

# Agenda

www.oxford.gov.uk



## Council

Date: **Monday 2 October 2017**

---

Time: **5.00 pm**

---

Place: **Council Chamber, Town Hall**

---

For any further information please contact:

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

Telephone: 01865 252275

Email: [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

---

If you intend to record the meeting, it would be helpful if you speak to the Committee Services Officer before the start of the meeting.

This meeting will also be available via a webcast. This means that people may choose to watch all or part of the meeting over the internet rather than attend in person. The webcast will be available to view on the City Council's website after the meeting.

# 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

### **Copies of this agenda**

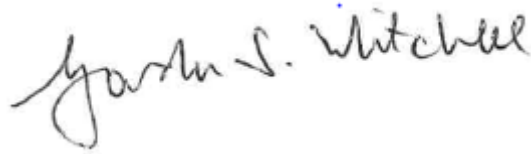
Reference copies are available to consult in the Town Hall Reception. Agendas are published 6 working days before the meeting and the draft minutes a few days after.

All agendas, reports and minutes are available online and can be:

- viewed on our website – [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- downloaded from our website
- viewed using the computers in the Customer Services, St Aldate's, or
- subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)

## Summons

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 2 October 2017 at 5.00 pm to transact the business set out below.



Proper Officer

## AGENDA

	Pages
<b>PART 1 - PUBLIC BUSINESS</b>	
<b>1 Apologies for absence</b>	
<b>2 Declarations of interest</b>	
<b>3 Minutes</b>	17 - 32
Minutes of the ordinary meeting held on 20 July 2017 and the special meeting held on 22 August 2017. Council is asked to approve the minutes as a correct record.	
<b>4 Appointment to Committees</b>	
No changes have been notified: any changes proposed after publication of the agenda will be circulated with the briefing note.	
<b>5 Announcements</b>	
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.

**The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00pm on Tuesday 26 September.**

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 **Investment in existing property portfolio**

33 - 40

The Interim Assistant Chief Executive – Regeneration & Economy submitted a report to the City Executive Board on 19 September in part to seek approval for an increased budget requirement of £4,635,000 in addition to the existing approved budget of £10,300,000 to include the undertaking of additional projects.

The report is attached to this agenda: appendices are available with the City Executive Board agenda.

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

#### **Recommendation: The City Executive Board recommends Council to**

approve an increase of £4,635,000 to the allocated budget of £10,300,000 to deliver the development opportunities at 1-5 George Street, Standingford House, Cave Street and add the new project of refurbishing 2 flats at 11 New Road and houses at 9 and 10 Ship Street.

### 8 **Transfer of 10 flats purchased under the Temporary Accommodation purchase scheme from the General Fund into Housing Revenue Account**

41 - 48

The Head of Housing Services has submitted a report to the City Executive

Board on 19 September recommending that Council be asked to make suitable budgetary provision for the Housing Revenue Account to acquire 10 flats due to be purchased by the General Fund at Great Western Park, Didcot in September 2017 for use as social housing.

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 Rowley, Board Member for Housing, will move the recommendations.

**Recommendation: The City Executive Board recommends Council to**

approve the introduction of an additional 2017/18 HRA capital budget, namely £2.362m, funded by HRA borrowing for "Property Acquisitions", in order to transfer 10 units from the General Fund into the HRA.

**9 To align Oxpens and Westgate Shopping Centre's car park tariffs**

49 - 60

The Head of Direct Services submitted a report to the City Executive Board on 19 September seeking to align the Oxpens Car Park tariff with that of the Westgate Shopping centre.

The Constitution states that as this affects the 2017/18 fees and charges agreed by Council, Council's approval is required for this change.

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**

1. align Oxpens parking tariff with the Westgate car park and amend the agreed fees and charges schedule accordingly.
2. note that the financial implication of adopting this recommendation is expected to be cost neutral.

## OFFICER REPORTS

**10 Response to Cherwell District Council's Local Plan Partial Review consultation**

61 - 66

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report on the progress of Cherwell District Council towards helping to meet Oxford unmet housing needs and asking Council to confirm the City Council response to the public consultation held by Cherwell District Council on its Partial Review of Cherwell Local Plan 2011 - 2031 relating to

Oxford's Unmet Housing Need.

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

**Recommendation: That Council resolves to:**

1. acknowledge the positive work by Cherwell District Council in helping to meet Oxford's unmet housing need through the Partial Review of its Local Plan including identifying additional urban extension sites.
2. authorise the Head of Planning, Sustainable Development and Regulatory Services to submit a detailed response to the consultation on behalf of the City Council in consultation with the Executive Board Member.

**11 Appointment of Monitoring Officer, Returning Officer and Electoral Registration Officer from November 2017**

67 - 68

The Acting Head of Law and Governance has submitted a report asking Council to designate the role of Monitoring Officer and to appoint a Returning Officer and Electoral Registration Officer.

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

**Recommendations: That Council resolves to**

1. designate the newly appointed Head of Law and Governance, Anita Bradley, as the Council's Monitoring Officer from the date she becomes an employee of the Council in that post.
2. appoint the new Head of Law and Governance, Anita Bradley as the Council's Returning Officer and as the Council's Electoral Registration Officer from the date she becomes an employee of the Council in that post.

