oxford.

This council notes that nearly 1,000 children are likely to be affected by these cuts as families on a number of benefits including working tax credit and housing benefit have a cap put on their benefit to a maximum of £20,000 a year.

This council notes that yet again, a different rate applies in London and yet the cost of living in Oxford is comparable.

This council requests its officers to raise with local MPs and government ministers the urgent need to reflect the true cost of living in Oxford in welfare allowances, the living wage and government grants to public services.

3. Prioritise initiatives to provide permanently affordable private homes (proposed by Councillor Gant, seconded by Councillor Fooks)

Liberal Democrat member motion

Council notes

- the increasing unaffordability of housing in the city
- that this is affecting the ability of the council as well as schools and hospitals to recruit and retain staff

Council recognises that this poses a threat to the continuing economic growth of the city and that a new approach is urgently

needed.

Council therefore asks the Executive Board

- to give due consideration, in the development of the Local Plan and other planning policy, to prioritise or make recommendations to Council which prioritise such initiatives as community land trusts and smart homes, which offer opportunities to provide permanently affordable private homes;
- to actively encourage neighbouring districts to do the same for land in their areas, as this is a problem affecting them too.

4. Oxford's future within the EU (proposed by Councillor Simmons, seconded by Councillor Wolff)

Green member motion

On 23rd June the people of Oxford expressed a strong preference for remaining within the EU. As a City Council, we believe it is right and proper that we do our utmost to represent the views of our electors to those ministers negotiating the UK's exit.

On the assumption that the UK Government are intending to push ahead with Brexit, we ask the Leader to write on behalf of the Council to the relevant ministers reminding them of the city's strong views on EU membership and asking them to seek to negotiate a revised Treaty relationship with the EU which would preserve the undoubted benefits that Oxford and our local economy have gained from the free movement of labour within Europe and from the common standards attaching to product certification and common environmental standards.

For example, a negotiated settlement could offer UK residents e-citizenship of the EU or EU or dual citizenship could be available to those who meet certain criteria (as is already permitted in several countries). It could allow certain companies who agreed to be bound by EU legislation preferential access to the single market

The City Council will seek to adopt into its own practices and regulatory standards, those aspects of EU legislation which currently or in future provide better social and environmental protection to our citizens eg on air quality, pollution and family rights.

On the basis that we believe Brexit will have a negative impact on Oxford's economy, its environment and its people, and that the majority of the electorate voted to remain, we will also commit as a Council to do what we can to promote alternatives to Brexit. We therefore call upon the City's MPs to join the growing number of MPs committed to voting against the triggering of Article 50 and calling for a new referendum on the terms of any EU deal.

5. Support measures to increase vital early years childcare provision (proposed by Councillor Tidball)

Labour member motion

The government's proposed 15% reduction in the Early Years Funding formula will impact directly on early years education provision in Oxford, particularly in the most deprived areas where it is most needed. It will threaten the future of nursery schools and will accentuate the damage that will be caused to child development and support by the closure of the Children's Centres. Since 2009, over 2000 childcare places have been lost in Oxfordshire, and there are 233 fewer childcare providers.

Council calls on the local MPs to oppose these reductions and to support measures to increase vital early years childcare provision.

6. Support the Paris Climate Change Agreement (proposed by Councillor Tanner)

Labour member motion

This Council is deeply concerned by the reported views of the president-elect of the United States about climate change. We welcome the conclusion of the United Nations climate change conference in Marrakesh that the Paris Agreement should be implemented in full.

For the sake of Oxford's children and grandchildren we again commit this city to playing its full part in tackling climate change. We will continue to work to reduce CO₂ and other climate warning gases in Oxford. We will continue to embrace a low carbon future for the benefit of the people of Oxford and the wider world.

We congratulate the residents of Oxford on making big reductions in their carbon footprints at home, travelling and at work. We continue to support the aim of reducing Oxford's carbon footprint by 40% by 2020, compared to levels in 2005. We pledge to achieve 100% clean energy for Oxford by 2050.

Oxford City Council will carry-on reducing its own carbon footprint by at least 5% a year every year. We will continue to work with Low Carbon Oxford, the Low Carbon Hub, the Covenant of Mayors, Climate Alliance and others to reduce carbon emissions across the whole of Oxford city.

We call on our MPs and MEPs to do all they can to support the Paris Climate Change Agreement. We call on the other councils of Oxfordshire, our twin cities and everyone in Oxford to redouble their efforts to prevent the over-heating of our planet.

15 MATTERS EXEMPT FROM PUBLICATION AND EXCLUSION OF THE PUBLIC

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules – Section 15 of the Council’s Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

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

Additional information, councillors’ questions, public addresses and amendments to motions are published in a supplementary briefing note. The agenda and briefing note should be read together.

The Briefing Note is published as a supplement to the agenda. It is available on the Friday before the meeting and can be accessed along with the agenda on the council’s website.

DECLARING INTERESTS

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members’ Code of Conduct and public perception

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

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

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MINUTES OF THE COUNCIL

Thursday 29 September 2016



COUNCILLORS PRESENT: Councillors Altaf-Khan (Lord Mayor), Humberstone (Deputy Lord Mayor), Brown (Sheriff), Cook, Abbasi, Azad, Brandt, Chapman, Clarkson, Coulter, Curran, Fooks, Fry, Goddard, Goff, Haines, Henwood, Hollingsworth, Iley-Williamson, Kennedy, Landell Mills, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pegg, Pressel, Price, Rowley, Sanders, Simm, Simmons, Sinclair, Smith, Tanner, Tarver, Taylor, Thomas, Turner, Upton, Wilkinson and Wolff.

Tribute to the Council's Monitoring Officer, Jeremy Thomas

The Lord Mayor announced the sudden and unexpected death of Jeremy Thomas, the Council's Monitoring Officer and Head of Law and Governance, on 11 September. The Lord Mayor and Councillors Price, Fooks and Simmons, on behalf of their groups, paid tribute to Mr Thomas and Council observed a minute's silence in his memory.

29. APOLOGIES FOR ABSENCE

Councillors Anwar, Gant, Hayes, and Wade submitted apologies.

30. DECLARATIONS OF INTEREST

Minute 39: Councillors Abbasi and Malik declared that this item affected one of their disclosable pecuniary interests and left the chamber for the duration of this item.

31. MINUTES

Council agreed to **approve** the minutes of the ordinary meeting held on 25 July 2016 as a true and correct record and that the Lord Mayor should sign these as such.

32. APPOINTMENT TO COMMITTEES

There were no changes to appointments.

33. ANNOUNCEMENTS

At the invitation of the Lord Mayor, the Deputy Lord Mayor spoke about the award of the Freedom of the City to Lesley Dewhurst at a ceremony on 14 September.

The Sheriff informed Council:

- she had attended the Battle of Britain commemoration ceremony;
- she had attended the match between MK Dons and Oxford City football teams;
- she had taken part in the successful annual round up of cattle on Port Meadow and thanked all who had supported this.

The Leader of the Council asked Councillor Rowley to make a statement.

Councillor Rowley said:

Members will be aware from press reports that I was involved in an incident at the count for the EU referendum held in the Town Hall on the evening of 23rd June 2015. I would like this evening to make a statement of apology to Council and to the wider public in respect of my conduct that night.

My actions on arriving at the count that night fell far short of the conduct which is expected of elected members of Council. I caused a number of members of staff an unnecessary degree of distress while they were simply doing their job.

I am sorry that my actions escalated the situation I have sent a personal apology to the town hall and security staff on duty that evening. However it has to be emphasised that all members of council staff are entitled to respect at work at all times. This statement therefor conveys a similar apology to my fellow councillors, the wider public, and everyone who works for this council

The Lord Mayor thanked Councillor Rowley and stated that this concluded the matter.

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

There were no addresses or questions.

35. SUBMISSION TO ERDF INNOVATION CALL FOR OXFORDSHIRE

Council considered a report to the City Executive Board on 15 September 2016 requesting approval to commit match funding towards the Oxford City Council led element of the ERDF Innovation allocation for Oxfordshire if funds are successfully awarded.

Council resolved to approve the required match funding to deliver the capital (£33,939) and revenue (£45,000) elements of the projects detailed in this report.

36. QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q1

Council considered a report to the City Executive Board on 15 September updating Members on the Council's Financial Risk and Performance as at 30 June 2016, including requests for changes to the budget.

Council resolved to approve the additional budget of £0.118 million and £0.399 million for Super Connected Cities and Disabled Facilities Grant expenditure (*respectively*) to be financed from external grant funding in accordance with paragraph 12 of the report.

37. REVIEW OF BUILDING CONTROL FEES AND CHARGES 2016

Council considered a report to the City Executive Board on 15 September setting out revised Building Control application fees and introducing one new charge.

The Council's Constitution requires that in-year changes to fees and charges are referred to Council for decision.

Council resolved to approve the proposed Building Control application fees and charges as set out in the report and the appendix to take effect from 30 September 2016.

38. TREASURY MANAGEMENT ANNUAL REPORT 2015/2016

Council considered a report to the City Executive Board on 15 September 2016 setting out the Council's treasury management activity and performance for the financial year 2015/2016. Appendix 1 proposed limits to Money Market Fund investments, AAA rating, of £25m per institution, with a maximum maturity period of 'liquid'.

Council resolved to approve the amendment to the Specified Investments list attached at Appendix 1 and paragraphs 35 – 37 of the report.

39. HACKNEY CARRIAGE & PRIVATE HIRE: PROPOSALS TO AMEND THE CRITERIA AND CONDITIONS APPLICABLE - SAFEGUARDING

Councillors Abbasi and Malik, having declared that this item affected one of their disclosable pecuniary interests, left the chamber for the duration of this item.

Council considered a report to the General Purposes Licensing Committee on 20 September 2016 asking for approval of amendments to the criteria applicable to the Hackney Carriage and Private Hire trades in order to promote safeguarding and awareness of safeguarding.

Council resolved to adopt the amendments to the criteria applicable to the Hackney Carriage and Private Hire trades as set out in the report and appendix.

40. APPOINTMENT OF MONITORING OFFICER AND RETURNING OFFICER

Council considered a report from the Chief Executive recommending changes to the appointments of statutory officers.

Council resolved to

1. with immediate effect, appoint Peter Sloman, Chief Executive, as the Council's Returning Officer and Electoral Registration Officer; and
2. with immediate effect designate Lindsay Cane, Acting Head of Law and Governance, as the Council's Monitoring Officer.

41. ATTENDANCE MANAGEMENT POLICY AND PROCEDURE

Council considered a report of the Head of Business Improvement seeking approval of the implementation of a revised Attendance Management Policy and Procedure.

The Board Member for Customer and Corporate Services reported that the unions (Unison and UNITE) had raised no concerns about the policy.

Council resolved to:

1. approve the Attendance Management Policy and Procedure attached at Appendix 1 to the report with immediate effect; and
2. delegate authority to the Head of Business Improvement to amend the policies to reflect administrative changes and to correct any factual or legal errors.

42. CITY EXECUTIVE BOARD MINUTES

Council had before it the minutes of the City Executive Board meetings of 14 July, 8 August and 15 September 2016.

On Minute 56, Councillor Fooks asked for the breakdown of the £452M invested on the Northern Gateway project.

On Minute 56, Councillor Simons asked about the status of the Scrutiny Committee's comments. The Leader reported that these were included in the council's comments to the Local Enterprise Partnership (LEP) and were likely to be included in the final LEP document.

43. QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

Councillor Azad joined the meeting at the start of this item.

Members of Council submitted 29 written questions to members of the City Executive Board. The questions, written answers, and summaries of supplementary questions and answers are in the supplement to the minutes.

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

Council heard addresses and questions to members of the City Executive Board from members of the public submitted in accordance with the Council's procedure rules.

Addresses were heard from:

Fran Ryan, Homes for Oxford – solutions to Oxford's housing need
Dr Ruvy Ziegler - Unaccompanied Refugee Children: Oxford's Role

Questions were heard from:

Mr Artwell - Community Centre Management
Dr Stefan Piechnik - Tower Block refurbishment

Board members responded to the addresses and questions.

The Lord Mayor thanked those speaking.

The supplement to the minutes contains the full text of addresses and questions delivered as submitted; and written responses and summaries of verbal responses from the Board Members.

45. OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS

Council had before it a report of the Board member for Clean and Green Oxford on the work of the Oxford Environment Partnership.

Councillor Tanner introduced the report.

In response to questions he said:

- he proposed that the council look at significantly improving standards in new buildings to reduce carbon emissions;
- all councils have and were continuing to make representations about the lack of electricity grid capacity in the county.

Council noted the report.

46. SCRUTINY COMMITTEE ANNUAL REPORT

Council had before it the 2015/16 Annual Report of the Scrutiny Committee.

Councillor Simmons, the Committee's Chair for 2015/16 spoke on the report and thanked the members and Chairs of the Panels and the committee members for their work and the difference this had made to the Council's policies.

The Leader thanked Councillor Simmons and the council's scrutiny officer for their work over the year.

Council noted the report without comment.

47. MOTIONS ON NOTICE

Council had before it six motions on notice and amendments submitted in accordance with Council procedure rules and reached decisions as set out below.

Motions adopted

1. Local Government reorganisation
3. Housing Benefit
4. Refugees and Immigration

Motions rejected

2. Banning Glyphosate

Motions not taken

Two motions were not taken because the time allowed in the Council's procedure rules had elapsed.

5. EUchoose: Oxford's future within the EU
6. Re-introduction of Grammar Schools

The full minute and text for each adopted motion is below.

(a) Local Government reorganisation

Councillor Wilkinson, seconded by Councillor Fooks, proposed Councillor Gant's submitted motion:

Council notes that government is still open to practical suggestions for local government reorganisation.

Council notes that the benefits are far more likely to be achieved if council leaders in Oxfordshire are serious about reaching a consensus.

Council also notes that both of the recently-commissioned reports identified strengths and weaknesses in each proposal, and made recommendations for addressing them.

Council believes these recommendations are capable of forming the basis for further discussion.

