

Agenda

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Council

Date: **Thursday 20 July 2017**

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 Jean Fooks
Deputy Lord Mayor	Councillor Christine Simm
Sheriff	Councillor Mohammed Altaf-Khan

Members

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

The quorum for this meeting is 12 members

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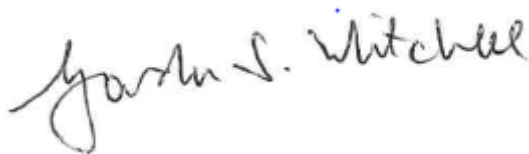
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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Thursday 20 July 2017 at 5.00 pm to transact the business set out below.



Proper Officer

AGENDA

	Pages
MINUTE'S SILENCE AND TRIBUTES	
To hear tributes and observe a minute's silence in memory of former Lord Mayor Bill Buckingham whose funeral was held on 10 July 2017.	
PART 1 - PUBLIC BUSINESS	
1 APOLOGIES FOR ABSENCE	
2 DECLARATIONS OF INTEREST	
3 MINUTES	17 - 36
Minutes of the ordinary meeting of Council held on 24 April 2017 and 15 May 2017. Council is asked to approve these minutes as a correct record.	
4 APPOINTMENT TO COMMITTEES	
No changes have been notified. Any 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 (who may with the permission of the Lord Mayor invite other councillors to make announcements)	
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 Rules 11.11, 11.12, and 11.13 relating to matters for decision in Part 1 of this agenda.

Request to speak accompanied by the full text of the address or question must be received by the Acting Head of Law and Governance by 5.00 pm on Friday 14 July 2017.

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 up to three minutes for each question.

CITY EXECUTIVE BOARD RECOMMENDATIONS

7 HEADINGTON NEIGHBOURHOOD PLAN

37 - 86

The Head of Planning, Sustainable Development and Regulatory Services submitted a report to the City Executive Board on 20 June 2017 presenting the Headington Neighbourhood Plan for adoption so that it can become part of the Oxford Development Plan.

The City Executive Board agreed the recommendations as set out in the report and in the minutes of the meeting attached later in this agenda.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, will move the recommendations.

Recommendation: The City Executive Board recommends Council to resolve to adopt the Headington Neighbourhood Plan as part of the Council's development plan for the Headington neighbourhood area.

8 QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q4

87 - 108

The Heads of Financial Services and Business Improvement submitted a report to the City Executive Board on 20 June which details the Council's finances, risk and performance at the end of the financial year 2016/17.

The City Executive Board agreed the recommendations as set out in the report and in the minutes of the meeting attached later in this agenda.

Only the relevant sections for Council decision are included in this agenda: complete papers can be found in the City Executive Board agenda.

Councillor Turner, Board Member for Finance and Asset Management will move the recommendations.

Recommendations: The City Executive Board recommends Council to resolve to:

- 1. establish General Fund budgetary provision of £745k in respect of the new bids shown in the report and Appendix D;**
- 2. establish an HRA budgetary provision of £300k in respect of the new bids shown in the report and Appendix D.**

9 DIRECT SERVICES TRADING COMPANY - PROGRESS REPORT

109 - 120

The Executive Director for Sustainable City submitted to the City Executive Board meeting on 18 July 2017 a progress report on the establishment of the Local Authority Trading Company. The full list of recommendations and documents are available on that agenda.

The decision of the City Executive Board will be reported at this meeting.

Councillor Turner, Board Member for Finance, Asset Management will move the recommendations.

Recommendations: Subject to the decision at the meeting on 18 July 2017, the City Executive Board recommends Council to resolve to:

agree to a further loan of a sum up to £200k to the LATCo companies, on State-Aid compliant terms, to enable the LATCo companies to fund their set up costs and to delegate to the Councils section 151 officer, in consultation with the Interim Chief Executive and Council Leader, authority to approve spending of this money on other related matters.

10 SAFEGUARDING REPORT 2017/18

121 - 140

The Assistant Chief Executive submitted a report to the City Executive Board on 20 June which reported on the progress made on the Oxford City Council's Safeguarding Action Plan 2016/17.

The City Executive Board agreed the recommendations as set out in the report and in the minutes of the meeting attached later in this agenda.

There are no decisions for Council.

Councillor Tidball, Board Member for Young People, Schools and and Public Health, and Councillor Hayes, Board Member for Community Safety, will present the report.

Recommendations: Council is asked to note the report.

OFFICER REPORTS

11 EXTENSION OF TERM FOR APPOINTMENTS OF INDEPENDENT PERSONS

141 - 142

The Acting Head of Law and Governance has submitted a report asking Council to authorise the Monitoring Officer to extend the terms of office of the council's independent persons for code of conduct matters for a further two years.

Councillor Price, the Leader of the Council will move the recommendations.

Recommendation: Council is recommended to authorise the Monitoring Officer to extend the terms of office of the Council's four Independent Persons for code of conduct matters for a further two years.

12 REMUNERATION OF A NON-STATUTORY DEPUTY LEADER

143 - 146

The Acting Head of Law and Governance has submitted a report asking Council to consider the proposal to create an additional (non-statutory) Deputy Leader post and to ask the Independent Remuneration Panel to consider the level of allowance that it should attract.

Councillor Price, the Leader of the Council will move the recommendations.

Recommendations: Council is recommended to:

- 1. note the Leader's proposal to appoint one of the City Executive Board members as an additional (non- statutory) Deputy Leader; and**
- 2. request the Acting Head of Law & Governance to form and convene a meeting of the Independent Remuneration Panel to consider the addition of a Special Responsibility Allowance in the Members' Allowance Scheme for a non-statutory Deputy Leader.**

QUESTIONS

13 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:

13a Minutes of City Executive Board meeting on 11 May 2017

147 - 152

13b Minutes of City Executive Board meeting on 15 June 2017

153 - 156

13c Minutes of City Executive Board meeting on 20 June 2017

157 - 164

14 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 13 July 2017.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

15 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, 11.12 and 11.13 and not related to matters for decision in Part 1 of this agenda.

Request to speak accompanied by the full text of the address or question must be received by the Acting Head of Law and Governance by 5.00 pm on Friday 14 July 2017.

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 up to three minutes for each question.

16 PETITION: KEEP FLORENCE PARK CHILDREN'S CENTRE OPEN-ACCESS AND COMMUNITY-OWNED

165 - 168

This item has a 15 minute time limit in total.

The head petitioner will speak to Council for a maximum of 5 minutes at the start of this item.

Council is asked to consider a petition meeting the criteria for debate under the Council's petitions scheme in line with the procedure for large petitions.

The full text of the petition is contained in the accompanying report of the Acting Head of Law and Governance.

The petition proposes:

We urge you, the City and County Council, to work together to keep Florence Park Children's Centre as a community asset and open to all. Florence Park Children's Centre is a much loved local resource for children and families in our beautiful local park. It is currently standing empty. We ask you to support the local initiative for The Oasis – a not-for-profit plan which includes a nature-orientated childcare nursery, healthy café and drop in space that is managed by local people. The vision is for 'A place where people can meet, work, eat, create, and play with nature in mind and wellbeing at heart'. This initiative will ensure that all profit from the Centre is ploughed back into the community.

This is the petition motion.

If a Councillor wishes to put a substantive motion/recommendation on a petition that differs from the proposal in the petition then they must submit this by 10.00am on the working day before the full Council meeting. These are then published in the Council briefing note. Any amendments to these must be submitted by 11.00am on the day of the meeting.

Council is recommended to:

- **hear the head petitioner for the petition;**
- **debate the proposal to the Council contained within the petition and any motions submitted by councillors; and**
- **decide the action it wishes to take.**

17 OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS

169 - 174

- a) On behalf of Councillor Tidball, the Assistant Chief Executive has submitted the Partnership Report on the Oxfordshire Children's Trust.

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

- b) 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:

2 October 2017	Environment and Waste Partnership
27 November 2017	Oxfordshire Partnerships Update report
29 January 2018	Oxfordshire Growth Board and Oxfordshire Local Economic Partnership
23 April 2018	Oxfordshire Health and Wellbeing Board

- c) As set out in procedure rule 11.15, Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, may give notice to the Head of Law and Governance by 1.00 pm on 18 July 2017 that they will present a written or oral report on the event or the significant decision and how it may influence future events. Written reports will be circulated with the briefing note.

18 SCRUTINY COMMITTEE UPDATE REPORT

175 - 196

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

19 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 10 July 2017 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 19 July 2017 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:

- a) Support a Fair Voting System**
- b) Tackling hate crime**
- c) Air quality in the city centre**
- d) Seacourt Park and Ride Extension**
- e) Oxford Cycling Safety**
- f) Fair employment: voluntary charter “Dying to Work”**

19a Support a Fair Voting System

Proposed by Councillor Brandt, seconded by Councillor Simmons

Green member motion

This Council believes that a parliament which more accurately reflects the views of the nation, enabling people to feel that their votes count, is more likely to develop an economic, social and environmental agenda that benefits Oxford’s residents.

Furthermore, Council recognises that a robust democracy must include a fair voting system and that nobody should be disenfranchised because of where they live.

Following the recent general election, this Council agrees that the 'First Past the Post' voting system:

1. has again failed to live up to its reputation to provide strong and stable government;
2. has again yielded a wildly disproportionate allocation of seats with, for example, the Democratic Unionist Party gaining 10 seats from 292,316 votes compared with 12 seats from 2.4 million votes for the Liberal Democrats;
3. has spectacularly failed to match votes to seats with 27,930 votes required to elect one MP from the Scottish National Party compared with 525,371 votes to elect one Green Party MP, thus rendering some people with more valuable votes than others.

This Council:

1. applauds the many groups and organisations campaigning for fair votes including the Electoral Reform Society, Make Votes Matter, the Labour Campaign for Electoral Reform [1] and Liberal Democrats for Electoral Reform.
2. notes that the Single Transferable Vote system is already used for local elections in Scotland and in both Northern Irish local elections and the Northern Ireland Assembly while proportional electoral systems are used to elect the devolved parliaments and

assemblies in Scotland, Wales and London.

This Council therefore:

- 1. calls for the introduction of a proportional voting system for local elections in England and Wales;**
- 2. calls on the Leader of the Council to send a copy of this motion to Oxford's two MPs as well as to the Leaders of all political parties represented in the UK Parliament.**

[1] The Labour Campaign for Elector Reform in 2017 published *The Many, Not the Few – Proportional Representation and Labour in the 21st Century*, which states 76% of Labour voters are committed to changing to PR and 5% are against.

19b Tackling hate crime

Proposed by Councillor Hayes

Labour member motion

We all have the right to be treated without discrimination. Council is gravely concerned with reports of a significant increase in racially motivated crimes in Oxford, and across the country, in the year since the referendum vote to leave the European Union. Regardless of how anyone voted in that referendum, all acts of hatred are unacceptable. Council takes pride in Oxford's diversity and community cohesion and condemns all acts of racism, xenophobia, and homophobia.

The overwhelming response of Oxford's citizens to these events has been to condemn them. Communities across Oxford have joined together to stress our common values of tolerance and unity.

This Council is committed to working with all our partners to challenge prejudice and intimidation, and will always take incidents of hate crime extremely seriously. We are also committed to ensuring that every person living and working in Oxford can feel that they are valued members of the community. Our city welcomes people from all over the world, in particular those EU nationals who are concerned about their rights and futures in the face of the British Government's drive to a hard Brexit.

Council notes with concern that the longest prison sentence that a court can give for homophobic, transphobic or disability common assault is six months. This prison sentence length is a quarter of the two-year maximum for race and faith common assault. Council regrets that some groups should be seen as more worthy of protection than others, and is concerned that a hierarchy of hate crime undermines may victim confidence in the law.

Council urges everybody to report hate crime to the police if they experience or witness it. Reporting hate crime when it happens will help to stop it happening to somebody else. Without knowing that hate crime has been taking place, the police and other bodies cannot help to keep our communities safe. Reporting hate crime helps the police and those bodies to have a clear picture of the level of hate crime in Oxford and make the right decisions to stop it happening again.

This Council asks the Leader of Oxford City Council:

- 1. to write to the Prime Minister with a request for an independent review of hate crime legislation, including measures to tackle online hatred and abuse.**
- 2. to invite the Police and Crime Commissioner for the Thames Valley region to personally update Oxford City councillors on the practical measures that are being taken to fight hate crime, including overcoming possible barriers to reporting hate crime.**
- 3. to also make this update available to the public.**

This Council asks the City Executive Board:

- 1. to work with local organisations to raise awareness of hate crime and how to report it, starting this year.**

19c Air quality in the city centre

Proposed by Councillor Wade

Liberal Democrat member motion

This Council notes:

- 1) the County's proposals for an experimental Queen Street pedestrianisation plan and associated transport improvements
- 2) the NICE guideline published 30 June 2017 on Air Pollution which makes, inter alia, the following recommendation: "when 'plan making' ... county, district and unitary authorities ... consider ...avoiding the creation of street and building configurations (such as deep street canyons) that encourage pollution to build up where people spend time."

This Council is concerned that this pedestrianisation project, on which 'Oxfordshire County Council is working closely with the Westgate Oxford Alliance', has not properly taken into account the effect on Air Quality in St Aldates, The High St and Cornmarket, of new bus routes, bus lay over bays and a changed taxi rank.

This Council is committed to improving Air Quality in Oxford and therefore calls upon the City Executive Board to ask officers:

- 1. to set up additional air quality monitoring stations in Queen Street, Cornmarket (south end) and The High Street (west end) to aid evaluation of environmental impact throughout the 'experimental' period**
- 2. to provide figures for air quality pollution in St Aldates and The High Street over the last 12 months for comparison purposes with results from existing and additional air quality monitoring stations over the next 18 months.**

19d Seacourt Park and Ride Extension

Proposed by Councillor Simmons, seconded by Councillor Thomas

Green member motion

Council notes the decision at the last budget to spend approximately £4m in extending Seacourt Park & Ride.

In line with our duty to consider social value, Council notes that the opportunity social costs of the £4m expenditure for the extension of the Seacourt Park & Ride has not yet been tested. Neither has the impact or need for the extension been assessed as part of a comprehensive transport demand study.

This Council therefore calls on the City Executive Board to withhold any further work on the proposed Seacourt extension until:

- a) **completing a transport demand study to determine the need and impact of the planned Seacourt P&R extension.**
- b) **assessing the relative social impacts of foregoing the Seacourt P&R extension and instead investing in affordable housing, green energy and community facilities.**

19e Oxford Cycling Safety

Proposed by Councillor Upton, seconded by Councillor Wolff

Labour member motion

Council notes with great sadness the death of cyclist Claudia Comberti on a road in our city earlier this year.

We recognise the huge benefits that increased cycling rates would have for our city, in terms of reduced pollution and congestion, increased levels of physical activity, and equality of access. To achieve this we need to make cycling safer.

Council notes with concern that, to date, Oxfordshire County Council has failed to access a single penny of funding to which it is entitled from the national cycling safety "Bikeability" fund.

Council supports the City's on-going commitment to encouraging cycling and promoting safety, and welcomes the recent initiative to declare itself a "Cycling City".

In the spirit of this commitment, we therefore call on:

1. **the Leader of the City Council to write to the Leader of the County Council to ask that the County Council applies for the maximum level of funding it is entitled to from the Bikeability fund, and commits to ensure a fair portion is spent in the city.**
2. **the City Executive Board to commit to facilitating this spending if necessary.**
3. **the Leader of the City Council to ask the County Council to send us their 10-year plan for improving the cycling infrastructure in Oxford to make it a safer place to bike for everyone.**

19f Fair employment: voluntary charter “Dying to Work”

Proposed by Councillor Wilkinson

Liberal Democrat member motion

This Council seeks to provide support and guidance to all its employees. In its Fair Employment Statement published in October 2016, the Rights and Responsibilities section makes it clear that:

“Every employee and potential employee has the right to be treated with dignity and respect and not to be discriminated against, victimised, bullied or harassed or to be treated less favourably than any other on any basis of any protected characteristic.”

It is acknowledged that unforeseen events can affect the lives of council workers, and that it is important that the Council does all that it can to maintain the dignity of staff who have been diagnosed with a terminal illness.

Council notes that the TUC’s Dying to Work campaign includes a voluntary charter for employers to sign which sets out an agreed way in which their employees will be supported, protected and guided through their employment, following a terminal diagnosis.

The charter states the following:

- *We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.*
- *Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that, safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.*
- *We will provide our employees with the security of work, peace of mind and the right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.*

Council notes that a significant number of other city councils have signed up to this charter including Birmingham, Leicester, Liverpool and Sheffield.

This Council supports the TUC’s Dying to Work campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.

Council therefore asks that Oxford City Council signs the Dying to Work voluntary charter to show its on-going commitment to supporting rights and responsibilities towards its staff and to bring back to Council any consequential changes to policy.

It further requests that the City Council informs Oxfordshire County Council and the other district councils in Oxfordshire of its actions so that they may consider whether to follow its example.

20 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 a meeting of the COUNCIL on Monday 24 April 2017



Committee members:

Councillor Altaf-Khan (Lord Mayor)	Councillor Humberstone (Deputy Lord Mayor)
Councillor Brown (Sheriff)	Councillor Cook
Councillor Anwar	Councillor Azad
Councillor Brandt	Councillor Chapman
Councillor Clarkson	Councillor Curran
Councillor Fooks	Councillor Fry
Councillor Gant	Councillor Goddard
Councillor Goff	Councillor Haines
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Iley-Williamson
Councillor Kennedy	Councillor Landell Mills
Councillor Lygo	Councillor Munkonge
Councillor Paule	Councillor Pegg
Councillor Pressel	Councillor Price
Councillor Rowley	Councillor Sanders
Councillor Simmons	Councillor Sinclair
Councillor Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Thomas	Councillor Tidball
Councillor Turner	Councillor Upton
Councillor Wade	Councillor Wilkinson
Councillor Wolff	

Apologies:

Councillor(s) Abbasi, Malik and Simm sent apologies

Minute's silence in memory of Councillor Van Coulter

Council stood for a minute's silence in memory of Councillor Van Coulter who had died suddenly on 13 March 2017.

90. Apologies for lateness

Councillors Fry and Tanner sent apologies for their late arrival.

Councillor Goddard apologised for leaving the meeting early.

91. Declarations of interest

There were no declarations of disclosable pecuniary interest.

Matters which may give rise to public perceptions of bias were drawn to Council's attention:

- Minute 102: Councillor Sanders informed Council that she was related to Jo Sanders, who was speaking about a secure dog area
- Minute 106c: Councillor Humberstone informed Council he was now a trustee of Trax which is a social enterprise.

92. Minutes

Council agreed to **approve** the minutes of 6 February 2017 and 20 February 2017 as a true and correct record of these meetings and that the Lord Mayor should sign these as such.

93. Appointment to Committees

At the meeting, Councillor Price proposed and Council agreed that Councillor Lygo be appointed to the vacancy on East Area Planning Committee for the remainder of the municipal year.

94. Announcements

The Lord Mayor announced:

- He had held the annual charity dinner on Saturday 23 April: an excellent evening attended by about 100 people.
- Highlights of his recent visit to Kashmir.

He noted that the Rt Hon Andrew Smith, MP was standing down and thanked him for his 30 years of service to his constituency as the Member of Parliament for Oxford East.

He thanked the Chief Executive for his help and support over his year as Lord Mayor.

There were no other announcements.

95. Public addresses and questions that relate to matters for decision at this meeting

There were no public speakers in this section.

96. Arrangements for the appointment of an Interim Chief Executive

As Chair of the Appointments Committee, Councillor Price proposed revised recommendations tabled at the meeting.

He explained that the Appointments Committee were interviewing candidates for the post of Interim Chief Executive. In order to allow a proper handover before the current Chief Executive left it was not considered practicable to wait until Full Council could be convened to confirm an appointment. Council must have an appointed Head of Paid Service as required in law.

Council resolved:

1. to delegate responsibility to and authorise the Appointments Committee to make an appointment to the position of Interim Chief Executive to replace Peter Sloman; and
2. that the Appointments Committee has authority to agree the start date and initial period of appointment and other terms of employment of the Interim Chief Executive as the committee considers reasonable; and
3. that the person appointed as Interim Chief Executive will, as set out in the Constitution, be designated as Head of Paid Service as required by the Local Government and Housing Act 1989, Section 4(1), from the first day of their formal employment in that role with Oxford City Council after the current Head of Paid Service ceases to be employed in the post of Chief Executive.

97. Constitution Review 2017

Council considered a report of the Acting Head of Law and Governance setting out proposed changes to the Council's Constitution.

Council resolved to approve, with immediate effect, the amendments to the Constitution outlined in the report and detailed in appendices 1 to 4:

Appendix 1 – Petitions Scheme

Appendix 2 – Contract Procedure Rules

Appendix 3 - Miscellaneous proposed changes

Appendix 4 – Annex to Whistleblowing Policy

98. Annual Pay Policy Statement 2017

Council considered a report of the Head of Business Improvement setting out the Annual Pay Policy Statement in accordance with legislative requirements.

Council resolved to approve the Annual Pay Policy Statement 2017 as attached at Appendix 1 to the covering report.

99. Regulation of Investigatory Powers Act 2000

Council considered a report of the Acting Head of Law and Governance.

Council resolved to note the Council's use of its powers under the Regulation of Investigative Powers Act 2000 (RIPA) for the period 1 April 2016 to 31 March 2017.

100. City Executive Board Minutes

a) Minutes of meeting Thursday 9 February 2017 of City Executive Board

Questions asked of the Board Members on these minutes and their responses are listed below.

- Minute 127

Councillor Gant asked what had happened with the proposal to tender to provide cleaning services for the new Westgate Centre.

Councillor Price undertook to provide a response.

- Minute 129 (a) - Councillor Simmons asked for an update on the recycling incentive scheme.

Councillor Price said there was funding for the scheme for 3 years, but it was being reviewed as it was not providing good value for money in its current form.

- Minute 129 (b) - Councillor Gant asked if there were there any responses from MPs or from Westminster to the request for a debate on safeguarding language schools students.

Councillor Sinclair said the request for a parliamentary debate would be resubmitted after the General Election. She would follow up or complete the other requests in the minutes.

- Minute 130 - Councillor Thomas asked about the relationship between the right to buy and Oxford City Housing Limited.

Councillor Rowley said he hoped the position would be clarified by the new DGLC team after the General Election.

- Minute 131 - Councillor Wade asked how long a delay would be caused by changing the current boundary of the North Oxford Victorian Suburb Conservation Area.

Councillor Hollingsworth said he would provide a response.

- Minute 133 (a) - Councillor Gant asked and Councillor Price agreed that partners in joint initiatives should receive appropriate credit and the oversight in the corporate plan should not be repeated.

b) Minutes of meeting Thursday 9 March 2017 of City Executive Board

Questions asked of the Board Members on these minutes and their responses are listed below.

- Minute 149 – Councillor Thomas asked whether this degree of power should be vested an interim post-holder.

Councillor Turner reassured councillors that while authority was vested in one officer, decisions would be taken more collectively.

- Minute 151 – Councillor Thomas asked if the scoping exercise for the proposed lottery would consider where the money would be coming from as well as what it would fund.

Councillor Price said the report would look at the source of income, and also the impact on other lotteries in the city to avoid competition and duplication.

c) Minutes of meeting Thursday 6 April 2017 of City Executive Board

Questions asked of the Board Members on these minutes and their responses are listed below.

- Minute 159 (d) – Councillor Fooks asked whether the City Council’s views on the workplace levy had changed given the County Council’s comments.

Councillor Hollingsworth said it had not.

101. Questions on Notice from Members of Council

35 written questions on notice were submitted. These, written responses, and 20 supplementary questions and responses are set out in the supplement to these minutes.

102. Public addresses and questions that do not relate to matters for decision at this Council meeting

Councillors Azad, Fry, and Tanner arrived and Councillor Goddard left before the start of this item.

Four speakers addressed Council and one speaker asked a question.

The full text of these speeches and question; responses from the Board Members in writing before the meeting; and summaries of verbal responses given at the meeting are in the supplement to these minutes.

1. Artwell addressed Council about the provision of football pitches in Barton.
2. Nigel Gibson addressed Council about meeting the needs of ordinary people (replacing health and fitness facilities in Cowley)
3. Joanna Sanders addressed Council asking for provision of a secure area for exercising dogs off-lead in East Oxford, preferably in Florence Park
4. Laura Coyle addressed Council about the petition on this agenda
5. Sarah Lasenby asked about the proposed salary of any interim Chief Executive and asked the Council to exercise restraint.

103. Petition - Help re-open Lucy Faithfull House Homeless accommodation

Council considered a petition meeting the criteria for debate under the Council's petitions scheme in line with the procedure for large petitions.

Council heard an address from Neo, the head petitioner. He spoke about the problems of the (by his estimate) nearly 130 homeless people in the city who needed a home and a safe place to go. Lucy Faithfull House would get people off the streets. Half of the people housed by the Iffley Open House project were in work but had no home - if they stayed on the streets they would lose their jobs. More and more people were forced out of their homes. He had seen at least 20 new people on the city streets coming here from across the county. These were massive failures by government. To solve the issues there needed to be collective responsibility: everyone needed to work together. There was a desperate need for the facilities Lucy Faithfull House could provide.

Council considered two motions submitted in response to the petition, circulated before the meeting.

Councillor Rowley proposed his motion, seconded by Councillor Turner.

Councillor Thomas proposed his motion, seconded by Councillor Gant.

After debate and on being put to the vote:

- Councillor Rowley's motion was declared carried
- Councillor Thomas' motion was declared lost.

Council resolved to approve the following motion in response to the petition, as proposed by Cllr Rowley:

Council notes the petition, and welcomes the support from the signatories for sustainable solutions to single-person homelessness in Oxford.

As elsewhere in the country, the rise in single-person homelessness is as a consequence of the government's attack on Social Security, its cuts in mental health provision, and its failure to increase the number of affordable and social homes over the last seven years in government.

In noting the petition, Council also observes that re-use of Lucy Faithfull House would not be a sensible proposition, because no need has been demonstrated. All of the LFH beds have been replaced by beds in Oxford with support provided, and existing homelessness provision is not over-occupied. Council also noted, in rejecting the Budget amendment referred to, that there is no way to make LFH sustainable beyond the lifetime of the Budget.

Council notes that its current approach to homelessness funding has allowed us to shield vital services affected by County Council cuts and maintain funding for services across the City.

Council also notes that it is untrue that "luxury" accommodation is intended to be built on the Lucy Faithfull House site. The site has potential to contribute to the Council's affordable housing strategy, although this will require an agreement with the leaseholder.

104. Outside Organisations/ Committee Chair report: Oxfordshire Strategic Partnership

Council had before it a report from the OSP Manager and Principal Economic Development Officer (submitted on behalf of Councillor Price) giving an update on the work of the Oxfordshire Local Strategic Partnership. Councillor Price said that a report on the future of the partnership would be presented to their September meeting.

Councillor Fooks asked for an update on the TEFL work. Councillor Price said that funding was channelled through refugee support groups such as Asylum Welcome.

Councillor Gant asked how the review of the Economic Narrative linked to Council policies and the Local Plan. Councillor Price said that the two would inform each other within the context and scope of each one.

Council noted the report.

105. Scrutiny Committee update report

Councillor Gant presented his report and paid tribute to Councillor Coulter's contributions to the work of the committee.

He reminded Councillors that they were welcome to suggest items for the committee's work plan and that should Council resolve to ask the committee to consider any matter, this would be added to the agenda of the 14 June meeting.

Council noted the Scrutiny Committee would next meet on 2 May then 12 and 14 June, and noted the report.

106. Motions on notice

Council had before it six motions on notice and amendments submitted in accordance with Council procedure rule 11.17 and published with the agenda and briefing note, and reached decisions as set out below.

Council adopted motions:

- a. Power to impose a tourist tax in Oxford.
- b. Making vacant buildings within Oxford available for the use as temporary homeless shelters.
- c. Supporting social enterprise.
- d. Joint working to address the needs of the boating community.

Two motions were not taken as the time for debate had elapsed:

- e. Opposing the Better Oxfordshire Proposals.
- f. Addressing concerns about short term lets via websites.

a) Power to impose a tourist tax in Oxford

This motion was debated before Minute 102 as there was sufficient time before the scheduled start of the public speaking item.

Councillor Wilkinson proposed her submitted motion, seconded by Councillor Goff.

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

Council resolved to agree the following motion:

Council notes that a number of local authorities are currently lobbying for the power to impose tourist bed taxes or “hotel levies”. These include Camden, Westminster, Bath, Birmingham, Brighton, Edinburgh and Cornwall.

Council also notes the recent support by the Mayor of London for the introduction of such a levy following the publication for the London Finance Commission by the GLA of Working Paper 83 entitled Options for a tourism levy for London. This report gives details of tourist taxes levied across the world in cities that have a high proportion of tourists.

Council recognizes that the British Hospitality Association is strongly opposed to any imposition of a bed tax, and that the VAT rates in the UK on hotel accommodation are much higher than in other EU countries.

Oxford is the seventh most visited city in the UK by international visitors and is the tourism gateway to the rest of Oxfordshire. The opening of the new Westgate retail offer is expected to generate increased visits to Oxford. Council welcomes tourism in Oxford as this brings many benefits to the City, however this does bring with it an extra demand for infrastructure and environmental improvements, and cost to the Council of increased workload in some departments, for example Streetscene and Parks.

Council notes that there are uncertainties ahead post-Brexit with respect to Oxford’s economy, and that it may be wise to join other authorities in lobbying for the power to introduce and retain a tourism levy.

Council therefore asks the Chief Executive and the Leader of the Council to work with other local authorities representing cities with high rates of tourism to lobby jointly for the devolution of the above power. It further requests that Council writes to Oxford’s two MPs to inform them of this Council’s motion and ask for their support.

b) Making vacant buildings within Oxford available for the use as temporary homeless shelters

Councillor Thomas proposed his submitted motion.

He said he would accept Councillor Rowley's submitted amendment provided Councillor Rowley agreed a further minor amendment (read out at the meeting as '*the Council requests the City Executive Board to commission a report from officer to be submitted to the Board no later than September 2017 on the process and procedures that could be used to make empty properties available for use as temporary homeless shelters*').

Councillor Rowley agreed to this change and Councillor Thomas then proposed his submitted motion as amended.

Councillor Simmons seconded the amended motion.

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

Council resolved to agree the following motion:

Recognising:

- the growing number of individuals sleeping on our streets;
- the dangers of sleeping rough;
- the significant number of long and short-term vacant buildings within the city;
- the potential to move on with their lives and off the street (into permanent accommodation and employment) that a period of stable and safe accommodation could offer many of those current sleeping rough;

The Council requests the City Executive Board to commission a report from officers to be submitted no later than September 2017 on the processes and procedures that could be used to make empty properties available for use as temporary homeless shelters.

c) Supporting Local Social Enterprise

Councillor Smith proposed her submitted motion, seconded by Councillor Hayes.