## QUESTIONS

**12 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:

- |            |                                                                             |                |
|------------|-----------------------------------------------------------------------------|----------------|
| <b>12a</b> | <b>Minutes of meeting Tuesday 18 July 2017 of City Executive Board</b>      | <b>69 - 76</b> |
| <b>12b</b> | <b>Minutes of meeting Tuesday 15 August 2017 of City Executive Board</b>    | <b>77 - 82</b> |
| <b>12c</b> | <b>Minutes of meeting Tuesday 19 September 2017 of City Executive Board</b> | <b>83 - 92</b> |

### 13 **Questions on Notice from Members of Council**

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

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

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 25 September.

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

## **PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY**

### 14 **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.

**The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00pm on Tuesday 26 September.**

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.

### 15 **Petition submitted in accordance with Council procedure rules - Don't threaten homeless people with fines.**

93 - 96

**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:

*Homeless people sleeping rough in Oxford have been issued with threats of fines of up to £2,500 just for having their sleeping bags and possessions in shop doorways. ....*

*The council must withdraw these threats of fines, and stop issuing them to homeless people now.*

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 (above) and/ or;**
- **debate any motions submitted by councillors; and**
- **decide the action it wishes to take.**

## **16 Outside organisation/Committee Chair reports - Environmental Waste Partnership**

97 - 98

1. On behalf of Councillor Tanner, Board member for a Clean and Green Oxford, the Environmental Sustainability Manager has submitted a report on the Oxfordshire Environment Partnership.

Councillor Tanner will present the report.

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

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

The programme of reporting at future meetings will be:

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

3. 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 Thursday 28 September 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.



## 17 Scrutiny Committee Annual Report for 2016/17

99 - 114

The Chair of the Scrutiny Committee has submitted the annual report which updates Council on the activities of the scrutiny committees and panels in the 2016/17 municipal year.

Councillor Gant, the Chair of the Scrutiny Committee, will present the report.

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

## PART 3 - MOTIONS REPRESENTING THE CITY

### 18 Motions on notice - 2 October 2017

**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 Wednesday 20 September 2017 is below. Motions will be taken in turn from the Labour and Liberal Democrat and Green groups in that order, with any cross-party motions first.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 29 September 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) Removal of Freedom of the City from Aung San Suu Kyi
- b) Against modern slavery
- c) Benefits of EU membership
- d) Promoting Cycling Safety in Oxford
- e) Fair treatment of homeless people

**Note:** if Motion (a) is agreed a special meeting of Council will be called to allow Councillors to formally implement the decision.

#### 18a Cross party motion - Removal of Freedom of the City from Aung San Suu Kyi

Proposed by Councillor Clarkson, seconded by Councillor Gant, seconded also by Councillor Thomas

Cross party motion

This Council believes the residents of Oxford are deeply concerned about the dreadful attacks on the Rohingya Muslims in Myanmar (Burma) and the flight of refugees into Bangladesh. The City Council

has written to Aung San Suu Kyi, the State Counsellor of Myanmar, to ask her to speak out and to do whatever she can to stop the ethnic cleansing in her country.

It was right to give the Freedom of the City to Aung Suu Kyi in 1997 in recognition of her long struggle for democracy and her personal links to Oxford. However, in the absence of a helpful response from her and with deep regret, Council believes it is no longer appropriate for Aung San Suu Kyi to hold the Freedom of the City.

### **Oxford City Council resolves to remove the Freedom of the City of Oxford from Aung San Suu Kyi.**

#### **18b Against modern slavery**

Proposed by Councillor Hayes

Labour member motion

Imagine you lost everything. Would 45 days be long enough to get your life back on track?

It takes victims of modern slavery longer than 45 days to start putting their lives back together, having gone through the most horrific things that anyone can experience in their lifetimes. The Government spends millions of pounds each year to find victims and provide them with shelter and safety for their first 45 days of recovery in England and Wales. However, the Government then formally ends all crucial support on Day 46.

Vulnerable people can be abruptly ejected from safe houses exactly at the point of being formally recognised as victims. Victims might be required to make their own way before agencies can put decent pathways to secure housing and support in place. People can slip through the net, potentially to be tragically abused and exploited all over again. The modern slavery support system must put the needs of vulnerable people at its heart.

This Council and Thames Valley Police believe that the ending of modern-day slavery is a priority focus and work in partnership to that end. Front-line workers do their very best to meet the needs of vulnerable people, but struggle within this system. Shortcomings that are plain to see in the Modern Slavery Act years on from its introduction desperately need correcting.

This Council calls on the Prime Minister to increase support for victims of modern slavery from 45 days to one year. This Council asks the Leader to write to the Prime Minister and Oxford's two MPs with the request to back a decent pathway for recovery for victims based on the following:

—all confirmed victims of modern slavery in England and Wales be given a year's leave to remain, following 45 days of reflection and recovery as called for by the Co-operative Party in its latest campaign.

—all confirmed victims of modern slavery in England and Wales should not be required to leave safe house accommodation until a

plan for their ongoing support has been implemented.