Council therefore:

- *Calls on all council leaders in the county to resume talks about a workable model of local government reorganisation, with the express intention of reaching a workable consensus, and with the primary objective of achieving the best outcomes for the people of Oxford in terms of service delivery and efficiencies, while ensuring local accountability is retained or enhanced.*
- *Calls on the leader of Oxford City Council to play a full and constructive part in such talks.*

Councillor Price, seconded by Councillor Tanner, proposed an amendment:

- *Sentence 1: replace 'local government reorganisation' with 'devolution of funding and powers to local government'*
- *Sentence 2: replace everything after 'notes that' with 'the government have made it crystal clear that devolution deals will only be agreed with groups of local authorities that make unified and consensual proposals to government' In the section after Council therefore: replace 'local government reorganisation' with 'devolution'.*

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

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

Council resolved to adopt the motion as set out below:

Council notes that government is still open to practical suggestions for devolution of funding and powers to local government. Council notes the government have made it crystal clear that devolution deals will only be agreed with groups of local authorities that make unified and consensual proposals to government.

Council also notes that both of the recently-commissioned reports identified strengths and weaknesses in each proposal, and made recommendations for addressing them.

Council believes these recommendations are capable of forming the basis for further discussion.

Council therefore:

- ***Calls on all council leaders in the county to resume talks about a workable model of devolution, with the express intention of reaching a workable consensus, and with the primary objective of achieving the best outcomes for the people of Oxford in terms of service delivery and efficiencies, while ensuring local accountability is retained or enhanced.***
- ***Calls on the leader of Oxford City Council to play a full and constructive part in such talks.***

(b) Banning Glyphosate

Councillor Brandt, seconded by Councillor Thomas, proposed her submitted motion:

This Council notes that there is growing evidence that glyphosate is a higher health risk than previously assumed, and that the World Health Organisation has recently upgraded glyphosate to ‘probably carcinogenic to humans’.*

It further notes that other local councils in Britain - Hammersmith & Fulham being the most recent - have already decided to ban the use of glyphosate and other chemicals from all their own operations. This is in the wake of large cities all over the world - such as Barcelona, Hamburg and Paris - who have already decided on a ban, and the Netherlands and Denmark, which have banned the use of glyphosate in urban areas.

In light of the known risk to human health, this Council resolves to ask the City Executive Board to follow the precautionary principle and:

- 1. Pledge to cut out the use of glyphosate completely from all its in-house operations (including in Parks, and Streetscene) within one year.*
- 2. Consider the one year period until the ban takes effect as a testing period, during which the council will test non-chemical and mechanical alternatives to glyphosate. Banning glyphosate will not result in increased use of other chemical weed-killers.*
- 3. Use the opportunity of the end of the current weed spraying contract in April 2017 to request the contractor ceases to use glyphosate, or find another local contractor who will abide by a glyphosate ban.*
- 4. Grant an exception to the above ban regarding the control of Japanese knotweed, or other invasive species, where there are currently no effective mechanical techniques available. However, in this case glyphosate will only be stem-injected, rather than sprayed, to reduce its spread in the environment.*

* “The IARC Working Group that conducted the evaluation considered the significant findings from the US EPA report and several more recent positive results in concluding that there is sufficient evidence of carcinogenicity in experimental animals. Glyphosate also caused DNA and chromosomal damage in human cells, although it gave negative results in tests using bacteria.”(International Agency for Cancer Research (IACR), WHO, Monograph Volume 112: evaluation of five organophosphate insecticides and herbicides, 20th May 2015. <http://www.iarc.fr/en/media-centre/iarcnews/pdf/MonographVolume112.pdf>

Councillor Landell Mills, seconded by Councillor Goddard, proposed an amendment:

After point 4 add:

- 5. Undertake that the year-long ban on glyphosate is reviewed to assess the cost of using alternative weed controls, their effectiveness and the environmental benefits, and any extra demands placed on staff time.*

This amendment was accepted by the proposer.

After debate and on being put to the vote, the amended motion was declared lost.

Council resolved not to adopt the motion set out above.

(c) Housing Benefit

Councillor Hollingsworth, seconded by Councillor Simmons, proposed his submitted motion:

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

Council resolved to adopt the motion as set out below:

Council notes that the government has made a statement about the future of housing benefit in supported accommodation. Council believes that while the government's proposed delay in the restriction of housing benefit to the level of the Local Housing Allowance until 2019/20 is welcome, this change still runs the risk of jeopardising the future of hostels and other services such as refuges. Council believes that the proposed restriction of rents to the LHA level, with the remainder funded by a "top up" of funds locally, relies upon making an adequate level of funding available locally, and also giving certainty to supported accommodation providers to allow them to plan and invest. Council regrets the decision to insist upon a 1% rent reduction in supported housing for each of the next three years, and believes that, at a time of cuts to other public funding, this will impose unacceptable pressure upon hostel providers in Oxford and elsewhere.

Council resolves to ask the Leader and Chief Executive to make appropriate representations to our local MPs, and also respond robustly to the forthcoming government consultation on this issue.

(d) Refugees and Immigration

Councillor Landell Mills, seconded by Councillor Goddard, proposed his submitted motion, including his amendments submitted subsequent to publication of the agenda.

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

Council resolved to adopt the motion as set out below:

Council notes:

- 1. the refugee crisis over the summer including refugees from Syria but also from other countries; the publication of a House of Lords report on unaccompanied migrant children in July 2016 and the visit by a delegation of senior local government figures to the Calais 'jungle' migrant camp in August 2016.***

2. *that an estimated 88,000 unaccompanied children are believed to be travelling through continental Europe, falling prey to exploitation and abuse.*
3. *and celebrates the generous response of Oxford residents at the 'Refugees Welcome' event last September and the excellent ongoing work of Asylum Welcome and other refugee organisations, and confirms its commitment to build on that spirit of welcome.*
4. *that Coventry City Council initially undertook to accommodate 50 of the most vulnerable Syrian refugees, and now houses around 250 refugees.*
5. *the significant work of council officers in coordinating a county wide group to welcome refugees, and this week's announcement of a further 10 families*

Council believes and agrees:

1. *that the UK must welcome its fair share of refugees to ease this crisis including unaccompanied refugee children.*
2. *that Oxford, as a city of sanctuary, should be at the forefront of the effort to promote safety and inclusion to people seeking refuge and sanctuary.*
3. *that refugees contribute a huge amount to local communities throughout the UK.*
4. *that, the whole process of resettlement - from assessment overseas, through placement with individual councils, to accessing essential services – must be rooted in the best interests of the child and adequately resourced.*
5. *that central Government should make additional funding available to local authorities to help with this and to build capacity, recognising pressures on housing and schools.*
6. *that, working together, local and central government can provide safety, stability and support to children in desperate need.*
7. *with the comments of David Simmons, Chair of the Local Government Association's Asylum, Refugee and Migration task group, that councils require more funding to cope with the resettlement challenges.*

Council therefore:

1. *welcomes the central Government's commitment in the Immigration Act 2016 to create a resettlement scheme to bring unaccompanied refugee children from continental Europe to safety in the UK, but notes the very slow progress that has been made in implementing a scheme to cater for this highly vulnerable group.*
2. *calls council members to sign Liberty's statement of support, pressuring central government to honour its commitment without*

delay (<https://www.liberty-human-rights.org.uk/campaigning/protect-refugee-children>).

3. *recognises the important role that the City Council and residents of Oxford have been playing in caring for children and their families seeking sanctuary, and the excellent liaison with the County Council that has been developed over the past 18 months in caring for unaccompanied minors.*
4. *urges central Government, by writing to appropriate Ministers, to work closely with local government to ensure that councils have the funding and support to build the essential regional infrastructure necessary to secure the placement and support of children across the country, especially in relation to housing provision, educational needs, and English language provision, and help us build them a brighter, safer future.*
5. *endorses the proposal to accommodate a further ten families under the SVPRS in 2017, that has been lodged with the Home Office and the Regional Partnership.*

The meeting started at 5.00 pm and ended at 8.45 pm

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To: Council

Date: 5 December 2016

Report of: Head of Financial Services

Title of Report: External Audit Contract from 2018/19

Summary and Recommendations

Purpose of report: To authorise the Head of Financial Services to opt in to the national scheme for auditor appointments on behalf of the Council in accordance with the recommendation from Audit and Governance Committee.

Policy Framework: **Efficient and Effective Council**

Recommendation(s): That Council resolves to authorise the Head of Financial Services to opt in to the national scheme for auditor appointments for the provision of external audit services starting with the audit of the 2018/19 accounts.

Background

1. Under the current audit contract, the Council's External Auditor is Ernst & Young LLP. Ernst & Young LLP were assigned to the Council by the audit commission. This contract was due to expire after the audit of the 2016/17 accounts.
2. Following the closure of the Audit Commission in 2015, the Secretary of State for Communities and Local Government delegated statutory functions on a transitional basis to Public Sector Audit Appointments (PSAA), a not-for-profit company supported by the Local Government Association (LGA). They were delegated by a commencement order made under the Local Audit and Accountability Act 2014.
3. In October 2015, the Secretary of State confirmed that the transitional provisions would be amended to allow an extension of the audit contracts for a period of one year for audits of principal local government bodies. A commencement order was made on 27 June 2016, supported by a revised letter of delegation to PSAA. The appointment of Ernst & Young LLP under

the current audit contracts will conclude with the completion of the 2017/18 audit.

4. Auditor appointments for 2018/19 audits must be made by 31 December 2017, as required by section 7 of the Local Audit and Accountability Act 2014. Appointments may be made by the audited body itself, by groups of audited bodies, or by a specified appointing person.
5. PSAA has been specified by the Secretary of State for Communities and Local Government as the appointing person for principal local government bodies under the provisions of the 2014 Act. This means that PSAA will make auditor appointments to relevant principal local government bodies that choose to opt into the national appointment arrangements.
6. As indicated in paragraph 4, the Council can choose to appoint its own external auditor or opt in to the national scheme administered by PSAA. To appoint its own external auditor the Council would have to set up an independent audit panel, members of which would normally be paid a fee. This could be done in conjunction with other local authorities. However the other Oxfordshire authorities have decided that they do not wish to adopt this approach.
7. Opting in to the national scheme is expected to achieve lower fees than an independent procurement due to the scale of the procurement. Additionally PSAA will also:
 - manage audit independence issues,
 - minimise overheads and
 - distribute any surpluses to participating bodies.
8. PSAA have established a stakeholder advisory panel to inform their proposals. Members of the panel are drawn from representative councils, police and fire authorities. The first meeting of the group was held on 30 September 2016. Further meetings are scheduled for 23 November 2016, 26 January 2017 and 25 May 2017.
9. PSAA will run a national tendering exercise and evaluate bids and award contracts. They will consult authorities on individual auditor appointments; however the appointment will remain independent of the body to be audited to ensure effective corporate governance.
10. PSAA will organise the contracts to maximise the number of firms appointed nationally. The minimum number of audit firms is probably four or five but this is dependent upon the number of bodies that opt in. This is to ensure competition and capacity and also compliance with the Financial Reporting Council's ethical standards. Compliance with the ethical standards means that an individual firm may not be appointable for 'independence' reasons, for example, because they have undertaken consultancy work at an audited body. PSAA will consult on appointments that allow each firm a balanced portfolio of work subject to independence considerations.

11. PSAA will seek feedback on its auditors as part of its engagement with the sector, have a clear complaints process and undertake contract monitoring of the firms it appoints.
12. The Council's Audit & Governance Committee at its meeting of 28th September 2016 agreed a recommendation to Council that the Council should opt in to the PSAA scheme. To opt in to the national scheme, notice must be given to PSAA by 9th March 2017.

Legal Issues

13. These are covered in the body of the report.

Financial Issues

14. A national procurement should achieve lower audit fees than if the Council managed its own procurement individually. Opting into the national scheme will also reduce the administration that would be associated with operating the scheme locally.

Name and contact details of author: Bill Lewis, Financial Accounting Manager, Financial Services Tel: 01865 252607, blewis@oxford.gov.uk

Background papers:

PSAA Prospectus

Appointing person: Frequently asked questions

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To: Council
Date: 5 December 2016
Report of: Interim Head of Law and Governance
Title of Report: Council and Committee programme May 2017 to May 2019

Summary and recommendations	
Purpose of report:	This report sets out a programme of Council, Committee and other meetings for the 2017/18 council year (May 2017 to May 2018 inclusive) and for the 2018/19 council year (May 2018 to May 2019 inclusive)
Key decision:	No
Executive Board Member with responsibility for this area:	Councillor Price, Leader of the Council
Corporate Priority:	None
Policy Framework:	None
Recommendation(s): That Council resolves to:	
<ol style="list-style-type: none"> 1. approve the programme of Council, Committee and other meetings attached at Appendix 1 for the council year 2017/18; and 2. approve the programme of Council, Committee and other meetings attached at Appendix 1 for the council year 2018/19, subject to amendment at Council in December 2017; and 3. delegate the setting of dates for the Standards Committee, the Growth Board, and training and briefing sessions for members to the Interim Head of Law and Governance. 	

Appendices	
Appendix 1	Programme of Council and Committee meetings for the council years 2017/18 and 2018/19
Appendix 1a	Programme of meetings in calendar format
Appendix 1b	Programme of Scrutiny, City Executive Board and Council meetings in calendar format
Appendix 2	School holidays, public holidays and major religious festivals taken into account in preparing this calendar

Introduction and background

1. This report and appendices set out the proposed schedule of Council and Committee meetings for the municipal years May 2017 to May 2019.
2. Setting the programme for all main Council and Committee meetings in advance allows for good governance, efficient decision making and helps councillors and officers to plan their workloads.
3. This schedule may require alteration as the year progresses because of changing constraints and requirements for decision making. The Constitution contains provisions for cancelling meetings where there is no business and scheduling special meetings if required. Committees have the authority to set or amend their meeting schedules.
4. Last December Council asked officers to reconsider meetings scheduled:
 - During school holidays; and
 - During some religious festivals

These dates are avoided wherever possible as the principle used in timetabling is that Council business must happen but the broader needs of members should be taken in account. It is not possible to schedule all meetings to avoid holidays and festivals. For most committees members are able to get substitutes.

School Holidays

5. Council meetings are scheduled to fall outside school holidays and to avoid the party conferences in 2017. To accommodate this and the business of the Council, the July 2017 meeting is on a Thursday. The budget meeting is on the last possible date (just after the half-term week) but this then requires the Executive Board to meet in half term. Other regular meetings need to be scheduled in school holidays but none require the attendance of all members. Appendix 2 shows Oxfordshire's school holiday dates.