Councillor Gant proposed his submitted amendment, seconded by Councillor Wade.

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

After debate and on being put to the vote, the motion as originally proposed was declared carried.

Council resolved to agree the following motion:

Social enterprise is a business that trades for a social and/or environmental purpose. It will have a clear sense of its 'social mission': which means it will know what difference it is trying to make, who it aims to help, and how it plans to do it. It will

bring in most or all of its income through selling goods or services. And it will also have clear rules about what it does with its profits, reinvesting these to further the 'social mission'.

Since 2014 Oxfordshire has been designated a 'social enterprise place' by Social Enterprise UK: this designation recognises the variety of local social enterprises on our doorstep and makes it easier to stay informed about what local social enterprises have to offer.

As a council we already recognise that our procurement power is a mechanism for delivering and realising tangible benefits for local communities. Over 50% of the Council's spend is local to Oxfordshire with approximately 27% of this being paid to Small and Medium Enterprises. Social Value is also a key consideration when high value contracts are let.

This Council asks the City Executive Board:

to establish an officer group to identify any further actions to embed the Social Value Act and its principles across the council and encourage the use of local social enterprise suppliers; and to recommend to the Board Member any changes to the Procurement Strategy or rules to achieve this.

d) Joint working to address needs of the boating community

Councillor Wade proposed her submitted motion, accepting the submitted amendment proposed by Councillor Sinclair.

Councillor Landell Mills seconded the amended motion.

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

Council resolved to agree the following motion:

This Council welcomes the work done by the Board member and City Council officers in consulting with the boating community, riparian owners, the Canal and River Trust and others on the draft waterways PSPO. This Council notes that on 6 April the CEB approved the following recommendations which were supported by the Scrutiny Committee.

These were as follows:

1. Not to progress the proposal for a Public Spaces Protection Order for the generality of the waterways of Oxford;
2. Commission officers to develop localised solutions to public safety concerns for four identified priority areas;
3. Commission officers to further develop policy proposals that will address public safety and antisocial behaviour problems and improve public enjoyment of the city's waterways resources.

This Council will now continue to develop the solutions on the identified areas with local stakeholders and particularly welcomes the investment and

commitment to improving the city’s waterways. This Council now asks the Board member to request officers to continue working with the Canal and River Trust to explore a range of possible measures, which could, if practical, include the following:

- a) a sanitary facility on the Thames in Oxford - currently there is no disposal point for sewage between Abingdon and Eynsham (there is one on the canal at St Edward's but this is difficult to reach from the Thames). The disposal point could also include a waste disposal facility to save rubbish piling up.**
- b) a caretaker boater with a boat moored at a city site, to manage over-staying, inappropriate behaviour etc. The City Council would provide a free mooring in Oxford (worth perhaps £300 – £500 p.m.) with the boater performing caretaking duties in exchange, initially perhaps 12 hours p.w. This proposal would involve no cost to the Council beyond the use of a mooring.**

e) Motion on notice proposed by Councillor Simmons

This motion was not taken as the allowed time had elapsed.

f) Addressing concerns about short-term lets via websites

This motion was not taken as the allowed time had elapsed.

The meeting started at 6.00 pm and ended at 8.25 pm

Chair

Date: Monday 15 May 2017

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Minutes of a meeting of the COUNCIL on Monday 15 May 2017

www.oxford.gov.uk



Committee members:

Councillor Altaf-Khan (Lord Mayor for Minute 1, then Sheriff from Minute 3)

Councillor Humberstone (Deputy Lord Mayor until Minute 2)

Councillor Brown (Sheriff until Minute 3)

Councillor Abbasi

Councillor Azad

Councillor Chapman

Councillor Curran

Councillor Gant

Councillor Haines

Councillor Hollingsworth

Councillor Kennedy

Councillor Landell Mills

Councillor Lygo

Councillor Munkonge

Councillor Pegg

Councillor Price

Councillor Sanders

Councillor Sinclair

Councillor Tanner

Councillor Thomas

Councillor Turner

Councillor Wade

Councillor Fooks (Lord Mayor thereafter)

Councillor Simm (Deputy Lord Mayor thereafter)

Councillor Cook

Councillor Anwar

Councillor Brandt

Councillor Clarkson

Councillor Fry

Councillor Goddard

Councillor Hayes

Councillor Iley-Williamson

Councillor Ladbrooke

Councillor Lloyd-Shogbesan

Councillor Malik

Councillor Paule

Councillor Pressel

Councillor Rowley

Councillor Simmons

Councillor Smith

Councillor Taylor

Councillor Tidball

Councillor Upton

Councillor Wilkinson

Apologies:

Councillors Goff, Henwood, Tarver and Wolff sent apologies.

1. Election of Lord Mayor for the Council year 2017/18

Councillor Gant proposed and Councillor Price seconded, and there being no other nominations, Council resolved that Councillor Fooks be elected as Lord Mayor of Oxford for the Council Year 2017/18.

Councillor Fooks took the Chair from Councillor Altaf-Khan and subsequently signed the Declaration of Acceptance of Office.

2. Election of Deputy Lord Mayor for the Council year 2017/18

Councillor Price proposed and Councillor Malik seconded, and there being no other nominations, Council resolved that Councillor Simm be elected as Deputy Lord Mayor of Oxford for the Council Year 2017/18.

Councillor Simm subsequently signed the Declaration of Acceptance of Office.

3. Election of Sheriff for the Council year 2017/18

Councillor Wilkinson proposed and Councillor Simmons seconded, and there being no other nominations, Council resolved that Councillor Altaf Khan be elected as Sheriff of Oxford for the Council Year 2017/18.

Councillor Altaf Khan subsequently signed the Declaration of Acceptance of Office.

4. Declarations of interest

There were no declarations.

5. Announcements by the Lord Mayor

The Lord Mayor welcomed the newly elected councillor for Barton and Sandhills, Councillor Mark Ladbroke, to the Council.

She also welcomed Gordon Mitchell, Interim Chief Executive, to the Council.

6. Announcements by the Chief Executive

The Chief Executive made no announcements.

7. Report of the Leader of the Council

Councillor Price congratulated Councillor Fooks on her election as Lord Mayor.

He notified Council that:

- there were no changes to the Executive Scheme of delegation as set out in the Council's Constitution:
- Councillor Turner would continue as Deputy Leader
- City Executive Board portfolio holders for 2017/18 were:

Portfolio	Councillor
Corporate Strategy and Economic Development Council representative on: Oxford Strategic Partnership Oxfordshire Partnership Growth Board	Councillor Price (Leader)
Finance and Asset Management	Councillor Turner (Deputy Leader)
Customer and Corporate Services	Councillor Brown
Community Safety Council representative on: Oxfordshire Safer Communities Partnership Thames Valley Police and Crime Panel Safer Oxfordshire Partnership	Councillor Hayes
Planning and Regulatory Services	Councillor Hollingsworth
Housing	Councillor Rowley
Culture and Communities	
Leisure, Parks and Sport	Councillor Smith
Climate Change and Cleaner Greener Oxford Council representative on: Oxfordshire Environment Partnership Oxford Strategic Partnership	Councillor Tanner
Young People, Schools and Public Health Council representative on: Health & Well Being Board Health Improvement Board	Councillor Tidball

He informed Council that shareholder groups and arrangements for the Council's companies were:

Wholly owned companies

Oxford Direct Services Limited	City Executive Board
Oxford Housing Limited	City Executive Board

Jointly owned company

Oxford West End Development Limited (OXWED)	City Executive Board, with the representative on the Joint Shareholder Group to be the Leader of the Council or his appointee
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8. Appointment of Committees for the Council Year 2017/18

The Acting Head of Law and Governance submitted a report and supplementary paper which invited Council to appoint Committees for the Council Year 2017/18 and appoint councillors to these.

Council resolved to:

1. note the arrangements for determining Political Groups and achieving political balance within the Political Governance arrangements;
2. appoint the committees and other bodies as currently defined within the Council's Constitution and included in the table in the report;
3. agree the nominations to committees made by political groups as shown below;
4. appoint Councillor Pressel to the Joint Oxfordshire Health Overview and Scrutiny Committee;
5. agree that all members of Council will form the pool of members able to observe on appeals and some grievances; and
6. authorise the Head of Law and Governance to make any changes to the Constitution as a consequence of these decisions.

Committee membership

Committee	Labour Membership Councillors	Liberal Democrat Membership Councillors	Green Membership Councillors
Licensing and Gambling Acts Committee	Farida Anwar Mary Clarkson Colin Cook James Fry Chewe Munkonge Dee Sinclair Dan Iley-Williamson Nigel Chapman Mark Lygo	Liz Wade Tom Landell Mills Angie Goff	Ruthi Brandt

	Rae Humberstone Christine Simm		
Oxfordshire Health Overview and Scrutiny Committee	Susanna Pressel		
General Purposes and Licensing Committee	Mary Clarkson Colin Cook Chewe Munkonge Rae Humberstone Ben Lloyd-Shogbesan Farida Anwar Jamila Azad	Liz Wade Tom Landell Mills	Ruthi Brandt
Appointments Committee	Pat Kennedy Bob Price Gill Sanders Ed Turner	Andrew Gant	
Audit and Governance Committee	Sian Taylor James Fry Michele Paule Chewe Munkonge Mark Ladbrooke	Andrew Gant	Craig Simmons
Standards Committee	Louise Upton James Fry Susanna Pressel Gill Sanders Mike Rowley	Liz Wade	Dick Wolff
East Area Planning Committee	David Henwood Mary Clarkson Ben Lloyd-Shogbesan Nigel Chapman Sian Taylor Saj Malik John Tanner	Ruth Wilkinson	Dick Wolff

West Area Planning Committee	Colin Cook Alex Hollingsworth Bob Price Louise Upton Jennifer Pegg Jamila Azad Dan Illey-Williamson	Jean Fooks Tom Landell Mills	
Planning Review Committee	James Fry Pat Kennedy Ed Turner Farida Anwar Chewe Munkonge Dee Sinclair Michelle Paule	Mohammed Altaf-Khan	Ruthi Brandt
Scrutiny Committee	Steve Curran Jennifer Pegg James Fry Mark Lygo Mark Ladbrooke David Henwood Nigel Chapman Jamila Azad Ben Lloyd-Shogbesan	Andrew Gant Mohammed Altaf-Khan	David Thomas
Disciplinary Committee	James Fry Susanna Pressel Bob Price	Liz Wade	

9. Appointment of Head of Paid Service, Returning Officer and Electoral Registration Officer

Council considered the revised report of the Acting Head of Law and Governance recommending the appointment of officers to three statutory roles as required in the Constitution and by law. These roles were currently held by the Chief Executive and his resignation necessitated new appointments. Council noted that the Appointments Committee, in line with delegation from Council on 24 April, had agreed that Gordon Mitchell be appointed as the Interim Chief Executive.

Council resolved to:

1. **confirm the appointment** of Gordon Mitchell as the Council's Interim Chief Executive and as Head of Paid Service with effect from 15 May 2017; and
2. **appoint** Tim Sadler, Executive Director of Sustainable City, as the Council's Returning Officer and Electoral Registration Officer with effect from 15 May 2017.

10. Council scheme of delegation for 2017/18

Council resolved to agree the Council’s Scheme of Delegation as set out in Section 5 of the Council’s Constitution for the Council Year 2017/18.

The meeting started at 4.00 pm and ended at 4.10 pm

Chair

Date: Thursday 20 July 2017

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To: City Executive Board
Date: 20 June 2017
Report of: Head of Planning, Sustainable Development and Regulatory Services
Title of Report: Headington Neighbourhood Plan

Summary and recommendations	
Purpose of report:	To consider the Headington Neighbourhood Plan for adoption so that it can become part of the Oxford Development Plan
Key decision:	Yes
Executive Board Member:	Cllr Alex Hollingsworth, Board Member for Planning and Regulatory Services
Corporate Priority:	Strong and Active Communities; Meeting Housing Needs; A Vibrant and Sustainable Economy; A Clean and Green Oxford
Policy Framework:	None
Recommendations: That the City Executive Board resolves to:	
<ol style="list-style-type: none"> 1. Agree to 'make' the Headington Neighbourhood Plan; 2. Recommend Council to adopt the Headington Neighbourhood Plan as part of the Council's development plan for the Headington neighbourhood area. 	

Appendices	
Appendix 1	Headington Neighbourhood Plan 2017 – 2032
Appendix 2	Risk Register

Introduction and background

1. The Localism Act 2011 introduced new rights and powers to enable communities to get directly involved in planning for their areas. Neighbourhood planning allows interested communities to come together through a Neighbourhood Forum to produce a Neighbourhood Plan. Once a Neighbourhood Plan is adopted or 'made' it will become part of the statutory development plan, and therefore an important consideration when making decisions on planning applications.

2. Stages to date:

- The Headington Neighbourhood Area was designated by Oxford City Council on 23 April 2014.
- The Draft Headington Neighbourhood Plan 2017-2032 was submitted by the Headington Neighbourhood Forum on 13 June 2016
- The Submission Stage Consultation (Regulation 16) took place for 6 weeks between Friday 26 August 2016 and Friday 7 October 2016
- The Examination period began on the 7th October 2016 (via written representations)
- Examiners report was received on 4 January 2017. The Examiner was satisfied with the Plan subject to a number of recommended changes to policies in the plan and that the Plan should proceed to referendum.

The Referendum

3. On Thursday 4 May 2017, the referendum on the Headington Neighbourhood Plan took place. The question asked of residents within the Headington Neighbourhood Plan Area was:

Do you want Oxford City Council to use the neighbourhood plan for Headington to help it decide planning applications in the neighbourhood area?

Results were announced late on Thursday 4 May 2017 and were as follows:
Yes: 3,310; No: 543. (Turnout: 38%)

The City Council's responsibility following the referendum

4. As more than half of those voting in the referendum voted in favour of the Plan the Council has a duty to 'make' the plan. This is a legislative requirement (*Planning and Compulsory Purchase Act 2004 s38A (4a)*).
5. The City Council would not be under the duty to 'make' the Plan if they consider that the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998) (*Planning and Compulsory Purchase Act 2004 s38A(6)*). This is not considered to be the case and therefore the City Council is able to use its duty to 'make' the Plan.
6. Officers are pleased that the Neighbourhood Plan has been supported by the community and recognises the hard work undergone by the Neighbourhood Forum to get to this position.

Environmental Impact

7. A combined Strategic Environmental Assessment and Habitat Regulations Assessment Screening Statement was submitted as part of the supporting evidence to the examination. The conclusions of this statement consider that the Headington Neighbourhood Plan is unlikely to have significant environmental effects on the environment and is unlikely to impact on the Oxford Meadows SAC.

Financial Implications

8. Once the Headington Neighbourhood Plan is 'made' the neighbourhood portion of the Community Infrastructure Levy receipts generated locally that can be retained and spent locally increases from 15 to 25%.

Legal Issues

9. The Council has a statutory duty to support Neighbourhood Plans pursuant to Section 61G(5) of the Town and Country Planning Act 1990 as applied to Neighbourhood Plans by Section 38A of the Planning and Compulsory Purchase Act 2004, the Neighbourhood Planning (General) (Amendment) Regulations 2015 and the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations.
10. Timely decision taking is important particularly at the start and at the end of the process and certain decisions must be taken within prescribed time periods. These are set out in the Neighbourhood Planning (General) (Amendment) Regulations 2015 and the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016, which amend the Neighbourhood Planning (General) Regulations 2012. Importantly, Councils must now "make" a neighbourhood plan (which brings the plan into full legal force) within 8 weeks of a "yes vote at Referendum.
11. Once made a neighbourhood plan will become the development plan for the area concerned. For this reason the Council is to be asked to adopt the Neighbourhood Plan as part of the Oxford Development Plan

Level of risk

12. The Risk Register is attached at Appendix 2.

Equalities Impact

13. Consideration has been given to the public sector equality duty imposed by s149 of the Equalities Act 2010. Having paid due regard to the need to meet the objectives of that duty the view is taken that the duty is met.

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Background Papers: None

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**HEADINGTON
NEIGHBOURHOOD FORUM
(headingtonplan.org.uk)**

**NEIGHBOURHOOD PLAN
2017 – 2032**

FOR OXFORD CITY COUNCIL

DOCUMENT CONTROL SHEET

HNF Document Control Sheet	
Document Title	Headington Neighbourhood Forum – Final Neighbourhood Plan
Draft Number	v.12
Task Group and Authors	Project Manager
Date of Version	16. May 2017
Status	Final Version
Date of Public Issue	
File Type	PDF
File Name	HNF – Neighbourhood Plan Final

CONTENTS	Page No
Welcome to the Draft Headington Neighbourhood Plan	4
1. Introduction to the Neighbourhood Plan 2017-2032	5
2. The Headington Neighbourhood Forum	5
3. The Headington Neighbourhood Plan Area	7
4. Why Consult on a Neighbourhood Plan?	8
5. The Consultation Process	9
6. Why do we need a Neighbourhood Plan for Headington?	10
7. How the Plan was Prepared	10
8. The Plan Process	11
9. Headington Neighbourhood Plan - Vision and Objectives	12
10. Delivering the Vision – Headington 2032	14
11. Delivering the Plan	15
12. Headington Neighbourhood Plan Draft Policies	15
A. Green Spaces and Amenity	16
B. Business and Retail	22
C. Character and Identity	24
D. Education	28
E. Housing	29
F. Transport	31
G. The Future	35
 Annexes and Additional Information	
<i>Annex 1 - Headington Neighbourhood Forum and Plan Structure</i>	36
<i>Annex 2 – Headington Neighbourhood Plan Process</i>	37
<i>Appendix A – List of Green Spaces in Headington and Green Spaces Plan</i>	
<i>Appendix B – Template for Biodiversity Enhancement</i>	
<i>Appendix C – Viewpoint Map</i>	

Welcome to the Draft Headington Neighbourhood Plan

“What are the right things to do for Headington? Our quarter of Oxford is a busy place. It is home to thousands; a diverse community, many who've lived here all their lives but also a sizeable number who have moved here to retire, work or study. It is a place of work for thousands; in world-leading research institutes but also in a range of small and medium sized businesses. It is a place of education for thousands; the schools and universities in Headington are equipping people for life in the 21st century.

Because Headington is busy, many people have been concerned that the right balance hasn't always been struck. We think this is in part because the various strategies and plans of City and County don't focus on Headington or connect with those who live, work or study here. In proposing this plan, we are seeking to strike that balance - policies to make Headington a better place. We don't have a big single issue as a community; our work in preparing this plan has confirmed that. What we have is a range of issues. We have tried to tackle these in some depth, preparing policies in six areas, but they interlink. Some of our policies will impact on the way that planning of development happens, but many are designed to spark activities or to work with existing schemes.

The plan describes our processes, the ways that we have sought to find out what matters to people and to think about what we should do. What's clear is that none of this would have happened without the hard work of a range of people who've joined the Forum, thought about a policy area or helped on the steering committee. The process has been, and will continue to be, open to all those who want to help plan for the things that will make Headington a better place.”



Mike Ratcliffe – Headington Neighbourhood Forum Chair

1. Introduction to the Headington Neighbourhood Plan 2017 - 2032

Headington Neighbourhood Forum (HNF) is the designated body for developing a Neighbourhood Plan for Headington (the Plan). It was designated by Oxford City Council in September 2014.

The aim of HNF is to produce a Neighbourhood Plan for Headington which is intended to give the local community more of a say in the development of their local area.

The ability to create Neighbourhood Plans was created by the Localism Act 2011. They are used to decide the future of the places where people live and work, giving opportunities to:

- choose where people want new homes, shops and offices to be built;
- have a say on what new buildings should look like; and
- grant planning permission for the new buildings you want to see go ahead.

The Headington Neighbourhood Plan aims to provide this opportunity, and has been drafted to provide a framework for these opportunities from 2017, when it is hoped that it will be adopted by the Headington community, up to 2032.

Consulting on this Draft Plan is a statutory requirement of the neighbourhood planning process, and the consultation period must be open for at least 6 weeks. However, opportunities to make representations to HNF are open throughout the Plan preparation process.

2. The Headington Neighbourhood Forum

The Headington Neighbourhood Forum has been established as an organisation whose purpose is to promote the social, economic and environmental well-being of Headington.

The Forum's membership represents a full cross-section of the local community including those who live and work in Headington. The Forum has in excess of 100 members including elected members of Oxford City and Oxfordshire County Councils.

All local groups operating in the area and owners of land within the area, but not resident or working in the area, have been invited to be represented. Presentations have been made to representative groups including Headington Action, Headington Forward and Oxford Brookes Students Union. Open meetings of the Forum have been publicised online and in the local media and membership sought through these means.

The process of developing the Plan, and of approving the Plan through a referendum, lies with HNF. However, it is important that HNF acts as a conduit for the views and expectations of the

wider Headington Community. This includes those who live, work or study in Headington, or travel through Headington. HNF also has a responsibility to be mindful of the impacts of the Headington Neighbourhood Plan on the neighbouring parishes, city areas, and other neighbourhood forums.

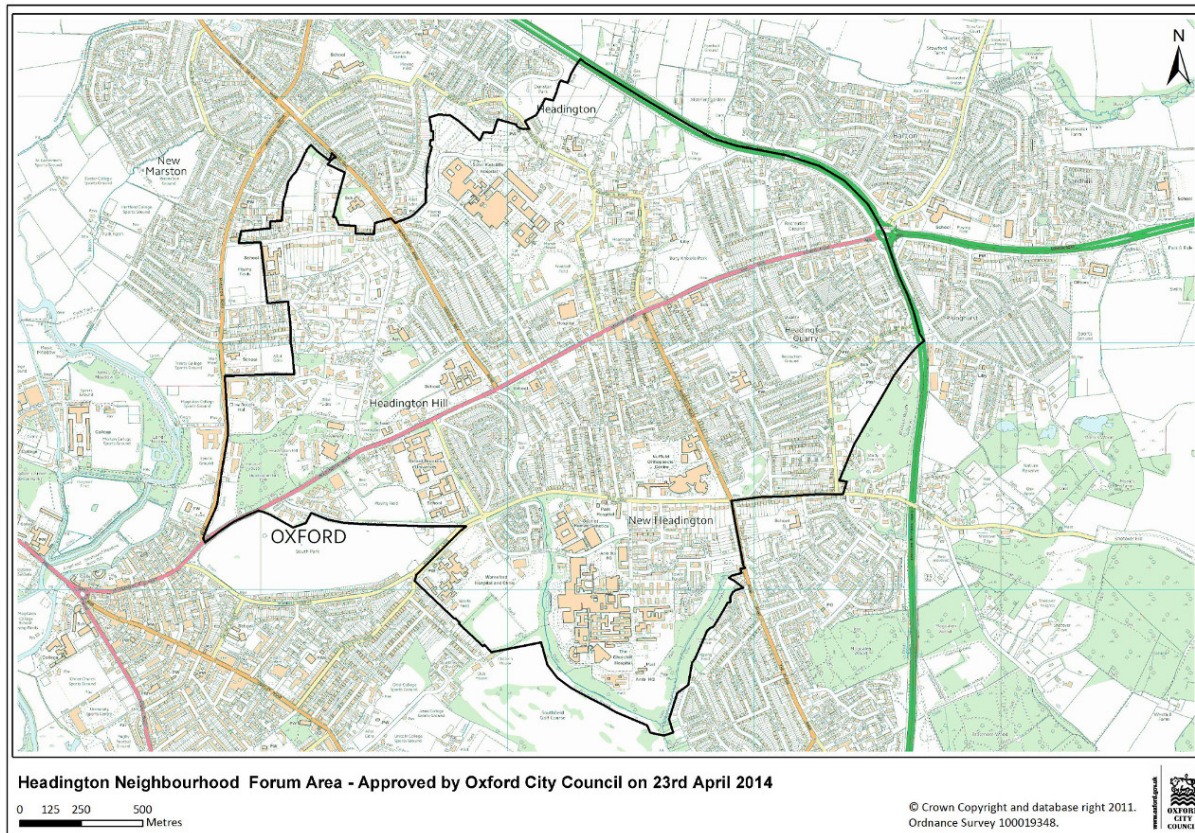
The Plan which HNF is producing is a spatial plan which has planning policies which affect how planning applications are determined, and community policies and projects which aim to help the community in Headington deliver the desired changes. Given that HNF is not the only statutory body responsible for spatial planning in Headington (Oxford City Council is the Local Planning Authority), the Plan must be in general conformity with Oxford City Council's strategic planning policies within its Local Plan.

It should be noted that this Plan should be read as a whole in relation to development proposals. This Plan does not provide a 'pick-and-mix' approach to development, but sets down a coherent framework of policies which, taken as a whole, seeks to deliver the Vision and Objectives of HNF.



3. The Headington Neighbourhood Plan Area

The map below indicates the area which is covered by the Plan. This area was designated as the Headington Neighbourhood Plan Area (HNPA) by Oxford City Council on the 23rd April 2014.



4. Why consult on a Neighbourhood Plan?

Neighbourhood plans allow local people to get the right type of development for their community, but the plans must still meet the needs of the wider area. This means that neighbourhood plans have to take into account the local council's assessment of housing and other development needs in the area.

However, it goes beyond traditional 'land-use' planning activity, which tends to focus on regulation and control of development. Neighbourhood planning allows greater scope for plan makers, acting with the community, relevant agencies and service providers to promote and manage change in an area.

As with all plan-making, the project requires leadership. Where Town and Parish Councils do not cover an area, the Localism Act (2011) has given that leadership role to Neighbourhood Forums. Neighbourhood Forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area.

This carries significant responsibility in terms of producing a plan that is representative of the community. The way in which the process is led and implemented will need to secure confidence from the community in the Headington area and those organisations and businesses that serve our needs. Confidence in the process and support for the outcomes will be more certain by starting this process in a demonstrably transparent way and continuing in that way through all stages of plan preparation. We will do this by:

- showing a willingness to openly encourage opinions and suggestions from all individuals and organisations within the community whether or not these present potentially conflicting, challenging or critical views of the Plan or the process;
- presenting a reasonable, realistic, evidence-based and cogently argued case to support the Plan at each stage of its preparation;
- making every effort to understand all views expressed from all individuals and groups and respond clearly on all matters raised in a timely manner; and
- demonstrating, in a form that is readily accessible and easily understood by the whole community, how the Plan reflects the views and opinions expressed during each stage of engagement and, where those views cannot legitimately be taken into account, explaining why that is the case.

5. The Consultation Process

The consultation phase of the project includes one informal and two formal legally required processes to **consult** the community, and an ongoing informal engagement and consultation process.

During the first informal process, which took place in September and October 2014, we produced a draft vision and aims of the Headington Neighbourhood Plan. We also identified, following on from the 'informing' process carried out through the policy groups, the issues and options in the HNPA. This document, the Issues and Options Consultation, which was delivered to around 6,500 households, helped us gather views about what should be included in the plan. Nearly 500 responses were received.

Following this consultation we have identified and evaluated all the available evidence in order to produce a Draft Headington Neighbourhood Plan. This Draft Plan was published for consultation on the 30th May 2015. The formal consultation period lasted for 6 weeks, and closed on the 16th July 2015. Over 200 submissions, many of them highly detailed, were received during this consultation period.

These additional comments and information provided by the community during this consultation has been used to finalise the Draft Plan. This has now been submitted to

Oxford City Council which is required to consult on it for a further 6 weeks. They will publicise the document, inviting comments on the content of the document.

Throughout this process, we will continue to informally **consult** the community using a range of appropriate techniques:

- **community profiling:** creating a shared picture with the community of the physical, human, social, economic and community characteristics, assets and issues found in an area.
- **organised discussion groups:** such as focus groups which allow small group discussions that give in-depth consideration to relevant local issues surrounding specific topics.
- **surveys:** such as resident opinion polls and questionnaire-based surveys where responses to questions about specific issues are gathered in writing. These can take the form of door-to-door or street interviews; postal questionnaires; web-based, electronic and social-media hosted surveys; and telephone interviews.

6. Why do we need a Neighbourhood Plan for Headington?

In the past all statutory spatial plans have been prepared by the local planning authority, Oxford City Council. These plans are collectively known in legal terms as ‘the Local Plan’ and will remain in place. These plans were prepared *in consultation with* the local community, however they did not necessarily reflect the ‘will’ of the community. The Headington Neighbourhood Plan is being prepared **by** the community, **for** the community.

Through the Localism Act we now have the opportunity to actually prepare the plan that shapes how the Headington area looks. We can say what type of development we wish to encourage, how much development should take place (subject to generally conforming with higher level strategic plans), where and when that development should take place, and what we want to see protected in the long term.

We can do this by establishing what the community says it most expects the area to look like over the coming years. We can then look to establish how relevant delivery organisations in the private, public, community and voluntary sector are able to meet those expectations.

Provided certain steps are taken during the preparation of the Headington Neighbourhood Plan, it will have a clear legal status and be used to make decisions on all planning matters coming forward in Headington and its adjoining areas (in relation to development proposals that may have a potential impact upon the Headington area and its community).

Given the range of issues that the Headington community faces, having a Neighbourhood Plan provides a fantastic opportunity to try to resolve them through the planning system. HNF will also use the Plan to work with a range of community stakeholders to deliver local solutions and projects for Headington.

7. How the Plan was Prepared

This Draft Plan has been prepared by local residents from Headington. These local residents have organised themselves into a series of Policy Working Groups (PWGs) which report back to a main Steering Committee (SC), which reports regularly back to the Forum (see Annex 1).

The Forum sets out the Vision for the Plan. The SC sets out the Objectives and Aims of the Plan. The PWGs set out the Policies and Action Plans for the Plan. There is also a Community Engagement Working Group.

Each of the six PWGs concentrates on a particular policy area. These are:

- Amenities and Green Spaces
- Business and Retail
- Character and Identity
- Education
- Housing
- Transport

Throughout the whole Plan development process, the achievement of sustainable development has been embedded within policy formulation. At the heart of our Plan is a presumption in favour of sustainable development, which should be seen as a golden thread running through both plan-making and decision-taking.

In December 2015, HNF requested a screening opinion regarding the need for the Plan to have a Strategic Environmental Assessment (SEA). On the 10th February 2016 Oxford City Council confirmed that a SEA was not necessary. However, following representations from our statutory consultees, HNF has decided to conduct an 'Assessment of Sustainability' which will be carried out during the period where Oxford City Council is consulting on the draft Plan.

8. The Plan Process

The process which neighbourhood plans need to follow is set down in statute by the Neighbourhood Planning Regulations (2012). These regulations specify a series of consultations and tests to ensure the validity and conformance of the neighbourhood plan. The process that HNF has followed in developing the Headington Neighbourhood Plan is set out in Annex 2.