Religious festivals

6. There are 6 main faiths represented in the UK and they all have festivals and days of obligation. The main Christian festivals coincide with public holidays. Public meetings on Eid-al-Adha, Eid-al-Fitr, and Rosh Hashanah have been avoided. In addition Diwali has also been taken into account because this is known to be celebrated in Oxford. Appendix 2 shows these dates.

The Programme

7. Appendices 1 and 1a set out in different formats the programme for all main committee meetings. Appendix 1b shows the programme for City Executive Board, Scrutiny Committee, and Council meetings as these provide the framework for non-regulatory decision making.
8. Additional dates for the Executive Board and corresponding dates if the Scrutiny Committee wishes to pre-scrutinise decisions are scheduled in:
 - June 2018 for the Local Plan
 - August only for urgent decisions
9. The two area planning committees have scheduled monthly meetings.

10. An additional date to be used for either committee is available in case the business cannot be completed at one meeting, and the Planning Review Committee is scheduled to meet if required on that date. These dates may be used for other committee meetings or briefings if not required for their original purpose.
11. The three sub-committees dealing with regulatory licensing functions meet frequently but not regularly. The Licensing Act 2003 Hearings Sub-Committee has to meet within set timescales and dates for this sub-committee have been scheduled. Meetings of the Hackney Carriage and Private Hire Sub-Committee have been scheduled. Officers can cancel or convene sub-committee meetings on these dates or on alternative dates as required by the caseload.
12. The default start time for all meetings is 6.00pm with the exception of Council and City Executive Board meetings which are 5.00pm. Committees are able to vary this time and in 2016/17 year some have. These agreed start times are reflected in the schedule in Appendix 1 and will be carried over, subject to confirmation at the first meeting of the 2017/18. Any committees wishing to vary the start time beyond 6.00pm should consult the Committee and Member Services Manager.
13. Where known, dates for training and for briefing sessions are included to allow Councillors to plan ahead. Councillors are advised to note these dates in their diaries now.
14. Councillors will be asked to book compulsory training dates when these are scheduled. Advanced non-compulsory planning training will be scheduled on at least four of the dates reserved for the Planning Review Committee. These sessions are not open to the public. The compulsory and non-compulsory training programme will be published separately taking into account changes agreed by Council. Officers are consulting on the programme for member briefing sessions these dates will be reflected in the programme.
15. Dates have not been set for the Standards Committee as it meets infrequently. It is recommended that the Interim Head of Law and Governance is authorised to convene the Standards Committee as required.
16. The Scrutiny Committee will agree review groups for 2017/18 and these groups will set their own meeting dates. When the Scrutiny standing panels are agreed, they will set their meeting dates and these will be added to the programme.
17. A revised schedule will be put before Council if Council makes changes to the committee structure at its annual meeting.
18. The schedule for 2018/19 reproduces that for 2017/18 with minor variations to account for changes in festivals and holidays. This is provisional and will be confirmed at Council in December 2017.

Access to the Diary

These diary dates will be available on line via the internet and intranet. This on-line diary is the most effective way to view accurate public meeting dates. In addition the diary file can be downloaded into individual member's calendars but will not automatically update. Committee and Member Services Staff can help with the downloading of calendars. Weekly schedules will continue to be issued throughout the year.

Legal issues

19. None.

Financial Issues

20. None.

Report author	Jennifer Thompson
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Service area or department	Law and Governance
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Background Papers: None

Council and Committee meetings for the 2017-18 and 2018-19 municipal years

Meetings marked * held only if required because of urgent or extra business.

		MAY '17	JUN '17	JUL '17	AUG '17	SEP '17	OCT '17	NOV '17	DEC '17	JAN '18	FEB '18	MAR '18	APR '18
Formal Council and committee meetings													
Council	5.00 pm	15		20			2	27		29	19, 22*		23
City Executive Board	5.00 pm	11	15*, 20	18	15*	19	17	21	19	23	13	20	17
Scrutiny Committee	6.00 pm	2	6, 8*	4, 31*	none	7	9	7	5	15*	6	6	5
Audit and Governance Committee	6.00 pm		28				18			11		12	
East Area Planning Committee	6.00 pm	10	7	5	2	6	4	8	6	17	7	7	4
West Area Planning Committee	6.00 pm	9	13	11	1	12	10	14	12	16	21	13	10
Planning Review Committee	6.00 pm	24	14	12	3	13	11	15	13	18	28	14	11
Planning Overspill/ spare dates	6.00 pm	Same dates as Planning Review Committee: to be held if required. Four dates (shown below) will be used for non-compulsory training for planning committee members.											
Licensing and Gambling Acts Committee	5.00 pm	16				20				24			
General Purposes Licensing Committee	5.15 pm	16				20				24			
Hackney Carriages & Private Hire Licensing Sub-Committee	5.30pm	30	26		7	18	30		11	22		5	16
Licensing & Gambling Acts Casework Sub-Committee	5.00 pm	22	12	3, 24	14	4, 25	16	6, 28	18	8	5, 26	19	9, 30
Licensing and Registration Sub Committee	5.30 pm	To be arranged as required on the dates for Hackney Carriages and Private Hire Licensing Sub-Committee and Licensing & Gambling Acts Casework Sub-Committee											
Informal meetings not open to the public													
Parish Councils' Forum	6.00 pm			10				20				19	
Members only - Briefings, **Compulsory Training, -planning training (provisional)	5.30 pm	17**, 18**	14~, 19**, 21**			13~	11~			18~		14~	

Council and Committee meetings for the 2017-18 and 2018-19 municipal years

Meetings marked * held only if required because of urgent or extra business.

		MAY '18	JUN '18	JUL '18	AUG '18	SEP '18	OCT '18	NOV '18	DEC '18	JAN '19	FEB '19	MAR '19	APR '19	MAY '19
Formal Council and committee meetings														
Council	5.00 pm	15		23			1	26		28	18, 21*		29	13
City Executive Board	5.00 pm	22	19	17	14*	18	16	20	18	22	12	19	16	21
Scrutiny Committee	6.00 pm	17	5	3, 30*	none	6	8	6	4	14*	5	5	2	15
Audit and Governance Committee	6.00 pm		18				17			10		11		
East Area Planning Committee	6.00 pm	23	6	4	1	5	3	7	5	16	6	6	3	22
West Area Planning Committee	6.00 pm	21	12	10, 31	none	11	9	13	11	15	20	12	9	20
Planning Review Committee	6.00 pm	30	13	11	2	12	10	14	12	17	27	13	10	29
Planning Overspill/ spare dates	6.00 pm	Same dates as Planning Review Committee: to be held if required. Four dates (shown below) will be used for non-compulsory training for planning committee members.												
Licensing and Gambling Acts Committee	5.00 pm	16				19				23				8
General Purposes Licensing Committee	5.15 pm	16				19				23				8
Hackney Carriages & Private Hire Licensing Sub-Committee	5.30pm	30	25		6	17	29		10	21		4	15	28
Licensing & Gambling Acts Casework Sub-Committee	5.00 pm	29	11	2, 24	13	3, 25	15	5, 27	17	7	4, 25	18	8	29
Licensing and Registration Sub Committee	5.30 pm	To be arranged as required on the dates for Hackney Carriages and Private Hire Licensing Sub-Committee and Licensing & Gambling Acts Casework Sub-Committee												
Informal meetings not open to the public														
Parish Councils' Forum	6.00 pm			9				19				25		
Members only - Briefings, **Compulsory Training, -planning training (provisional)	5.30 pm	TBA**	TBA**			12~	10~			17~		13~		

2017-18 Municipal year - 2017
All meetings

MAY 2017				
Mo	Tu	We	Th	Fr
1	2 Scr	3	4 county election	5
8	9 WAP	10 EAP	11 CEB	12
15 Annual Council	16 LAC/GPL	17 Train	18 Train	19
22 Sub	23	24 PRC or o/flow	25	26
29	30 HCPH			

JUNE 2017				
Mo	Tu	We	Th	Fr
			1	2
5	6 Scr	7 EAP	8 **Scr	9
12 Sub	13 WAP	14 PRC	15 **CEB	16
19 Train	20 CEB	21 Train	22	23
26 HCPH	27	28 AGC	29	30

** for local plan

JULY 2017				
Mo	Tu	We	Th	Fr
3 Sub	4 Scr	5 EAP	6	7
10 PCF	11 WAP	12 PRC	13	14
17	18 CEB	19	20 Council	21
24 Sub	25	26	27	28
31 *Scr				

AUGUST 2017				
Mo	Tu	We	Th	Fr
*Scr	1 WAP	2 EAP	3 PRC	4
7 HCPH	8	9	10	11
14 Sub	15 *CEB	16	17	18
21	22	23	24	25
28	29	30	31	

*provisional if required (scrutiny only if necessary for August CEB)

SEPTEMBER 2017				
Mo	Tu	We	Th	Fr
				1
4 Sub	5	6 EAP	7 Scr	8
11	12 WAP	13 PRC	14	15
18 HCPH	19 CEB	20 LAC/GPL	21	22
25 Sub	26	27	28	29

OCTOBER 2017				
Mo	Tu	We	Th	Fr
2 Council	3	4 EAP	5	6
9 Scr	10 WAP	11 PRC	12	13
16 Sub	17 CEB	18 AGC	19	20
23	24	25	26	27
30 HCPH	31			

NOVEMBER 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6 Sub	7 Scr	8 EAP	9	10
13	14 WAP	15 PRC	16	17
20 PCF	21 CEB	22	23	24
27 Council	28 Sub	29	30	

DECEMBER 2017				
Mo	Tu	We	Th	Fr
				1
4	5 Scr	6 EAP	7	8
11 HCPH	12 WAP	13 PRC	14	15
18 Sub	19 CEB	20	21	22
25	26	27	28	29

2017-18 Municipal year - 2018
All meetings

JANUARY 2018				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8 Sub	9	10	11 AGC	12
15 *Scr	16 WAP	17 EAP	18 PRC	19
22 HCPH	23 CEB	24 LAC/GPL	25	26
29 Council	30	31		

*provisional if necessary for January CEB

FEBRUARY 2018				
Mo	Tu	We	Th	Fr
			1	2
5 Sub	6 Scr	7 EAP	8	9
12	13 CEB	14	15	16
19 Budget Council	20	21 WAP	22 *Council	23
26 Sub	27	28 PRC		

*provisional if necessary

MARCH 2018				
Mo	Tu	We	Th	Fr
			1	2
5 HCPH	6 Scr	7 EAP	8	9
12 AGC	13 WAP	14 PRC	15	16
19 PCF	20 CEB	21	22	23
26	27	28	29	30

APRIL 2018				
Mo	Tu	We	Th	Fr
2	3	4 EAP	5 Scr	6
9 Sub	10 WAP	11 PRC	12	13
16 HCPH	17 CEB	18	19	20
23 Council	24	25	26	27
30 Sub				

MAY 2018				
Mo	Tu	We	Th	Fr
	1	2	3 - city election	4
7	8	9	10	11
14	15 Ann Council	16 LCA/GPL	17 Scr	18
21 WAP	22 CEB	23 EAP	24	25
28	29 Sub	30 PRC HCPH	31	

Key to Committees and dates

East Area Planning	EAP	Licensing Acts casework carriages & private hire sub	Sub	Council	Council	Bank Holiday/ election day
West Area Planning	WAP	LAC/GPC main cttee	HCPH	City Executive Board	CEB	Religious/ cultural day
Overspill	PRC	Member briefings/ training	LAC/GPL	Scrutiny	Scr	
Planning review	PRC		Brief Train	Audit and Governance	AGC	
Parish Council Forum	PCF					

2018-19 Municipal year - 2018
All meetings

June 2018				
Mo	Tu	We	Th	Fr
				1
4	5 Scr	6 EAP	7	8
11 Sub	12 WAP	13 PRC	14	15
18 AGC	19 CEB	20	21	22
25 HCPH	26	27	28	29

July 2018				
Mo	Tu	We	Th	Fr
2 Sub	3 Scr	4 EAP	5	6
9 PCF	10 WAP	11 PRC	12	13
16	17 CEB	18	19	20
23 Council	24 Sub	25	26	27
30 *Scr	31 WAP			

August 2018				
Mo	Tu	We	Th	Fr
	WAP	1 EAP	2 PRC	3
6 HCPH	7	8	9	10
13 Sub	14 *CEB	15	16	17
20	21	22	23	24
27	28	29	30	31

*provisional if required (scrutiny only if necessary for August CEB)

September 2018				
Mo	Tu	We	Th	Fr
3 Sub	4	5 EAP	6 Scr	7
10	11 WAP	12 PRC	13	14
17 HCPH	18 CEB	19 LAC/GPL	20	21
24	25 Sub	26	27	28

October 2018				
Mo	Tu	We	Th	Fr
1 Council	2	3 EAP	4	5
8 Scr	9 WAP	10 PRC	11	12
15 Sub	16 CEB	17 AGC	18	19
22	23	24	25	26
29 HCPH	30	31		

November 2018				
Mo	Tu	We	Th	Fr
			1	2
5 Sub	6 Scr	7 EAP	8	9
12	13 WAP	14 PRC	15	16
19 PCF	20 CEB	21	22	23
26 Council	27 Sub	28	29	30

December 2018				
Mo	Tu	We	Th	Fr
3	4 Scr	5 EAP	6	7
10 HCPH	11 WAP	12 PRC	13	14
17 Sub	18 CEB	19	20	21
24	25	26	27	28
31				

2018-19 Municipal year - 2019
All meetings

January 2019				
Mo	Tu	We	Th	Fr
	1	2	3	4
7 Sub	8	9	10 AGC	11
14 *Scr	15 WAP	16 EAP	17 PRC	18
21 HCPH	22 CEB	23 LAC/GPL	24	25
28 Council	29	30	31	

*provisional if necessary for January CEB

February 2019				
Mo	Tu	We	Th	Fr
				1
4 Sub	5 Scr	6 EAP	7	8
11	12 CEB	13	14	15
18 Budget Council	19	20 WAP	21 *Council	22
25 Sub	26	27 PRC	28	

*provisional if necessary

March 2019				
Mo	Tu	We	Th	Fr
				1
4 HCPH	5 Scr	6 EAP	7	8
11 AGC	12 WAP	13 PRC	14	15
18 Sub	19 CEB	20	21	22
25 PCF	26	27	28	29

April 2019				
Mo	Tu	We	Th	Fr
1	2 Scr	3 EAP	4	5
8 Sub	9 WAP	10 PRC	11	12
15 HCPH	16 CEB	17	18	19
22	23	24	25	26
29 Council	30			

May 2019				
Mo	Tu	We	Th	Fr
		1	2 - no election	3
6	7	8	9	10
13 Ann Council	14 LAC/GPL	15 Scr	16	17
20 WAP	21 CEB	22 EAP	23	24
27	28 HCPH	29 PRC Sub	30	31

Key to Committees and dates

East Area Planning	EAP	Licensing Acts casework carriages & private hire sub	Sub	Council	Council	Bank Holiday/ election day
West Area Planning	WAP	LAC/GPC main cttee	HCPH	City Executive Board	CEB	Religious/ cultural day
Overspill	PRC	member briefings	LAC/GPL	Scrutiny	Scr	
Planning review	PRC	training	Brief	Audit and Governance	AGC	
Parish Council Forum	PCF		Train			

2017-18 Municipal year - 2017
Executive, Scrutiny and Council

MAY 2017				
Mo	Tu	We	Th	Fr
1	2 Scr	3	4 county election	5
8	9	10	11 CEB	12
15 Annual Council	16	17	18	19
22	23	24	25	26
29	30			

JUNE 2017				
Mo	Tu	We	Th	Fr
			1	2
5	6 Scr	7	8 **Scr	9
12	13	14	15 **CEB	16
19	20 CEB	21	22	23
26	27	28 AGC	29	30

** for local plan

JULY 2017				
Mo	Tu	We	Th	Fr
3	4 Scr	5	6	7
10	11	12	13	14
17	18 CEB	19	20 Council	21
24	25	26	27	28
31 *Scr				

AUGUST 2017				
Mo	Tu	We	Th	Fr
*Scr	1	2	3	4
7	8	9	10	11
14	15 *CEB	16	17	18
21	22	23	24	25
28	29	30	31	

*provisional if required (scrutiny only if necessary for August CEB)

SEPTEMBER 2017				
Mo	Tu	We	Th	Fr
				1
4	5	6	7 Scr	8
11	12	13	14	15
18	19 CEB	20	21	22
25	26	27	28	29

OCTOBER 2017				
Mo	Tu	We	Th	Fr
2 Council	3	4	5	6
9 Scr	10	11	12	13
16	17 CEB	18 AGC	19	20
23	24	25	26	27
30	31			

NOVEMBER 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6	7 Scr	8	9	10
13	14	15	16	17
20	21 CEB	22	23	24
27 Council	28	29	30	

DECEMBER 2017				
Mo	Tu	We	Th	Fr
				1
4	5 Scr	6	7	8
11	12	13	14	15
18	19 CEB	20	21	22
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2017-18 Municipal year - 2018
Executive, Scrutiny and Council

JANUARY 2018				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11 AGC	12
15 Scr	16	17	18	19
22	23 CEB	24	25	26
29 Council	30	31		

FEBRUARY 2018				
Mo	Tu	We	Th	Fr
			1	2
5	6 Scr	7	8	9
12	13 CEB	14	15	16
19 Budget Council	20	21	22 *Council	23
26	27	28		

MARCH 2018				
Mo	Tu	We	Th	Fr
			1	2
5	6 Scr	7	8	9
12 AGC	13	14	15	16
19	20 CEB	21	22	23
26	27	28	29	30

APRIL 2018				
Mo	Tu	We	Th	Fr
2	3	4	5 Scr	6
9	10	11	12	13
16	17 CEB	18	19	20
23 Council	24	25	26	27
30				

MAY 2018				
Mo	Tu	We	Th	Fr
	1	2	3 - city election	4
7	8	9	10	11
14	15 Ann Council	16	17 Scr	18
21	22 CEB	23	24	25
28	29	30	31	

Key to Committees and dates

Council		Bank Holiday/ election day	
City Executive Board		Religious/ cultural day	
Scrutiny			
Audit and Governance			

**2018-19 Municipal year - 2018
Executive, Scrutiny and Council**

June 2018				
Mo	Tu	We	Th	Fr
				1
4	5 Scr	6	7	8
11	12	13	14	15
18 AGC	19 CEB	20	21	22
25	26	27	28	29

July 2018				
Mo	Tu	We	Th	Fr
2	3 Scr	4	5	6
9	10	11	12	13
16	17 CEB	18	19	20
23 Council	24	25	26	27
30 *Scr	31			

August 2018				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14 *CEB	15	16	17
20	21	22	23	24
27	28	29	30	31

*provisional if required (scrutiny only if necessary for August CEB)

September 2018				
Mo	Tu	We	Th	Fr
3	4	5	6 Scr	7
10	11	12	13	14
17	18 CEB	19	20	21
24	25	26	27	28

October 2018				
Mo	Tu	We	Th	Fr
1 Council	2	3	4	5
8 Scr	9	10	11	12
15	16 CEB	17 AGC	18	19
22	23	24	25	26
29	30	31		

November 2018				
Mo	Tu	We	Th	Fr
			1	2
5	6 Scr	7	8	9
12	13	14	15	16
19	20 CEB	21	22	23
26 Council	27	28	29	30

December 2018				
Mo	Tu	We	Th	Fr
3	4 Scr	5	6	7
10	11	12	13	14
17	18 CEB	19	20	21
24	25	26	27	28
31				

**2018-19 Municipal year - 2019
Executive, Scrutiny and Council**

January 2019				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10 AGC	11
14 Scr	15	16	17	18
21	22 CEB	23	24	25
28 Council	29	30	31	

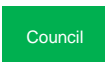
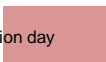

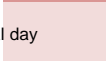


February 2019				
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March 2019				
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April 2019				
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15	16 CEB	17	18	19
22	23	24	25	26
29 Council	30			

May 2019				
Mo	Tu	We	Th	Fr
		1	2 - no election	3
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13 Ann Council	14	15 Scr	16	17
20	21 CEB	22	23	24
27	28	29	30	31

Key to Committees and dates

Council		Bank Holiday/ election day	
City Executive Board		Religious/ cultural day	
Scrutiny			
Audit and Governance			

2017-18 Municipal year - 2017

2017-18 Municipal year - 2018

MAY 2017				
Mo	Tu	We	Th	Fr
1	2	3	4 county election	5
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JUNE 2017				
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JANUARY 2018				
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FEBRUARY 2018				
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JULY 2017				
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AUGUST 2017				
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MARCH 2018				
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APRIL 2018				
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SEPTEMBER 2017				
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OCTOBER 2017				
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MAY 2018				
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NOVEMBER 2017				
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DECEMBER 2017				
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Bank Holiday/ election day

Religious/ cultural day

Day to avoid (school holidays etc)

English/ UK bank holidays

Eid -al-Fitr (Ramadan) 26/6/17, 15/6/18

Eid-al-Adha 2/9/17, 22/8/18

Rosh Hashanah (2 days) 21/9/17, 10/9/18,

Diwali 19/10/17, 7/11/18

Fridays, school holidays, and days generally unpopular for holding meetings

2018-19 Municipal year - 2018

2018-19 Municipal year - 2019

June 2018				
Mo	Tu	We	Th	Fr
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January 2019				
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February 2019				
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July 2018				
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August 2018				
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March 2019				
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25	26	27	28	29

April 2019				
Mo	Tu	We	Th	Fr
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

September 2018				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 2019				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November 2018				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Bank Holiday/ election day

Religious/ cultural day

Day to avoid (school holidays etc)

MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 13 October 2016

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COUNCILLORS PRESENT: Councillors Turner (Vice-Chair, in the Chair), Brown, Hollingsworth, Kennedy, Simm, Smith and Tanner.

OTHER MEMBERS PRESENT: Councillor Andrew Gant (Chair, Scrutiny Committee) and Councillor Craig Simmons (Chair, Scrutiny Finance Panel)

OFFICERS PRESENT: Peter Sloman (Chief Executive), Jackie Yates (Executive Director Organisational Development and Corporate Services), Lindsay Cane (Acting Head of Law and Governance), Nigel Kennedy (Head of Financial Services), Helen Bishop (Head of Business Improvement), Stuart Fitzsimmons (Parks and Open Spaces Manager) and Sarah Claridge (Committee Services Officer)

71. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Price and Cllr Sinclair.

72. DECLARATIONS OF INTEREST

There were no declarations of interest made.

73. ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC (15 MINUTES TOTAL)

None.

74. COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

None.

75. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES (10 MINUTES IN TOTAL)

Cllr Gant, (ward member for Summertown) spoke on the recent Oxford half-marathon and planning for the event in future years.

He said the event was a major inconvenience to a large number of residents who were unable to access services because of the road closures. He criticised the

timing of the consultation with ward councillors over the route as it didn't happen early enough.

He felt that charity runners should be prioritised over running clubs and queried the profit making of the company who runs the event.

Cllr Simm, Board member for Culture and Communities said the "Oxford half" is effectively a county event as it is the highways authority who has the power to close roads. She was well aware of the inconveniences to affected residents and had held two meetings with ward Councillors, County Councillors and officers to agree a suitable route. The first meeting had been very good and resulted in a number of changes to the route. She agreed the second meeting was held later than expected.

In terms of the finances, she could not comment on the contractual arrangements of the event organiser.

She said that events like this were a hard balance as it was a great opportunity to raise money despite the inconvenience to local residents.

She is meeting with organisers to review feedback and to mitigate issues as much as possible - this could involve looking at alternative routes. She will look at things more promptly next year but despite the advertising of the 2017 event no arrangements are confirmed. Hopefully next year more can be done to raise awareness and promote the event to local residents.

The Chief Executive said that it was a common misconception that the City Council regulates everything in the city, when in fact the County Council is responsible for street closures. He urged caution against encouraging the city council to become too involved in facilitating events as taking responsibility for them costs the council money.

76. ITEMS RAISED BY BOARD MEMBERS

None received

77. SCRUTINY COMMITTEE REPORTS

(a) Review of Tree Management Policy

Cllr Gant, Chair of the Scrutiny Committee presented the report and noted the Board's agreement to the recommendations.

Education Attainment

Cllr Gant said that the Scrutiny Committee had also reviewed the education attainment report and supported the actions in the report and would support a budgetary bid for further education work.

(b) The Implications of Brexit for Local Government

Cllr Simmons, Chair of the Finance Panel presented the report. He mentioned the concern around the Low Carbon Hub not meeting its targets because the threshold has increased due to the drop of the Pound against the Euro. If the target is not met then money will have to be returned to the EU.

The Head of Financial Services said he would be happy to continue to update Councillors on the effect of Brexit on Council finances.

He said that despite the increased target the annual report for the Oxfutures programme (which is run by the Low Carbon Hub) is better than expected and with the Sandford hydro scheme in development he is confident the programme would hit the EU target.

Cllr Tanner said that a meeting of Europeans living in Oxford was to be held in the town hall. It was for people who had expressed concerns about the Brexit vote and the implications the vote might have on European nationals in Oxford.

The Board approved the recommendations set out in the Scrutiny report (page 7 of the supplementary agenda).

78. COUNCIL TAX REDUCTION SCHEME

The Director of Organisational Development and Corporate Services submitted a report which made recommendations for the operation of the Council's Council Tax Reduction Scheme in 2017/18

Cllr Brown, Board member for Customer and Corporate Services presented the report. She said it was best to retain the current scheme as evidence suggested that councils that had set a minimum charge had often seen a drop in council tax collection rates.

Cllr Simmons said that the Finance Panel had reviewed the scheme and agreed with the recommendations.

The City Executive Board resolved to:

1. **Approve** the existing Council Tax Reduction scheme for the financial year 2017/18.

79. TREE MANAGEMENT POLICY

The Head of Direct Services submitted a report which detailed an updated Tree Management Policy.

Cllr Smith, Board member for Leisure, Sport and Parks presented the report. She explained the main changes to the policy were writing it in a friendlier manner, and outlining people's common law rights and the arbitration review process. She thanked the Park and Open Spaces Manager and the Tree team for all the work they had done.

The Chair thanked Cllr Smith for the work she had done.

Cllr Hollingsworth spoke on the Scrutiny Committee's recommendation on planting fruit trees in parks and the concern about wasps. Cllr Smith said that fruit trees would be planted away from footpaths and roads so they wouldn't be a hazard. Notices in parks would state that people could pick the fruit.

Cllr Hollingsworth said that the list of trees should say which trees should be pollarded and why eg for safety and environmental reasons.

Cllr Tanner asked if the total number of trees in the city had grown significantly. The Park and Open Spaces Manager said he was fairly certain the number of city owned trees had stayed the same over last 10 years. Cllr Tanner asked if the Planning officers could provide the number of trees in the city to CEB members.

Cllr Simmons said that every tree would be replaced in the policy. The amount of CO₂ absorbed by the different tree species could also be recorded on the tree list.

Recommendation: That the City Executive Board resolved to:

1. **Approve** the draft Tree Management Policy

80. CUSTOMER SERVICE EXCELLENCE

The Head of Business Improvement submitted a report detailing the corporate Customer Service Excellence (CSE) standard accreditation and explains how the Council plan to embed the standard further. To report the first quarter's performance against the corporate comments and complaints scheme.

Cllr Brown, Board member for Customer and Corporate Services updated the Board on the success of staff in achieving the CSE. Comments and Complaints and Compliments (CCCs) record council's performance and will be presented to the Board as part of the quarterly integrated report.

She encouraged Board members to look at their own areas of CCCs and to pursue any areas of concern.

The Head of Financial Services said that the Finance department regularly reviews all their CCCs and make changes as necessary.

Cllr Hollingsworth said that CCCs are a useful tool for executive oversight. In terms of the format of report he found qualitative analysis more helpful than just statistics.

The Chair asked how people's feedback was recorded and the figures complied especially if they are just comments.

The Director for Organisational Change and Corporate Services said table one picks up comments as well. The Council does try and categorise them correctly. Cllr Brown said that good organisations learn from CCCs - all are important. The Head of Business Improvement said that feedback is actively asked for by the contact service centre after each call. The Chair asked that the method of collecting the feedback (both actively and unsolicited) should be added as a footnote to table one in future reports.

Cllr Simmons said that how the information is used is most important.

The City Executive Board resolved to:

Note this report, and congratulates the City Council staff in achieving the Customer Service Excellence standard across the whole Council.