As described above, HNF has held two formal consultations. HNF also has a duty to consult any consultation body whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan. Therefore, from December 7th 2015 to January 25th 2016 HNF formally consulted the full range of statutory consultees referred to in paragraph 1 of Schedule 1 of the Neighbourhood Planning Regulations (2012).

9. Headington Neighbourhood Plan - Vision and Objectives

HNF has developed a vision for the Plan:

“Headington Neighbourhood Plan celebrates the diversity and identity of Headington. Working with our partners and neighbours, we plan to balance the opportunities in Headington in order to provide a healthy, positive and vibrant environment for people to live, work and study in.”

The Steering Committee has developed three Objectives for the Plan:

“The Plan has three overarching objectives which guide policy making throughout the Neighbourhood Plan process. These are:

- ***Improving the quality of life for residents, workers and students.***
- ***Establishing and promoting an identity which embraces the diverse nature of Headington.***
- ***Fostering beneficial development.”***



HNF has considered each of the proposed Spatial Planning Policies set out in section 12 below against these objectives, and these are presented in Table 1 below.

Policy	Plan Objectives		
	Improve quality of life	Establish and promote identity	Foster beneficial development
GSP 1	X		X
GSP 2	X		X
GSP 3	X		
GSP 4	X	X	
GSP 5	X		
AMP 1	X		X
CIP1		X	X
CIP2	X	X	
CIP3		X	
CIP4		X	
CIP5		X	
EDP1	X		X
TRP1	X		
TRP2	X		
TRP3	X		
TRP4	X		
TRP5	X		

Table 1. Headington Neighbourhood Plan Policy Delivery against Objectives

10. Delivering the Vision – Headington 2032

The planning and community policies and associated projects set out in the Plan seek to deliver the Vision and Aims. Each policy is designed to deliver at least one of the aims. They will be implemented over the coming ten years. **What will Headington look like then, in 2031 as a consequence of the Plan?**

A greener place - It will be a greener with the existing parks and smaller green spaces enhanced and more green spaces created within new developments. The green setting both within and around Headington will be protected and enhanced. Biodiversity within Headington will thrive through increased protection and more imaginative planting and stronger green corridors.

Better amenities - There will be an improved range of amenities reflecting the diverse character of Headington. This will be through increased public access to private facilities and the protection and improvement of existing facilities.

A thriving centre - Headington centre will be a thriving and prosperous shopping and leisure area supported by a strong business community. There will be a diverse range of shops and cafes responsive to the changing patterns of demand.

Strong identity with a diverse character - Headington will have a strong identity based on clearly defined boundaries and a diverse range of neighbourhood areas each with their own individual character. Innovative design will be encouraged so that the built environment is continually refreshed and updated.

More key worker housing - There will be more housing for key workers in essential services, reducing the level of commuting into Headington. There will also be stronger community control over planning applications.

Improved school provision - Education facilities for school age children will be improved.

Better for pedestrians and cyclists - It will be a better place for pedestrians and cyclists with improved networks of paths and better facilities for people with disabilities. There will be less traffic congestion as more people shift to non-car modes of transport and to car sharing.

A plan that will work for Headington - The implementation of the Plan policies and projects to deliver this new Headington will be managed by a successor body to the Neighbourhood Forum (see Policy FC 1 in Section 12) . This body will work with the local Councils, stakeholders and local people. The Plan is a living document and will be open to change and improvement through the development and incorporation of new community projects throughout the plan period. These projects will accord with the vision and aims of the Plan.

11. Delivering the Plan

Delivery of the Neighbourhood Plan will take place through two distinct elements:

Firstly, the Spatial Planning Policies (highlighted in grey), as set out in section 12 below, if approved at Referendum, will become part of the Statutory Local Planning documents which determine planning applications in the HNPA. These policies specifically impact on proposed planning applications, and can be implemented directly through the planning system.

Secondly, HNF has also identified a number of Community Policies and Projects, which are also set out in section 12 below. These Policies and Projects cannot be delivered through development (i.e. when planning applications are made) and therefore will need to be delivered directly by HNF, or by HNF working with partners/stakeholders. HNF will seek to deliver these through working with external organizations, or accessing funding.

12. Headington Neighbourhood Plan Policies

The Policies which HNF has developed have been labelled according to the Policy Area (i.e. TR for Transport, HG for Housing, etc.) Those policies that relate to the control of development (Spatial Planning Policies) have also been labelled as 'P' (i.e. TRP is a Transport Spatial Planning Policy). Those policies which relate to the delivery of change within Headington (Community) have been labelled as 'C' (i.e. HGC is a Housing Community Policy).



A. Green Spaces (GS) and Amenity (AM)

The aim is the greening of Headington through policies designed to protect and enhance green space and biodiversity. These policies provide for the protection and extension of green spaces including parks, trees and allotments, the protection and enhancement of the green setting including verges and non-designated public access green space and the protection and enhancement of biodiversity and conservation sites.

GREEN SPACES (GS) AND AMENITY (AM) SPATIAL (P) POLICIES

GSP1: Conserving and enhancing Public Access Green Space¹

1. All existing public access green space in the HNPA as shown on the Green Spaces Plan will be conserved and where appropriate enhanced unless currently allocated as a development site in an adopted development plan document.

2. Development proposals that safeguard, and/or provide opportunities to improve the quality and quantity of public access to green space through appropriate restoration, extension, expansion or diversification in a scale and setting compatible with their location will be approved.

3. Development will not be permitted where it results in the loss of public access green space or harms its setting unless it can be demonstrated that there is an overriding need for development on that green space and:

- a public access green space(s) of an equivalent size and amenity in an identified area(s) of need in the HNPA is provided; or***
- access to the public of existing private green space(s) of an equivalent size and amenity in the HNPA is provided.***

This policy both enhances the quality of life for all those who live and/or work in the HNPA and for visitors to Headington. This is in accordance with the principles of sustainability and the Oxford City Core Strategy which aims to improve the quality of the public realm for both visitors and residents. It accords with Core Strategy Policy CS21 which seeks to maintain the existing level of green space provision within any area of Oxford City and with Core Strategy Policy CS17 which seeks opportunities to provide new green spaces on or near development sites.

¹ Public access green space is green space in Headington which is available to the public, regardless of landowner, for recreation. It comprises: parks – city, neighbourhood and local, playgrounds, sports grounds, square/garden and civic spaces, ecological sites, green corridors, greens and commons, churchyards and cemeteries. (Green Spaces Strategy Appendix 2)

GSP2: Provision of Green Space within Developments

In order to increase and enhance green space within the HNPA:

- 1. Development proposals which increase public access green space and enhance biodiversity within the HNPA will be approved, including incorporation of biodiversity in and around developments.***
- 2. Significant developments will be subject, where it is appropriate, to a planning condition requiring the submission to and the approval of the Local Planning Authority of Biodiversity Enhancement Plans which include the provision of measures to increase the biodiversity of the site and provide arrangements for their maintenance. ²***
- 3. The Plan favours the provision of public access green space on site. However, where it can be demonstrated that public access green space cannot be provided on site as part of significant developments, then alternative public access green space must be provided within, or adjacent to, the HNPA. This can be in the form of an extension or enhancement of existing public access green space within, or adjacent to, the HNPA.***

This policy is essential to maintain the urban village environment of Headington and to make provision for future increases in population in the HNPA. It supports the Green Spaces Strategy³ (GSS) Objective 1 which is to seek opportunities to increase the provision of green space in Oxford. It also supports GSS Objective 21 which is protect and enhance biodiversity in Oxford by identifying areas in which to create new biodiversity habitats. GSS Objective 1 seeks to maintain the quantity of existing green space in Oxford and to seek opportunities to increase this, in part by ensuring that new development contributes to the provision of high quality multifunctional green space. GSS Objective 4 sets standards for local access to green space.⁴ Headington falls well short of these standards (GSS Appendix 4). The provision of biodiversity enhancement plans will assist delivery of the GSS objective 21 to protect and enhance biodiversity. The Oxford Local Plan requires larger developments to provide on-site green space where this will enhance the range of green space already available in the area or to make a financial contribution. This Plan favours the provision of on-site public access green space rather than a financial contribution as this is considered to be more appropriate to deal with the current shortfall in meeting the GSS standards for public access green space.

² A template for Biodiversity Enhancement Plans is included in Appendix B.

³ <http://www.oxford.gov.uk/Library/Documents/Policies%20and%20Plans/Green%20Spaces%20Strategy%202013-27.pdf>

⁴ Our aspiration is that people do not have to walk more than 1900m to their nearest large park, not more than 750m to their nearest medium park and not more than 400m to their nearest small park. This standard will be applied to all new developments as well as existing residential developments.

GSP3: Conserving and Enhancing Biodiversity

- 1. Development proposals that seek to conserve and enhance land which has a significant wildlife or ecological value will be approved.***
- 2. Development proposals which may result in significant harm to sites and/or species of ecological value as defined by Policy CS12 of the Oxford Core Strategy or any future policy in a subsequent development plan document will not be permitted, unless the developer can demonstrate that the benefits of the development clearly outweigh the loss, and this can be mitigated against and compensated for elsewhere within the HNPA by providing a replacement habitat on an equivalent or higher ecological value.***

The Core Strategy Policy CS12 is focussed on the protection of designated sites. GSP3 seeks to protect and enhance biodiversity on both designated and non-designated sites in Headington in accordance with the Green Strategy Objective 21 which seeks the “protection of important and prosaic species in all sites.”

Headington’s trees are of immense environmental and aesthetic value. They play a key role in defining the landscape and provide a vital habitat to wildlife. The GSS (5.13) seeks to preserve healthy trees and encourage the planting of new trees within the HNPA.

GSP4: Protection of the Setting of the Site

Development will be permitted where its design responds appropriately to the site and character of the surrounding area.

Headington is defined as an “urban village” (GSS Appendix 4) and as such its green setting is of particular significance.⁵ The GSS (3.2/3.3) emphasises that care must be taken to protect the distinctive and sensitive character and environments of Oxford in the light of the demands of a growing population.

GSP5: Provision of Allotment Land

Existing and designated allotment land will be retained. Proposals that seek to increase the number of allotments in the HNPA or extend existing allotment sites will be encouraged.

The provision of allotments provides many of the benefits that the six aims of the GSS is seeking to achieve, including physical and mental health and well-being, sustainability and biodiversity, community cohesion and involvement, and retaining and preserving the cultural heritage of an

area. GSP5 accords with GSS Objective 3: to retain the existing number of designated allotment sites. As approximately 50% of Headington lies outside the Strategy's access standard this policy seeks to increase the number of sites in Headington and extend existing sites to accommodate the demands of an increasing population.⁶ This also accords with the Asset Management Plan which "supports the wider social economic contribution of allotments to Oxford and the ongoing commitment to provide 1 plot per 125 head of population."⁷

AMP1: Protecting and Enhancing Sports, Leisure and Community Facilities

In order to increase accessibility to a wide range of sports and leisure facilities and to make Headington a more sustainable place in which to live and work:

- 1. Existing sports, leisure and community facilities will be protected and opportunities for enhancement will be sought.***
- 2. Planning permission will only be granted for development resulting in the loss of existing sports and leisure facilities if alternative facilities can be provided and if no deficiency is created in the area. Alternative facilities will be required to be provided at a location equally or more accessible to residents of Headington by walking, cycling and public transport.***

Policy AMP1 (1) accords with Oxford City's Core Strategy Policy CS 20 Cultural and community development which states that "The City Council will seek to protect and enhance existing cultural and community facilities. Planning permission will not be granted for development that results in the loss of such facilities unless equivalent new or improved facilities, where foreseeable need justifies this, can be provided at a location equally or more accessible by walking, cycling and public transport." Policy AMP1 (2) accords with Core Strategy Policy C S 21 which states that "planning permission will only be granted for development resulting in the loss of existing sports and leisure facilities if alternative facilities can be provided and if no deficiency is created in the area."

⁶ Green Spaces Strategy Appendix 3 sets a standard of 750m walking distance to allotments.

⁷ citycouncil.oxford.gov.uk/documents/s20196/Appendix_1_Draft_Asset_Management_Plan_Refresh_15102014_City_Executive_Board.pdf

GREEN SPACES (GS) AND AMENITY (AM) COMMUNITY (C) POLICIES

GSC1: Protecting Green Spaces

In order to conserve and enhance Headington's green spaces:

- 1. Where appropriate green spaces will be designated to the highest possible level of statutory protection to ensure their long term protection.*
- 2. Headington's Parks will be managed appropriately to conserve and enhance their individual character, wildlife, biodiversity and historic or cultural significance.*
- 3. Opportunities to improve health and well-being and to provide a diverse range of facilities will be encouraged.*
- 4. The major institutions in Headington will be encouraged to increase the level of public access to their green spaces and to make land available for allotments for the benefit of their staff and of Headington residents.*
- 5. Community stewardship of green spaces in Headington will be encouraged.*
- 6. A set of projects identified below, to enhance green spaces and biodiversity will be implemented after wider consultation to determine residents' wishes and priorities.*

Idea	Description
Allotments	Bring Ingle Close allotments back into use as allotments are good for biodiversity, especially of bees.
Lye Valley 1	Funding for on-going tree and scrub work in Lye valley LNR/SSSI alkaline fen areas to restore habitat in conjunction with FoLV volunteers. Will also support group's aim of wetland flowery 'B-line' up and down valley alongside Lye Brook corridor.
Lye Valley 2	Support the 'Vision for the Valley' which aims to join up the North and south fens to reunite isolated populations.
Lye Valley 3	Encourage the relevant authorities to pipe the open surface water drain for the length of the Lye Brook to the junction with Boundary Brook to reduce erosion.
Limestone habitats	Support the project of FoLV- 'Bringing back limestone-loving wild flowers to Headington'.
Nature Reserves	Increasing the floristic biodiversity of the Doris Field Trust Nature Reserve. Use seed for hay meadow area from Milham Ford Nature Park down the road.
Church Land	Encourage biodiversity in various God's acres i.e. cemeteries, graveyards of churches and chapels etc. Consider turning plain grass areas to Bee Friendly Mown Grass (BFMG) area seed mix which allows a short flowering nectar rich sward, maintained by neat close mowing to keep site tidy. Sunny Walls/fences may be suitable for solitary bee nest tins.
Public Spaces	Encourage some 'bee-friendly mown-grass' in areas of mown grass. Increase areas of local wild flower hay meadow, especially in parks and around the perimeter of recreation grounds. Increase the number of pollinator-friendly bushes and herbaceous border perennials in formal areas in local parks & other public spaces.
Warren Meadow	Enhance the biodiversity of Warren Meadow by sowing wild flowers around the

	perimeter and leaving these areas uncut so as to allow flowering – nectar and pollen for the rare invertebrates of the Lye valley fen.
Bee Nests	Construction of Solitary Bee nest Walls with suitable nectar-rich planting.
Churchill Field	Increase biodiversity of Churchill field.
Wildlife corridors	Enlarge and join together wildlife corridors to provide a continuous corridor from Shotover via the Churchill/golf course and Warneford Meadow to South Park.
Footpaths	Encourage green linkage between green spaces for habitat and recreational purposes.
Windmill Road	Reinstate the green space (and benches) at the junction of Windmill Road and Latimer Road
Landlord-owned properties	Landlords would be encouraged to plant pollinator-friendly low-maintenance shrubs, hedges & groundcover. Tenants would be encouraged to plant pollinator-friendly flowers/shrubs/trees in tubs and take them along when they move.
Private gardens	Encourage water-infiltration areas & pollinator-friendly plants including on paved areas.
Wildflower Meadows	More wildflower hay meadow areas to Headington Parks. Some areas may be more suitable for Bee-friendly Mown Grass (BFMG) than hay meadow as this implies reduced on-going maintenance costs. Possible areas include, for example Margaret Road Rec, the playing field near the JR, Valentia Road.

AMC1: Enhancing Accessibility to Sports, Leisure and Community Facilities

In order to improve access to sports, leisure and community facilities in Headington the major commercial, health, educational and religious institutions will be encouraged to provide public access to their on-site sports, leisure and community facilities.

Policy AMC1 builds on Core Strategy para 6.4.4 which confirms that there is “a deficiency in community-accessible fitness provision, although there is considerable provision in the private sector.” This policy seeks to redress this imbalance in fitness/sports facilities through sharing and seeks to extend this approach to cover all leisure and community facilities.



B. Business and Retail (BR)

The Business and Retail Group has been meeting since February 2014 and has carried out a number of engagement exercises with local businesses as part of the Draft Neighbourhood Plan preparation process.

The Group has not produced any specific spatial planning policies, but, through consultation with local businesses, has identified a number of policies to help meet the vision and objectives of the Draft Neighbourhood Plan.

BUSINESS AND RETAIL (BR) COMMUNITY (C) POLICIES

The Business and Retail PWG supports the improvement of traffic flow in Headington to enhance the experience of potential customers in the area's main shopping and business area on London Road and Windmill Road. To this end it proposes that:

BRC1: Changes to Car Parking Charges At off-peak times only, the car parks on St Leonard's Road and Old High Street should provide free parking for 30 minutes followed by stepped parking charges.

Parking was identified as the most important issue when the Business and Retail PWG met with representatives of the Headington business and retail community. By contrast a poll of Forum members, who are not personally engaged in retail business in Headington, showed that the top three aspects of the Headington retail offer that they wished to see promoted were:

1. Retention of key local services, e.g. post office, dry cleaners, trades
2. Diversity of shops and businesses
3. Establishment of small business units

Of these, the first two were by far the most popular. Forum members were also asked to mention a personal issue. None was the same, but there were several suggestions for specific types of retail outlet that the respondents wanted to see in Headington.

BRC2: Creating a Headington Business Association

Support the aspiration of members of the Headington retail and business community to create an association to act as a forum for:

- 1. improving communications between members over issues such as security;*
- 2. managing a website which would showcase the retail and business offer in Headington as well as acting as an information point for events, promotions etc. in Headington;*
- 3. discussing and acting on issues of common interest;*
- 4. developing a code of business practice to apply to Headington businesses and retailers; and*
- 5. joint actions to promote and enhance Headington's potential as a place to do business.*

Having a local business organisation was also identified by the representatives of the Headington business and retail community as an important element of improving Headington. It was noted that previous attempts to have a retail association had failed, but that such an organization would be a positive step for the area's business community.

BRC3: Revise Policies on Retail Hierarchy

In accordance with Headington's status as part of Oxford's second tier in the retail hierarchy of the Local Plan, the Forum, or the Headington Business Association if one is formed, will work with Oxford City Council to revise policies on retail hierarchy and shopping frontages in the Headington District Centre. It will achieve this by consulting widely with those who live, study, work and shop in the District Centre to determine their wishes and priorities.



C. Character and Identity (CI)

The Character and Identity Group has been working to develop policies which aim to ensure that development protects, enhances and promotes the special qualities, character and local distinctiveness of Headington in order to help maintain its identity and sense of place.

In developing the Draft Neighbourhood Plan Policies set out below, a Character Assessment (see headingtonplan.org.uk) was undertaken by local residents who divided the plan area into 20 distinct character areas (*See map of character areas – headingtonplan.org.uk.*).

The Character Assessment has built an understanding of the whole area and, within each of the Character Studies, how the character varies from place to place. This has included identifying significant features that make the greatest positive contribution towards its special quality.

These descriptions of local character and design guidance have provided a high level of detail for each of the areas concerned. Reference should be made to each of these statements to inform the preparation or assessment of proposals for change that would have an impact on local character and distinctiveness. Omission of a building, feature or space from these character assessments should not be taken to imply it is of no interest.

By many standards Headington is fortunate, but the preparation of the individual Character Assessments brought to light several interlinked matters of concern that are shared throughout the area.

It is important to remember that the Character Assessments are primarily concerned with visual character, and the issues identified during the process relate primarily to the built environment. What has been confirmed is how highly local people value the pleasures of their streets and how determined they are to conserve them.

CHARACTER AND IDENTITY (CI) PLANNING (P) POLICIES

CIP1: Development to respect existing local character

New developments (including additions, alterations, change of use and extensions) will only be permitted where they respond to and enhance the distinctive local character where it is described in the Character Assessments. This may include consideration of aspects such as materials, scale, siting use, layout, form, design and intensity of activity within the built environment and setting of the HNP. Where development proposals are required to submit a Design and Access Statement, they will be expected to demonstrate how their design and layout responds to the local character of the area.

Design should respond to and enhance the local character of each area. It is desirable to retain features such as trees, hedges and walls where they make a positive contribution to the streetscape or character of the area. Planting and landscaping schemes, boundary treatments and surfacing should all be taken into consideration in design of development. The layout and design of new streets and associated infrastructure should also respond to local character and scale, and proportion of historic street patterns.

CIP2: Protecting locally important views

Development will seek to protect important views within Headington itself, and out of the HNPA as identified on the Viewpoint Map.

Headington is set within a range of views which are valued and cherished by local residents. It is therefore important that HNF seek to protect these views wherever possible. New development, where possible, should maximise opportunities to create new views. Many views are described in the Character Assessments.

CIP3: Innovative design

High quality development proposals, which are of an innovative and/or contemporary design will be permitted where they:

- ***accord with policies in the Local Plan***
- ***respect and take account of local heritage; and***
- ***enhance the distinctive identity, character and setting in terms of scale, layout, density, orientation and massing.***

The Plan encourages high quality development proposals, and we recognise that these types of proposals are important in improving the general character of many areas within Headington. We therefore are encouraging developers to consider the factors outlined above when considering new development within the HNPA.

CIP4: Protecting important assets

Where the significance of a heritage asset, either designated or non-designated, would be affected by a development proposal, that development proposal will only be permitted where it addresses the conservation and enhancement of the significance, character and any special architectural or historic features of significance the asset may possess.

As part of the Character Assessments a list of important assets was compiled. It is considered appropriate that some of these assets will be included in the Oxford Heritage Asset Register in due course. Development proposals must address any impact on these assets. The loss or harm of important assets identified in this register, their setting or any features important to their character would not be expected to be permitted.



CHARACTER AND IDENTITY (CI) COMMUNITY (C) POLICIES

CIC1: Reinforce the Identity of Headington

A set of projects to reinforce the identity of Headington (examples below) will be identified and implemented after wider consultation to determine residents' wishes and priorities.

Idea	Description
Parish status	The government is encouraging urban areas to have parish status. This would provide a political structure to support and develop Headington. It might provide continuity for the Neighbourhood Forum.
Area committee	The city council used to have an area committee for the north east of Oxford. These were discontinued a few years ago and replaced with informal area forums. Is there a case for a forum covering Headington, with some formal powers?
Shark symbol	The shark has become a powerful symbol of Headington. Should this symbolism be extended and strengthened?
Signage style	Should a distinctive style for Headington signs (e.g. street name signs) be introduced?
Trails	There are a few walking trails around Headington. Should we have more, and with better publicity? Is Boundary Brook a candidate?
Cultivated land	Some urban areas are making use of small areas of public land to grow vegetables and flowers, for public consumption. This idea could be developed in Headington.
Leaflets	Would a leaflet (or several) covering features of Headington be of use, to promote the area and its facilities?
Photographic display of character	A video or a photo montage of characteristics of Headington, as documented in the character assessments, may help to reinforce the character and identity of Headington.
Plaques	The Blue Plaque system is well known and respected. Should we have a similar local system?

Community asset list	Headington, like anywhere else, has a number of buildings and spaces which are treasured for heritage, ecological or community value. A list of such assets might help preserve and promote them.
Community centre and library	The existing community centre is outside the centre. And the library is not central either. Would it be better to have a central location, if one can be found?
Art work based on health research education	The centre of Headington could become a location for displaying works of art and culture, with themes of health and education (thus linking to our institutional strengths). Plinths, murals,
Cinema	A cinema can strengthen the identity of a place. There used to be one in Headington. Could one survive now?
Signage to facilities	Signage to locations, businesses and facilities might help develop the central area (rather like the objectives of the Wayfinding system in central Oxford).
Shop façades	Can the shop façades be developed to help promote central Headington as a vibrant area?
Seating	Is there a need for more seating? Would more seating help develop the area as a community location?
Planting	Would planting schemes make the area more attractive and welcoming?
Strong visual impact - central Headington	The cross roads Windmill Road, London Road, Old High Street define the centre of Headington. This could be made into a point of high visual impact.

D. Education (ED)

The aim of the Education Group is to allow the expansion or addition of new facilities within the general context of local education provision. Changes will be allowed, but the policy only encourages provision aimed at education for which at least some part is intended for local children.

EDUCATION (ED) PLANNING (P) POLICIES

EDP1: New Education Provision

Proposals for change of use of non-residential premises to educational premises (D1 Non-residential institutions) for early-years or 5-19 education provision, for those who live or work in the HNPA, will be supported, subject to other policies in the Neighbourhood Plan.

This policy encourages provision of education for local children through welcoming changes to expand or add new provision to educational facilities within the HNPA. That's not to say that international schools, residential schools or education for those over 18 should not be offered, or their premises expanded or changed in use in other ways, just that this policy is silent on them.

E. Housing (HG)

An aim of the Forum is to improve the supply of affordable rented housing in Headington for key workers⁸, and also to reduce commuting into Headington of these key workers, such as clinical, education, police, fire service and local authority staff.

While much of the current Oxford City Housing policy adequately addresses housing-related concerns raised during the consultation processes, there is an urgent need to review the development of housing for key workers.

The very high rents in Oxford make it extremely difficult for key workers to both work in Oxford and live near their work. A large number of low-paid key workers are employed within Headington, predominantly by the NHS, schools and universities. Also, providing accommodation for key workers near their places of work would decrease their need to commute into Oxford (see Transport policies).

HOUSING (HG) COMMUNITY (C) POLICIES

HGC1: Key Worker Housing

Encourage Oxford City Council to develop key worker housing policies in a future Local Plan.

For example, a policy to allow affordable elements in larger developments on Allocation Sites⁹ SP 8, SP 23 and SP 59 to be replaced by key worker housing. These sites are the three major hospital sites in Headington.

HGC2: Houses in Multiple Occupation (HMO) Watch System

Develop a watch system for reporting suspected unlicensed HMOs.

Unlicensed HMOs was an area of concern identified by residents during the Issues and Options Consultation.

HGC3: Planning Watch System

Develop a planning application watch system, based on the City Council's notification system.

⁸ Definition of “key worker” – Sites and Housing Plan 2011-2026, §A2.30

⁹ Sites and Housing Plan 2011-2026, Part B: Site Allocation Policies

Concern that the local community were not engaging with planning applications which were being submitted and determined was expressed during the Issues and Options Consultation. A group would be established to monitor these and support consultation and comment.

HGC4: Community Land Trust

Encourage Oxford Community Land Trust to become active in Headington.

A community land trust is a non-profit corporation that develops and stewards affordable housing, community gardens, civic buildings, commercial spaces and other community assets on behalf of a community. Encouraging such an organisation within the HNPA could bring potential benefits to residents.

HGC5: Empty and Derelict Properties

Identify empty or derelict dwellings or commercial properties which have been empty for more than six months for possible housing development.

Bringing derelict and empty homes back into use will help to deal with the local housing shortage. The Forum would not want to see the loss of shops or related spaces from being available for retail and business purposes, however where these facilities are considered as no longer being necessary through a viability assessment, they should be considered for residential development.

F. Transport (TR)

The aim of the policies produced by the Transport Group is to reduce traffic congestion and its associated adverse consequences of air and noise pollution and constraint of economic activity, by actively encouraging journeys on foot, by bicycle, public transport or shared car scheme vehicle.

TRANSPORT (TR) PLANNING (P) POLICIES

TRP1: Parking Provision at major employment sites

Proposals for any net additional car parking spaces for employees, which are accessible during peak periods at major¹⁰ employment sites in Headington will only be supported if they can demonstrate strong evidence by the submission of a Transport Assessment that Headington's road network has adequate unused capacity at peak times.

Combating congestion requires that employees should reach their workplaces by sustainable transport methods – buses, walking or cycling. Headington's road network is operating at or beyond its capacity: the report commissioned by the County Council from WYG showed that in 2012 the ratio of **average** annual weekday traffic (AAWT) to congestion reference flow (CRF) was 104% in Old Road and 92% in London Road. Adequate unused capacity will be deemed to exist if there are no through roads where the ratio of AAWT to CRF exceeds 85%.

TRP2: Connectedness

Proposed developments should consider provision of connecting alleyways or other pedestrian and cycle routes with adjacent streets or other sites. These routes should be made Public Rights of Way where practicable or Permissive Rights of Way.

All new developments outside the central Headington area should be connected to the central area and to the Headington hospitals, university campuses and other major institutions by easy, direct routes for both walking and cycling. Headington has a network of alleyways and connecting paths that enable walking routes to be planned that may be shorter than routes on road, and are quieter and safe from traffic. New developments should be connected to this network, and the network should be extended whenever possible, to encourage active, sustainable transport. The County Council has produced a map of walking routes in Headington to encourage this, and Oxford Pedestrians Association is currently working with Oxford Brookes University to extend this map to the whole City, and to enable it to be updated as new connections are made.

¹⁰ An employment site is considered major if it occupies more than 1 hectare.

TRP3: Travel Plans

- 1. Any new development which falls above the threshold set by the City Council Parking Standards, Transport Assessment and Travel Plans SPD will be expected to prepare a travel plan showing how employees and residents may minimise car use.*
- 2. Any development that requires the submission of a Design and Access Statement will be expected to state whether car-free alternatives have been considered and, if parking provision is to be made, why the car-free alternative has been rejected.*

It is well recognised that travel habits are established early. This Policy aims to ensure that people are made aware of options for (and benefits of) 'active transport' as soon as they locate to new premises as residents or employees. Travel plans and Design and Access Statements should be provided (for both small and large developments) along with information on the health benefits of alternative transport to encourage people to adopt healthy (and sustainable) transport habits.

TRP4: Provision for people with disabilities to use active forms of transport

All new developments should include active transport provision for people with disabilities¹¹, to make journeys easy by active means.

It is important that there should be no barriers to people with disabilities using active forms (such as wheelchairs and mobility scooters) of transport; otherwise car use can become the norm. Solutions could involve level access within the site (as already required under the Local Plan), but also good, level connections to routes that enable employees or residents to reach central Headington, the Headington hospitals, and other major institutions.

TRP5: Promotion of Cycling

In employment developments, the quantity of cycle spaces should be based on the travel plan, with an allowance for a doubling of the mode share of cycling wherever it is practical and feasible.

The Headington Neighbourhood Plan recognizes that active steps need to be taken to encourage alternative, non-congesting and non-polluting ways of traveling. Policy TRP5 aims to ensure that any new employment development plays its part in this objective, and that through continuous improvements in conditions for pedestrians and cyclists a network of safe and pleasant walking and cycling routes can be created.

¹¹ Including wheelchair users and those with other forms of disability.

TRANSPORT (TR) COMMUNITY (C) POLICIES

'Connecting Oxfordshire' is Oxfordshire County Council's new Local Transport Plan (LTP4). This Plan sets out the Council's policy and strategy for developing the transport system in Oxfordshire to 2031.

The Transport PWG supports the overarching transport goals as set out in 'Connecting Oxfordshire'. The Forum will seek to deliver the proposed actions as set out within TRC1 below with support from Oxfordshire County Council and Oxford City Council as appropriate.

TRC1: Promoting Safety and Active Transport

A set of projects to promote safety and active transport in Headington (examples below) will be identified and implemented after wider consultation to determine residents' wishes and priorities.

Idea	Description
Car Sharing	Vehicles which are part of a car club sharing scheme will be exempt from all car parking charges and larger developments which including parking should be required to consider the inclusion of dedicated car sharing space
Cycle Lanes	Cycle lanes should be upgraded to mandatory where possible, and improvements should be made to continuity, the clarity of signage, (especially when they meet bus-stops and side roads), and their maintenance and demarcation.
Active Transport	Information on options for active transport, and on the health benefits of walking and cycling should be provided by employers, developers and landlords, as well as through schools, libraries and GP practices.
Speed Limits	A universal 20 mph speed limit throughout Headington should be introduced.
Road Maintenance	Timely and thorough road and pavement maintenance, particularly on through routes should be carried out to improve their quality.
Pavements and Drainage	Pavements should be maintained to ensure that they are even, level and unobstructed. The drainage of roads should be improved so that pedestrians are not soaked by passing vehicles.
Bus Connections	Better orbital bus connectivity between Headington and other parts of Oxford such as Summertown and Cowley should be developed.
Rapid Transit Buses	As and when new rapid transit buses are introduced, they should not add to the total amount of vehicle traffic along the London Road.
Congestion Charge	Full consideration should be given to the costs and benefits of a congestion charge for Oxford as a whole.
School Transport	Schools and parents to be encouraged to try alternatives to car transport on the 'school run'.

Employer Parking	Where employers provide parking, they should be encouraged to charge on a per-use basis, rather than through subscription fees payable whether or not the parking space is used.
Improving Air Quality	We will seek to support projects to reduce air pollution, specifically focusing on NOx and particulates.

G. The Future (F)

FUTURE (F) COMMUNITY (C) POLICIES

FC1 Successor Body

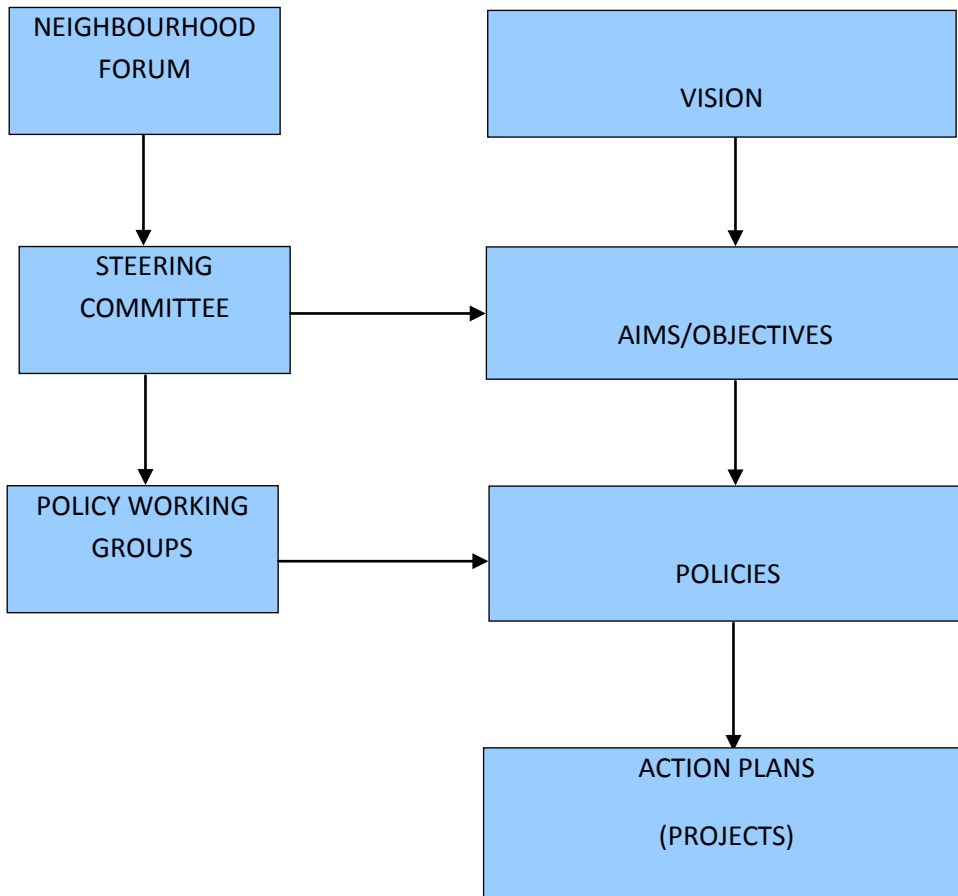
The Neighbourhood Forum will plan and implement arrangements to create a successor body to oversee the implementation of the plan throughout the plan period.

The vision and aims of the Plan will be achieved through a range of policies and projects. To secure the effective implementation of policies and projects following the Referendum will require that a successor body to the Forum is put in place at that stage. Such a body would monitor the implementation of the planning policies. It would also initiate and manage the implementation of the community policies and projects by working with the local authorities and other stakeholders and the Headington community.

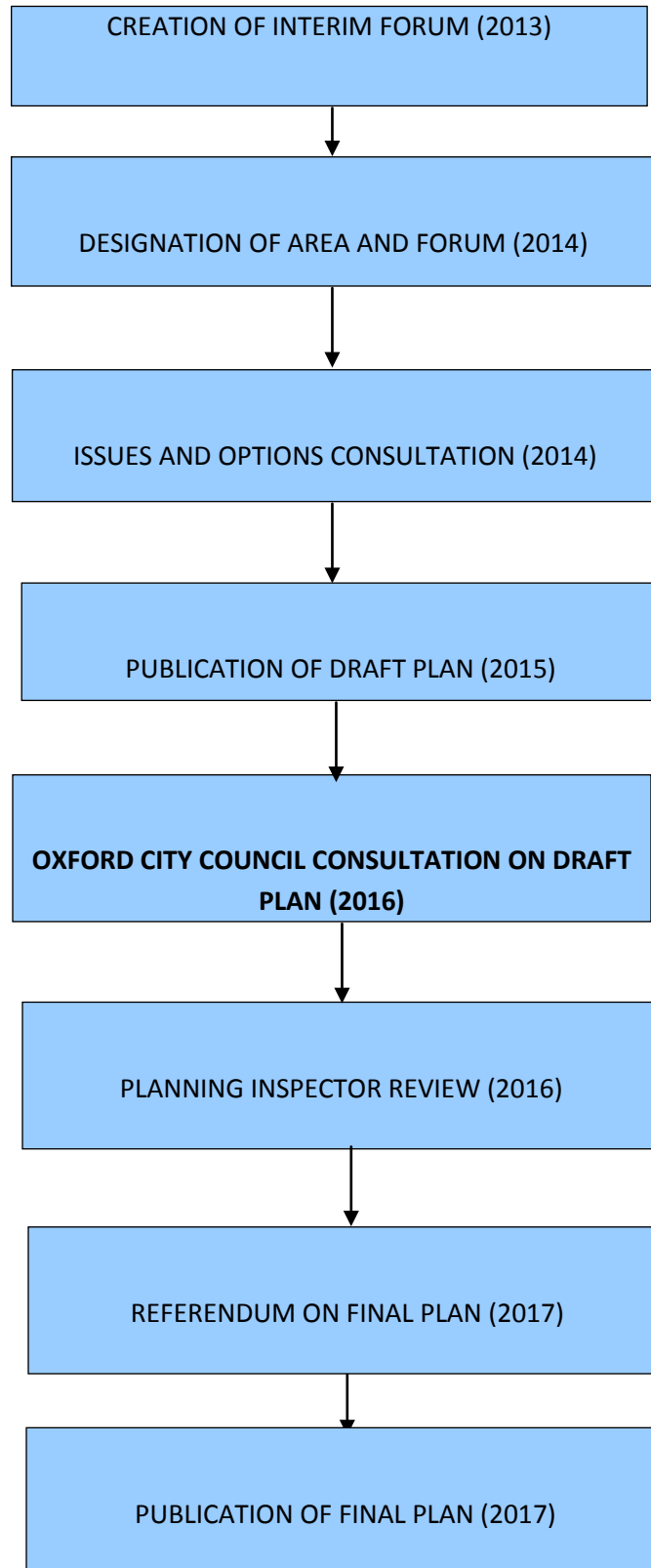
As the Plan is a living document there will be the need to regularly consult local people on implementation issues such as the development of new projects. There is a range of options for the form of the successor body, for example a charitable body such as a community trust, or a statutory body such as a community council similar to a parish council.

HNF has agreed to set up a working group to research and progress the development of a successor body.

ANNEX 1 - Headington Neighbourhood Forum and Plan Structure



ANNEX 2 - Headington Neighbourhood Plan Process



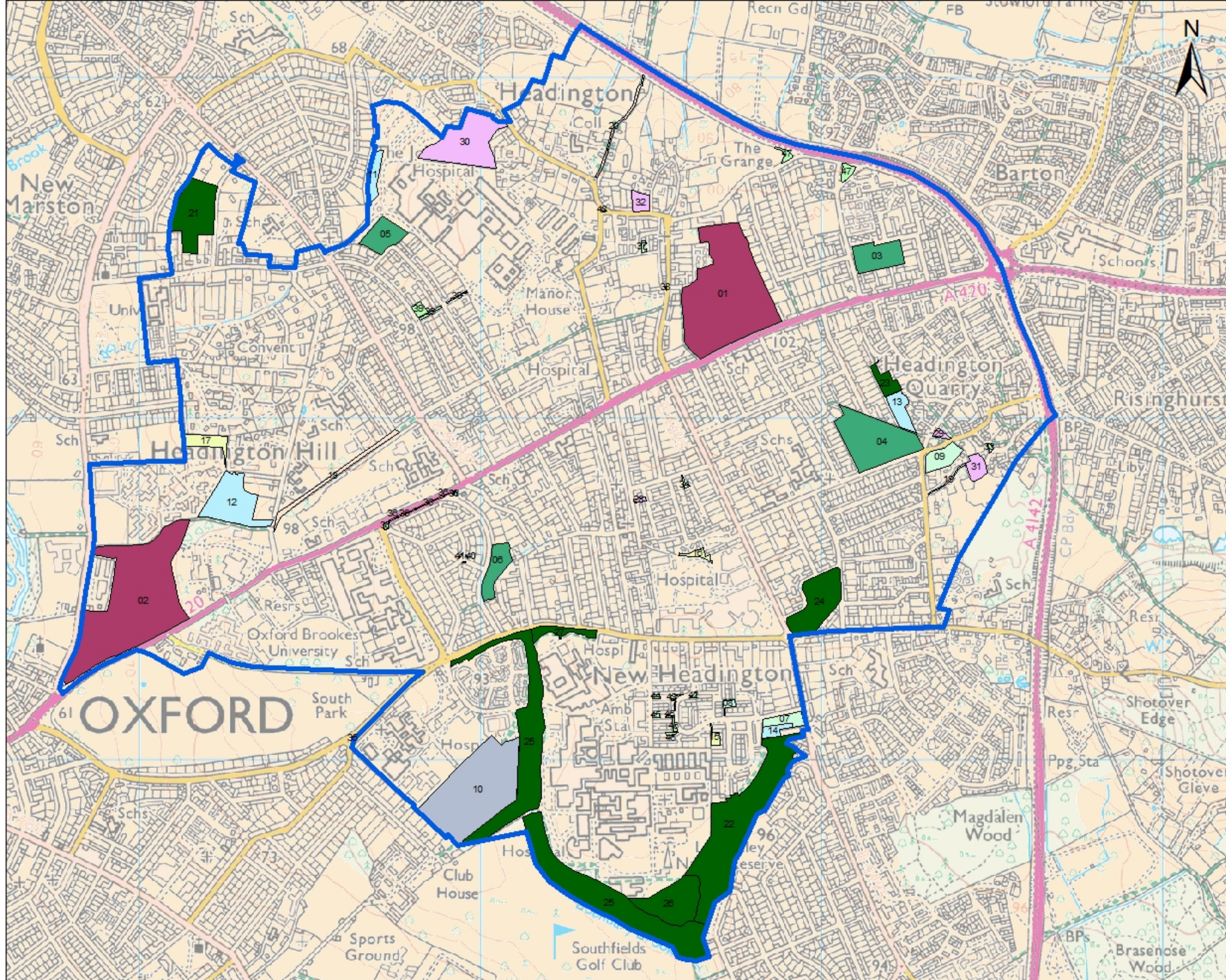
Appendix A: Headington Neighbourhood Plan – List of Green Spaces

Plan Reference	Site	Category	Public Access
01	Bury Knowle	Public Park	Yes
02	Headington Hill	Public Park	Yes
03	Barton Road	Playing Fields	Yes
04	Margaret Road	Playing Fields	Yes
05	Sandfield Road	Playing Fields	Yes
06	Valentia Road	Playing Fields	Yes
07	Girdlestone Road Junction	Play Areas	Yes
08	Girdlestone Road North	Play Areas	Yes
09	Quarry Hollow	Play Areas	Yes
10	Warneford Meadow & Orchard	Town Green	Yes
11	Eden Drive (part)	Allotments	Yes
12	Pullens Lane	Allotments	Yes
13	Ramsay Road	Allotments	Yes
14	Town Furze	Allotments	Yes
15	Girdlestone Road South	Green Spaces	Yes
16	Mattock Close	Green Spaces	Yes
17	Woods east of John Garne Way	Green Spaces	Yes
18	Cuckoo Lane	Green Footpaths	Yes
19	Holy Trinity Church Path	Green Footpaths	Yes
20	Stoke Place	Green Footpaths	Yes
21	Doris Field Memorial Park	Wildlife Sites	Yes
22	Lye Valley	Wildlife Sites	Yes

Plan Reference	Site	Category	Public Access
23	Magdalen Quarry & Reserve	Wildlife Sites	Yes
24	Rock Edge	Sites of Special Scientific Interest	Yes
25	Boundary Brook	Local Wildlife Sites and Nature Reserves	Yes
26	Boundary Brook	Wildlife Corridors	Yes
27	Old Road South	Wildlife Corridors	Yes
28	All Saint's Church	Churches, Graveyards, Cemeteries	Yes
29	Cornerstone Church	Churches, Graveyards, Cemeteries	Yes
30	Headington Cemetery	Churches, Graveyards, Cemeteries	Yes
31	Holy Trinity Church	Churches, Graveyards, Cemeteries	Yes
32	St Andrews Church	Churches, Graveyards, Cemeteries	Yes
33	Quarry School Place	Misc. Small Green Spaces	Yes
34	Norton Close	Misc. Small Green Spaces	Yes
35	Warneford Lane/ Morrell Avenue Roundabout	Misc. Small Green Spaces	Yes
36	London Road/ Valentia Road	Misc. Small Green Spaces	Yes
37	Old Headington Chapel	Misc. Small Green Spaces	Yes
38	The Croft/ Old High Street	Misc. Small Green Spaces	Yes
39	Wooded Lane joining Staunton Road & Sandfields Road	Misc. Small Green Spaces	Yes
40	Stonor Place/ Cardwell Crescent	Misc. Small Green Spaces	Yes
41	Cardwell Crescent	Misc. Small Green Spaces	Yes

Plan Reference	Site	Category	Public Access
42	Girdlestone Road/ Flexney Place	Misc. Small Green Spaces	Yes
43	Girdlestone Road/ Everard Close	Misc. Small Green Spaces	Yes
44	Churchill Drive/ Everard Close	Misc. Small Green Spaces	Yes
45	Goslyn Close/ Churchill Drive	Misc. Small Green Spaces	Yes
46	Goslyn Close/ Girdlestone Road (Hedge)	Misc. Small Green Spaces	Yes
47	Barton Lane/ Northern By-pass (x2)	Misc. Small Green Spaces	Yes
48	Osler Road/ St Andrews Road	Misc. Small Green Spaces	Yes

- Key**
- HeadingtonNeighbourhoodAreaFINAL
 - GreenSpaces**
 - type**
 - Allotments
 - Churches, Graveyards, Cemeteries
 - Green Footpath
 - Green Spaces
 - Misc. Small Green Spaces
 - Play Areas
 - Playing Fields
 - Public Parks
 - Town Green
 - Wildlife Sites



Green Spaces Plan (Policy GSP1)

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Aims

The aim of the Biodiversity Enhancement Plan (BEP) is to mitigate the impact of development on the biodiversity of the site and to achieve an overall enhancement of the biodiversity of the site when the development has been completed.

What is in a Biodiversity Enhancement Plan (BEP)?

The BEP will set out:

1. An assessment of the biodiversity of the site and the immediate surroundings
2. Having regard to the assessment, measures to:
 - a) Protect and retain features which contribute to the biodiversity of the site;
 - b) Enhance biodiversity through appropriate planting and other means.
3. Arrangements to monitor, maintain and where necessary renew and replace the measures in 2(a) and 2(b) above in the medium and long-term

Planting and other measures

Planting schemes should be bee- and pollinator-friendly, selection made on the basis of plants' pollen, nectar and/ or berries for birds. Trees, shrubs and flowering plants including climbers, ornamental hedges, ground cover plants and contents of tubs/ plants should all be chosen with this in mind.

Other options to enhance biodiversity include water infiltration rain gardens, bee-friendly grassland and Solitary Bee nest walls.

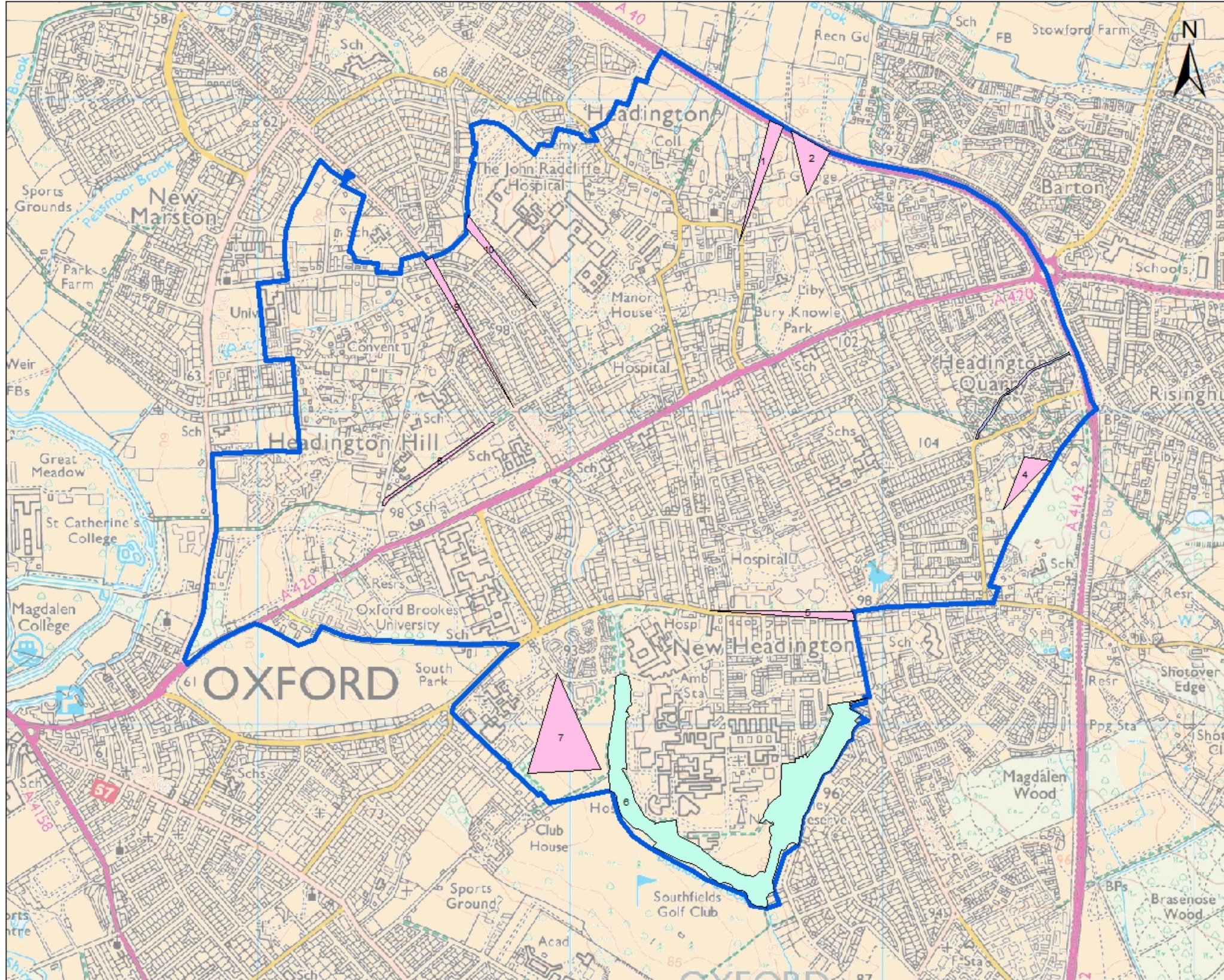
Green roofs are encouraged.

Efforts to maximize ground porosity and rainwater infiltration will be encouraged.

Appendix C: Viewpoint Map

Policy CIP2 specifies that a Viewpoint Map identify important views. The following provides a brief summary of the rationale behind each of the views on the Viewpoint Map and provides a key to the views.

No	Name	Reason for inclusion
1	Old High Street	View through Larkin's Lane out to the wider countryside
2	Barton Lane	Views out to the open countryside
3	Quarry High Street	Tight constrained views up and down Quarry High street that open out into terraced housing
4	Holy Trinity Church	Views out from the churchyard to enclosed fields
5	Old Road	Views out towards Shotover
6	Lye Valley Biodiversity Views	Linear views of protected wildlife network that helps support the Lye Valley SSSI
7	Warneford Area	Views from Roosevelt Drive into the Warneford Town Green
8	Cuckoo Lane	Historic footpath which merits protection
9	Headley Way	Tree-lined avenue with a view out of the HNPA of the hills in the distance
10	Sandfield Road	Large detached properties with a variety of architectural styles. A narrow view out of the HNPA towards to the hills.



Viewpoint Map (Policy CIP2)

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Appendix 2: Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description
85	Legal challenge to the Plan for failing to 'make' the Plan at a meeting of the Council within 8 weeks of the referendum.	Threat	Legal challenge received	City Council most likel to be ordered to 'make' the Plan as soon as possible at a Council meeting, which would be underway in any event.	15-05-2017	Laura Higgins	2	3	2	3	2	2	Impact: Minor Probability: Unlikely	The City Council believes it to have followed the statutory requirements making a succesful legal challenge risk highly unlikely

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To: City Executive Board
Date: 20 June 2017
Report of: Head of Financial Services
 Head of Business Improvement
Title of Report: Integrated Performance Report for Quarter 4 2016/17

Summary and recommendations	
Purpose of report:	To update Members on Finance, Risk and Performance as at the end of the financial year.
Key decision:	No
Executive Board Member:	Cllr Ed Turner, Board Member for Finance and Asset Management
Corporate Priority:	Efficient and Effective Council.
Policy Framework:	Corporate Plan
Recommendations: That the City Executive Board resolves to:	
1.	Note the financial outturn and performance of the Council for the year 2016/17 and also the position on risks outstanding as at 31 st March 2017
2.	Agree the carry forward requests in respect of the General Fund and recommend to Council the establishment of budgetary provision of £745k in respect of the new bids shown in paragraph 6 and Appendix D;
3.	Agree the transfer to the General Fund Capital Financing Reserve of £158k detailed in paragraph 2 a; and
4.	Agree the carry forward requests outlined in paragraph 15 and 16 in respect of the HRA as detailed in Appendix D and recommend to Council the establishment of budgetary provision of £300k in respect of the new bids.
5.	Agree the transfer to the HRA Capital Financing Reserve of £1.151 million detailed in paragraph 2 (c)
6	Agree the transfer of the underspend on the Capital Programme of £219k detailed in paragraph 20 to be returned to capital Financing Reserve.

Appendices

Appendix A	General Fund Outturn
Appendix B	Capital Programme Outturn
Appendix C	HRA Outturn
Appendix D	Carry Forward Requests and New Bids
Appendix E	Depot Extension and associated improvements to local area
Appendix F	Business Case
Appendix G	Corporate Risks
	Corporate Performance Outturn

Introduction and background

1. This report updates the Board on the performance of the Council for 2016/17 together with the corporate and service risks faced as at 31 March 2017. A brief summary is as follows:

Financial Position

- a. **General Fund** – The overall surplus on the General Fund is £2.348 million, of which £2.190 million has been proposed as a carry forward into 2017-18. £1.444 million of this is for committed schemes and £0.745 million is for new schemes. If these carry forwards are agreed in line with the recommendation, the remaining £0.158 million will be transferred to the Capital Financing Reserve;
- b. **Efficiencies, Fees and Charges and Service Reduction Targets** – at year end the actual was £1,749,000 against a target of £1,758,000. The shortfall was due to some income targets not being met as previously reported.

Housing Revenue Account – The overall surplus on the HRA is £0.386 million. It is recommended to carry forward this amount into 2017-18, £0.300 million of which is for new schemes and £0.086 million is for currently committed schemes

- c. **Capital Programme** – the outturn spend is £32.526 million, a favourable variance of (£3,750) million against the latest budget. Of this (£3.531) million is slippage, which will be carried forward into future years and (£0.219) million is underspend on schemes, which will be transferred into Capital Financing Reserve. The actual spend equates to 78% of the original budget of £41.874 million.

Performance – 80% (12) of the Corporate performance targets were delivered as planned and 20% (3) were marginally short of target; individual performance targets are detailed in Appendix G.

Corporate Risk Management – There is one red corporate risk and 5 Amber risks, these are detailed in paragraph 24-25 and in Appendix F.

General Fund Revenue

2. The General Fund is showing a favourable variance of (£2.348) million at service level as set out in Appendix A, this is prior to any carry forward and new bid requests. The revenue balance remains unchanged at £3.622 million.

General Fund Earmarked Reserves and Working Balance

3. A number of requests have been made to carry forward unspent sums in respect of previously approved budgets that have either a) not yet started, or b) are started but not completed (£1.444 million). Additionally, new bids of £745k on which to use the underspend have been proposed. Details of these requests are summarised in the table below, and further details shown in Appendix D:

Description	New Scheme £	Slipped Scheme £	Total £
Assitant Chief Executive	100,000	0	100,000
Planning & Regulatory	0	425,100	425,100
Housing & Property	0	697,306	697,306
Direct Services	400,000	0	400,000
Community Services	45,000	124,684	169,684
Partnership Team	0	91,000	91,000
Business Improvement	200,000	76,069	276,069
Law and Governance	0	30,000	30,000
General Fund	745,000	1,444,159	2,189,159

4. The new scheme requests include the following:
- Working with Clinical Commissioning Group to reduce health inequalities in Oxford - £100k** – this would be a contribution to a proposed joint fund on the basis that it would be matched by Oxfordshire Clinical Commissioning Group to support targeted interventions focused on prevention to tackle health inequalities and deliver better health outcomes in the City. The proposition follows the report Oxfordshire commissioned on Health Inequalities and recommendations from Oxford City Scrutiny Panel that the Council should support the recommendations and explore further ways in which they could be implemented. Initiatives supported by this funding would demonstrate improved outcomes and financial benefits for partners that could be used to evidence the case for wider application of preventative approaches. The programme could include applying a healthy new town approach more broadly, expansion of social prescribing and exercise on prescription, measures to improve diet, and targeted promotion

of exercise to groups where it would otherwise be low. Crucial to this would be strengthening links between primary care practices and health-care providers and community, voluntary and local authority services that influence public health.

- **Extension to Cowley Marsh Depot and associated improvements to the local area - £300k** – this new bid has been submitted to enable the depot to be extended to ensure future operational effectiveness, in particular regarding Recycling and the need to be Emergency Response Ready. Further details are shown in Appendix E.
 - **Establishing the LATCo - £100k** – the City Executive Board have agreed in principal to the establishment of a Local Authority Trading Company (LATCO). This is a significant project and requires funding for backfill of staff, systems development and consultancy. Whilst some of this expenditure is funded from working capital allocated to the company, the Council will require a budget to undertake the work it is required to undertake.
 - **St Aldates Chambers office accommodation - £45k** - the consolidation of administrative accommodation for Council staff has been a key area of work for the 'Offices for the Future' programme. To ensure the meeting rooms continue to be used effectively a budget is required to refresh them and install new hearing loops.
 - **Housing Management ICT system - £200k** – Elsewhere on the City Executive Board agenda is a report on the replacement of the Housing Management ICT systems. The indicative budget for replacement included in the Capital Programme is £600k. The report recommends that this budget should be increase to £1 million with the additional £400k being financed equally from the Council's General Fund and HRA (see paragraph 15 below).
5. The City Executive Board is asked to review and agree the carry forward requests and new bids. It is recommended that any sums not agreed are transferred to the Capital Financing Reserve.
6. Subject to CEB agreeing the recommended carry forwards Earmarked Reserves as at the 31st March 2017 would stand at £35.019 million, the material part of which 37% relates to funding of the Capital Programme.
7. The most notable transfers to and from Earmarked Reserves in year are:
- Carry Forward requests and New Bids - £2.189 million as referred to in paragraph 6;
 - NNDR Retention reserve – (£1.035) million released from the reserve to allow for variations in business rate income;
 - Housing Benefit Reserve – (£0.300) million released from the reserve to cover part of the overspend on Local Cost of Benefits

General Fund Service area position

8. At the year end the General Fund service areas showed a favourable variance of £2.348 million. The most significant of these variances are explained below:
- **Housing and Property** – year end favourable variance of (£0.797) million, due to an underspend of £0.400 million within the Homelessness prevention area and additional commercial property income of £0.400 million being received above that budgeted. Carry forward requests totalling £0.697 million have been submitted, these are for the Homelessness prevention funds, which have previously been reported to the City Executive Board, and some planned maintenance schemes for the Town Hall and Covered Market that have not been completed in year.
 - **Community Services** – year end favourable variance of (£0.159) million, which is broadly in line with that projected, this is due to staff savings across the service area and additional income received by the Town Hall. Carry forward requests totalling £0.125 million have been submitted. A new scheme for improving the meeting rooms in St Aldates Chambers offices and existing projects relating to Children’s Centre consultancy and legal services. A Carry forward request has also been submitted for the Ward Member Budgets.
 - **Direct Services** – year end favourable variance of (£1.240) million, due to savings on fuel (£0.132) million, overachievement of income in Motor Transport (£0.100) million, commercial Waste (£0.200) million, off street parking (£0.470) million and engineering services (£0.250) million. £0.400 million of this favourable variance has been requested to fund two new bids in 2017/18 for the extension to Cowley Marsh Depot and funding the set up of the new Trading Company.
 - **Financial Services** - year end adverse variance of £0.100 million due to reduced court costs income from Council Tax summons, as previously reported to City Executive Board. Proactive work has reduced the number of court cases and secured payments of Council Tax arrears to the detriment of court cost income.
 - **Law & Governance** – year end favourable variance of (£0.119) million due to staffing savings across the team, and an underspend on external legal fees. A carry forward request for £0.030 million has been submitted for services relating to the Oxford Local Plan.
 - **Service Level Agreements and Capital Charges** are showing a favourable variance of (£5.061) million due to a significant upward revaluation of the Council’s Investment Properties. This is off set by a corresponding entry in accordance with Local Government accounting within the Corporate Accounts, to ensure that this does not have an overall impact on the bottom line of the financial accounts.