81. MINUTES

The following amendments were made to the minutes:

Item 60: Leisure Investment Options

Paragraph 3: Change "Oxford United Football Club" to "Oxford **City** Football Club" and the car park to be **nearby** not across the road.

Item 61 Community Centre Strategy 2016-2020

Paragraph 9: change "deliver social services" to "deliver **community** services"

Item 64 Pooled Budget Arrangements

Paragraph 12: change "in terms of lobbying" to "in terms of **lobbying**"

The Board resolved to APPROVE the amended minutes of the meeting held on 15 September 2016 as a true and accurate record.

The meeting started at 5.00 pm and ended at 5.55 pm

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Minutes of a meeting of the CITY EXECUTIVE BOARD on Thursday 17 November 2016

www.oxford.gov.uk



Committee members:

Councillor Price (Chair)

Councillor Turner (Vice-Chair, in the Chair)

Councillor Brown

Councillor Hollingsworth

Councillor Kennedy

Councillor Simm

Councillor Tanner

Officers:

Peter Sloman, Chief Executive

Helen Bishop, Head of Business Improvement

Mark Jaggard, Planning Policy Manager

Rebekah Knight, Planner

Neil Lawrence, Digital Development Manager

Martin John, Electoral Services Manager

Lindsay Cane, Acting Head of Law and Governance

Nigel Kennedy, Head of Financial Services

Sarah Claridge, Committee Services Officer

Also present:

Councillor Andrew Gant (Chair, Scrutiny Committee)

82. Apologies for Absence

Councillors Sinclair and Smith sent apologies. Apologies for lateness received from Cllrs Price, Brown and Hollingsworth.

83. Declarations of Interest

None received.

84. Addresses and Questions by Members of the Public

None received

85. Councillors Addresses on any item for decision on the Board's agenda

None received

86. Councillor Addresses on Neighbourhood Issues

None received

87. Scrutiny Committee Reports

a) Annual Monitoring Report (AMR) 2015/16

The Scrutiny report was considered alongside the substantive item minute 91 Annual Monitoring Report (AMR) 2015/16.

b) Digital Strategy

The Scrutiny report was considered alongside the substantive item minute 92 Digital Strategy.

88. Items raised by Board Members

None received

89. Parliamentary Boundary Review 2018

The Chief Executive submitted a report which asked the Board to consider the views of party groups and formulate a response to the Boundary Commission for England's proposals on parliamentary boundaries in Oxfordshire.

The Electoral Services Manager said the number of electors in the proposed boundaries do not accurately reflect the actual number of electors in Oxford as they are based on figures from 1 December 2015. On current numbers, Oxford East should lose a ward rather than gain two. All political groups had been consulted and their opinions were listed in Appendix 2.

Cllr Price asked whether the Boundary Review will revise its proposals using more up to date figures. The Electoral Services Manager said that the Boundary Commission had a legal requirement to make their recommendations based on the number of electors on 1 December 2015. The Electoral Commission had made a strong case to government not to use the figures from 1 December 2015 but the decision had been made.

The Electoral Services Manager said that the Boundary. Commission would hold a further 8 week consultation of proposals in late spring. This would be another opportunity for the Board to raise their views.

The City Executive Board resolved to:

1. **Agree** the Labour Group's response to the initial proposals of the Boundary Commission for England on parliamentary constituencies as they affect Oxfordshire and in drawing up that response to have regard to the comments made by party groups.

90. Community Infrastructure Levy – Neighbourhood Funds towards Pedestrianisation of Queens Street

The Head of Planning and Regulatory Services submitted a report to agree the expenditure of £500,000 to Oxfordshire County Council towards the costs of the pedestrianisation of Queen Street and to delegate to the Executive Director of Regeneration & Housing authority to enter into an agreement with Oxfordshire County Council for this sum.

The Planning Policy & Specialist Services Manager presented the report. He explained that the City's contribution would be up to £500,000 He said that since writing the report Oxfordshire County Council have analysed the results on their consultation on the measures needed to pedestrianise Queen Street. The County Council may choose to temporarily pedestrianise Queen street while other matters were resolved. He was of the view that if the County Council choose this option that the City Council should not contribute to the scheme.

Cllr Tanner said he agreed with the City Council contributing to the scheme on condition that complete pedestrianisation of Queen St goes ahead. He asked that recommendation 2 be amended to read "Delegate authority to the Executive Director of Regeneration & Housing in consultation with the Board Member for Planning and Regulatory Services."

The City Executive Board resolves to:

1. **Agree** to the expenditure of £500,000 of the CIL Neighbourhood Portion to be paid to Oxfordshire County Council towards the Queen Street pedestrianisation scheme
2. **Delegate authority to** the Executive Director of Regeneration & Housing in consultation with the Board Member for Planning and Regulatory Services the power to negotiate and enter into an agreement with Oxfordshire County Council to provide for:
 - I. The approval of the scope and specification of works and detailed designs having regard to the views of the then members of the West Area Planning Committee and the Oxford Design Review Panel (and to agree amendments and a programme for implementation),
 - II. Independent audit of the costs and valuation of works.
 - III. Payment of up to £500,000 to Oxfordshire County Council in respect of the execution of the works
 - IV. Payment terms and conditions

- V. Incidental provisions including timing of works and the prior approval of publicity material including site boards and press releases and statements
3. **Confirmed** that the contributions may only be used towards the permanent scheme, not used for any of the temporary solution.

91. Annual Monitoring Report (AMR) 2015/16

Cllr Hollingsworth arrived at the meeting.

The Head of Planning and Regulatory submitted a report which detailed the Annual Monitoring Report for approval.

The Planning Policy & Specialist Services Manager presented the report. He explained that the report was produced every year and showed which planning policies are working well and which may need a review. This report would help inform the policies in the new Oxford Local Plan 2036.

Highlights of the monitoring report are:

- Overall housing numbers are looking good, with 383 homes completed. In the 10 years since the start of the Core Strategy 3,843 homes have been built, which is 157 less than the target, which is very good especially considering the recession in the middle of the period. We expect a spike in the next few years with new developments such as Barton Park Littlemore and Northern Gateway coming forward.
- Affordable housing numbers are looking good, with 164 homes completed, which includes 107 homes provided through the City Council's own house building programme
- In terms of students living outside of university provided accommodation. The University of Oxford is below the 3,000 student target but Oxford Brookes University is above it at 3,747. Representatives of Oxford Brookes University came to the Scrutiny Housing Panel last week and explained their position and have issued a strategy to resolve the issue.

Cllr Gant, Chair of the Scrutiny Committee presented the Scrutiny report. He said the Scrutiny Committee had discussed the matter of the number of student living outside provided accommodation and the range of options that officers and the universities were considering to reduce the number of students living outside of student accommodation in the city.

Cllr Hollingsworth, Board Member for Planning and Regulatory explained his draft responds to the Scrutiny recommendations. He felt that in light of his current traffic woes at getting to the meeting, that indicator 33 Traffic Growth at Inner and Outer Cordons was definitely worth retaining to inform the Council on where the pinch points in the city are.

The Planning Policy & Specialist Services Manager said that since the report was published, officers have calculated the city's housing land supply. Oxford has 6.3 years supply of housing sites which is above the national target of 5 years. It is proposed to add the relevant table into the Annual Monitoring Report when it is published.

Cllr Turner noted that the Council's affordable housing figures were in complete contrast to many other local authorities.

The City Executive Board resolved to:

1. **Approve** the Annual Monitoring Report 2015/16 for publication.
2. **Authorise** the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.
3. **Add** the Oxford Housing Land supply table to the Annual Monitoring Report before it is published.

Cllr Price arrived at the meeting

92. Digital Strategy

Cllr Price took the Chair

Cllr Turner left the meeting

Cllr Brown arrived at the meeting

The Head of Business Improvement presented the Digital Strategy report which sought approval for a Digital Strategy and its implementation. She said that since the re-development of the Council's website, 32% of customers now contact the council online.

Cllr Hollingsworth said that in regards to Scrutiny recommendation 3 – improving the use of the online planning service: The recommendation is included in the action plan of the Statement of Community Involvement 2015.

Cllr Price said it was never good to have actions listed as “ongoing” he asked that officers review the action plan and put a specific date next to the actions that were listed as “on-going”.

Cllr Price said the strategy did not clearly deal with the ways to encourage people who are not confident IT users to use online services. He felt this was what Scrutiny's recommendation 4 – Access to Council's Website in community centres was all about. Cllr Price recommended that recommendation 4 be agreed and that the Council's Communities' team explore what IT services could be provided in community centres.

Cllr Simm felt that recommendation 4 was not helpful as the community centre strategy had been agreed and there had been no mention during the consultation that IT access at community centres was desired. There was a distinction between the large community centre hub type and smaller centres managed by volunteers. She

recommended that the Board ask the Communities team to scope what IT services were already available in different communities. The Communities Team could report their findings to CEB if needed.

Cllr Hollingsworth said that the work should expand to include wherever there is a public assessable computer– not just community centres but shops and libraries.

Cllr Brown said online access is not just about our buildings, but whether people access online services in their homes.

The Chief Executive said the work needed to be a multi organisational study. It's not just about having access to a computer but being able to use and navigate online systems. Libraries provide computer training sessions and public computer. He suggested that the Council audit what is available in different communities and work out where the gaps are.

The City Executive Board resolved to

1. **Adopt** the Digital Strategy and associated action plan as set out at Appendices 1 and 2.
2. **Delegate authority** to the Head of Business Improvement in consultation with the Board Member for Customer and Corporate Services the annual review of the action plan
3. **Agree** to commission a scoping exercise to determine what publicly accessible computer services are available in different communities of the city; and work out where the gaps are.

93. Minutes

The Board resolved to APPROVE the minutes of the meeting held on 13 October 2016 as a true and accurate record.

The meeting started at 5.00 pm and ended at 5.45 pm

To: Council
Date: 5 December 2016
Report of: Regeneration, Economy and Partnerships
Title of Report: The Oxfordshire Local Enterprise Partnership

Summary and Recommendations

Purpose of report: To provide members with an update on the work of the Oxfordshire Local Enterprise Partnership including its changing role, recent strategic developments, and impact on funding attraction and delivery.

Report approved by:

Executive lead member: Councillor Bob Price

Policy Framework: The Corporate Plan

Recommendation:

1. That the report be noted.

The role and context relating to the Oxfordshire Local Enterprise Partnership

1. The Oxfordshire Local Enterprise Partnership (OxLEP) is a Limited Company responsible for facilitating the strategic development of the Oxfordshire economy and is now well established as a key strategic partnership promoting economic growth. Chief Executive of the Partnership, Nigel Tipple leads a team of direct staff and seconded employees, who work closely with a network of Economic Development Officers, business representatives, and staff within further and higher education.
2. Jeremy Long was appointed as Board Chair in March, and has a wide-ranging background leading and developing businesses. He is currently CEO for Europe of the Hong-Kong headquartered international railway and property group MTR Corporation. Mr Long has worked extensively with both Westminster and local authorities, most notably with the London Development Agency and London Skills Board. Councillor Bob Price, Leader of Oxford City Council is the City Council's representative on the OxLEP Board and Oxfordshire Skills Board. Richard Venables, Managing Partner of VSL Ltd, is representative of the Oxford City business community, nominated by the OSP. Phil Southall, Managing Director of

the Oxford Bus Company, and Penny Rinta-Suksi, Partner at Blake Morgan are also Oxford based members of the Board.

3. City Council Officers meet with LEP officers on a regular basis to ensure the partnership is representing the city's economic interests. There is also ongoing officer involvement and engagement with the LEP through the Council's Regeneration, Planning, Environmental Sustainability, and Welfare reform teams. Key LEP related partnerships that have involved officers include:
 - a. The Strategic Economic Plan Steering group
 - b. Local Growth Funds Steering Group
 - c. Oxfordshire Skills Board
 - d. Oxfordshire European Structural Investment Funds Committee
 - e. Joint Oxfordshire Business Support group
 - f. The LEP Chief Executive also attends the City Council Economic Growth Steering Group.

4. **Strategic Economic Plan (SEP):** Officers have been closely involved in shaping this plan, which was also reviewed by Scrutiny, and discussed at CEB and Council. The Vision for the county's economy that is set out in the SEP is that 'By 2030, Oxfordshire will be recognised as a vibrant, sustainable, inclusive, world leading economy, driven by innovation, enterprise and research excellence.' It focusses on the key themes of research, innovation and business growth by delivering and influencing across four programme areas, connectivity, enterprise, people and place.

5. **Areas of joint working**
 - a) Coordination of the Oxfordshire Devolution submission
 - b) Influencing Government on a range of strategic issues in conjunction with the City Council, e.g. the National Infrastructure Commission's work on the Oxford to Cambridge Growth Corridor and the emerging National Industrial Strategy
 - c) Securing and allocating Growth Deal and European Structural Investment Funds
 - d) Collaborating on the provision and resourcing of business support that meets local business needs.
 - e) Collaborating on foreign direct and inward investment attraction, and trade promotion activity with Invest in Oxfordshire (part of the LEP)
 - f) Working on a shared approach to business engagement, to retain and create jobs, including a programme of employer meetings and a range of business forum events
 - g) Skills Strategy development and partnership working to deliver Community Employment Plans related to major local investments
 - h) Conducting research where required, including an ongoing review of availability and demand for innovation and incubation spaces for business
 - i) Refreshing the Strategic Economic Plan (due for publication shortly) and its various sub-strategies.

6. **Funding:** A key role of the LEP is securing and distributing resources for delivery of the SEP through a variety of means:

- a. In 2014 Oxfordshire was awarded £55.5m through the City Deal, this programme that is now well established across Apprenticeships, business support, infrastructure and innovation centres, focusing on the Oxfordshire 'Knowledge Spine' of Bicester – Oxford – Science Vale. Much of the City Deal work will complete between March 2017 and 2018. Enhanced funding for apprenticeships ceases in 2017.
- b. OxLEP is also still delivering a €19.3m Implementation Plan that sets out the process for the delivery of the priorities it articulated in the [Oxfordshire European Structural Investment Fund \(ESIF\) Strategy](#). This particular programme is overseen by the Oxfordshire ESIF Committee.
- c. Furthermore, OxLEP, through the current [Strategic Economic Plan](#), negotiated a £208.5 million [Oxfordshire Growth Deal package](#) for a range of transport/connectivity, business support and other projects to be delivered in the period to 2019.
- d. Local Growth Fund 3 bids have been prepared to ensure a pipeline of investment ready strategic economic projects is in place. Oxford has several projects including the Station and Osney Mead Knowledge Park that have competitive funding submissions. At the time of writing, officers were seeking an indication of the likely allocation from Government.
- e. The primary capital funding that has come forward since the last LEP update report in February 2016 was for city centre road works to re-align bus routes and support greater pedestrianisation in the city centre at Queen's Street
- f. Capital funds secured from Government for Oxford and surrounds, where delivery is ongoing include:
 - i. Northern Gateway -£6M
 - ii. Oxpens - £3.5M
 - iii. £15.2m go towards two innovation centres based at Oxford University: the Begbroke Innovation Accelerator at Begbroke Science Park (Cherwell) and the Oxford BioEscalator at the University's Old Road Campus.
 - iv. £26M towards the Western Flood Relief Channel and £0.6m Flood containment at Northway.
 - v. Access to Headington - £8.2m.
 - vi. Centre for Applied Superconductivity - £4.5m
 - vii. Oxfordshire Centre for Technology and Innovation - £4.5m
 - viii. Science Transit (Oxon wide) £35m.

7. Impact: OxLEP monitors and reports its impact to the OxLEP Board through a quarterly Operating Plan. In general terms, the LEP's work is now characterised by strategy, influence, coordination and delivery of programmes that directly or indirectly enable job creation/safeguarding/attraction, new homes or improvement of the support and innovation environment for business. Taken together, the projects and programmes the LEP is involved in have the potential to directly or indirectly support c10,000 jobs, c6,000 construction jobs and accelerated housing completions related to new infrastructure, going some way towards enabling the overall projections for job and housing growth in the Strategic Economic Plan.

8. Partnership Function: The LEP makes a collective effort to work in partnership with business, local authorities, education and other stakeholders, in what is relatively a complex environment. City council officers are working to help ensure this partnership continues to function well in the city's interests, particularly important as the LEP's role and staff resourcing has grown in recent months.

Financial Implications

The City Council has not been required to make a direct budget contribution to the LEP, but there is a significant amount of resource in kind through member and staff time for attending meetings, coordination and communication of decisions, and matching existing staff costs of European Funded programmes related to business support. There are no additional financial implications as a direct result of this report

Legal Implications

There are no legal implications.

Name and contact details of author:-

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List of background papers:

Further information can be found on the web site link below.

<http://www.oxfordshirelep.org.uk/>

To:	Council
Date:	5 December 2016
Report of:	Chair of the Scrutiny Committee
Title of Report:	Scrutiny Briefing
Purpose of report:	To update Council on the activities of the scrutiny function

Appendices

Appendix 1 - Scrutiny work plan

Appendix 2 - Scrutiny recommendation tracker

Introduction

1. My last report to Council was an annual report for 2015/16 so I will use this opportunity to update members on the activities of the scrutiny function since my July report. I would like to thank all the Board Members and Council Officers who have attended our meetings to discuss an array of topics issues and decisions that affect the City and its residents. I would also like to thank my colleagues on the Committee for their contributions to a range of very interesting debates.

Work plan

2. We are progressing through our annual work plan and are on track to consider all of the various items we prioritised by the end of the year. The next couple of months will be particularly busy with the conclusion of the devolution review and the annual budget review.

Current Activity

The Scrutiny Committee

3. Scrutiny Committee meetings were held in September, October and November. The Committee considered reports on the following topics prioritised by Scrutiny Members. The numbers of recommendations submitted to the City Executive Board and those agreed (either in full or in part), are shown in brackets. A

number of these items did not result in recommendations to the Board but were nevertheless very useful in terms of providing information and assurance to Scrutiny Members and enabling us to hold the organisation to account:

- Educational Attainment (0 / 0)
- Air Quality (6 / TBC)
- Discretionary Housing Payments spend (0 / 0)
- Fusion Lifestyle's Service Plan – additional information (0 / 0)
- Inequality Panel – recommendation monitoring (0 / 0)
- Credit Union Services (1 / 1)
- Corporate performance for 2016/17 – Quarter 1 (0 / 0)

4. In addition, the Committee pre-scrutinised the following City Executive Board decisions:

- OxLEP Strategic Economic Plan Refresh (3 / 3)
- Review of Tree Management Policy (4 / 4)
- Annual Monitoring Report (AMR) 2015/16 (1 / 1)
- Digital Strategy (5 / 4)
- European Regional Development Fund (ERDF) Innovation Projects – Match Funding (0 / 0)

5. The Committee received very positive feedback from two professors who attended the educational attainment discussion and were very impressed by the workings of Scrutiny and its efficiency. They also said that councillors were clearly diligent and well informed for the interesting discussion that took place.

Housing Panel

6. The Housing Panel met in October and November and considered the following items. The university housing needs item was attended by representatives of the University of Oxford and Oxford Brookes University, as well as the Board Member and Council Officers. Both universities emphasised difficulties caused by the high cost of housing in Oxford and proposed changes to the Council's planning policies which will feed in to discussions on the local plan review:

- University housing needs (TBC)
- Houses in multiple occupations (HMOs) (0 / 0)
- Rent performance (0 / 0)
- Choice Based Lettings refusal reasons (0 / 0)
- Under-occupation in the Council's housing stock (0 / 0)
- Energy Strategy (0 / 0)
- Housing Performance 2016/17 – Quarter 1 (0 / 0)
- Housing Performance 2016/17 – Quarter 2 (0 / 0)

7. The Housing Panel will join the Finance Panel in January for consideration of the Housing Revenue Account business plan and other housing-related budgetary proposals.

Finance Panel

8. The Finance Panel last met in September and considered the following items:

- The implications of Brexit for local government (2 / 2)
- Council Tax support scheme (0 / 0)

- Treasury management annual report and performance 2015/16 (0 / 0)
9. The Brexit report provided to the Panel sets out the immediate impacts of the vote to leave the European Union and has been circulated to all members. The Panel identified some additional financial opportunities and risks that should be monitored and recommended a wider study of the impacts of Brexit on the Oxfordshire economy.

Devolution Review Group

10. The Devolution Review Group met in September and, after a discussion involving City and County Council Leaders and Chief Executives, decided the scope of a scrutiny review. The Committee agreed that the review should examine what governance structures could provide the strong, accountable governance to deliver a devolution deal while balancing cost savings and stable, high quality long-term service delivery.
11. A further four meetings have now taken place and members have had the opportunity to explore these issues in details with a range of other witnesses, including:
- The Chair of Oxfordshire Local Enterprise Partnership,
 - Consultants from Pricewaterhouse Coopers,
 - A consultant involved in devolution for Cambridgeshire and Peterborough,
 - Oxfordshire Clinical Commissioning Group,
 - The Leaders of the County and City councils,
 - The County Director,
 - Senior County Council officers for social care and children's services,
 - The Chief Executive and Assistant Chief Executive of the City Council,
 - The Council's Head of Planning and Regulatory.
12. The Review Group is now in the process of reflecting on all the evidence provided and formulating recommendations. These will focus on what an offer to Government for devolved powers should look like and what sort of governance structures would need to be in place to secure a deal and facilitate the best outcomes. Recommendations will draw on the evidence provided to the Review Group including lessons from devolution in Cambridgeshire and Peterborough.
13. The report will be considered at a special Scrutiny Committee meeting on 12 January 2017 and, if approved, submitting it to the City Executive Board on 19 January. This additional meeting will ensure that the report can be completed to a good standard and properly considered by Scrutiny Members and the City Executive Board, avoiding a clash with the budget.

Looking Ahead

14. The Committee meets in early December and late January. Expected items include a report on safeguarding language school students, which may inform a piece of review work in early 2017. The Committee will also be scrutinising decisions on the Commissioned Advice Strategy, Grants to Community and Voluntary Organisations and an update on the Corporate Plan. The Committee will also monitor the implementation of previous review group recommendations

on cycling and recycling rates – with a site visit to the Cowley Marsh depot planned for 29 November 2017.

15. The Finance Panel meets in December and then again as the Budget Review Group on four dates in early January. The Budget Review will involve a detailed line by line review and discussions with senior managers on the council's budget proposals for the next four years.

Councillor Andrew Gant – Chair of the Scrutiny Committee

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SCRUTINY WORK PLAN

December 2016 - June 2017

Published on: 23/11/16

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its inhabitants. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2016-17 council year and will be reviewed monthly by the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior council officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- *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?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to two standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership




Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Azad, Chapman, Coulter, Fry, Gant (Chair), Hayes, Henwood, Pegg, Simmons, Taylor, Tidball & Wilkinson
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (Chair), Pegg, Sanders, Thomas & Wade, Geno Humphrey (tenant co-optee)

Current and planned review groups

Topic	Scope	Nominated councillors
Budget review 2017/18	To review the Council's 2017/18 draft budget and medium term financial strategy	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Devolution plans for Oxfordshire	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Language schools	TBC	TBC

Indicative timings of 2016/17 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Devolution plans for Oxfordshire	Scoping		Evidence gathering		Reporting					
Budget review 2017/18		Scoping		Evidence gathering		Reporting				
Language schools (TBC)						Scoping		Evidence gathering		Reporting

	Scoping
	Evidence gathering
	Reporting

SCRUTINY COMMITTEE

6 DECEMBER 2016 - PROVISIONAL REPORTS

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Agenda item	Decision	Description	CEB Portfolio	Report Contact
Commissioned Advice Strategy 2018-2021	Yes	To propose a model for developing a new commissioned advice strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Safeguarding Language School Students	No	Update on safeguarding arrangements for foreign language students studying in Oxford.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Recommendation Monitoring - Cycling	No	To monitor progress and implementation following the recommendations of the Cycling Review Group.	Climate Change and Cleaner Greener Oxford	Sophie Hearn, Contracts Manager
Sustainable Energy Action Plan (SEAP) for Oxford	Yes	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.	Climate Change and Cleaner Greener Oxford	Mairi Brookes, OxFutures Programme Manager
Performance monitoring - quarter 2	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

12 JANUARY 2017 - PROVISIONAL REPORT

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Report of the Devolution Review Group	No	To consider the report of the Devolution Review Group.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

30 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Update on the Corporate Plan 2016-2020	Yes	To present an update report on the progress of the Corporate Plan 2016-2020.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Leisure Performance Update	No	To present an update following questions raised by the Committee.	Leisure, Parks and Sport	Ian Brooke, Head of Community Services
Grant Allocations to Community and Voluntary Orgs 2017/2018	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2017/2018.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer
Recommendation monitoring - Recycling rates	No	To receive an update on the monitoring of recycling rates and the impacts of the Blue Bin Recycling League following a site visit to the Waste Services Team.	A Clean and Green Oxford	Jeff Ridgley, waste Services Business Development & Fleet Manager

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28 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Performance Monitoring - quarter 3	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

27 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Assessing disabled impacts in planning	No	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Recommendation Monitoring - Guest Houses	No	To monitor progress and implementation following the recommendations of the Guest Houses Review Group.	Corporate Strategy and Economic Development	Richard Adams, Community Safety & Resilience Manager
Waterways Public Space Protection Order	Yes	The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the Oxford waterways.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Safeguarding Report 2017/18	Yes	An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader

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2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recommendation monitoring - Local economy	No	To monitor progress following the local economy review group.	Corporate Strategy and Economic Development	David Edwards, Executive Director City Regeneration and Housing
Fusion Lifestyle's 2017/18 Annual Service Plan	Yes	The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2017/18.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

JUNE 2017

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Local Plan Preferred Options	Yes	Progress of the review of the Local Plan	Planning and Regulatory Services	Sarah Harrison, Senior Planner

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Disabled Students' Allowance	No	To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Police and Crime Panel update	No	To receive an update on police and crime scrutiny activities by the Council's representative on Thames Valley Police and Crime Panel (PCP).	Community Safety	Andrew Brown, Scrutiny Officer
Workplace parking levies	No	To consider the pros and cons of the proposed introduction of workplace parking charges in Oxford.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Report of the Independent Commission on Health Inequalities	No	To receive an update on the work of Oxfordshire Health and Wellbeing Board by the Council's representative on the Board.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader

FINANCE PANEL

8 DECEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Performance: Annual Report and Performance 2016/17	Yes	This performance monitoring report on the Treasury Management Strategy: Annual Report and Performance 2016/17 is submitted twice a year.	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Feasibility study for the development of a site for a Transfer Station for Recycled Material	Yes	To present a feasibility study for the development of a site to operate a Council managed transfer station for City collected co-mingled recyclables, green waste, street arisings and engineering works spoil.	A Clean and Green Oxford	Geoff Corps, Cleaner Greener Services Manager, Fiona Piercy, Partnership & Regeneration Manager

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16 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Funding mechanisms for affordable housing	No	To consider alternative and innovative models for financing new affordable housing.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

Scrutiny Budget Review 2017/18 - recommendations	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
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1 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Budget Review 2017/18	No	Review of the Councils draft budget for 2017/18 and medium term financial strategy.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Capital Strategy 2017/18	Yes	To consider the Council's Capital Strategy for 2017/18.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Strategy 2017/18	Yes	Treasury Management Strategy for 2017/2018, including prudential indicators.	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Divestment	Yes	To consider an ethical policy on divestment.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

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29 MARCH 2017 - NO REPORTS CURRENTLY SCHEDULED

HOUSING PANEL

1 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property
Access to the private rented sector	No	To receive a briefing on Council support to people in receipt of Housing Benefit in accessing the private rented sector, including the rent guarantee scheme, Home Choice pilot and 'real lettings' property investments.	Housing	Dave Scholes, Housing Strategy & Needs Manager
Rough sleeping	No	To consider how the Council deals with people sleeping rough including those with no recourse to public funds.	Community Safety, Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer
Allocation of Homelessness Prevention Funds	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer

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26 APRIL 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing and Property
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager

Empty Property Strategy	No	To receive a briefing on the Council's approaches to dealing with empty properties in the City ahead of a refresh of the Council's Empty Property Strategy 2013-18.	Housing	Melanie Mutch, Empty Property Officer (Private Sector)
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing and Property

HOUSING PANEL - TO BE TAKEN DURING THE BUDGET REVIEW

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing Revenue Account Business Plan	Yes	To pre-scrutinise a decision on the Housing Revenue Account (HRA) business plan, which sets out projected income (from rents, service charges etc.) and expenditure on the Council's housing stock.	Finance, Asset Management and Public Health	Stephen Clarke, Head of Housing and Property
Oxford Housing Company Business Plan	Yes	To pre-scrutinise any decisions on funding the Housing Company for Oxford and monitor progress in the Company's first year of operation.	Housing	David Edwards, Executive Director City Regeneration and Housing

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HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Private Sector Licensing	Yes	To pre-scrutinise any decisions on the extension of licensing to non-HMO private rented sector.		
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

Scrutiny recommendation tracker 2016/17 – October 2016

Total recommendations:	63	
Agreed	45	72%
Agreed in part	7	11%
Not agreed	11	17%

17 NOVEMBER 2016 CITY EXECUTIVE BOARD

Planning Annual Monitoring Report (AMR)

Recommendation	Agreed?	Comment
1. That consideration is given to whether or not indicator 33: Traffic growth at inner and outer cordons should be included in future Annual Monitoring Reports, and that reasons are provided either way.	Y	Yes, as with all indicators in the AMR we will continue to review whether or not the data reported is useful. In this instance we believe that the inclusion of the inner and outer cordon point data is a useful and relevant piece of information for the Council to consider when it comes to its planning policies and when dealing with strategic planning issues that go beyond the city's boundaries as part of fulfilling our 'duty to co-operate'. For example, when evaluating sites to meet the City's unmet housing need, this data is highly relevant. The traffic data leads the City Council to a preference for sites on the edge of the city with ample public transport, walking and cycling provision over sites further away and without such provision, such as the recently proposed Chalgrove Airfield site.