Corporate Accounts, Contingencies and Transfers to/from Reserves

9. The balance of £5.292 million on the Corporate Accounts is mainly from the Transfer to Capital Reserve line, which is the reversal of the upward revaluation of the Council's Investment Properties as mentioned in the paragraph above.
10. **Local cost of benefits** - spend on housing benefit expenditure net of housing benefit subsidy and income from overpaid housing benefit shows an adverse variance of around £0.946 million, this has been partially mitigated by transfers from Earmarked Reserves established specifically for this purpose to give a final outturn position of £0.646 million. As previously reported this has largely arisen due to lost subsidy from errors and delays in the processing of housing benefit claims. Whilst not wishing to dismiss the errors, the housing benefit legislation is complex and continually changing in response to changes in welfare reforms. A recovery plan which includes additional staff training is in place to mitigate these issues going forward.
11. **Investment Income** – a favourable variance of £0.398 million has arisen from increased investment income from our property fund investments and loans to Oxwed (our West End delivery partnership).

Housing Revenue Account

12. The HRA is showing a favourable variance on the HRA of (£0.386) million against a latest budgeted surplus of (£0.165) million (Appendix C). This is prior to any carry forward requests, which were made totalling £0.386 million, £300k of new schemes and £86.4k in respect of slippage.
13. New schemes include :
 - £200k representing the HRA funding contribution in respect of the increased cost of the replacement Housing Management system
 - £100k to represents costs that the Council is likely to incur in tribunal fees in respect of leaseholder major works on Plowman tower
14. The HRA working balance remains unchanged at £4.0 million.
15. The year end variance is shown as (£0.165) million and the major variations include:
 - **Dwelling Rent** has a favourable variance of (£0.339) million, this is due to fewer Right To Buy sales during the year than originally projected (budgeted 40 RTB sale and actual RTB disposal totalled 25). Additional rental income, was also received from the 75 units being made available for Temporary Accommodation and a number of void properties converged to formulae rent during the year.
 - **Service Charges** has a favourable variance of (£0.134) million, due to changes in the leaseholder charges that had not been budgeted for.
 - **Management and Services (Stock Related)** has a favourable variance of (£0.797) million which is due staff vacancies, savings in spend associated with public utilities, external consultancy, and Council Tax associated with Void properties.

- **Misc Expenditure (Non Stock Related)** has a favourable variance of (£0.110) million, due to staff vacancies and reduced spend on utilities on Temporary Accommodation units.
- **Responsive and Cyclical Repairs** has an adverse variance of £0.335 million due to day to day responsive repairs and planned maintenance being overspent in year due to an increase in activity in this area.
- **Depreciation** has an adverse variance of £0.789 million. This represents the total amount of depreciation for Council Houses and other assets in the HRA, which are offset with a credit showing in the Appropriations lines.
- **Appropriations** has an overall adverse variance of £0.557 million, these accounts represent the entries relating to movements to and from reserves, capital financing, depreciation and impairments.

Capital

16. The outturn on the Capital Programme is £32.526 million with a favourable variance of (£3.750) million against the latest outturn estimate forecast in February as shown In Appendix B. This represents a 78% spend of the original budget compared to 69% last year and 76% the previous year
17. The variance of (£3.750) million is made up of (£3.531) million of slippage into 17/18 and (£0.219) million of underspends. Should members agree the recommendations then funding in respect of the underspend will be returned back to the Capital Financing Reserve.
18. The variance against the Original budget including carry forwards is an underspend of £9.347 million (22%).The most significant variances are as follows:
 - **Oxpens regeneration** - £1.4 million due to an underspend in the original budgeted amount for land purchase;
 - **Disabled facilities grants** - £0.4 million – due to delays in referrals being received from the County Council. Plans for the year ahead include meeting with the County commissioner to ensure we can support their needs, increasing staffing within the team and updating our policy, these will ensure that we can utilise the budget allocation as best we can;
 - **Compulsory Purchase Orders** - £0.8 million– deletion of this scheme;
 - **National Homelessness Fund** – £0.5 million homelessness property purchases are being made but the timetable is being reprofiled due to availability of suitable property to purchase
 - **Go Ultra Low** - £0.8 million – rephrasing of project spend ;
 - **Seacourt Park and Ride** - £1.1 million – delays in project delivery due to liaison with other agencies and the need appropriately to plan this project taking into account all relevant factors;
 - **Tower Blocks** - £1.3 million – to be slipped into future years partly due to the delayed commencement of works at the beginning of the contract and partly due to delays in receiving statutory approvals to carry out the work to the entrances and landscaping. Despite these delays works are still expected to be completed within the original project timescale and budget envelope;

- **Quarry Pavillion** - £0.8 million delays in start on site;
- **Investment property acquisitions** - £0.5 million slippage due to delay in working up the scheme;
- **Other net changes in HRA spend** - £1.6 million slippage due to a delay in a range of projects;
- **Loans to Housing Company**- + £750k additional budget allocation approved by Full Council to provide funds for the Housing Company to purchase 5 properties from the HRA.

Performance Management

19. There are fifteen corporate performance measures that were monitored during the year (Appendix G). Twelve (80%) were delivered as planned (Green) and three (20%) fell marginally short of their target.

20. The three indicators are detailed below:

- a. Amount of employment floor space permitted for development –target of 15,000 and a year end result of 14,659;
- b. Number of people using leisure centres – target of 1,400,000 and a year end result of 1,370,105
- c. Delivery of the Council’s costs savings and income targets – target of £1,758,000 with a year end result of £1,749,000.

Corporate Risk

21. Corporate risks are reported in Appendix F

22. There are five Amber risks and one Red risk with the remaining being shown as green. The red risk is detailed further below:

- a. Innovative arrangements and models – The Council is implementing new models of service delivery eg: Trading company and joint venture companies. There is a risk that the implications of these are not understood and communicated effectively impacting adversely on roles and governance arrangements. Agreements between the Companies and the Council regarding services to be provided and fees for these services are to be agreed.

Financial implications

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

Legal issues

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

Level of risk

25. All risk implications are covered in the body of this report and the Appendices.

Equalities impact

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

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Background Papers: None

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SUMMARY OF CARRY FORWARD REQUESTS 2016/17

Description	Amount Requested	New Scheme	Slipped Scheme	Total
	£	£	£	£
Assitant Chief Executive	100,000	100,000	0	100,000
Planning & Regulatory	425,100	0	425,100	425,100
Housing & Property	697,306	0	697,306	697,306
Direct Services	400,000	400,000	0	400,000
Community Services	106,684	45,000	124,684	169,684
Partnership Team	91,000	0	91,000	91,000
Business Improvement	76,069	200,000	76,069	276,069
Law and Governance	30,000	0	30,000	30,000
General Fund	1,926,158	745,000	1,444,159	2,189,159

Description	Amount Requested	New Scheme	Slipped Scheme	Total
	£	£	£	£
HRA	386,400	300,000	86,400	386,400
HRA	386,400	300,000	86,400	386,400

SUMMARY OF CARRY FORWARD REQUESTS 2016/17
S11 - Assistant Chief Executive

Description	Code	Submitted By	Original Budget	Amount Requested	New Scheme	Slipped Scheme	Total	Committed / Uncommitted	Reason for Request
			£	£	£	£	£		
Contribution in respect of working with Clinical Commissioning Group		Caroline Green	-	100,000	100,000		100,000		Contribution in respect of working with Clinical Commissioning Group
							0		
							0		
							0		
			<u>0</u>	<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>100,000</u>		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17**S11 - Planning and Regulatory**

Description	Code	Submitted By	Original Budget	Amount Requested	New Scheme	Slipped Scheme	Total	Committed / Uncommitted	Reason for Request
			£	£	£	£	£		
Winter Warmth Grants	ED05 D3701	Debbie Haynes	27,600	3,000		3,000	3,000	Committed	A number of committed jobs will not be carried out until April
Land South of Grenoble Road and Oxford Plan	HJ14 D3411	Mark Jaggard	560,000	359,000		359,000	359,000	Committed	Work carried forward into future years for both projects
Local Plan	HJ11 D3411	Mark Jaggard	157,000	60,500		60,500	60,500	Committed	Some projects have been delayed and slipped into 17/18
Historic Building Grants	HK12 D3701	Gill Butter	3,010	2,600		2,600	2,600	Committed	Committed grant to Littlemore
			<u>747,610</u>	<u>425,100</u>	<u>0</u>	<u>425,100</u>	<u>425,100</u>		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17

S13 - Housing and Property

100

Description	Code	Submitted By	Original Budget	Amount Requested	New Scheme	Slipped Scheme	Total	Committed / Uncommitted	Reason for Request
			£	£	£	£	£		
Town Hall Planned Maintenance	BR11 B1107	Martin Shaw	204,000	106,156		106,156	106,156		
Homelessness Prevention funds	EK13 D3701	Ossi Mosley	842,000	383,150		383,150	383,150		The sequence of the work had to be detailed and some work is awaiting the fire strategy to be completed in order to facilitate the Museum project Report to CEB on 9th Mar agreed that any savings were to be considered to be carried forward to fund necessary and additional services in 17/18 and 18/19
Covered Market Lease Renewals	BJ12 D3411	Jane Winfield	100,000	100,000		100,000	100,000		Work continues to be carried out but no new leases completed yet, money to be used to pay agents acting for the council which will be paid in the next 12-18 months
Covered Market Bins	BJ12 D3001	Elaine Philip	1,000	1,000		1,000	1,000	committed	Spend to be incurred in May 2017, had hoped to be part of the City Wide bin upgrade but that has been put on hold
Old Quarry Working Face at 13 & 15 Co	BN44 B1101	Martin Shaw	50,000	50,000		50,000	50,000	committed	Negotiations with the owner has delayed the start of the work, which is now scheduled to start on 3rd April
Consultancy budget	BN25 D3411	Nick Twigg	100,000	57,000		57,000	57,000		A number of projects relating to the management of the Councils commercial portfolio have not started in this financial year but are likely to commence in 17/18
			<u>1,297,000</u>	<u>697,306</u>	<u>0</u>	<u>697,306</u>	<u>697,306</u>		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17

S10 - Partnership Team

Description	Code	Submitted By	Original	Amount	New	Slipped	Total	Committed / Uncommitted	Reason for Request
			Budget	Requested	Scheme	Scheme			
			£	£	£	£	£		
City Regeneration - Oxpens and the Station	HA23 D3411	Fiona Piercy	175,000	91,000		91,000	91,000		The projects run over several years and are progressing to plan, and therefore funds are required in
			<u>175,000</u>	<u>91,000</u>	<u>0</u>	<u>91,000</u>	<u>91,000</u>		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17

S23 - Direct Services

Description	Code	Submitted By	Original Budget	Amount Requested	New Scheme	Slipped Scheme	Total	Committed / Uncommitted	Reason for Request
			£	£	£	£	£		
Cowley Marsh Depot Extension	K9579TR5 1	Geoff Corps		300,000	300,000		300,000		Further space required for service provision from Marsh Road Depot, particularly regarding recycling and the need to be 'emergency response Additional costs of establishing the LATCO
Establishing the LATCO	L9899QB39	Simon Howick		100,000	100,000		100,000		
			0	400,000	400,000	0	400,000		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17**S22 -Community Services**

Description	Code	Submitted By	Amount		New Scheme	Slipped Scheme	Total	Committed / Uncommitted	Reason for Request
			Original Budget	Requested					
			£	£	£	£	£		
Childrens centre consultancy	AB01 D3411	Ian Brooke	58,231	43,684		43,684	43,684	Committed	Ward Member bid in previous year, but not allocation has been spent, £15k allocated to Grandpont
Solicitor Legal Servcies		Richard Adams	880,000			18,000	18,000	Committed	provide for 50% of cost of a part-time solicitor in Legal Services, to carry out work for the ASB cases
SAC Artwork & Meeting room improvements including hearing loops	BL16 D3001	David Hunt	725,176		45,000		45,000		To create a budget to improvement the meeting rooms within SAC
Ward Member Budgets	KK06	Catherine Hine	114,320	63,000		63,000	63,000		carry forward of ward member budgets
			<u>1,777,727</u>	<u>106,684</u>	<u>45,000</u>	<u>124,684</u>	<u>169,684</u>		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17

S03 - Business Improvement

Description	Code	Submitted By	Amount		New Scheme	Slipped Scheme	Total	Committed / Uncommitted	Reason for Request
			Original Budget	Requested					
			£	£	£	£	£		
Investors in People accreditation	A0631 DP07	Chris Harvey	12,000	11,250		11,250	11,250	Committed	the consultancy work for the reaccreditation has not yet been completed or billed
Apprenticeships	A0101 DP11	Chris Harvey	442,340	64,819		64,819	64,819	Committed	Continued employment of the apprentices in the current cohort
ICT	D3401 CA70	V Frewin	0	0	200,000	0	200,000		Housing Management and Job Costing System
			<u>454,340</u>	<u>76,069</u>	<u>200,000</u>	<u>76,069</u>	<u>276,069</u>		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17

S34 - Law & Governance

Description	Code	Submitted By	Original Budget	Amount Requested	New Scheme	Slipped Scheme	Total	Committed / Uncommitted	Reason for Request
			£	£	£	£	£		
Oxford Local Plan 2036 - External Legal Services	KS04 D3417	Sue Brown/Mark Jaggard	100,360	30,000		30,000	0 30,000	Committed	
			<u>100,360</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>		

SUMMARY OF CARRY FORWARD REQUESTS 2016/17

S24 - HRA

Description	Code	Submitted By	Original Budget	Amount Requested	New Scheme	Slipped Scheme	Total	Committed / Incommite Reason for Request
			£	£	£	£	£	
Major Projects	NS03	Bill Graves		100,000	100,000		100,000	To fund future tribunals on Plowman Tower re leaseholders
Tower block refurb programme	NS04	Bill Graves	100,000	27,400		27,400	27,400	Legal fees re the above
Tower block refurb programme	NS04	Bill Graves	54,134	44,000		44,000	44,000	Ongoing revenue costs associated with the Tower Block
Housing Manmagent System			0	200,000	200,000	0	200,000	
Sheltered schemes revenue	MD31	Ann Phillips	50,766	15,000		15,000	15,000	continue scheme to complete the procurement for the ten sheltered schemes with furniture
			204,900	386,400	300,000	86,400	386,400	

CARRY FORWARD FORM (2016/17 into 2017/18) – OUTLINE BUSINESS CASE FOR DEPOT EXTENSION AND ASSOCIATED IMPROVEMENTS TO LOCAL AREA

Cowley Marsh Depot Extension

Direct Services have currently submitted a planning application to extend the depot, the purpose of this note is to explain why this is needed.

The Marsh Road Depot is the operational hub for Recycling and Refuse, Streetscene, Highways and Engineering, and Motor Transport, as well as being the central fuelling point for all Oxford City Council vehicles. Direct Services needs further space for the services provided from Marsh Road, particularly regarding Recycling and the need to be “Emergency Response Ready”. The need for more space has been caused by the following:-

Increased pressure from Recycling activities

- Introduction of food waste collections to flats brings 2 new RCVs (overnight parking space) and additional bin storage need.
- The success of Commercial Waste operations has resulted in 2 additional RCV's to meet demand.
- Increased green recycling from the garden waste, brown bin service brings additional bin storage need.
- Increase in the number of households in Oxford means extra RCV (overnight parking space) and additional bin storage need.
- Introduction of kerbside WEEE collection which is bulked at the depot has resulted in additional skip space.
- Introduction of kerbside battery collection which is bulked at the depot this has also required additional space for a mini skips.
- The rising public expectations around the Recycling Service in general, have combined to put pressure on the existing depot space.
- Increased demand/usage on the existing Waste Transfer area to enhance green waste bulking and to introduce road sweeper arisings “dewatering and bulking”. This would have a positive effect on recycling rates and also lead to a reduction in carbon emissions as journeys to tip would be reduced. The current area is too small for efficient use.

Increased pressure from needing to be Emergency Response Ready

- The Council is now required to hold a greater quantity of salt by Central Government, in readiness to respond to the much more frequent adverse winter weather conditions.
- This has, therefore, led us to also store extra snow clearance and gritting plant and equipment.
- The lessons learnt from recent flooding events in Oxford has prompted Direct Services to hold and store additional flood defence equipment, such as extra high capacity pumps, readymade sandbags and flood barriers, as well as the necessary plant and vehicles to deploy this equipment and materials quickly.

Why This Proposal?

For some time now, the Council and Direct Services have been looking for a suitable site to form one depot, so that all of the front line services that we provide can be

brought together. We have considered a number of possibilities at locations such as Redbridge, the old Post Office site and at Sandy Lane West. For various reasons, some financial and some practical, no suitable new depot site has been found as yet.

We have also considered procuring additional storage space, however this obviously adds to our overheads and any new storage would need to be near to existing depots for reasons of efficiency and vehicle movements between sites. Both of these exercises have proved to be unsuccessful.

The proposal to temporarily adopt the under-utilised space next to the Marsh Depot for a period of 5 years whilst the Council continues to look for a one depot site has several advantages which are listed below:-

- The Marsh Depot is the “Hub” of many of our front line services and is the natural and specified delivery point for many of our suppliers.
- The Council already owns the area in question, so there is no capital outlay or on-going revenue commitment.
- The area would be easily accessed from the existing footprint.
- The area is left to its’ own devices (following previous seeding) and does attract insect life etc. However it is not a “natural” habitat as it was created by Parks Team.
- The “buffer zone” around the extension which we plan to create will provide an even more ecologically diverse area not only for insect life but for birds and other wildlife.
- The extra space would reduce vehicle movements between existing depots, as we are currently forced to move stock around to our other locations to accommodate incoming stock and materials. These vehicle movements would become less necessary and therefore our efficiency would increase while our carbon emissions would reduce.
- Currently we are also forced to move stock and vehicles around in the depot more than we would wish, as this creates additional noise. The extra space would obviously reduce this need.
- The area is easily returned to its original condition should the period of adoption end.
- Ecologically, the area would be returned in an enhanced state.

Therefore if the Planning Application is successful, then a budget of £300k will be required for the alterations.

To: City Executive Board
Date: 18 July 2017
Report of: Executive Director for Sustainable City
Title of Report: Local Authority Trading Company - progress report

Summary and recommendations	
Purpose of report:	To report back on the establishment of the Local Authority Trading Company
Key decision:	Yes
Executive Board Members:	<p>Cllr Ed Turner - Deputy Leader and Board Member for Finance, Asset Management and Public Health</p> <p>Cllr Susan Brown - Board Member for Customer and Corporate Services</p> <p>Cllr John Tanner - Board Member for A Clean and Green Oxford</p>
Corporate Priority:	Efficient & Effective Council
Policy Framework:	Corporate Plan
Recommendations: That the City Executive Board resolves to:	
1	Approve the revised LATCo company structure as set out in this report, i.e. the creation of a “Teckal” company (to provide Council services – “the Teckal Company”) and a trading company (to trade with external customers – “the Trading Company”);
2	<p>Note that the Interim Chief Executive in consultation with the Council’s section 151 officer, Monitoring Officer and the Leader will be developing a full update report to be considered by the Board in September or October, which will contain recommendations on the following issues:</p> <ul style="list-style-type: none"> a. a date (“the Transfer Date”), on which all service delivery currently carried out by the Council’s Direct Services will be transferred to the two new LATCo companies. : b. In regard to the Teckal Company, the terms of the Council’s entry into an appropriate agreement with the company (“the Service Contract”) under which the Teckal Company would undertake from the Transfer Date all relevant Council statutory functions and related work, as currently undertaken by Direct Services;

- c. The arrangements to transfer all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company, such transfer being subject to the TUPE regulations;
- d. The arrangements to ensure that all transferring staff will continue to have access to the Local Government Pension Scheme;
- e. The terms of the contract between the two LATCo companies and the Council (“the Support Contract”) under which the Council would provide support services to both companies;
- f. The terms under which the Council would enter into leases or licences with the two LATCO companies covering their occupation of relevant Council premises and use of Council resources;
- g. The arrangements made to transfer to the Trading Company of all contracts with third parties in existence on the Transfer Date
- h. The terms of the Shareholder’s Agreement to be made between the companies and the Council (acting through its Shareholder Group)
- i. The provisions of an initial Business Plan (or Plans) for the Companies.

3 **Agree** to the transfer on the Transfer Date of all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company in accordance with all relevant employment law protecting terms and conditions of employment including pension, and for this to be reflected in the contract. This proposal being subject to consultation having taken place with the Trades Union concerned.

4 **Recommend** to the Teckal Company that it incorporates the new Council three year pay deal (if endorsed by a ballot of Trades Union members) into the employment contracts of the transferring staff for the three year period following its implementation by the Council.

5 **Agree** to a transfer to the trading company of the Council’s order book/external customer list, on terms to be agreed.

6 **Agree** to grant a licence to the LATCo companies to use the Council’s “ox and ford” logo and the name “Oxford Direct Services” on terms to be agreed.

7 **Recommend that Council** agrees to a further loan of a sum up to £200k to the LATCo companies, on State-Aid compliant terms, to enable the LATCo companies to fund their set up costs and to delegate to the Councils section 151 officer, in consultation with the Interim Chief Executive and Council Leader, authority to approve spending of this money on other related matters

8 **Approve** the governance arrangements for the LATCo companies set out in this report.

- 9 **Ensure** that “client side” arrangements as set out in this report in regard to the Council’s management of its contract with the Teckal Company are fully worked up and agreed
- 10 **Delegate authority** to the Interim Chief Executive, in consultation with the Council’s s151 and Monitoring Officers and the Leader of the Council to agree on behalf of the Council any matter requiring the Council’s consent to properly implement the proposals set out in this report, including the ,terms of any leases or licences to be granted to the companies for operational premises, vehicles, intellectual property or other licences, the terms of any loan agreement and any other relevant matters

Appendices	
Appendix 1	Draft Memorandum of Understanding between the Council and the Company
Appendix 2	Draft list of reserve matters for the Shareholder
Appendix 3	Risk Register

Executive Summary

1. The City Executive Board in March 2017 approved in principle the setting up of a Local Authority Trading Company to carry out the performance of services currently provided to the Council and traded externally by Oxford Direct Services. The CEB requested a report back on a number of detailed matters and they are addressed in this report.
2. Detailed financial modelling has been carried out to demonstrate that it is in the financial interests of the council to follow this course and identify the model that provides best value.
3. This concludes that the optimum model is to :-
 - a) Form a single trading body know as Oxford Direct Services but that this should comprise a two company structure, one to primarily service the Council the other to trade with third parties, that are effectively grouped under the Council.
 - b) Transfer the services to those companies and ensure continuity of employment for existing staff by transferring their employment to the company that services the Council. Labour would then be sold as required to the trading arm.
 - c) Establish the companies as wholly owned by the City Council. Who will be the single shareholder. The shareholder will be represented by the City Executive Board

- d) The companies purpose would be to deliver value to the Council, through driving efficient, value for money services and through generating income from external trading
 - e) The modelling carried out demonstrates that the existing requirements of the Medium Term Financial Plan can be met with this model and that it provides considerable scope to exceed those requirements
 - f) Protection of the terms and conditions of transferring staff by will be achieved by following the full obligations of employment law and reflecting that in the contract between the Council and the companies. This includes the recent pay deal subject to the trade union members writing to accept in the forthcoming ballot. In addition to that staff in the companies will continue to have access to the Local Government Pension Scheme via Designated Body status
4. Good progress has been made towards having these arrangements in place to enable the transfers to be in place by the 1st November 2017 and the report makes a number of recommendations necessary to progress further the proposals.

Further work in response to CEB recommendations

5. In March 2017, CEB delegated authority to the Chief Executive, in consultation with the Council's statutory officers, to undertake further work and report back on the following matters:

The most appropriate financial and operational arrangements:

6. Detailed work has been undertaken to ensure that:
- a) The best interests of the Shareholder (the Council) are protected;
 - b) High quality services continue to be delivered on behalf of the Council ;
 - c) The company structures can effectively operate the respective services on behalf of the Council;
 - d) The Medium Term Financial Plan expectations are delivered and the potential for further growth enabled;
 - e) Major risks are identified and managed, and effective governance arrangements are in place to exercise control and ensure delivery of the desired outcomes efficiently and effectively.
7. A draft Memorandum of Understanding (MoU) has been developed which forms the basis for the "psychological" and actual contract between the Council and the companies. Included at Appendix 1, the 'MoU' sets out how proposed contractual arrangements between the company and the council will manage the financial risks, control and surplus distribution.
8. Ultimately the Council will exercise control over the companies through the Shareholders Agreements which will include a number of reserved matters. A draft is attached at Appendix 2. Other matters will be determined by the companies Directors (appointed by the Council). Day to day running of the organisations will be managed by the Managing Director under a scheme of delegation agreed by the Companies Directors.
9. Financial modelling and sensitivity testing has been undertaken by external consultants and signed off by the Council's Section 151 Officer and the Directors of

the company. This work informed the company structure taking into account corporation tax, VAT, etc.

10. In the previous CEB report a Holding Company (HoldCo – which sat above the Teckal and Trading arms) was proposed for two reasons; staff would TUPE transfer into the HoldCo, and; it would provide for a group structure which may have tax advantages for the Council.
11. Having undertaken further work, the consultants have advised that the HoldCo does not add value in terms of the staff transfer or group taxation. Therefore two companies will be set up, each being wholly owned by the Council and ‘Grouped’ by the Council for taxation purposes.
12. At the date of services starting to be provided by the company to the Council it is proposed that the payment for services will be largely on the existing basis. This is reflected in the risk sharing and other commercial matters in the contract. It is intended that by the end of year 3 of the contract a review of all those elements will be carried out to enable the relationship to be fine-tuned to optimise the outputs.
13. Property Assets will remain with the Council and leased to the companies at State Aid compliant market rates.

Transfer of staff:

14. The transfer of Direct Services will consequentially mean that Direct Services staff engaged in service delivery immediately prior to the transfer date will transfer across to the Teckal Company. The transfer will be in accordance with all relevant employment laws, protecting terms and conditions including pensions. This requirement will be written into the service contract. The new pay deal will also be a contracted requirement (assuming it is endorsed by trade union members in the forthcoming ballot).
15. The alternative of continuing to employ staff at the Council and seconding them to the Company has been considered but rejected because:
 - a) The Company is the ‘entity’ to which the work will transfer and hence staff have the legal right and expectation under TUPE to protect their jobs and terms and conditions of employment;
 - b) Secondment implies a short term arrangement and what is proposed is permanent;
 - c) Seconded staff would continue to require guidance and supervision from the Council which would add to time and cost;
 - d) Secondment would introduce complications regarding employment policies such as grievance and disciplinary that given the scale of the undertaking would not be manageable;
 - e) Confusion would be created regarding people’s employment;
 - f) The experience of other organisations is that staff need to feel 100% engaged with the endeavour which they can only achieve by being part of it on a permanent basis.

Pension arrangements:

16. Officers have been in contact with Oxfordshire County Council (the Local Government Pension Scheme administrators) and have taken specialist advice to look at options for the pension arrangements for the companies. The 'must have' requirement is to ensure continued access for staff and this has been confirmed. The route to this is either through 'Designated Body' or 'Admitted Body' status. Designated Body status is more straightforward and fully meets the requirement that for staff there will be no change in their pension arrangements, the contributions they pay or the benefits they receive.
17. The County Actuary has confirmed verbally that with the Designated Body route and a scheme that is open to new members, there are no financial implications for the Council or the Company.

Choice and flexibility in terms and conditions for new employees hired to the company after transfer:

18. On day one it is intended to offer the existing standard terms and conditions, including pension arrangements. However, Oxford Direct Services (ODS) needs to ensure it offers attractive terms and conditions of employment that reflect the market it operates in. Therefore it is intended to explore broadly equivalent alternative packages with the Trades Unions to see whether these would be attractive to new staff as part of the wider people strategy including alternative pension arrangements.
19. The LGPS can remain open to new starters after transfer or be closed to them. The intention is that the scheme will remain open and it is on that basis that the business and financial planning has been undertaken.
20. However, closing the scheme could be combined with developing an alternative attractive employment package which reflected the aspirations of new entrants to the work force and the commercial ambitions of the company. Members should note that there are potentially significant financial benefits from such an approach. It is intended to explore these possibilities with the trade unions post getting the companies up and running. However, there are also significant costs of closing the scheme to both the company and the Council due to restricting the number of scheme members to cover the past service deficit on the pension fund. Any new package would need to more than cover the LGPS pension costs. These are sensitive and complex matters that will need careful consideration and the agreement of the shareholder.

Which services should be transferred or not and if so into which part of the structure principally having regard to the financial impact on the Council:

21. Having undertaken the detailed financial modelling and sensitivity testing, it is proposed that all services will transfer into the LATCo. Thereafter the services will reside in the most appropriate arm (Teckal or Trading) depending on the financial and operations circumstances of each service line

Client side arrangements:

22. Robust client side arrangements will be put in place with a single senior officer within the Council acting as the principal contract manager and coordinator. The existing performance management standards and Key Performance Indicators will be built into the services contract.

General progress report

Company Set Up

23. The two Companies) have been registered with Companies House:

- a) Oxford Direct Services Limited (Teckal arm) – company number 10719222
- b) Oxford Direct Services Trading Limited (Trading arm) – company number 10719214

24. The Certificates of Incorporation are held on file and both companies are 100% owned by the Council as the sole shareholder.

25. The outline of the risk sharing agreement between the company and the Council is shown in Appendix 1.

26. A Shareholder Agreement and Articles of Association have been drafted for each company and (at a date to be agreed) the former will be considered by the Shareholder Group (as per the Housing Company) and the latter is scheduled for approval by the Board of Directors of the company at the July Board meeting.

27. The Shareholders Agreement will set out a list of reserved matters which need specific Shareholder approval, for example changing the name of the company or dismissing any Company Director. See appendix 2.