Digital Strategy

Recommendation	Agreed?	Comment
1. That the Council consults with disability groups on improving the accessibility of online council services.	Y	The involvement of representative groups, alongside using national best practice for digital accessibility, will be used to action the commitment in the Strategy and Action Plan
2. That the Digital Strategy and Action Plan consider the needs of visitors to Oxford, in particular how the Council website could direct visitors to tourist providers.	Y	We will review the current provision on our website. Our mobile app already includes a 'find my nearest' function for visitors to Oxford.
3. That the Council prioritises improving the ease of use of online planning services, and includes this longer-term aim in the Action Plan.	In Part	Planning is one of the most popular services accessed by the public through our website. In common with a significant number of other local authorities we use a national leading software system to achieve this.

		<p>Some action has already taken place to discuss potential improvements with our software supplier. In addition, we are actively talking to other local authorities that may have developed their own interface to this software, that we could work with.</p> <p>It is suggested this recommendation is actioned instead as a separate feasibility project within the ICT work plan.</p>
4. That consideration is given to whether the Council's website could be more accessible from community centres.	Y	We agree that a scoping exercise be commissioned to determine what publicly accessible computer services are available in different communities of the city (including in community facilities and remote accessibility); and work out where the gaps are.
5. That consideration is given to whether the Digital Strategy could be combined with the Community Engagement Strategy in future.	N	<p>While there are undoubtedly enhancements to engagement that can arise from using digital channels, there are a wide range of successful methodologies that do not (and should not) use such channels. For example, our successful Rose Hill Community Centre project demonstrated the impact of face-to-face engagement to involve the public in our work.</p> <p>It is proposed that the two Strategies remain separate to ensure a focus on their intended areas is retained, but that both Strategies and Action Plans includes a commitment to using digital channels to improve and enhance citizen engagement.</p>

13 OCTOBER 2016 CITY EXECUTIVE BOARD

Tree Management Policy

Recommendation	Agreed?	Comment
<p>1: That the following amendments are made to the Policy:</p> <p>a) The phrase 'perceived to be causing medical issues' in the bullet points at the top of page 5 of the Policy is replaced with 'undocumented medical conditions'.</p> <p>b) Explanation is added that challenges under the arbitration and review process will be assessed against the Policy.</p> <p>c) The statement that 'every tree felled should be replaced' on</p>	Agreed	C. Each tree will be replaced however this may not be in the same location as the tree that was removed.

page 8 of the Policy is strengthened to say that 'every tree felled will be replaced'.		
2: That fruit trees are listed in the tree planting guide as an option for parks and that the policy mentions that people can help themselves to fruit from the fruit trees in Council parks.	Partially Agreed	We will add fruit trees to the Tree Planting list for Parks. The public will be able to take the fruit.
3: That the following are included in the Tree Planting Guide or the Customer Advice Guide, as appropriate: a) How the common trees meet the requirement of the policy. b) Which trees could be pollarded. c) Which trees are pollinators. d) A new section listing (fruit) trees that are suitable for parks. e) General advice to householders on what trees are appropriate for planting in gardens. f) Guidance on which trees are suitable for planting in future council sites.	Agreed	A. We will add the benefits of each tree in the Planting List i.e. native, flowering, fruiting, autumn colour or a particular benefit to pollination. B. We will provide a list in the Customer Advice Guide of the most common trees in Oxford that can be pollarded rather than listing all trees that can be pollarded. This list will not be exhaustive as the Tree Team may sometimes recommend pollarding other trees. C. As per point A. above we will include some additional information on the Planting List. D. Fruit trees will be added to the Tree Planting list for planting in suitable locations only i.e. Parks and not highways. E. We will add advice to the Customer Advice Guide F. We will add a statement requesting that the Council consults with the Tree Team in regards to new tree planting on Council owned Developments.
4: That the Tree Management Policy includes a clearer section at the start that highlights what the policy covers and what it does not cover, as well as signposting to where people can find additional information on trees from the City Council's Planning Department and Highways Authority.	Agreed	The introduction will be edited to make it clearer that this Policy is for the management of Council owned trees only. We will also add a signposting section to the Planning Department and the most common 3 rd parties i.e. County Council Highways.

The implications of Brexit

Recommendation	Agreed?	Comment
1: That the Council explores whether there are opportunities to increase its levels of borrowing at historically low interest rates in order to fund additional revenue generating schemes.	Y	Within the Councils approved Medium Term Financial Plan is around £23million of prudential borrowing to fund investment in Oxpens and our own investment property to generate and

		maintain income streams. Additionally the Council has £11 million invested with external property funds earning significantly more in investment interest than typical banks and building societies. We will continue to explore opportunities for investment but we also need to be careful not to over-expose the Council to risk.
2: That the Council looks to partner with local Universities or economic institutions to study the wider impacts of Brexit on the economy of Oxfordshire, either through locally commissioned research or through an Oxfordshire case-study in wider examination.	Y	We will work with other organisations such as those mentioned to understand potential impacts of Brexit for Oxfordshire. Indeed we have heard from DCLG that some insights into the local situation will be appreciated and we would like these to be considered as part of any future devolution deal.

15 SEPTEMBER 2016 CITY EXECUTIVE BOARD

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OxLEP Strategic Economic Plan

Recommendation	Agreed?	Comment
<p>That the City Executive Board agrees to relay the following feedback from the Scrutiny Committee to Oxfordshire Local Enterprise Partnership:</p> <p>1. The report sets a clear goal on page 19 to deliver sustainable growth in line with the Brundtland Commission definition. The SWOT analysis (p29) identifies the risk that, as it stands, this will not be achieved with regard to climate change targets - a key indicator of sustainable development. Nowhere are the conclusions of this aspect of the SWOT analysis addressed. The document should include details of how the climate change targets are to be met.</p> <p>2. The report and framework should make it clear</p>	Yes	The aspiration of the LEP should clearly be that the internationally agreed targets for carbon reduction should be achieved as an integral component of the growth pattern of the local economy.

that whilst the formal response from the business community was low this does not mean that views were not given and captured as part of this exercise. Businesses engaged through workshops and other informal channels with representatives of OxLEP	Yes	This matter was raised and extensively discussed at the most recent OxLEP Board meeting and will be captured in the final draft.
3. The poor connectivity of buses across the City is identified as a threat but not closed off. This position has been made worse by the reduction in subsidised bus services. The document should include actions and solutions in this area including better use of trips around the ring road and additional stops along established routes.	Yes	The contribution of high quality and priority bus services to the connectivity between the key residential and employment centres across the county has been recognised in the County Council's Transport Strategy and features strongly in the LEP's vision for the future development of the Oxford Science Transit Corridor.

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Credit Union Services

Recommendation	Agreed?	Comment
That the Council promotes OCU to its employees alongside other options and within a carefully framed context, on the basis that OCU pay a dividend to investors.	Yes	We will review the situation once OCU have agreed and made the dividend payment. We are happy to accept this recommendation at this point.

Equality and Diversity - Recommendation 15

Recommendation	Agreed?	Comment
That the Council ceases to be a Stonewall Diversity Champion and invests the fee currently paid to Stonewall (£2.5K) to better effect.	Yes	Agreed on the understanding that the saving should be redirected to other means of promoting equality and diversity.

14 JULY 2016 CITY EXECUTIVE BOARD

Report of the Equality and Diversity Review Group:

Recommendation	Agreed?	Comment
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<p>1. That the Council undertakes comprehensive accessibility audits of its employment practices, premises, public-facing information (for instance, on the website) and externally available application forms, at appropriate intervals. Consideration should be given to how frequently these audits should take place at each workplace premises and to the setting of maximum intervals between audits.</p>	N	<p>Accessibility audits were previously undertaken periodically on the Council's employment premises when we had a dedicated Equalities Officer. More typically now, officers in various service areas provide expertise (e.g. Building Control) when changes are being introduced. We also get external advice as accessibility issues arise e.g. what type of devices are needed for people with hearing difficulties to participate more effectively in meetings, use the phone, etc. There is also a dedicated budget to fund specific equipment designed to assist with accessibility. Oversight is provided by colleagues in Human Resources to ensure we keep abreast of accessibility developments. Given this approach a regular audit would require additional resourcing and cost and is unlikely to add further value</p>
<p>2. That the Council reviews recruitment branding to better target any vacancies at under-represented groups and young people, including utilising settings or channels that are less traditional to local government but more inclusive.</p>	In part	<p>All jobs are advertised using a range of media sources, including Job Centre Plus, Social Media and Job Boards. Increasingly we run recruitment events which prove to be a successful way of reaching out to the wider community. Dependant on the role traditional print media and community magazines have also been used, but use of these is dependent on publication dates and cost. We are doing more work with the Communication Team to look at how we can improve employer branding and our use of social media. Focus groups in the local community were used to help identify how we could become more attractive as an employer to under-represented groups.</p>
<p>3. That the Council continues to promote itself as an inclusive employer through outreach activities including continuing to hold open recruitment sessions in community settings, reaching out in schools through the Business in the Community partnership, and attending job fairs and community meetings.</p>	Y	<p>This work is already in place and continuing. We have just held a second recruitment roadshow this year and for the first time this was held in one of our Community Centres. We aim to continue to run these events, however there is a significant cost in time and money to organise, promote and run these events and there is no budget in place to support this. The organisation will also continue to attend local job fairs as appropriate. The successful mentoring programme with Cherwell School continues and we are currently exploring whether to open this out to more educational establishments.</p>
<p>4. That the Council investigates opportunities to advertise multiple vacancies in community settings at low cost, which could include making use of community newspaper social</p>	Y	<p>As stated above we advertise in community magazines but doing so depends on publication dates and costs. The infrequency of publication can be an issue. The HR Team will familiarise themselves</p>

media platforms, as well as community newspapers and, as long as those running them are willing, community centres.		with publications/dates/costs and work proactively with recruiting managers to make better use of this media. The HR Manager will also explore whether Community Centres would be willing to advertise our job vacancies on notice boards, etc.
5. That the Council makes use of its assets to promote itself as an inclusive employer, including Streetscene vehicles.	N	This is a good way of advertising but it is very expensive (e.g. advertising on a refuse lorry runs to several thousand pounds per campaign). With no budget for this unfortunately the approach is cost prohibitive.
6. That the Council reviews its Talent Management Framework and researches whether the inclusion of a more targeted talent management programme would appeal to under-represented groups, as well as what such a programme would include.	Y	This is a project that the OD team will be commencing in July 2016.
7. That the Council emphasises the value it attaches to the ability to speak a second language by including this skill in the desirable criteria for selected customer-facing job vacancies, such as Tenancy Management Officers and Customer Service Officers.	Y	The HR Manager will work with recruiting managers to recommend inclusion of a second language as a desirable criterion where appropriate.
8. That the Council undertakes a workforce skills audit with the purpose of identifying priority competencies and hidden talents that aren't currently being utilised but would benefit to the organisation, including the ability to speak a second language.	N	The Council has a good understanding of the skills of its workforce locally within services. However undertaking a large skills audit would be a significant piece of work; to determine what data needs collecting, actually collecting it and not least maintaining it. The benefits of doing such a large piece of work are unlikely to outweigh the cost when (for example) we already know who to call on for the ability to speak a second language when required.
9. That the Council considers the feasibility of having staff who are known to speak a second language 'on call' to communicate with customers who speak little or no English, and whether these staff could be rewarded with a small pay supplement.	N	It is better to have an independent translator in these situations. The language line is how we currently provide this service, however there may be more technical solutions which we could explore. We would not recommend using employees whose fluency/competency in speaking another language would be unknown.
10. That all Council employees are reminded of the Council's Fair Employment Statement and employment policies at least annually. These documents should also be prominent and easily accessible on the Council's Intranet.	Y	The HR and OD Team will be reviewing the intranet content that they hold this year to make policies more accessible. HR Matters (a monthly brief to all managers) is also be used to promote policies.
11. That all Council employees are at least annually made	Y	Every year each employee undertakes a self-assessment on how they

aware of their responsibility to challenge discriminatory language and behaviour in the workplace, wherever that may be, as matter of course.		position themselves against the Council's values and behaviours – one of which is about valuing diversity. This self-assessment forms the basis of a discussion with the manager and 3 development areas are agreed for the year based on the values. This gives an opportunity to discuss discriminatory language and behaviours.
12. That unconscious bias training is provided to the Council's most frequent recruiting managers and HR Business Partners. Ideally this would be followed up with annual refresher courses in order to maintain awareness and compliance with good practice.	Y	The OD Team will be designing a workshop around this in 16/17 and this can be offered to recruiting managers. The HR Team already provide recruitment training to managers and this includes information on unconscious bias.
13. That the Council identifies one or more Diversity Champions at senior levels who would help to embed equality in the workplace. These Diversity Champions could lead on communicating the importance of diversity and monitoring within the organisation and co-ordinate a calendar of activities in support of celebrations such as Black History Month, Pride, etc.	N	The OD Team have been trying to make diversity part of business as usual. Having Champions would also require additional resource to manage and coordinate. The OD Team could however work more closely with the culture team to promote events and activities.
14. That the Council identifies an elected member to oversee and externally represent the Council's equality and diversity work.	Y	This could be the responsibility of the portfolio holder that covers Equalities and Diversity, or other chosen elected member.
15. That the Council seeks to obtain better value from its status as a Stonewall Diversity Champion and, failing that, considers whether the small membership fee would be better invested in other means of tackling discrimination.	Referred back to Scrutiny	See September 2016 responses.
16. That the Council continues to ask employees to review and complete their personal details, including sensitive information such as their sexual orientation, on at least an annual basis, as well as continuing to target identified data gaps. Explanation should be provided as to why sensitive personal information is held by the organisation and the wider benefits of doing so.	In part	This is regularly promoted by the HR Team and employees are encouraged to review and update their details. In May 2016 managers were asked to remind staff about this matter. We will continue to promote this and will do more this year to focus on missing information. Some employees actively choose not to record this information.
17. That the Council sets targets for increasing disclosure rates to reduce data gaps for sexual orientation, disability and ethnicity over a fixed period of time (e.g. eighteen months).	N	Targets would not assist with reducing data gaps. Whilst the HR Team can continue to encourage and promote disclosure of this information, some people actively choose not to provide this information, which is their right to do so.