28. The two company boards have been set up, meeting monthly to oversee the project to get the companies up and running and in due course the delivery of the business plans. It is envisaged that at least two Shareholders meetings will be held each year with the full City Executive Board representing the Shareholder.

29. The Scrutiny Committee will be able to review or scrutinise decisions taken by the Shareholder Group.

30. The companies' Board of Directors will take decisions on matters not reserved to the Shareholder and will delegate day to day running of the company to the Managing Director. The directors will agree and implement an appropriate scheme of delegation to the Managing Director to facilitate this.

Governance

31. The Teckal Company Business Plan and the Trading Company Business Plan will be presented to the Shareholder for comment and approval. It is envisaged that both LATCo companies will have formal meetings with the Shareholder group at least twice yearly. The activities of the Council's Shareholder group will be subject to member scrutiny.

32. Day to day financial and operational performance of the Companies and monitoring of Service Level Agreements with the Council's support service providers is a matter for the Company Boards.
33. Robust client side management arrangements will be put in place by the Council, with a single senior officer acting as the principal contract manager and coordinator. Service standards and Key Performance Indicators will be built into the services contract with the Teckal Company. Four formal meetings a year will take place to review financial and operational performance of the Teckal Company as well as the financial performance of the Trading Company. These will be convened by the Principal Contract Manager and designated client side managers and managers from within the Companies will be required to attend. In the initial period greater frequency may be helpful to support the bedding down of the new arrangements and processes.
34. The existing day to day performance management regime involving service managers and managers from Direct Services will continue.

Board Composition & Membership:

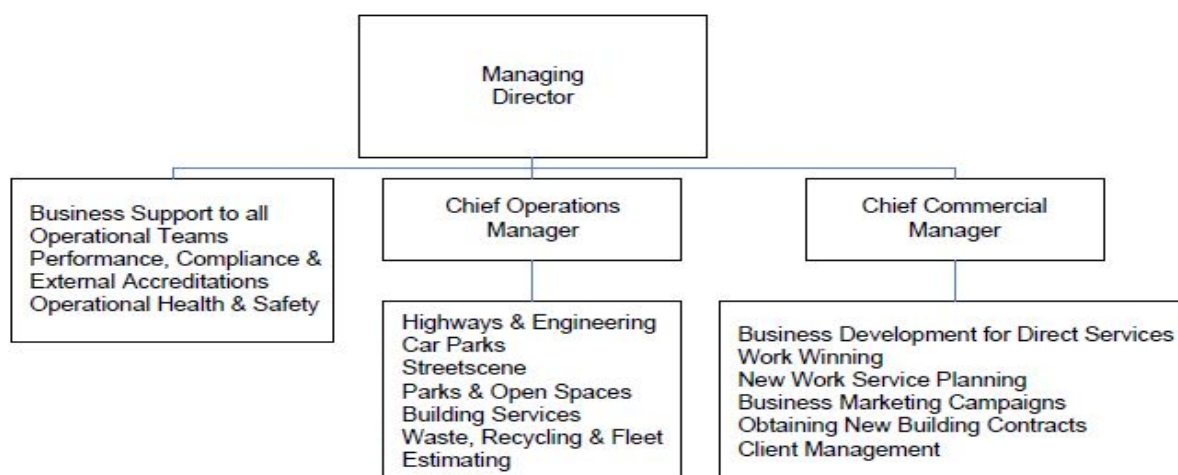
35. The Articles stipulate the Board composition and a minimum of three and maximum of six Directors for both companies. The Chief Executive recommended the following list to the Leader of the Council who on behalf of the Shareholder Group approved it:

Name	Position
Tim Sadler	Director (chair)
Jackie Yates	Director
Graham Bourton	Director/Managing Director
TBC	External Director
Lindsay Cane	Company Secretary

36. All but the External Non- Executive Director (NED) are now formally in place. Recruitment for the external NED will commence shortly with a view to recruiting skills and experience valuable to the companies that is not held by the other directors. Appointments will be approved by the Shareholder Group.

Company structure:

37. An initial management structure has been devised as follows, with the Managing Director (who is responsible for the day to day management of the company) reporting into the companies' Board.



38. The companies will undertake the Teckal and Trading activities through this structure.

Employee relations:

39. Communication and engagement with Direct Services staff about the LATCo continues to go well with staff briefings completed and regular meetings with trade union colleagues. As previously reported the company will recognise the existing trade unions Unison and Unite the Union and this will be formalised in a Recognition Agreement.

40. Trade unions have reflected on 'employee director' discussions and instead would prefer to have regular meetings with ODS management about operational issues and representation on committees as appropriate (e.g. Health & Safety).

41. Trade unions are concerned about how terms and conditions including pensions are protected above and beyond the statutory framework provided by the TUPE regulations. They are also concerned how different terms and conditions in the future could create a 'two tier' workforce. However they also understand the wider value of delivering additional revenue (achieved by a combination of growth and through more commercial terms and conditions of employment) back to the Council in terms of job security and potentially increased employment opportunities. Discussions are underway with trade union colleagues with the aim of coming to an agreement about future terms and conditions for new staff.

Support services:

42. Setting up a Local Authority Trading Company is a significant endeavour. Whilst the Council has established arrangements in place for support services, there is considerable work involved in disaggregating existing structures and creating the required separate company structures and procedures required to ensure appropriate financial management, billing, debt recovery, procurement, ICT, HR, payroll, legal, marketing and communications activities are in place. A number of officers engaged in the project are spending large amounts of time to facilitate the desired deadline for the company becoming operational on 1st November 2017.

Financial implications

43. The project to set up the companies, which have a combined turnover of circa £50m, is considerable and the financial implications of undertaking this are becoming clearer as we progress. To date the Council has incurred around £87k in consultancy fees to examine the feasibility of establishing the company for which there is budget provision. It is estimated that a further cost of around £350k will be incurred primarily in re configuring IT systems, e.g. setting up a new payroll client for the company. Most of these costs will be charged to the company and funded from working capital. A loan of £250k has already been approved by CEB. It is therefore recommended that a further loan of up to £200k is now approved to enable completion of the set up process.
44. Increasing income to the Council is the main rationale. The fact that the company is wholly owned by the Council means that profits after tax would primarily be returned to the Council from both the Teckal and Trading company by way of rebate or dividend with a small amount being retained within the company. Such dividend allocation to be agreed and written into the shareholders agreement. In addition to the dividend the Council would receive payment for:
- a) Support services such as ICT, Finance, Legal, HR etc which will be charged to the company at a cost reflecting state aid compliance;
 - b) Assets purchased by the Council for which an asset charge will be made to the Company based on the cost of the asset;
 - c) The market rent of occupying depots at Horspath and Cowley Marsh;
 - d) Income from car parking would all be retained by the Council since the Teckal company will simply be acting as a managing agent;
 - e) The income from garden waste which will be retained by the Council;
 - f) Interest from state aid compliant loans to the company.
45. In addition to the above, the Company, will be required to purchase the order book for the externally traded business from the Council with a loan from the Council. The terms of which will need to be agreed. In assessing the financial business case for establishing the company one must consider the additional costs that will be incurred by the company over and above those that would be incurred by the Council. These have been included in the Financial options and include :
- a) Corporation tax which is chargeable on surpluses arising in the Trading company and on externally traded surpluses in the Teckal company currently at a rate of 19% subject to certain allowances - estimated to be £100k per annum
 - b) External audit fees of approximately £40k per annum
46. Surpluses in both the Teckal and Trading companies will be returned to the Council by way of a rebate or dividend after Corporation Tax based on the agreed proportion in the Shareholders Agreement. Statutory services within the Teckal Company are unlikely to be subject to corporation tax. The starting point for the arrangement will be to ensure the delivery of both surpluses from trading activity and costs of statutory services are in accordance with the current Medium Term Financial Plan over the next four year period after taking account of any additional costs that will be incurred by the company such as tax, or external advisors which

are not currently incurred by the Council. Any variance on this position either through increased costs payable to the Company by the Council or income passing into the Company from the Council will affect the MTFP to the extent that they are not fully returned to the Council through dividends. Therefore these additional costs will require mitigation through efficiencies and or additional turnover to deliver the MTFP requirement.

47. Members will recall that in 2016-17 Direct Services delivered a surplus of £1.24 million over the base budget largely due to the overachievement of income. It should be noted that some of this income is from one off contracts and is by no means certain in future years
48. In the last few months officers have been working with external consultants Grant Thornton on the financial business case for establishing the Company. This has shown that it is possible to deliver and potentially exceed the MTFP requirements through a Local Authority Trading Company structure.
49. In addition, officers believe that with investment, there is potential to double the annual turnover of the trading company in the medium to long term. This would provide additional income over and above the current Medium Term Financial Plan. The company's business plan will set out the investment, capital requirements and returns for the Council to consider.

Sensitivity Analysis

50. A number of scenarios have been modelled over a period of 4.4 years (on the assumption the company commences trading on 1st November) against the base case referred to above i.e. an extra £2million per annum turnover. These scenarios point to the optimal arrangements set out in this report taking into account various risks and opportunities.

Legal issues

51. The creation and implementation of the two LATCo companies clearly create a number of fairly complex legal issues, which have been addressed by both the Council's own legal department and external advisors. Work is on-going with the emphasis switching from an analysis of the need for, the benefits of and the structure of the proposed LATCo to the more operational concerns relating to the Service Contract and the Support Contract, as well as ensuring that the "client side" arrangements are sufficiently robust to facilitate an effective dialogue between the Council and the LATCo companies.

Level of risk

52. An updated Risk Register is attached at Appendix 3.

Equalities impact

53. An [Equalities Impact Assessment](#) was appended to the previous report and is linked above.

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Background Papers: None

To: City Executive Board
Date: 20 June 2017
Report of: Assistant Chief Executive
Title of Report: Oxford City Council Safeguarding Report 2016/17

Summary and recommendations	
Purpose of report:	To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2016/17
Key decision:	Yes
Executive Board Member:	Cllr Tom Hayes, Board Member for Community Safety
Corporate Priority:	Strong and Active Communities
Policy Framework	None
Recommendations: That the City Executive Board resolves to:	
1. Note the key achievements of the Safeguarding work delivered through Oxford City Council during 2016/17	
2. Agree the Safeguarding Action Plan 2017/18 set out in Appendix 1	

Appendices	
Appendix 1	Oxford City Council's Safeguarding Action Plan 2017/18
Appendix 2	Oxford City Council participation in Safeguarding Boards and Working Groups

Background

1. For Oxford City Council safeguarding and the wellbeing of children and vulnerable adults is a corporate priority and the Council is actively striving towards best practice in this area of work. The Council is acutely aware that the needs in the city are very different to elsewhere in Oxfordshire. In particular in relation to abuse, neglect, PREVENT (the prevention of radicalisation programme), modern slavery, and the many other forms of exploitation. It is also aware of the impact of poverty on safeguarding risk.
2. Safeguarding children and vulnerable adults is a core responsibility of Oxfordshire County Council. The development, delivery and quality monitoring of this area of service provision is the responsibility of the Oxfordshire Safeguarding Children

Board (OSCB) and Oxfordshire Safeguarding Adults Board (OSAB). Oxford City Council is represented on both of these Boards and as a key partner actively contributes to safeguarding and the promotion of health and wellbeing of children and vulnerable adults within the city.

Introduction

3. This report aims to:
 - Highlight the key achievements and progress made in relation to the safeguarding work delivered by Oxford City Council this year inclusive of the recommendations made by the Scrutiny Committee on 16 June 2016.
 - Share the results of the external safeguarding self-assessment 2016 (Section 11).
 - Focus on areas identified for further improvement in 2017/18: collated within an action plan attached at Appendix 1.
 - Consider challenges and risks in relation to external service changes and actions identified within the plan.

Self-Assessment 2016 (Section 11)

4. The Council is legally required to complete an annual self-assessment to evidence standards in the quality of our safeguarding work. This year the Self- Assessment Audit was a joint audit between the OSCB and OSAB. The Council is required to evidence its standard of work in the following areas:
 1. Leadership, Strategy and Working Together
 - a. Senior management have commitment to the importance of safeguarding and promoting the welfare of children and adults with care and support needs
 - b. There is a clear statement of the agency's responsibility towards children and adults with care and support needs and this is available to all staff
 - c. Local Safeguarding Board Effectiveness
 2. Commissioning, Service Delivery and Effective Practice
 - a. Service development takes into account the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and adults with care and support needs & families
 - b. There is effective inter-agency working to safeguard & promote the welfare of children and adults with care and support needs
 - c. There is effective information sharing
 - d. Commissioning arrangements are robust, effective and cost-effective
 - e. Thematic Issue: Transport of children and adults with care and support needs
 3. Performance & Resource Management
 - a. There is effective training on safeguarding & promoting the welfare of children and adults with care and support needs for all staff working with or, depending on the agency's primary functions, in contact with children and adults with care and support needs

- b. Safer recruitment procedures including vetting procedures and those for managing allegations are in place
 4. Outcomes for, and Experiences of, People Who Use Statutory Services
 - a. People's experiences of safeguarding
5. Oxford City Council's Assessed Standards were as follows:

Standard\Agency	1A	1B	1C	2A	2B	2C	2D	2E	3A	3B	4A
Oxford City Council	B	G	B	G	G	B	G	B	G	B	G

- Blue** – the standard/compliance point is fully met and can be evidenced as completed
Green – the standard/compliance point is near completion or fully met but cannot be evidenced at this point.
Amber – the standard/compliance point is not met but work has begun or work is underway but has experienced delays in completion.
Red – the standard/compliance point is not met, work is not underway and there are issues with commencing work.

The full Section 11 Assessment is available in the link below

www.oxford.gov.uk/safeguardingselfassessment

Key achievements to note 2016/17

6. The Action Plan 2016/17 included recommendations from:
 - The Section 11 Self-Assessment
 - Oxfordshire Safeguarding Children's Board Serious Case Review
 - Oxford City Council's Scrutiny Committee
7. All of the actions identified within Oxford City Council's Safeguarding Action Plan 2016/17 have been completed or are in progress. Details are provided below.

Working in Partnership

8. The council's external partnership working continues to strengthen through regular attendance at strategic and operational Boards and Working Groups. These include OSCB and OSAB Working Groups which drive forward the Boards key areas of work on Performance Management, Policy Development and Training. (See Appendix 2).
9. The Council's Policy and Partnership Manager has also actively participated in a number of operational steering groups on behalf of the districts, including the Multi-Agency Safeguarding Hub (MASH) and helped shape the new model for MASH.
10. Active participation in these groups provides the Council with an opportunity to ensure that it knows what changes are taking place, that it is clear about the impact

of the changes on its service areas and that it is able to influence the development of services in the city.

Safeguarding Training Programme

11. Oxford City Council has a comprehensive safeguarding training package. Total number of staff that have received safeguarding training between 01/04/16-31/03/17 is 624.
12. Participation in the appropriate level of safeguarding training is compulsory and this is tracked and monitored through Itrent (the Council's Human Resources ICT System).
13. A safeguarding training package has been developed and delivered for elected members through the year. All current members have attended one of these sessions.
14. Oxford City Council will be recognised within the OSAB annual report for its good practice in responding to the identified safeguarding training needs and actively sourcing and delivering it.

Licensing standards

15. Oxford City Council has led the development of the Joint Operating Framework for Taxi Licencing. The aim is to have standard requirements for safeguarding measures for all taxi services across the Oxfordshire local authorities. It includes an agreed level of checks, standard training packages and improved information sharing across agencies. This is now well developed and monitored by OSCB.

Language schools

16. Cllr Dee Sinclair and the Community Safety Team have played a key part in the Language School Forum this year, driving forward a set of actions to further develop partnerships with language schools and encourage a consistent safeguarding framework in language schools across the city. A full report on this work was presented to Scrutiny Committee in December 2016.

Hotel Watch

17. Oxford City Hotel Watch was established to build closer relationships with Thames Valley Police, Oxford City Council and the hotel industry. It is aimed at helping to identify offences that take place in hotels and other forms of accommodation and to protect vulnerable people from exploitation.

Central recording system

18. It is essential moving forward that the Council is able to centrally collate concerns raised within teams as well as external referrals /requests for assessment/welfare checks. This would give the Council the ability to recognise pockets across the city

that perhaps have high numbers of safeguarding concerns and be able to feed this knowledge into local plans when developing service provision.

19. This will remain a priority for the year ahead as the Council has experienced challenges with the proposed IT system planned to enable us to implement a central recording system,. The problem stems from the need to ensure information contained within the system is secure.

Safeguarding co- coordinator role

20. This role actively supports internal and external partnerships and has taken a lead in the support and progression of the Council's Safeguarding Action Plan.
21. Areas of focus this year have been:
 - Review and updating of internal training packages and undertaking an evaluation of the City Council's Training Programme
 - Securing funding and the delivery of 'Mental Capacity Training' for key frontline staff (to ensure that staff are aware of their legal responsibilities under the Mental Capacity Act and for them to have the knowledge to apply them in their everyday practice)
 - Designing a format for a central data base for tracking concerns and referrals made
 - Contributing to the development of external assessment tools and OSAB training packages
 - Collating and presenting reports on behalf of the districts councils (on training)
 - Working across the Council's service areas to guide consistency of approach
 - Facilitating and developing the role of the Named Safeguarding Officers Group
 - Completion of the Section 11 Self- Assessment
 - Completing a safeguarding audit of the Youth Ambition service.

Priorities to focus on 2017/18

22. The year ahead is one of challenge and change. The structure of Oxfordshire County Council's services both for children and adults at risk have been redesigned. This has included closure of some prevention and early intervention services. The impact of these changes on children and vulnerable adults are as yet unclear and will need to be closely monitored and evaluated.
23. These changes and the developing outcomes will influence our safeguarding responsibilities and work priorities in the coming year. The Safeguarding Action Plan 2017/18 is attached as Appendix 2.
24. The key areas of focus include:
 - Ensuring that our policies and procedures are up to date and reflect changes internally and externally.
 - Ensuring that our Safeguarding Training Programme continues to meet the needs of staff , is kept up to date and evaluated.

- Ensuring that departmental safeguarding policy and procedures align with the corporate policy and procedures and introduction of a central reporting system.
- Developing a Safeguarding Communication Strategy that delivers key Safeguarding messages throughout the year (to staff and local residents) and to ensure that relevant information is provided in a child friendly format.
- Ensuring that there is effective and integrated working with the Oxford Community Safety Partnership Strategies and Plans.
- Reviewing procurement and grant processes to ensure that they are compliant with safeguarding requirements.
- Agreeing and prioritising which safeguarding assessment tools are to be used (for example Child Sexual Exploitation and Neglect) and to enable staff to use them effectively.
- Ensuring volunteers are provided with opportunities to have the safeguarding training they require.

Risks and Challenges

25. Due to the fast pace of change, we will need to ensure:

- Changes to services, policies and procedures are well communicated to staff across the organisation
- Staff are able to use the new assessment tools when required.
- The sharing of safeguarding information is not impacted by the changes taking place in Oxfordshire County Council's service delivery.
- IT structure/support is able to support the implementation of a central recording system without additional cost.

Financial implications

26. The Council has committed within the budget to make an annual contribution towards the running costs of the OSCB of £10,000 and the OSAB of £10,000. The City Council has two active trainers who contribute to the OSCB training pool.

Legal issues

27. There are no legal implications arising from the report.

Equalities impact

28. There are no proposed changes to Oxford City Council's Safeguarding Policy.

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Background Papers:	
1	Oxford City Council Section 11 Self- Assessment 2016

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Appendix 1: Oxford City Council Safeguarding Action Plan June 2017-June 2018



Key Influences/inputs

- Corporate Plan
- The Section 11 Self-Assessment Audit
- Woods Review
- OFSTED Report Oxfordshire County Council
- Youth Ambition Audit
- Oxfordshire Safeguarding Children’s Board (OSCB) Business Plan
- Oxfordshire Safeguarding Adults (OSAB) Business Plan
- City Council Children and Young Peoples Plan

129

This year the Section 11 Self- Assessment Audit was a joint audit between the OSCB and OSAB. It was also more thorough than it has been previously.

The Action Plan Framework is based on the Section 11 Standards and it is aimed at moving the Council from a ‘green’ rated standard to a ‘blue’ rated standard (from good to best practice).

Area identified for Improvement	Action	Measure	Outcome	Impact	Lead	Completion date
Leadership, Strategy and working together	<p><u>Policy and Procedure</u></p> <p>Review positions/responsibilities in relation to attendance to identified safeguarding meetings.</p>	<p>Scope out strategic and operational meetings. Discussion and allocation of meetings.</p>	<p>Agreed role attendance to each meeting. Regular attendance.</p>	<p>Emerging issues identified/communicated and managed.</p>	VJ	June 2017

	Complete a review of Oxford City Council Safeguarding Policy. Integrate the key external service changes	Draft to progress through programme boards. New reporting programme up and running	Active new policy available on website	One clear policy being applied across departments standardised consistent approach.	DG	
	Implement a central recording system for safeguarding concerns (SharePoint)	Continue to explore options for IT system	Quarterly report evidencing use of system,	Ability to evidence referral journey. Staff knowledgeable and up to date with process and procedure.	DG	June 2018
	Provide training to staff on the new reporting system	.Dates set and available	Guidance manual for staff on reporting online available on intranet Delivered training across City Council departments on using on line system	Ability to identify under and over reporting in vulnerable groups and departments	LG/ GW	June 2087
	Integrate the agreed safeguarding champion structure	Identified staff to complete bespoke champion training	Active champions, providing one to one advice and guidance across Oxford City Council	Resilient structure. Stronger internal partnership	DG	June 2018

	<p>Develop in partnership with OSCB safeguarding templates for community organisations</p> <p><u>Align department safeguarding policy and procedure with central functions. Ensure input from relevant departments.</u></p> <p>Integrate safeguarding into the work of the Sustainable City Board</p> <p><u>Communications</u></p> <p>Develop a safeguarding communication strategy that delivers relevant key messages throughout the year</p>	<p>Attendance to workshop. Participate in draft templates.</p> <p>Visible on the agenda of r City Board</p> <p>Put forward proposal to Communications Team as silver priority for the coming year</p>	<p>Signed off template at OSCB training subgroup</p> <p>Discussed and agreed at City board</p> <p>Draft Communication Strategy for safeguarding and key messaging throughout the year</p>	<p>Templates being used by resident associations, community groups commissioned through Oxford City Council</p> <p>Organisational agreement</p> <p>Visible current issues for staff. Raised awareness. Provide a clear structure for key messaging from serious case reviews</p>	<p>DG</p> <p>VJ</p> <p>DG</p>	<p>July 2017</p>
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	<p>Develop and design in collaboration with young people a safeguarding information inclusive of information on what safeguarding issues are and how to raise a safeguarding concern</p> <p>Develop and design a children and young person friendly complaint information tool</p> <p><u>Links to the Community safety partnership</u></p> <p><i>Language schools</i> Review current plan and capacity commitment to language school work</p> <p>Hotel watch/taxi licensing</p> <p>Promote safeguarding of vulnerable adults and children in Hotels, Guesthouses & B'B's across the city under the OSCB Child Sexual Exploitation Sub-group and national campaign 'Say Something if you See Something'. Domestic abuse</p>	<p>Sessions with young people</p> <p>Draft information</p> <p>.</p>	<p>Printed information readily available at sessions and on the internet.</p>	<p>Children and young people using services and have a raised awareness of safeguarding issues. Gained understanding of where to go for help and how to access it.</p>	<p>HL</p> <p>HB</p> <p>RA</p> <p>LL</p>	<p>Sept 17</p> <p>?</p> <p>On-going</p>

	<p>Child Sexual Exploitation and exploitation</p> <p>Continue to work with OSCB CSE (Child Sexual Exploitation & Exploitation) Sub-group and Kingfisher Team in delivering the CSE Action plan aims</p> <p><i>To develop effective community engagement to promote safeguarding and awareness of issues such as CSE, Human Trafficking and Prevent</i></p> <p><i>Review further implications with regard to vulnerable adult's responsibilities.</i></p>	<p>Regular attendance at CSE sub-groups and associated meeting and carryout any agreed actions</p>	<p>identified by the membership.</p> <p>Clear framework in place</p>	<p>Children, Parent & Carers and the wider community are aware of the risks of CSE</p>	<p>LL</p> <p>LL</p> <p>RA</p>	<p>On-going</p> <p>On going</p>
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<p>Commissioning service delivery and effective practice</p> <p>134</p>	<p><u>Visible current issues to staff to raise awareness. Provide a clear structure for key messaging from serious case reviews.</u></p> <p>Complete a safeguarding Audit of Youth Ambition services.</p> <p><u>Procurement</u> Review of safeguarding standards in relation to contracting and contract monitoring</p> <p>Ensure all grant and commissioned services are required to and evidence suitable safeguarding policy and procedure before funding is committed.</p> <p>Agree and prioritise which external assessment tools are to be used within Oxford City Council centrally and department specific.</p> <p>Ensure staff attend the required training to enable them to effectively and confidentially use the tools within their roles.</p>	<p>Agreed programme of areas to cover</p> <p>Included in written guidance and application process</p> <p>Safeguarding officers Meeting held to discuss tools Identify central tools, department tools, staff clear about responsibilities, confident to use.</p> <p>Identify relevant training, advertise dates</p>	<p>Complete audit Written report with recommendations for consideration</p> <p>Agreed tools to use. Available on keeping people safe page</p> <p>Staff attending training</p>	<p>Safeguarding staff questionnaire evidence increase in staff using forms.</p>	<p>DG/HL</p> <p>AD/DP</p> <p>JT</p>	<p>June 17</p> <p>Dec 17</p>

	<p>Develop a consistent process across oxford city council delivering learning across the City Council from Serious case reviews.</p> <p><u>Training</u></p> <p>Annual review of training needs and content</p> <p>Measure training outcomes in practice and assess effectiveness of training staff.</p> <p>To promote the support available to staff through the Employee Assistance Programme 'Work Well' and to develop further support where required</p> <p>Continued data reports to service heads from HR.</p> <p>Continue to Work with the OSCB and OSAB Training Groups/ workshops to develop training programmes that meet the needs of our staff.</p> <p>Continue to deliver internal safeguarding awareness briefing throughout the year</p>	<p>Clear framework for delivering messages. Meaningful and relevant to services.</p> <p>Collate training completion figures at year end. Review on-going training needs and refreshers continue to collate and evaluate feedback forms after sessions</p>	<p>Quarterly sub training group meeting – plan and support the delivery and development of internal training packages</p> <p>Provide a collective report to safeguarding raining sub group to continually improve our training by listening to staff feedback</p>			
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Performance and resource management 136	<p>Ensure our volunteers are included in the opportunity to attend the safeguarding awareness briefing sessions.</p> <p>Record attendance and completion</p> <p>Centrally collate volunteer roles/information</p> <p>Categorise volunteer type</p> <ul style="list-style-type: none"> • Need for safeguarding training. • Vulnerability/risk support 	<p>Information to be regularly provided to volunteers about safeguarding sessions available.</p>	<p>Expand key messaging and safeguarding updates and information to our community of volunteers.</p>		<p>ST</p> <p>ST/D G</p>	
Outcomes and experiences of service users using statutory services.	<p>Have clear actions in relation to young carers ?</p> <p>Ensure that staff who require it engage in the Think family approach agenda</p>					

Document	Oxford City Council Safeguarding Action Plan 2017-18
Owner	Tim Sadler, Executive Director, Community Services
Author	Daniella Granito Safeguarding Co ordinator
Date last reviewed	April 2017
Next Review Date Due	
Version	1

Name: 'Oxford City Council Safeguarding Action Plan'

File Location: M:\Policy, Culture and Communications\Policy\Safeguarding\Action plans\Safeguarding Action Plan 2016-17 - April 2015 vs 2.docx

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Oxford City Council participate in the following

Oxfordshire Safeguarding Children Board

Board

Executive

Performance and quality assurance

Training

Working Groups
Neglect
MASH

Serious Case Reviews and learning sessions

Oxfordshire Safeguarding Adults Board

Board

Executive

Performance and quality assurance

Training

Working Groups
Vulnerable Adults

Community Safety Partnership

Board

CSE

Domestic Violence?

Hoarding

ChildrensTrust

Board

Education Attainment Working Group

Strategic Schools Partnership

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To: Council

Date: 20 July 2017

Report of: Monitoring Officer

Title of Report: Extension of term for appointments of Independent Persons

Summary and Recommendations

Purpose of report: This report asks Council to authorise the Monitoring Officer to extend the terms of office of the council's independent persons for code of conduct matters for a further two years.

Policy Framework: N/A

Recommendation(s): Council is recommended to authorise the Monitoring Officer to extend the terms of office of the Council's Independent Persons for code of conduct matters for a further two years.

Summary of report

1. The Localism Act 2011 ("the Act") created a new category of Independent Person who the Monitoring Officer must consult at various stages of the process when dealing with allegations of misconduct by district or parish councillors.
2. At its meeting on 16th July 2012, the Council appointed Chris Ballinger, Godfrey Cole, Jill McLeery and Ben Simpson as the Council's Independent Persons for five years.
3. These appointments were made following an advertisement, application and interview process and with a positive vote by a majority of councillors as required by the Localism Act. The Localism Act does not prescribe a time limit on the terms of office of independent persons and these are therefore within the discretion of the Council.
4. It would be open to the Council to carry out a fresh recruitment process at this time or to reappoint the current Independent Persons for a further term.
5. Since their appointment, the current Independent Persons have attended training, carried out their roles diligently, and gained experience from which the Council can benefit for a further period. The Independent Persons have

collectively dealt with complaints about Members who are accused of breaching the Code of Conduct as they arise.

6. The Independent Persons have been asked to confirm their agreement to the proposed extension of their term of office and have each confirmed that they are willing to continue in the role.

Financial and Legal Implications

7. There are no financial or legal implications arising directly from the recommendations contained in the report.
8. The Council is required by the Act to appoint at least one Independent Person and the Council does not pay its Independent Persons.

Name and contact details of author:-

Emma Griffiths Lawyer, Law & Governance Tel: 01865 252208 E-mail: egriffiths@oxford.gov.uk

Background papers: none

To: Council

Date: 20 July 2017

Report of: Acting Head of Law and Governance

Title of Report: Remuneration of a Non-Statutory Deputy Leader

Summary and Recommendations

Purpose of report: To consider the proposal to create an additional (non-statutory) Deputy Leader post and to ask the Independent Remuneration Panel to consider the level of allowance that it should attract.

Policy Framework: N/A

Recommendation(s): Council is recommended to:

1. Note the Leader's proposal to appoint one of the City Executive Board members as an additional (non- statutory) Deputy Leader; and
2. Agree to request the Acting Head of Law & Governance to form and convene a meeting of the Independent Remuneration Panel to consider the addition of a Special Responsibility Allowance in the Members' Allowance Scheme for a non-statutory Deputy Leader.

Summary of report

1. The Leader has proposed to appoint an additional non-statutory Deputy Leader from within the membership of the City Executive Board (CEB). In order for a Special Responsibility Allowance to be paid to a second deputy an amendment to the Members' Allowance Scheme would be required.

Executive Arrangements

2. The City Council adopted the Leader and Cabinet Executive model of leadership as established by the Local Government Act 2000 ("the Act"). The Act states that the Leader must appoint a Deputy Leader and form a cabinet with a maximum of ten members (including the Leader and Deputy Leader).

3. The Deputy Leader is appointed by the Leader and holds that office for as long as the Leader wants her or him to hold that position. If the Leader is unable to act, the Deputy Leader may carry out the Leader's statutory functions (for example - appointing or removing Board members) but does not assume the position of Leader. If the Leader ceases to be the Leader, the Deputy Leader appointment also lapses and the postholder reverts to being an ordinary member of the Board.
4. The administration has reviewed the current structure of the CEB in the light of the increasing volume and complexity of the Council's work, and the extent to which partnership working has increased the need to liaise with other public and private sector organisations. The Leader accordingly wishes to propose the appointment of a second Deputy Leader from amongst the eight CEB members. He/she will not hold a statutory role, but will work on an equal basis with the statutory Deputy Leader as part of the Council's senior political leadership team. This arrangement will also support more effective succession planning by bringing one of the Board members into close contact with the extensive range of cross portfolio strategic issues.

Members' Allowances Scheme

5. The Act and the Local Authorities (Members' Allowances) Regulations 2003 require that the Council must appoint and maintain an Independent Remuneration Panel (IRP) to help it determine members' allowances. The Regulations require the Council to have regard to the advice of the IRP in deciding upon its members' allowances scheme. Any scheme can remain in place without review for up to four years provided the amounts contained in the scheme are indexed in some way.
6. At its meeting on 1st December 2014 the Council adopted the recommendations of the IRP in agreeing its Members' Allowances Scheme for a four year period. In order for a Special Responsibility Allowance to be paid to the new non-statutory Deputy Leader, the matter must first be considered by the IRP and the recommendations of the IRP reported to Council for a determination.
7. It is proposed that the Acting Head of Law and Governance will form an IRP and convene a meeting to consider the proposed additional Special Responsibility Allowance for the Non-Statutory Deputy Leader.

Financial and Legal Implications

8. There are no financial implications arising directly from the recommendations contained in the report. A budget pressure would be created if the Members' Allowances Scheme is amended, following the recommendation of the IRP, to include the payment of a Special Responsibility allowance to the additional non-statutory Deputy Leader.
9. The Act requires that the Leader appoints a Deputy Leader. An additional non-statutory Deputy Leader would not be able to exercise any of the Leader's statutory powers in his absence. Where the power to decide on a matter or

attend a meeting is limited to the Leader of the Council, the Deputy Leader but not the non-statutory Deputy Leader may act in his absence.

Name and contact details of author:-

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e-mail: egriffiths@oxford.gov.uk

Background papers: none

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Minutes of a meeting of the CITY EXECUTIVE BOARD on Thursday 11 May 2017

www.oxford.gov.uk



Committee members:

Councillor Price (Chair)

Councillor Brown

Councillor Kennedy

Councillor Smith

Councillor Turner (Deputy Leader)

Councillor Hollingsworth

Councillor Rowley

Officers:

Peter Sloman, Chief Executive

Tim Sadler, Executive Director Sustainable City

Jackie Yates, Executive Director Organisational Development and Corporate Services

Ian Brooke, Head of Community Services

Lucy Cherry, Leisure and Performance Manager

Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services

Nigel Kennedy, Head of Financial Services

Lindsay Cane, Acting Head of Law and Governance

Sarah Claridge, Committee Services Officer

Also present:

Councillor Andrew Gant, Chair, Scrutiny Committee

166. Apologies for Absence

Apologies for absence received from Councillors Sinclair, Simm and Tanner.

167. Declarations of Interest

None

168. Addresses and Questions by Members of the Public

None received

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

None received.

170. Councillor Addresses on Neighbourhood Issues

None received.

171. Items raised by Board Members

None received.

172. Scrutiny Committee Reports

a) The Local Financial Impacts of Brexit

Cllr Gant, Chair of the Scrutiny Committee presented the report. He said that there was no evidence that any bankruptcies or business closure were linked to Brexit.

Cllr Price, Board Member for Corporate Strategy and Economic Development said the Economic steering group was keeping a watching brief on the impact of Brexit on businesses. He recommended that someone from the Scrutiny Committee be appointed to the steering group.

b) The Council's use of Public Spaces Protection Order powers

Cllr Gant, Chair of the Scrutiny Committee presented the report. He said the committee had discussed the number of cycling infringements and options for how the Council could persuade cyclists to obey the law.

Cllr Price, Board Member for Corporate Strategy and Economic Development said that once the work at the end of Queen St had been completed, new cycling restriction signs would be installed. This would make it clearer what the rules are and would make enforcement of the cycling part of the City Centre PSPO possible.

c) Scrutiny Response: South Oxford Science Village

Cllr Gant, Chair of the Scrutiny Committee presented the report. He said the Scrutiny Committee was in agreement with the proposal.

The Head of Planning, Sustainable Development and Regulatory Services clarified the Scrutiny recommendation. It is not a case of submitting the application "as soon as possible" as the timing of submitting the planning application is contingent on other

scenarios playing out for example it depends on when the Chalgrove Airfield application is submitted.

Cllr Price, Board Member for Corporate Strategy and Economic Development said the National Infrastructure Commission is looking in-depth at national infrastructure options. They think the proposal of opening up the Cowley branch line and the combination of commercial development and housing being offered by the South Oxford Science Village application as very appealing.

There is also another development being worked on South of Horspath Road for 2,000 homes. If both applications were successful, Oxford's unmet housing need would be met.

d) Scrutiny Response: Fusion Lifestyle's Annual Service Plan 2017/18

Cllr Gant, Chair of the Scrutiny Committee presented the report. He thanked officers for attending the Scrutiny Committee meeting. The Scrutiny Committee discussed the data collected and whether usage or visits were the better measure.

He said the Scrutiny Committee would like to see both Fusion's annual service plan and performance document at the same meeting so that comparisons could be made. The Fusion service plan begins in April and is already seen late so another few months won't make any difference.

Cllr Smith, Board Member for Leisure, Parks and Sport said this was entirely possible as the Scrutiny Committee sets its own work plan however the annual service plan would continue to be endorsed by the Board at its May meetings.

The Leisure and Performance Manager said the Council gets monthly performance data from Fusion, but officers only get 5 working days to clear the performance reports before they are sent to leisure user groups. There was also the possibility for the Scrutiny Committee to look at the performance reports which go to the Leisure Partnership Board on a quarterly basis.

173. Fusion Lifestyle's 2017/18 Annual Service Plan for the management of the council's leisure facilities.

The Head of Community Services submitted a report which endorsed Fusion Lifestyle's 2017/18 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford— as recommended by the Leisure Partnership Board.

The Head of Community Services outlined the background of the service plan. He said the leisure centres are very busy and there are challenges for Fusion around wear and tear and cleanliness.

Cllr Smith, Board Member for Leisure, Parks and Sport presented the report. She outlined the focus areas for the following year:

- To increase participation by 5%;
- To reduce carbon emissions by 5% each year for example by replacing light bulbs with energy efficient bulbs and to buy a pool cover for the Hinksey Pool. However there are logistics issues about the shape of the pool.
- To promote free swimming classes for the under 17s. We plan to review the timetable for swim school classes with Fusion officers to implement this.
- A crèche facility at Ferry Leisure Centre is also a priority.

Cllr Smith thanked the Leisure and Performance Manager for all her hard work managing the Fusion contract.

Cllr Price said the usage targets looked extremely challenging; how realistic are they especially the 12,000 increase in BME visits? The Head of Community Services said Fusion has a good track record which does suggest they will achieve them. They had agreed the targets so they must be fairly confident they can meet them.

Cllr Hollingsworth said there were limitations on collecting data. Are we trying to get existing users to attend more frequently or new users starting? It is not mentioned in the report. The Head of Community Services said more work was needed to improve data capture of usage figures, particularly at the Ferry Leisure Centre.

Cllr Turner asked about the healthy options in the vending machines. Cllr Smith said it had been piloted at the Leys Leisure Centre and when the contract for the café at Ferry ends later this year, we can change the offer in the vending machines. Both healthy and unhealthy foods will be available.

Cllr Kennedy asked about pool maintenance at Hinksey Pool. She said there were maintenance issue that had not been fixed and asked whether it was possible for Fusion to show how they have improved their maintenance schedule. The Head of Community Services apologies for this and said he would look into it.

The Chief Executive said he was happy with customer satisfaction, the Council scored 2nd out of 22 local authority leisure centres

Cllr Price asked for a progress report on the Horspath Sports village to the Board in September.

The City Executive Board resolved to:

1. **Endorse** the Fusion Lifestyle Annual Service Plan for 2017/18 as recommended by the Leisure Partnership Board.

174. Disposal of 156 Walton Street

The Head of Housing Services submitted a report which sought approval for the marketing and sale of the freehold of 156 Walton Street on the open market and the

use of the resulting receipt to purchase additional affordable homes for households in need.

Cllr Rowley, Board Member for Housing presented the report. He said this was a one off decision to sell off a council house in an expensive area to buy housing in other areas. The property is vacant and run down and is worth a lot of money.

The money from the sale will go towards buying housing in Oxford. It will be rented at the local housing allowance rate to provide affordable housing

A further report will be submitted to the Board in July 2017.

The City Executive Board resolved to:

1. **Approve** in the disposal of the freehold of 156 Walton Street and delegate authority to the Head of Housing to approve the actual terms following a marketing exercise.
2. **Note** that a further report will be submitted to a future CEB setting out the preferred route for purchasing the additional properties once options and the most expedient route have been fully understood.

175. South Oxford Science Village Planning Application

The Head of Planning, Sustainable Development and Regulatory Services submitted a report which sought approval to join Magdalen College and Thames Water in the submission of a planning application for the proposed South Oxford Science Village at Grenoble Road, to fund the determination of the application including pursuing any appeal processes that may ultimately be necessary

Cllr Bob Price, Board Member for Corporate Strategy and Economic Development presented the report. He said the first instalment of the money had been budgeted for and this report was requesting another \$222,000 for the next phase of the application process.

Cllr Turner suggested the Board try and foresee potential future project costs during the budget process to avoid mid-term budget requests.

The City Executive Board resolved to:

1. **Delegate authority** to the Executive Director, Sustainable City, in consultation with the Leader of the Council, to join Magdalen College and Thames Water in the submission of a planning application for the South Oxford Science Village and, if necessary, to pursue the application at appeal.
2. **Approve** pursuing the South Oxford Science Village site through the South Oxfordshire Local Plan process, including examination; and if necessary, through a planning appeal or call-in inquiry.

3. **Give project approval** for the sum of up to £220,000 representing the Council's share of the costs in accordance with paragraph 4.5 of the Council's constitution to cover additional technical studies and a planning application, and a potential call-in inquiry or appeal. This is in addition to the approved current budget provision of £560,000, which covers promoting the scheme through the Local Plan, and provides the basis for a potential planning application.

176.Minutes

The Board resolved to APPROVE the minutes of the meeting held on 6 April 2017 as a true and accurate record.

The meeting started at 5.00 pm and ended at 5.38 pm

Minutes of a meeting of the CITY EXECUTIVE BOARD on Thursday 15 June 2017

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Committee members:

Councillor Price (Chair)
Councillor Brown
Councillor Hollingsworth
Councillor Smith
Councillor Tidball

Councillor Turner (Deputy Leader)
Councillor Hayes
Councillor Rowley
Councillor Tanner

Officers:

Caroline Green, Assistant Chief Executive
Lindsay Cane, Acting Head of Law and Governance
Nigel Kennedy, Head of Financial Services
Jennifer Thompson, Committee and Members Services Officer

Also present:

Councillor Andrew Gant, Liberal Democrat Group Leader, Liberal Democrat shadow member for Corporate Strategy & Economic Development, Customer and Corporate Services, Liberal Democrat Group Leader

Apologies:

Councillor Sinclair sent apologies.

1. Declarations of Interest

There were no declarations.

2. Addresses and Questions by Members of the Public

None received.

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

There were no addresses.

4. Councillor Addresses on Neighbourhood Issues

Councillor Brown spoke about the steps the council were taking to reassure tower block residents that the towers had adequate fire safety protection and that the refurbishments did not increase the risk of a catastrophic fire, in light of the tragedy at Grenfell Tower in London. She thanked staff for getting publicity and information out to residents and the public.

The Board invited the Head of Housing to update the Board. He explained how the refurbishments and existing measures reduced the risk of a fire spreading and reduced the risk of the stairwells becoming unusable in the event of a fire.

He said that he would look at providing drop-in sessions at the tower blocks to allow residents to ask questions and raise concerns.

5. Items raised by Board Members

None received.

6. Scrutiny Committee Reports

a) Scrutiny Response: Local Plan - Preferred Options report

Councillor Gant, Chair of the Scrutiny Committee, presented the report and the recommendation from the committee (attached as a supplement to the agenda).

The scrutiny committee recommended: That consideration is given to the possibility and desirability of using planning policy to protect and control shopping frontages in smaller shopping areas that are not classified as local centres.

He highlighted two further points:

- The concerns of the boating community
- Only the most up-to-date information on the current consultation and the most current locations of the roadshow should be shown to avoid confusion.

The Board Member for Planning and Regulatory Services said that:

- he agreed in part with the recommendation Local centres are considered in the Local Plan Preferred Options document as part of the hierarchy of centres for town centres uses. Town centres are where town centre uses should be directed. The definition of Town centres in the NPPF explicitly excludes neighbourhood centres. An option to include a lower tier of centres (below Local Centres) has not been put forward in the Plan, as this is not therefore considered to be compliant with the NPPF which sets out that small parades of shops are not classed as 'centres'. The proposed Local Centres are listed in the Options document, and if consultees consider further areas should to be identified as centres, they can be put forward during the consultation, and if it's considered that they do meet the NPPF definition then they can be included in the draft plan.;
- in light of comments from the boating community, amended wording for section 2.3 ii) Homes for boat dwellers would be proposed;
- and agreed with the point about the consultation

7. Local Plan Preferred Options

The Head of Planning, Sustainable Development and Regulatory Services submitted a report which seeks approval to submit the draft Oxford Local Plan 2036 for public consultation.

Cllr Hollingsworth, Board Member for Planning and Regulatory Services presented the report and the consultation documents and proposed amendments to section 2.3 ii) Homes for boat dwellers boxes a and c:

	Option for policy approach	Consequences of policy approach	Options, Conclusion
a	Add before the text: <i>Assess need for residential boat moorings and include....</i>	add before the text <i>The Gypsy, Traveller and Showpeople Accommodation assessment 2017 will be updated to assess the need for residential moorings. However it is not expected that if a need is identified it will be possible to fully meet that need because of limited capacity. The proposed approach ensures</i>	Preferred option
B	No change	No change	No change
c	No change	No change	Alternative <u>Rejected</u> option

The consultation process was discussed.

The City Executive Board resolved to:

1. **approve** the Oxford Local Plan 2036 Preferred Options document for consultation with the amendment above; and
2. **delegate Authority** to the Head of Planning, Sustainable Development and Regulatory Services, in consultation with the Board Member for Planning and Regulatory Services, to make any necessary editorial corrections to the document and to agree the graphically designed version before publication.

8. Tender for Maintenance and Repair work

The Executive Director of Sustainable City submitted a report seeking approval to submit a bid to Ubico for the maintenance and repair service to vehicles, mobile plant and equipment, as the potential value of the bid exceeds delegated authority levels. Cllr Turner, Board Member for Finance and Asset Management presented the report.

The City Executive Board resolved:

1. **to authorise** the submission of a bid to Ubico (a company wholly owned by Local Authorities) to undertake maintenance and repair service to vehicles, mobile plant and equipment owned by West Oxfordshire District Council.
2. and in the event that the bid is successful, **to grant delegated authority** to the Executive Director of Sustainable City, in consultation with the Council's S151 Officer and Monitoring Officer, and subject to the contract making a satisfactory contribution towards overheads, to enter into an appropriate contract for the supply of the relevant repair and maintenance services.

9. Minutes

The City Executive Board resolved to approve the amended minutes of the meeting held on 11 May 2017 as a true and accurate record.

10. Matters Exempt from Publication

The City Executive Board did not move into confidential session.

11. Exempt Appendix 1_Bid for Maintenance and Repairs Work

The City Executive Board noted without discussion the contents of the not for publication appendix to the tender report.

The meeting started at 5.00 pm and ended at 5.50 pm

Chair

Date: 18 July 2017

Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 20 June 2017

www.oxford.gov.uk



Committee members:

Councillor Turner (Deputy Leader)	Councillor Brown
Councillor Hayes	Councillor Hollingsworth
Councillor Rowley	Councillor Sinclair
Councillor Smith	Councillor Tanner

Officers:

Ian Brooke, Head of Community Services
Lindsay Cane, Acting Head of Law and Governance
Rachel Drinkwater, Support Assistant
Caroline Green, Assistant Chief Executive
David Growcott, Community Services
Jan Heath, Business Improvement & Performance Manager
Nigel Kennedy, Head of Financial Services
Gordon Mitchell, Interim Chief Executive
Catherine Phythian, Committee Services Officer
Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Tim Sadler, Executive Director Sustainable City
Jennifer Thompson, Committee and Members Services Officer
Jackie Yates, Executive Director Organisational Development and Corporate Services
Paul Wilding, Programme Manager Revenue & Benefits
Richard Wyatt, Senior Planner

Also present:

Councillor Andrew Gant, Chair of the Scrutiny Committee.

Apologies:

Councillor(s) Price and Tidball sent apologies.

12. Apologies for Absence

The Deputy Leader sent apologies for his late arrival.

In the absence of the Leader and the Deputy Leader, the Board agreed that Councillor Smith chair the meeting until the arrival of the Deputy Leader.

13. Declarations of Interest

None.

14. Addresses and Questions by Members of the Public

None received.

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

None received.

16. Councillor Addresses on Neighbourhood Issues

None received.

17. Items raised by Board Members

None received.

18. Scrutiny Committee Reports

Councillor Gant, Chair of the Scrutiny Committee, reported that while there were no recommendations to the Board, the Committee had made comments as set out in the minutes of their meeting on 14 June.

For the consultation documents on the railway station SOPD, they had asked for updated timelines and dates.

With the community leases, the committee asked that, as they would like all community associations to have satisfactory leases, the lines of communication should be kept open and everyone on the associations should be made aware of the lease conditions.

The Committee had discussed the safeguarding report and welcomed the progress made.

19. Headington Neighbourhood Plan

The Head of Planning, Sustainable Development and Regulatory Services submitted a report presenting the Headington Neighbourhood Plan for adoption so that it can become part of the Oxford Development Plan.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, introduced the report and drew attention to the immediate increase in Community Infrastructure Levy funds available to the Headington Neighbourhood Plan area that would result from the adoption of the plan.

The Committee noted the relationship between this plan, the current Local Plan and the emerging Local Plan; and that its policies would be included in the determination of applications at committee and under delegated powers.

The Committee commended all those who had worked to get the plan to the stage of adoption.

The City Executive Board resolved to:

1. **Agree** to 'make' the Headington Neighbourhood Plan;
2. **Recommend Council** to adopt the Headington Neighbourhood Plan as part of the Council's development plan for the Headington neighbourhood area.

Councillor Turner arrived after the start of this item and took part in the discussion.

20. Oxford Railway Station Supplementary Planning Document (SPD)

Councillor Smith handed the Chair to Councillor Turner at the start of this item.

The Interim Assistant Chief Executive for Regeneration and Economy and the Executive Director for Sustainable City submitted a report which sought approval of the Draft Oxford Station Supplementary Planning Document (SPD) for public consultation.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, introduced the report.

The City Executive Board resolved to:

1. **Approve** the Draft Oxford Station Supplementary Planning Document (SPD) for public consultation (Appendix 1)
2. **Approve** the Draft Oxford Station SPD as a material consideration in determining planning applications
3. **Endorse** the accompanying Strategic Environmental Assessment (SEA) Combined Screening and Scoping Report (Appendix 2)
4. **Delegate authority** to the Head of Planning, Sustainable Development and Regulatory Services to make any necessary editorial corrections to the document prior to publication, in consultation with the Assistant Chief Executive for Regeneration and Economy and the Board Member for Planning and Regulatory Services.

21. Community Leases

The Head of Community Services submitted a report which established clear criteria and processes for the award of a community lease and to approve terms for new leases for Bullingdon, Headington, Risinghurst and Florence Park Community Centres

Councillor Dee Sinclair, Board Member for Culture and Communities presented the report.

The Board asked questions to satisfy themselves that these leases presented no disadvantage either to the community associations named in the report or other community associations. The Board agreed to delegate authority to the Head of Community Services to include for Bullingdon CA break clauses contained in other protected tenancy leases as deemed appropriate and feasible, and report back to the Board

The City Executive Board resolved to:

1. **Agree** the process and criteria for awarding a community lease
2. **Approve** terms for new leases for Bullingdon, Headington, Risinghurst and Florence Park Community Centres and delegate authority to the Executive Director of Sustainable City in consultation with the Monitoring Officer to complete the leases.
3. **Delegate** authority to the Head of Community Services to include for Bullingdon CA break clauses contained in other protected tenancy leases as deemed appropriate and feasible

22. Refurbished of Barton Neighbourhood Centre

The Executive Director for Organisational Development and Corporate Services submitted a report which requested project approval for improvements to the Barton Neighbourhood Centre.

Councillor Dee Sinclair, Board Member for Culture and Communities; presented the report.

The Board noted the risks and benefits, and options available, to change the use of those parts of the centre designated for the pharmacy and GP surgery should these not move into the centre.

The City Executive Board resolved to:

1. **Grant project approval** for the scheme as outlined in the report.
2. **Delegate authority** to the Executive Director for Organisational Development and Corporate Service to proceed with these works within current budget allocations.

23. Otlands Road Recreational Ground Car Park

The Head of Direct Services submitted a report which introduced a parking tariff at Otlands Road Recreation Ground.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services presented the report.

The City Executive Board resolved to:

1. **Agree** to introduce a pay & display parking scheme at Oatlands Road Recreation Ground Car Park;
2. **Add** Oatlands Road Recreation Ground Car Park to the existing City of Oxford Off Street Parking Places Order;
3. **Agree** that excess and penalty charges be applied to Oatlands Road Recreation Ground Car Park in accordance with the City of Oxford Off Street Parking Places Order;
4. **Agree** the tariff level and hours of operation at the car park as set out in Appendix 1 attached.

24. Proposal for an Oxford Lottery to raise money for good causes

The Executive Director Organisational Development and Corporate Services submitted a report which proposed the set-up of an Oxford lottery to raise resources for the voluntary and community sector in Oxford in light of the growing need to raise money for good causes within the city.

Councillor Susan Brown, Board Member for Customer and Corporate Services, presented the report.

The Board noted that the lottery required the grant of a licence from the Gambling Commission.

They asked that if the survey was repeated it should include a question asking if there was support for the principle of a lottery.

The City Executive Board resolved to:

1. **Agree** to set up an Oxford lottery to raise money for good causes within the city in accordance with the provisions of this report;
2. **Delegate authority** to the Executive Director for Organisational Development and Corporate Services, the arrangements to establish the lottery.

25. Oxford 2050: A vision for a successful and sustainable city for everyone

The Assistant Chief Executive submitted a report which presents the strategy document *Oxford 2050: A vision for a successful and sustainable city for everyone*: an overarching strategy to support and guide future corporate plans and delivery documents.

The Board noted the need to incorporate the long term vision in this document into medium term strategies.

The City Executive Board resolved to:

1. **Approve** the text in Annex 1 Oxford 2050 to be the subject of active stakeholder engagement and formal consultation;
2. **Delegate authority** to the Assistant Chief Executive, in consultation with the Leader of the Council, to develop in conjunction with other relevant officers an engaging communications plan and supporting materials for internal and external use to ensure the content and aims of the Vision are accessible for a range of audiences.

26. Safeguarding Report 2017/18

The Assistant Chief Executive submitted a report which reports on the progress made on the Oxford City Council's Safeguarding Action Plan 2016/17.

Councillor Tom Hayes, Board Member for Community Safety presented the report and councillors discussed the key emerging challenges.

The City Executive Board resolved to:

1. **Note** the key achievements of the Safeguarding work delivered through Oxford City Council during 2016/17;
2. **Agree** the Safeguarding Action Plan 2017/18 set out in Appendix 1.

27. Appointments to charities, trusts, community associations and other organisations 2017/18

The Acting Head of Law and Governance submitted a report which agreed appointments to charities, trusts, community associations and other organisations for the 2017/18 Council Year.

The Board noted:

- Oxford Preservation Trust had agreed to reduce Council appointees to 2 and Councillor Fry was relinquishing his appointment.
- Non ecclesiastical charities of St Mary's Magdalen had asked for only one nominee.

The City Executive Board resolved to:

1. **Approve** appointments to charities, trusts, community associations and other organisations as shown in Appendix 1;
2. **Note** the guidance for appointees as detailed in Appendix 2;

3. **Agree** to remove Oxford in Bloom, the Oxford Advisory Hub and Headington Action from the list of charities, trusts, community associations and other organisations.

28. Replacement of Housing Computer Systems

The Heads of Business Improvement and Housing and Property have submitted a report which seeks approval for an increase in the budget to extend the scope of the project and achieve additional longer term savings.

Councillor Rowley, Board Member for Housing presented the report.

The City Executive Board resolved to:

1. **Approve** the increased budget for the tendering of the Council's replacement housing ICT systems to £1.0 million;
2. **Grant project approval** for the scheme and;
3. **Delegate authority** to the Executive Director for Organisational Development and Corporate Services to award the contract for the new Housing IT System(s) on the basis of the most economically advantageous bid.

29. Quarterly Integrated Performance 2016/17 - Q4

The Heads of Financial Services and Business Improvement submitted a report which detailed the Council's finances, risk and performance at the end of the financial year 2016/17.

Councillor Ed Turner, Board Member for Finance and Asset Management presented the report.

The Board noted that the any unspent portion of the Community Infrastructure Levy assigned to ward members in 2016/17 should be carried forward to 2017/18.

They asked for a report on the recommendations from the Health Inequalities Board.

The City Executive Board resolved to:

1. **Note** the financial outturn and performance of the Council for the year 2016/17 and also the position on risks outstanding as at 31st March 2017
2. **Agree** the carry forward requests in respect of the General Fund and recommend to Council the establishment of budgetary provision of £745k in respect of the new bids shown in paragraph 6 and Appendix D;
3. **Agree** the transfer to the General Fund Capital Financing Reserve of £158k detailed in paragraph 2 a; and
4. **Agree** the carry forward requests outlined in paragraph 15 and 16 in respect of the HRA as detailed in Appendix D and recommend to Council the establishment of budgetary provision of £300k in respect of the new bids;

5. **Agree** the transfer to the HRA Capital Financing Reserve of £1.151m detailed in paragraph 2c;
6. **Agree** the transfer of the underspend on the Capital Programme of £219k detailed in paragraph 20 to be returned to capital Financing Reserve.

30. Super Connected Wireless Concession Award Authority

The Interim Assistant Chief Executive for Regeneration and Economy has submitted a report which requests approval to award a contract for a Wireless Concession, as part of the Super Connected City project approved by CEB in October 2013.

Board members noted that the method of controlling of the advertising content needed to be finalised and asked that a method of secure sign-on as well as open network should be considered.

The City Executive Board resolved to approve the Wireless Concession contract referred to in this report to the supplier selected in accordance with the procurement process undertaken.

31. Minutes

The Board noted that the minutes of their meeting of 14 June would be submitted to the next meeting.

32. Matters Exempt from Publication

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

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

33. Exempt Appendix 1_Super connected wireless concession award

Noted.

The meeting started at 5.00 pm and ended at 6.35 pm

Chair

Date: Tuesday 18 July 2017

Officer report to: Council
Date: 20 July 2017
Report of: Acting Head of Law and Governance
Title of Report: Petition submitted in accordance with Council procedure rules - Keep Florence Park Children's Centre open-access and community-owned

Summary and recommendations	
Purpose of report:	To set before Council a petition meeting the criteria for debate under the Council's petitions scheme.
Decision required:	Yes
Corporate Priority:	Not applicable.
Policy Framework:	Not applicable.
Recommendation(s):That Council:	
1.	<p>In line with the procedure for large petitions:</p> <ul style="list-style-type: none"> • hears the head petitioner for the petition; • debates: <ul style="list-style-type: none"> ○ the proposal to the Council contained within the petition; or ○ relevant motions submitted by councillors by the deadline ; and • decides the action it wishes to take.
<p>The petition proposes:</p> <p><i>We urge you, the City and County Council, to work together to keep Florence Park Children's Centre as a community asset and open to all. Florence Park Children's Centre is a much loved local resource for children and families in our beautiful local park. It is currently standing empty. We ask you to support the local initiative for The Oasis – a not-for-profit plan which includes a nature-orientated childcare nursery, healthy café and drop in space that is managed by local people. The vision is for 'A place where people can meet, work, eat, create, and play with nature in mind and wellbeing at heart'. This initiative will ensure that all profit from the Centre is ploughed back into the community.</i></p>	

Executive Board Member responsible :	Councillor Tidball, Board Member for Young People, Schools and Public Health; Councillor Sinclair, Board Member for Culture and Communities
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The petition

1. A pdf extract of an e-petition running on the website 38degrees.org.uk was received by the Acting Head of Law and Governance on 4 July 2017. The petition was signed by just over 1560 people at the time of sending.

2. The petition states:

We urge you, the City and County Council, to work together to keep Florence Park Children's Centre as a community asset and open to all.

Why is this important?

Florence Park Children's Centre is a much loved local resource for children and families in our beautiful local park. It is currently standing empty. We ask you to support the local initiative for The Oasis – a not-for-profit plan which includes a nature-orientated childcare nursery, healthy café and drop in space that is managed by local people. The vision is for 'A place where people can meet, work, eat, create, and play with nature in mind and wellbeing at heart'. This initiative will ensure that all profit from the Centre is ploughed back into the community.

3. The signatures have been validated as far as is possible for an e-petition and come from a range of postcodes, including a number from outside the city. Not all signatories will live, work or study in the city. The Council's petition scheme does not require any conditions to be met before accepting a signature as valid apart from the provision of a name and valid address (for e-petitions email addresses are accepted).

The petition therefore meets the criteria for debate at Council.

4. The organisers have been in contact with officers at this Council and Oxfordshire County Council about their proposal.