18. That the Council maintains a watching brief on good practice in workforce equalities monitoring and continues to keep its own monitoring arrangements under review, including how questions are asked and the language used as well as the continued inclusion of a 'prefer not to say' option.	Y	The Organisational Development & Learning Manager ensures the OD team keep up to date with this.
19. That consideration is given to whether the sensitive personal data of applicants and employees requested and held by the Council should be more inclusive of transgender people. For example, the Council should consider consulting with appropriate individuals and Trade Unions on adding an appropriately worded gender identity field to its monitoring forms, with the clear purpose of building equality and identifying discrimination.	In part	We will discuss with trade union colleagues and clarify best practice in this area.
20. That the Council adopts gender-neutral terms on forms as part of its ongoing work to be as inclusive as possible, for instance, giving consideration to adding the title Mx in addition to the more established gendered titles such as Mr, Mrs, Miss and Ms.	Y	Subject to the HR software being able to include the addition of the title Mx without significant costs then this option could be added. The requirement to record a title could also be made optional rather than mandatory, again depending on the ability to change the software.
21. That consideration is given to whether there is merit in phasing out the use of titles on Council forms and databases over the medium term.	N	We do not consider that we should take away the ability for people to use a title on a job application, although it could be made optional.

Apprentices:

Recommendation	Agreed?	Comment
1. That consideration is given to extending the eligibility criteria for apprenticeships beyond the OX1 to OX4 postcode areas but with a preference for appointing applicants with these postcodes.	Y	The eligibility criteria is important as it gives opportunities to candidates living in the city and needing support - this will still be a priority. However given the significant increase in the number of apprenticeships being recruited and to ensure a rich pool of candidates the extension of postcodes was trialled this year with success and this will form part of future campaigns.
2. That consideration is given to making apprenticeship opportunities available to applicants aged 20-24.	Y	This will allow the Council to better target NEETs and facilitate a route into work for early career changers and women entering work for the first time (where having and managing families might have interrupted school/ college studies and reduced career opportunities).

3. That a more co-ordinated approach is taken in schools to raise awareness of apprenticeship and work experience opportunities and promote them to pupils and their parents.	Y	The Business in the Community partnership work over the past two years has enabled the Council to work with schools to deliver apprenticeship workshops, talks for specific school year groups, career workshops and a city wide apprenticeship “Earn while you Learn” awareness raising event (attended by over 100 students who had declared an interest in apprenticeships). The next stage of a more co-ordinated approach will feature a series of parents evening workshops with a presentation on local labour market information put together by our economic development team. These colleagues will also be presenting at an “Educating the Educators” BiTC event on July 13 th geared at informing careers advisors and teachers with work experience/ careers responsibilities. The Council will further develop its work experience offering in consultation with schools during the summer and early Autumn
4. That a particular focus is put on encouraging Black and Minority Ethnic pupils to take up work experience placements and apprenticeships.	Y	Some of our BME former apprentices have successfully acted as ambassadors to promote their experience back in schools and various events. It’s encouraging that 20% of our recent apprenticeship cohort applicants are from BME backgrounds. We will continue this ambassador approach and work with schools to look for other ways to engage with young BME and other pupils as potential future apprentices. Work experience placements work well in tackling barriers to work, e.g. qualifications, job interviews, breaking down employer stereotypes, english as a second language or wider access to support including careers advice. We will do more with schools to ensure an appealing work experience programme is in place attracting a diverse range of candidates.
5. That the Council links in with social housing providers and higher education colleges in order to engage with hard to reach groups.	N	The Council has an agreement in place with Activate Learning; they promote and place our apprenticeship vacancies on the National Apprenticeship website and we signpost unsuccessful applicants to them for advice and guidance on alternative options.
6. That the Council considers what can be learnt from the	Y	Whilst the Council took the decision not to engage with the Change

Change 100 internship programme, including their advertising and social media campaigns.		100 programme on the basis it felt it didn't represent value for money, we will explore what we can learn from their advertising and media campaigns to better engage with disabled students. For this group and the wider cohort we can use social media more effectively to raise interest in work experience and apprenticeships.
7. That further consideration is given to defining and promoting the Council's brand and offer to prospective apprentices, including in terms of pay rates and career progression opportunities.	In part	<p>Wage rates are informed by the national apprenticeship picture, the local economy, the cost of living in Oxford and what is affordable in order to recruit the maximum number of apprenticeships. Our recent campaign was the most successful yet with over 170 applicants so the financial offer seems reasonable. Part of the strategy is to do more workforce planning so that the apprenticeship leads to a permanent job wherever possible. Our track record is good in achieving this but in hiring more apprentices we need to manage the succession planning more effectively.</p> <p>We have developed the apprentice webpages and uploaded a series of films where apprentices tell their stories (led by direct local market research into what applicants wanted) and believe that this has improved the profile of Council apprenticeships. However effective communication needs to 'speak' to potential applicants in the language they understand and through the right method so we will work with our internal communications and Youth Ambition teams to ensure we are making best use of tools such as social media and video to connect with the widest audience.</p>
8. That the Council seeks to influence Oxfordshire Skills Board to do more to promote apprenticeship opportunities.	N	This is already being done through the input of leading Councillors, BiTC and other local business forums and we would anticipate that this leadership role would continue.
9. That the Council keeps the details of the Enterprise Bill under review and makes appropriate plans to mitigate its impacts, including the Apprenticeship Levy and the apprenticeship start targets.	Y	We are planning how to manage the Apprenticeship Levy spend in order to maximise its impact including how we can provide accredited training internally as well as work with other providers. More details are emerging regarding apprenticeship start targets which at this stage is thought to mean 28 new apprenticeship starts each year. This would need some careful workforce planning giving the length of the apprenticeships e.g. 2 – 4 years and new cohorts potentially starting

		each year. We will report back to Members in the Autumn as more details emerge.
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Fusion Lifestyle's 2016/17 Service Plan:

Recommendation	Agreed?	Comment						
1. That the Council encourages and seeks to facilitate stronger user representation on the Leisure Partnership Board, including by varying meeting times if required.	Y	<p>Current stakeholder groups represented at Leisure Partnership Board include Younger and Older People, Public Health, Early Intervention and Customers. Fusion have been tasked to increase attendance by users.</p> <p>The meeting times have been set following a doodle poll with attendees, although we are very happy to check again and set the meeting at the time that will ensure the best attendance.</p>						
2. That the Council encourages the formation of user groups at the remaining Leisure Centres and considers how these user groups could link in with the Leisure Partnership Board, perhaps with each user group having a representative on the Board.	Y	Ferry Leisure Centre and Hinksey Outdoor Pool both have regular or seasonal user group meetings and we have from Fusion a 2016/17 timetable of dates and times for all facilities. Fusion are looking to encourage representation by customers.						
3. That the Council takes further steps to understand why the numbers of swimming visits have declined amongst some target groups and challenges Fusion Lifestyle to set a more ambitious target for increasing swimming visits by people over the age of 60 in 2016/17.	Y	<p>Nationally there is a picture of general decline in participation of swimming. Officers continue to work with the Amateur Swimming Society to understand the reason for this and some target groups in Oxford are bucking the trend being used a good practice examples. Swimming visits have increased by the following amounts since 2013/14:</p> <table border="0"> <tr> <td>Fusion Swim School</td> <td>156%</td> </tr> <tr> <td>Schools Swimming</td> <td>92%</td> </tr> <tr> <td>Casual Swims</td> <td>69%</td> </tr> </table> <p>We will continue to work to increase participation, with an increased focus on the over 60s.</p>	Fusion Swim School	156%	Schools Swimming	92%	Casual Swims	69%
Fusion Swim School	156%							
Schools Swimming	92%							
Casual Swims	69%							
4. That further consideration is given to the case for and expected impacts of a proposal to introduce reduced non-concessionary membership fees at less well used leisure	Y	Customer feedback and our experience tells us that we need to avoid overly complicating our price structures.						

centres.		<p>Fusion are though currently reviewing the membership offer within Oxford facilities, with 2017/18 fees and charges an agenda item at the July 2016 Leisure Partnership Board. This time line supports inclusion of any proposals in the Councils wider 2017/18 budget consultation process.</p> <p>It is important to bear in mind that all the centres are well used at peak times, and the greatest benefit to increase participation is to encourage more off peak usage which is detailed in the city's Leisure & Wellbeing Strategy 2016-2020</p> <p>Pleased to give this further consideration within the review of fees & charges to ensure we are continually looking to remain competitive.</p> <p>We do continually monitor prices to ensure they are competitive, inclusive and provide value for money.</p>
5. That benchmarking on performance, participation and price is undertaken with the wider market, including the private sector, not just with neighbouring local authorities.	Y	<p>Fees and charges and membership offer benchmarking is compared across other:</p> <ul style="list-style-type: none"> • Local districts • Fusion Lifestyle contracts • National comparators where they have similar centres (i.e. Exeter, Preston, Rushmoor, Runnymede) <p>Further benchmarking on performance, participation and price is undertaken as part of the UK quality award scheme for sport and leisure QUEST. As part of this process facilities engage with the partnership approach of an industry National Bench Marking Service, which provides critical data on the performance our leisure facilities such as access, finance, utilisation and satisfaction. This includes facilities run by council's, trusts and private operators.</p>
6. That further consideration is given to the idea of introducing gym-only membership options, perhaps on a limited trial basis.	Y	Please see our response to recommendation 4.
7. That consideration is given to the priority order of the five key strategic objectives for 2016/17.	N	As there are only five strategic objectives we do not feel they need to be ranked.

Recommendation	Agreed?	Comment
1. That consideration is given to how to quantify the social value achieved from the different grant programmes for community and voluntary organisations and to the inclusion of a measure of social value in future grant monitoring reports.	Y	This is an aspiration we are working towards, and I am also aware that there are many people working and volunteering in the community sector, and in particular in our community centres, who are keen for us to be able to quantify their work in their neighbourhoods. We do though need to be very mindful around how much time and resources is expended by our staff which could be spent actually working with and supporting community and voluntary groups.
2. That consideration is given to whether and how the Council could better integrate its grant programmes for community and voluntary organisations with related aspects of service delivery, with a view to focusing resources as effectively as possible.	Y	We will accept the second recommendation in principle, and identify examples of where we are already attempting this, for example, our financial inclusion work, and think about how this learning can be transferred to other policy areas.

Private Sector Housing Policy (Housing Panel):

Recommendation	Agreed?	Comment
1. That careful thought is given to future public consultations on private sector housing interventions and that members are specifically invited to comment on the range and style of any consultations.	Y	I welcome the useful discussion of alternative approaches to consultation that took place at the Scrutiny Panel, and which led to this recommendation. The next steps towards the introduction of a PRS licensing scheme will necessarily involve very widespread consultation with the landlord community and with tenants, as well as the general public. I will ensure, with the appropriate Board members, that a very thorough plan is drawn up in advance of the next stage in the process.

Lord Mayor's Deposit Guarantee Scheme (Housing Panel):

Recommendation	Agreed?	Comment
That after the pilot year a review of the enhanced offer including expenditure, the number of clients assisted and refusal reasons is reported to the City Executive Board.	Y	Agreed – this was the intention.

16 JUNE 2016 CITY EXECUTIVE BOARD

Oxford City Council Safeguarding Report 2015-16:

Recommendation	Agreed?	Comment
1. That anonymised case study examples of safeguarding referrals made by the Council are provided to elected members.	Y	This is part of the safeguarding training that is provided for Members.
2. That the Council continues to work positively and proactively through partnerships to raise awareness of potential safeguarding issues in the City and push for action to investigate and address these issues, including, for example, high levels of pupil absence at particular schools.	Y	The City Council is represented on the Oxfordshire Safeguarding Children's Board and the Oxfordshire Children's Trust where these issues are discussed. It also leads on the Community Safety Partnership which is another forum for these issues.
3. That the Council continues to request feedback from partner agencies following safeguarding referrals.	Y	The Council relies on data from the Multi Agency Safeguarding Hub and will continue to seek feedback from partner agencies on how referrals are progressing. However, the Council's role is not to investigate
4. That the Council makes representations to government through appropriate channels about the need for more rigorous safeguarding arrangements for language school students aged under 18 living in private sector accommodation.	In part	This can only happen once multi agency work has been done on language schools in Oxford. (see recommendation 5, below) If this work raises concerns that should be raised at a national level, representations to government should be made.
5. That potential safeguarding issues around language school students aged under 18 living in private sector accommodation should be considered and discussed with language schools, the police and other relevant partner agencies.	Y	This work is already underway.
6. That Safeguarding training provided to the Council's HMO and Private Sector Enforcement Teams should cover how to recognise and report potential safeguarding issues around language school students aged under 18 living in the private sector.	Y	The Council's HMO and Private Sector Enforcement Teams are trained in safeguarding both children and adults. The issues relating specifically to language school students including a case study can be added to the training that is in place.

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