Constitution rules and procedure

5. The Council's scheme for handling petitions is set out in the Constitution. The scheme specifies that petitions requesting action within the Council's powers and containing over 1,500 signatures will be debated by Full Council. The scheme also specifies that the petition organiser can address Council for up to five minutes at the start of the debate in order to present the petition.
6. If a Councillor wishes to put a substantive motion/recommendation on a petition that differs from the proposal in the petition then they must send the Acting Head of Law and Governance their motion/recommendation by 10.00am on the working day before the full Council meeting. These are then published in the Council briefing note.

Any amendments to these must be sent to Committee and Members' Services by 11.00am on the day of the meeting.

7. A substantive motion in this case is anything other than adopting the actions suggested in the petition, not adopting the actions in the petition, or deferring, referring or noting the issues raised by the petition.

Actions for Council

8. The Constitution states that there is a limit of 15 minutes for dealing with each petition. On this occasion and should the head petitioner speak for 5 minutes the Council rules then allow 10 minutes for debate and decision.

9. The action proposed for Council in the petition is:

We urge you, the City and County Council, to work together to keep Florence Park Children's Centre as a community asset and open to all.

Why is this important?

Florence Park Children's Centre is a much loved local resource for children and families in our beautiful local park. It is currently standing empty. We ask you to support the local initiative for The Oasis – a not-for-profit plan which includes a nature-orientated childcare nursery, healthy café and drop in space that is managed by local people. The vision is for 'A place where people can meet, work, eat, create, and play with nature in mind and wellbeing at heart'. This initiative will ensure that all profit from the Centre is ploughed back into the community.

10. Actions open to Council include:

- note the petition
- take the action the petition requests
- not take the action the petition requests
- commission further investigation into the matter
- where the matter is one where the Executive is required to make the final decision, decide whether to make recommendations to the Executive to inform that decision.

11. The Head of Community Services and the Board Members have been invited to comment on this petition and their comments will be circulated in the briefing note.

Financial implications

12. The implications of this report will depend on Council's recommendations, if any, and Council should be mindful of the possible costs in formulating its recommendations. Any recommendations will be considered in detail by the City Executive Board before returning to Council, should this be necessary.

Legal issues

13. The implications will depend on Council's recommendations, if any. Any recommendations will be considered in detail by the City Executive Board before returning to Council, should this be necessary.

Report author	Jennifer Thompson
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Service area or department	Law and Governance
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Background Papers:	
1	Petition available on https://you.38degrees.org.uk/petitions/support-the-proposal-for-the-oasis-at-florence-park-children-s-centre?time=1493246509

To: Council
Date: 25 July 2017
Report of: Assistant Chief Executive
Title of Report: Partnership Report on the Oxfordshire Children's Trust

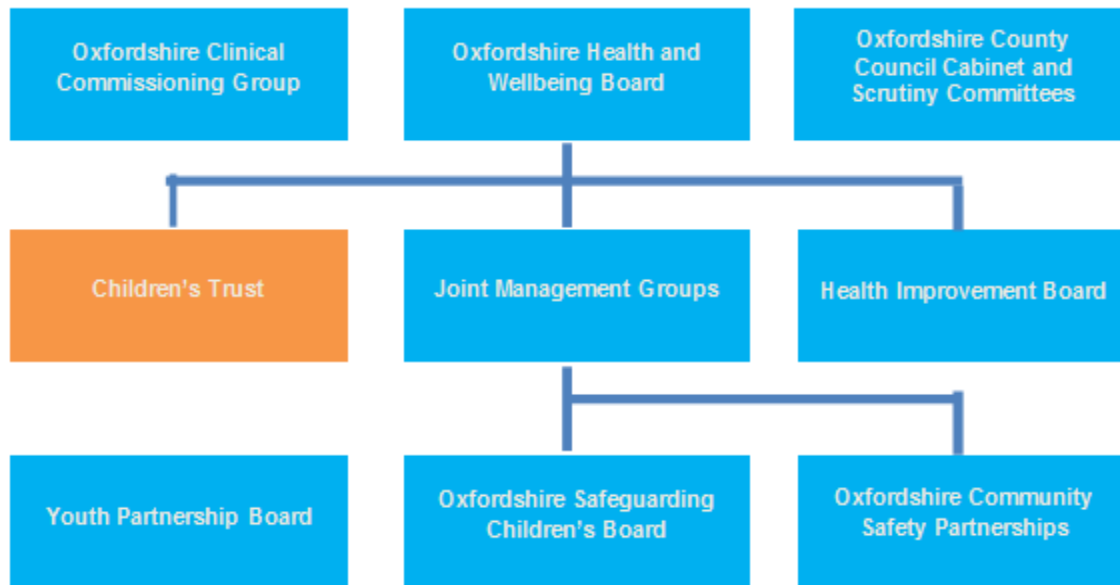
Summary and recommendations	
Purpose of report:	To provide members with an update on the work of the Oxfordshire Children's Trust including its changing role and recent developments.
Key decision:	No
Executive Board Member:	Cllr Marie Tidball, Executive Board Member for Young People, Schools and Public Health
Corporate Priority:	Corporate Plan: A vibrant and Sustainable Economy and Stronger and Active Communities
Policy Framework:	Corporate Plan
Recommendation(s): That Council resolves:	
1.	To note the report.

Introduction and background

- The Children's Trust is a group of stakeholders who have an interest in the health and wellbeing of children and young people in Oxfordshire. It includes representatives from Oxfordshire County Council, Oxford City and District Councils, Thames Valley Police, the NHS, schools, the voluntary sector and parents.

There is only one Councillor representing both the Oxford City Council and the other Oxfordshire District Councils on the Trust. Following on from the children's trust board meeting on June 28th, Cllr Marie Tidball was co-opted into this role. Cllr Marie Tidball's first meeting will be on July 27th. Tim Sadler, the City Council Executive Director of Sustainable City, is on the Trust because of his role as a Chair of the Oxford Community Safety Partnership. Oxford City and the other Oxfordshire District Councils' involvement and engagement in the Trust is supported by the Oxford City Council's Policy and Partnership Team Manager.
- The Children's Trust is informed by the voice of children and young people through VOXY (Voice of Oxfordshire Youth) and their representatives attending the Children's Trust meetings. Children from Oxford are actively involved in VOXY and there are strong links with the Oxford City Council Youth Ambition Programme.

3.



4. The Children's Trust informs and complements the work of other partnerships in the county, in particular: the Health Improvement Board; the Oxfordshire Safeguarding Children Board; the Oxfordshire Community Safety Partnerships and the Oxfordshire Skills Board. These Boards also have an interest in making sure Oxfordshire is the best place in England for children and young people to grow up.
5. The City Council also facilitates a Youth Partnership Board. This board is chaired by a secondary head teacher and is made up from the city, county, health, business, Mind, TVP, OCVA and young people. The City's Cultural Education Partnership reports into the Youth Partnership Board,
6. On 28 June 2016 a workshop was held, with all of the Children's Trust representatives, to review the effectiveness of the Children's Trust and to clarify the structure required to ensure appropriate and effective multi-agency working was in place. The workshop recognised that improvements should be made, in particular to have a clearer focus and increased influence over decision making processes.

Children's Trust Role and Purpose

7. As a result of the workshop the Children's Trust has reviewed and refreshed its role, purpose and governance. The new role and purpose is set out below.
 - To oversee key areas of multi-agency strategic planning for children and young people.
 - To improve the outcomes for children in relation to keeping safe, staying healthy, narrowing the gap and raising achievement in relation to agreed priority areas.
 - To drive the integration agenda where there is evidence that integrated working will improve outcomes for children and young people.
 - To champion the involvement of children and young people, parents and their carers' in Partnership working with senior managers and politicians.

8. To ensure that the Health and Wellbeing Board and other partnerships are aware of the key challenges facing children and young people in Oxfordshire the Children's Trust has set three key themes for 2017 -18. . The three themes are:

i) Early Help and Early Intervention

9. A multi-agency steering group has been set up to oversee this work and focus on parenting, school readiness, developing a centre of excellence and CAMHS accessibility. Research is also being undertaken to understand the pathway through early help and social care to manage demand on services better.

ii) Educational Attainment for vulnerable children and young people

10. A multi-agency steering group has been set up to focus on sufficient, good quality local specialist provision; developing the skills, expertise and confidence in each locality to support children with lower levels of need; central support services; and to learn from other areas.

iii) Managing transitions into adulthood

11. The existing Strategic Transitions Group will lead on this work and develop key improvements to the transition pathway for young people moving from children to adult services.
12. In addition, the Children's Trust Board is taking into account the findings of the recent 2016 Oxfordshire Health Inequalities Report, commissioned by the Health and Wellbeing Board, which emphasised the links between poverty and disadvantage leading to poorer health outcomes from birth to adulthood.

Oxford City Council support and engagement in these key themes

13. These themes have been actively endorsed and supported by Oxford City Council. It has been actively involved in the Early Help Working Group and the Education Attainment for Vulnerable Children and Young People Working Group.
14. Ian Brooke, Head of Community Services, has been working with Oxfordshire County Council's Early Intervention Team and Youth Partnership Board supporting them with the implementation of youth ambition and communication between stakeholders. The Youth Ambition Programme is monitored by the City's Youth Partnership Board.
15. Ian Brooke has also been working with the Secondary Schools in Oxford, to identify how the City Council can best support them. This will inform the Oxford City Council's new Children's and Young Persons Strategy that is due to be considered by the City Executive Board later in the year.
16. The City has also been having skills sharing meetings chaired by Cllr Bob Price, to bring infant, primary and secondary head teachers together. The last one was on 15th June, which included presentations from the river learning trust and diocese, co-operative on multi academy trust structures and governance.

17. The Council's Policy and Partnership Team have been actively engaged in the Working Group looking at educational attainment for vulnerable children and young people to ensure that this includes a focus on the needs of vulnerable children in the city.

Future challenges

18. There is an increasing demand for children's services. A peer review of children's services identified that there has been a 43% rise in the number of looked after children in Oxfordshire between 2013 and 2016. A significant number of these looked after children are 10 years or older. The Peer Review also identified that earlier intervention may have prevented the need for these children to be taken into care.

19. This has been coupled with significant budget reductions in children's services, including a £6 million reduction in Early Intervention Hubs and Children Centre provision.

20. In response to this Oxfordshire County Council have redesigned their children's services and established a single Safeguarding Team and three Community Locality Support Teams. Some Children's Centres have received one off pump prime funding to help keep them open and to provide some service provision, through the voluntary sector. Oxford City Council has been actively looking to support those Children's Centres that are based in the city.

21. Oxfordshire County Council have recently commissioned iMPower to help them better understand the flow of children through early help services and social care and to better understand if the demand on higher costs services can be prevented through working earlier with children and families.

22. Once the full results are available the Children's Trust will host another multi-agency workshop to consider the outcomes and recommendations

23. There is a need to continue to monitor child sexual exploitation and child drug exploitation as this has been highlighted as an issue currently for Oxfordshire.

Conclusions

24. Children's Services are in a state of change and the new structure and way of delivering services have not yet been embedded. Oxford City Council is actively engaging with the Children's Trust and within key working groups to ensure that the needs of the city are considered at a strategic level and to monitor the impact of outcomes for children in the city.

Oxford City Council is working with agencies at a local level, through the new Locality Teams to ensure that there is effective joint working with the Youth Ambition Programme, with the Children's Centres to support early intervention services and directly with schools to see what help and support we can provide to them.

Financial implications

25. There are no financial implications for Oxford City Council arising from this report

Legal issues

26. There are no legal implications arising from this report.

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Service area or department	Policy and Partnership Assistant Chief Executive
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Background Papers: None

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To:	Council
Date:	20 July 2017
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 – July 2017

Appendix 2 - Scrutiny recommendation tracker – May 2017 to July 2017

Introduction

1. I would like to start my thanking my committee colleagues for re-electing me as chair for the coming year and by welcoming Cllr Nigel Chapman to the role of Vice Chair.
2. I would like to thank outgoing scrutiny members Councillor Sian Taylor and Councillor Ruth Wilkinson for their contributions to the work of the Committee over the last year or more.
3. Councillor Tom Hayes has left the Committee and joined the City Executive Board, although he has already been back to Scrutiny in his new role as a board member. I'd like to thank Tom for his many contributions as Vice Chair of Scrutiny over the last three years and particular for his support over the last 12 months.
4. Councillor Marie Tidball has also joined the board after a very productive year on Scrutiny where she very skilfully led the Devolution Review Group.
5. Councillor Craig Simmons has stepped back from the Committee but remains a member of Finance Panel. Craig excelled as Chair of Scrutiny for two years and has also chaired Finance Panel with distinction for the last three years, where he led the important annual reviews of the Council's spending plans.

6. I would also like to welcome the six members who are joining or re-joining Scrutiny this year; Councillors Mohammed Altaf-Khan, Steve Curran, Mark Ladbrooke, Ben Lloyd Shogbesan, Mark Lygo and David Thomas. I look forward to working with you over the year ahead.
7. We have already held our first three meetings of the year, which included a special meeting to scrutinise the Local Plan Preferred Options decision. The Committee has agreed a work plan and decided to continue with the Housing and Finance Panels. We have also added a third standing panel which will meet as required to look at CEB and Shareholder Group decisions relating to the new Council companies. The Committee has also decided to commission an Oxford Living Wage review group which will be led by Councillor Mark Ladbrooke.

Work plan

8. The Committee has agreed a new Scrutiny work plan which lists decisions and issues that Scrutiny plans to look at over the coming year (Appendix 1). This workload is similar to previous years and was informed by suggestions from members and senior officers, which were prioritised based on criteria agreed by the Committee. Scrutiny has tried to focus its time and resources effectively and so some ideas have not been included in the work plan on the basis that Scrutiny has limited ability to influence and add value in those areas.

Recent and planned activity

The Scrutiny Committee

9. Since my last update to Council Scrutiny Committee meetings have been held on 12 June, 14 June and 4 July and the following items were considered:
 - Fusion Lifestyle performance 2016/17
 - Planning and Regulatory Services Improvement Plan
 - Oxford Railway Station Supplementary Planning Document
 - Community Leases
 - Safeguarding Report 2017/18
 - Performance Monitoring – quarter 4
 - Local Plan Preferred Options
10. The next Committee meeting will be held on 7 September. Members will consider reports on disabled impacts in planning and the work of the Oxford Design Review Panel, as well as CEB decisions that have been earmarked for pre-decision scrutiny. Other items coming to the Committee during the year are listed in the attached work plan.

Housing Panel

11. The Housing Panel met on 26 April 2017 to consider reports from officers on the following housing issues:
 - Empty properties
 - Great Estates
 - Empty garages and former garage sites

12. This year Housing Panel will be considering a number of housing related CEB decisions including the Draft Housing and Homelessness Strategy and the Council's Tenancy Strategy and Policy Statement. Other items prioritised by members include fire safety in tower blocks, leaseholder relationships and the issue of absent owners. There are no changes to the membership of the Housing Panel this year. The Panel will meet on 27 July to elect a chair and receive a verbal briefing on the Council's response to the Grenfell disaster.

Finance Panel

13. The Finance Panel met on 6 July and elected Councillor James Fry as Chair for the year. The Panel considered the following items:

- Council Tax Reduction Scheme for 2018/19
- Budget monitoring – quarter 4

14. The Panel will continue to monitor the impacts of Brexit on the Council's finances and the wider local economy and will undertake an annual detailed review of the Council's budget proposals and associated decisions. Councillor Tom Landell Mills has joined the Panel this year, replacing Councillor Jean Fooks the new Lord Mayor.

Scrutiny Shareholder Panel

15. The new panel meets on 17 July 2017 to consider the trading company progress report before it is presented to CEB the following day. The Panel are expecting to meet again in autumn to receive a sensitivity analysis of the housing company business plan and may decide to consider other CEB and Shareholder Group decisions as they arise.

Oxford Living Wage Review Group

16. The Committee have commissioned a new review group which will meet over the summer before presenting a scope to the Committee in September for approval. The Committee have asked Councillor Ladbrooke and his review group to investigate the issue of low pay in the city and to consider including the following lines of inquiry within the scope of their review:

- *Is there a case for the City Council to extend obligations to pay the OLW to subcontractors?*
- *What more can be done to promote wider take up of the OLW and make it unacceptable for employers in the city to pay staff less than the OLW?*

Councillor Andrew Gant – Chair of the Scrutiny Committee

Email: cllragant@oxford.gov.uk

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Andrew Brown – Scrutiny Officer

Email: abrown2@oxford.gov.uk

Tel: 01865 252230

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SCRUTINY WORK PLAN

July 2017 – April 2018

Published on: 11/07/17

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. 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 2017-18 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior 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 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 Altaf-Khan, Azad, Chapman, Curran, Fry, Gant (chair), Henwood, Ladbrooke, Lloyd-Shogbesan, Lygo, Pegg & Thomas.
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fry, (chair) Landell Mills, Simmons & Taylor.
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood, Pegg, Sanders, Thomas & Wade.
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Chapman, Fry, Gant, Henwood & Simmons.

Current and planned review groups and one-off panels

Topic	Scope	Nominated councillors
Budget review 2018/19	To review the Council's draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
Oxford Living Wage	TBC	Cllr Ladbrooke (chair), TBC

Indicative timings of 2017/18 review panels

Scrutiny Review	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Oxford Living Wage	Scoping		Evidence gathering		Reporting					
Budget review 2018/19		Scoping		Evidence gathering		Reporting				

	Scoping
	Evidence gathering
	Reporting

SCRUTINY COMMITTEE

7 SEPTEMBER 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, Sustainable Development & Regulatory Services
Oxford 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, Sustainable Development & Regulatory Services
City Centre Strategy	Yes	To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> • create and promote a strong investment proposition • facilitate ongoing dialogue with those involved in the management and future of the city centre • provide a framework for collaboration and action • assist in the allocation of resources & prioritise actions 	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor
Commissioned Advice Strategy 2018-2021 - Progress report	Yes	To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Scrutiny Committee Annual Report	Yes	To update the Council on the work of the Scrutiny Committee for the year 2016/17.	Councillor Andrew Gant	Andrew Brown, Scrutiny Officer

9 OCTOBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Discretionary Housing Payments spend	No	To monitor Discretionary Housing Payments spend mid-way through the year.	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Review of Discretionary Housing Payment Policy	Yes	To propose changes to the Discretionary Housing Payment Policy	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Annual Monitoring Report 2016-17	Yes	Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme.	Planning and Regulatory Services	Rebekah Knight, Planner
Monitoring Grants Allocated to Community and Voluntary Orgs 2016/17	Yes	To monitor progress and report achievements resulting from those grant allocated to Community and Voluntary Organisations 2016/17	Culture and Communities, Customer and Corporate Services	Julia Tomkins, Grants & External Funding Officer
Review of Community Grants Programme	Yes	To inform the CEB of the review and request agreement for an approach which expands our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

7 NOVEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Air quality	No	To consider the annual status report for 2016, progress in addressing poor air quality and partnership working	A Clean and Green Oxford	Jo Colwell, Service Manager Environmental Sustainability
Equality and Diversity	No	To consider an update following the recommendations of the Equality and Diversity Review Group.	Customer and Corporate Services	Chris Harvey, Organisational Development and Learning Manager
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager

5 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Update of the Corporate Plan 2018	Yes	Update report on the Corporate Plan	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

15 JANUARY 2018 - PROVISIONAL MEETING – NO REPORTS CURRENTLY SCHEDULED**6 FEBRUARY 2018 - PROVISIONAL REPORTS**

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Devolution plans for Oxfordshire	No	To consider a progress update following the recommendations of the Devolution Review Group in January 2017.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Grant Allocations to Community and Voluntary Organisations 2018/19	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

6 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Health inequalities	No	To consider a progress update following the recommendations of the Health Inequalities Panel.	Finance, Asset Management	Val Johnson, Policy and Partnerships Team Leader

5 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal	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

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 Service Manager
Addressing anti-social behaviour on Oxford's waterways	No	To consider a progress report on plans to address instances of ASB at four identified hot spots on the Oxford waterways.	Community Safety	Richard Adams, Community Safety Service Manager
Guest houses	No	To reprioritise the recommendations of the Guest Houses Review Group and consider a progress update.	Community Safety	Richard Adams, Community Safety Service Manager

17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Fusion Lifestyle's 2018/19 Annual Service Plan	No	To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recycling rates	No	To consider annual recycling rates data and incentives aimed at increasing recycling, including any proposals for continued funding of incentive schemes.	A Clean and Green Oxford	Stuart Pohler, Recycling & Waste Operations Manager
Streetscene services	No	To consider the performance of Streetscene services, including the issue of dog fouling.	A Clean and Green Oxford	Doug Loveridge, Streetscene Services Manager
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.	Community Safety	Richard Adams, Community Safety Service Manager
Isolation in older people	No	To consider loneliness and social isolation among older people and how the Council can provide support	Culture and Communities	Ian Brooke, Head of Community Services

Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall.	Finance, Asset Management	Ian Brooke, Head of Community Services
Oxford Living Wage	No	To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Planning enforcement	No	To consider how planning compliance is monitored, what enforcement action is taken and whether this is relayed to the appropriate Planning Committee.	Planning, Transport and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services

FINANCE PANEL

11 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 1	No	To monitor the Council's finances at the end of quarter 1 (June 2016).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Local impacts of Brexit	No	To monitor the impacts of Brexit on the Council and the local economy.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Review of Financial Inclusion Strategy 2017	Yes	To update the Financial Inclusion Strategy 2014-2017	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Additional funding for feasibility studies for investment property development opportunities	Yes	To update CEB on feasibility studies in relation to the investment property development opportunities and seek additional funding commitment to development stage.	Finance, Asset Management	Nick Twigg, Major Projects & Development Manager
Treasury Management Performance: Annual Report and Performance 2016/17	Yes	The Treasury Management Performance Report 2016/17 sets out the position at 31 March 2017 (Full Year)	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

186

7 DECEMBER 2017 - 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
Budget Review 2017/18 - recommendations update	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Budget 2018/2019	No	To receive a briefing on a new Budget for the period 2018/2019.	Finance, Asset Management	Section 151 Officer

Treasury Management Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 sets out the position at 30 September 2017 (Half Year)	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
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31 JANUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Capital Strategy 2018/19	Yes	To consider the Capital Strategy 2018/19	Finance, Asset Management	Anna Winship, Management Accountancy Manager
Treasury Management Strategy 2018/19	Yes	To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21.	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

14 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 3	No	To monitor spend against budgets and projected outturn on a quarterly basis.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Fundamental 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	Nigel Kennedy, Head of Financial Services

FINANCE PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring social value	No	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

HOUSING PANEL

10 JULY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 4	No	To consider year-end Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Fire safety in tower blocks	No	To receive a verbal briefing on the Council's response to the Grenfell Tower disaster.	Housing	Stephen Clarke, Head of Housing Services
Tower block refurbishment	No	To receive a progress update on the Tenant Scrutiny Panel's review of the tower block refurbishment project.	Housing	Stephen Clarke, Head of Housing Services

5 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Housing and Homelessness Strategy 2018 - 2021	Yes	To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21, which incorporates the strategy for bringing empty properties back into use.	Housing	Frances Evans, Strategy & Service Development Manager
Impact of the Homelessness Reduction Act 2017	Yes	To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	Housing	Dave Scholes, Housing Strategy & Needs Manager
The Use of Empty Buildings as Temporary Accommodation for Homeless People	Yes	To discuss the processes and procedures that could be used to make empty buildings available for use as temporary homeless shelters.	Housing	Nerys Parry, Rough Sleeping and Single Homelessness Manager
Options paper on Additional Homelessness Provision for the City	Yes	An options paper on additional homelessness provision for the City to meet needs following the closure of Simon House, and the authority to commission services accordingly	Housing	Nerys Parry, Rough Sleeping and Single Homelessness Manager

12 OCTOBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 1	No	To consider Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Tenant Involvement	No	Joint session with the Tenant Scrutiny Panel to consider how tenants are involved in decisions that affect them.	Councillor Mike Rowley	Simon Warde, Tenant Involvement Manager
Review of Home Choice Pilot	Yes	To update CEB on the 1st year's operation of the Home Choice Pilot.	Housing	Paul Wilding, Programme Manager Revenue & Benefits
Oxford City Council's Tenancy Strategy & Policy Statement 2018	Yes	To request CEB approval to go out to public consultation on the draft Tenancy Strategy	Housing	Frances Evans, Strategy & Service Development Manager

189

13 NOVEMBER 2017- PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 2	No	To consider mid-year Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Rent performance	No	To monitor the Council's rents performance including current and former tenant arrears.	Housing	Tanya Bandekar, Service Manager Revenue & Benefits

8 MARCH 2018 - 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 Services

Allocation of Homelessness Prevention Funds in 2018/19	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.		
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9 APRIL 2018 - 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 Services

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager
Tenancy Management	No	To consider tenancy management functions including the management of void properties and changes to the management of issues in sheltered housing schemes.	Housing	Bill Graves, Landlord Services Manager
Building the housing for the future	No	To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.	Housing	Frances Evans, Strategy & Service Development Manager
Impacts of absent owners on housing availability	No	To consider the impacts of foreign investors and other absent owners on housing availability in the city.	Housing	Stephen Clarke, Head of Housing Services
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
Regulating the Private Rented Sector	Yes	To consider options to designate a Selective Licensing scheme in the City to improve the management of properties in the private rented sector.	Planning and Regulatory Services	Adrian Chowns, Team Leader HMO Enforcement Team

SHAREHOLDER PANEL

17 JULY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Direct Services Trading Company - progress report	Yes	<p>Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following:</p> <ul style="list-style-type: none"> • Which services should be transferred, and if so into which part of the structure principally having regard to the financial impact on the Council. • Which if any staff should transfer from the Council to the Local Authority Trading Company. • Client side arrangements as appropriate <p>and to request an additional working capital loan from the Council.</p>	Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services	Simon Howick

191

SHAREHOLDER PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Housing Company Business Plan	No	To consider a sensitivity analysis of Oxford City Housing Limited's business plan.	Housing	David Edwards
Companies review	No	To consider an internal audit report on whether the objectives set out in establishing new companies have been achieved with regards to financial and quality measures.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

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Scrutiny recommendation tracker 2017/18 – July 2017

Total recommendations (year to date):	1	
Agreed	0	0%
Agreed in part	1	100%
Not agreed	0	0%

15 JUNE 2017 CITY EXECUTIVE BOARD

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
That consideration is given to the possibility and desirability of using planning policy to protect and control shopping frontages in smaller shopping areas that are not classified as local centres.	In part	<p>Local centres are considered in the Local Plan Preferred Options document as part of the hierarchy of centres for town centres uses. Town centres are where town centre uses should be directed. The definition of Town centres in the NPPF explicitly excludes neighbourhood centres.</p> <p>An option to include a lower tier of centres (below Local Centres) has not been put forward in the Plan, as this is not therefore considered to be compliant with the NPPF which sets out that small parades of shops are not classed as ‘centres’. The proposed Local Centres are listed in the Options document, and if consultees consider further areas should to be identified as centres, they can be put forward during the consultation, and if it’s considered that they do meet the NPPF definition then they can be included in the draft plan.</p>

193

Scrutiny recommendation tracker 2016/17

Total recommendations (year to date):	146	
Agreed	123	84%
Agreed in part	10	7%
Not agreed	13	9%

11 MAY 2017 CITY EXECUTIVE BOARD

South Oxford Science Village Planning Application

Recommendation	Agree?	Comment
That the City Council, in partnership with Thames Water and Magdalen College, seeks to submit a planning application for South Oxford Science Village as soon as possible.	Y	

Fusion Lifestyle's 2017/18 Annual Service Plan

Recommendation	Agree?	Comment
1. That the City Council and Fusion Lifestyle resolve the issue of whether or not to capture the numbers of individual service users (as far as practicably possible) as well as the numbers of visits, either by coming forward with a plan for doing so or by providing reasons why not.	Y	It is not possible to capture the number of individual service users as we have a large number of pay and play users and there are many users who we currently cannot identify. Work outlined in the plan to increase the take up of reward cards and convert more casual users into members will help us gather more information on users. The number of individual members and reward card holders will be reported in the performance data presented to Scrutiny Cttee.
2. That the Service Plan includes a greater emphasis on improving disabled access to leisure centres.	Y	Improvements such as the newly equipped disabled changing room at Hinksey Pool can be highlighted.
3. That in future years Fusion Lifestyle's annual service plans can be presented to the Scrutiny Committee for pre-decision scrutiny alongside performance data for the previous year. This is likely to mean the service plans going to CEB for endorsement in June/July rather than May in future years.	Y in part	It is up to the scrutiny committee to agree it's work programme and schedule its own agendas. The Annual Service Plan will continue to go to CEB in May. Scrutiny committee should decide which is more important; pre-scrutiny of the ASP or consideration of the ASP alongside the performance data. If the scrutiny committee were to move to consideration of the ASP alongside the performance report, after the ASP has been agreed by CEB, its recommendations would still help to improve leisure services.

The local impacts of Brexit

Recommendation	Agree?	Comment
That the Council, perhaps through the LEP, considers whether there is a need for a mechanism for local businesses to express concerns at an early stage about the expected impacts of Brexit on their businesses and jobs in the local economy.	Y	The City Council is in regular contact with Oxford businesses, as is the LEP, and the potential impacts of the U.K. leaving the single market and customs union have been widely discussed. The Council and the LEP have flagged their concerns in their responses to the Industrial Strategy Green Paper and will continue to monitor and report to BEIS on the potential consequences of Brexit. The Council has also responded to the Local Government Association who are liaising with Government on this matter. Going forward, the mechanism for local business to express their concerns is our existing programme of business engagement that delivers against our Business Engagement Framework. We make contact with the largest employers on an annual basis at a minimum (working with the LEP's Inward Investment and Network Navigator services) to meet with them and understand their plans, issues and support them where required with investment decisions, information and contacts. The impacts of Brexit will continue to form part of those discussions as they become clearer. We can also engage the views of a wider business base, by using our links to business and sector networks that operate locally to gain a collective view of the impact on their members, particularly smaller businesses. The impact of exiting the EU will also be referred to the Oxford Strategic Partnership's Economic Growth Steering group to report on. Where more evidence is uncovered on the likely impact, it will be shared with colleagues, members and the key Government departments as appropriate.

The Council's use of PSPO powers

Recommendation	Agree?	Comment
1. That the City Council takes more targeted enforcement actions aimed at addressing breaches of cycling restrictions in Queen Street and Cornmarket Street, together with more proactive messaging to key groups such as students.	Y	The management of cycling restrictions that exist in Queen St and Cornmarket is the duty of Oxfordshire County Council. The City Council will run operations to tackle breaches of the PSPO that reflects the County Council's restrictions, but would like more active assistance from County Council officers.
2. That the City Council requests that Oxfordshire County Council does what it can to improve cycling signage on Cornmarket and Queen Street.	Y	

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