— all confirmed victims of modern slavery remaining in England and Wales should be supported into work, housing, and education.

Modern-day slavery is one of the greatest human rights issues of our time. It's a problem that's getting worse and urgently needs tackling.

Last year in the UK 3,805 vulnerable people were identified as potentially trafficked—an increase of 17%. 700 to 900 Modern Slavery victims are in the Thames Valley Police Area, making up 7% of the UK estimate, according to latest estimates. A total of 160 modern slavery victim identification checks have been completed, according to a service funded by the Office of the Thames Valley Police and Crime Commissioner.

This figure will be the tip of the iceberg. Victims are hiding in plain sight.

On 18 October, the country will mark Anti-Slavery Day 2017.

This motion reflects this council's recognition of the importance of raising awareness of modern slavery and putting Britain at the forefront of defeating this evil.

Until the Government creates a caring system and puts the right support in place, victims will struggle to start their recovery.

**This Council calls for a change in the law, so that victims can finally get the support they deserve.**

## **18c Benefits of EU membership**

Proposed by Councillor Gant

Liberal Democrat member motion

Council notes that:

- On 18 April 2016 this council voted almost unanimously to affirm its commitment to the benefits of membership of the EU. Among many other benefits to the people of Oxford, Council specifically identified membership of the single market. Council asked the Leader to write to Oxford's MPs setting out its views.
- On 1 February 2017 the House of Commons voted to give the Prime Minister the authority to trigger Article 50. However, despite the fact that the Bill made no attempt to safeguard the benefits identified by this Council by bringing the eventual deal back to parliament or the country, both of Oxford's then MPs, Nicola Blackwood and Rt Hon Andrew Smith, voted with the government. (Among those voting against were Liberal Democrat and Green MPs and the Labour MP for Cambridge, which faces many of the same issues from Brexit as Oxford).
- On 29 June 2017 the House of Commons debated an amendment to the Queen's Speech guaranteeing UK membership of the single market after Brexit, clearly reflecting the

views of this council in its motion of April 2016, that leaving the single market and ending freedom of movement would be particularly harmful to thousands of citizens of EU27 states living, studying, and working in Oxford, to their family members, and indeed to the community at large. Anneliese Dodds MP voted against the amendment. Layla Moran MP voted for the amendment.

**Council therefore:**

- **asks the Leader of the council to publish to members the correspondence with MPs resulting from the motion of 18 April 2016, including their replies;**
- **reaffirms its wholehearted commitment to the spirit and letter of its motion of 18 April 2016, bearing in mind the changed context since the referendum;**
- **asks the Leader to write to Oxford's MPs repeating the views of this Council, reminding them of the strong "Remain" vote in Oxford, and asking them to commit publicly to argue for continued access to the benefits and freedoms of the EU for the people of Oxford as far as possible at every stage of the withdrawal process, and vote accordingly.**

**18d Promoting Cycling Safety in Oxford**

115 - 116

Proposed by Councillor Wolff, seconded by Councillor Upton  
Green member motion

Council notes with great sadness of death of cyclist Claudia Comberti on Oxford's roads earlier this year.

In response to this tragic event, Claudia's friends, colleagues and local cycling campaign groups have come together to create "The Claudia Charter for Safer Cycling in Oxford". The desire of those producing the Charter is to see it adopted by organisations and individuals right across the city, and in so doing help drive forward and focus efforts to significantly improve cycling safety.

Council recognises and welcomes this initiative.

**This motion therefore calls on Council:**

- a. **to become the Charter's first signatory and to formally adopt the Charter, and**
- b. **to refer this motion and the Charter to the relevant officers and Scrutiny Committee so that it may inform future policy and action and that delivery against the Charter can be effectively monitored.**

*The Charter is attached.*

## **18e Fair treatment for Homeless people**

Proposed by Councillor Gant

Liberal Democrat motion

This Council believes that all Oxford residents, whether living in houses, in hostels or on our streets, have the right to be treated with dignity and without discrimination.

Council notes the good work done by Council officers and voluntary organisations to support homeless residents in this city but believes that the recent issue of Community Protection Notices is a retrograde step.

Council takes note of the Petition signed by more than 1,800 people, calling for the reopening of Lucy Faithfull House and accepts that the Petition shows a powerful concern by Oxford citizens for community cohesion and for a better way of life for those on our streets.

Council acknowledges that, whether or not Council intends to use it, the sanction is used, Community Protection Notices specifically include the sanction of court action, leading to a criminal conviction.

**Council believes the use of an instrument containing this sanction is inappropriate, and asks the City Executive Board to instruct officers to cease the practice with immediate effect.**

## **19 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.

## **Councillors 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; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

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

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

### **Members' Code of Conduct and public perception**

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

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

This page is intentionally left blank



## COUNCIL

Thursday 20 July 2017

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

Council stood for a minute's silence in memory of former Lord Mayor Bill Buckingham whose funeral was held on 10 July 2017.

### 11. APOLOGIES FOR ABSENCE

Apologies for absence were received from: Councillor Anwar, Councillor Humberstone, Councillor Goddard, Councillor Landell Mills and Councillor Pegg.

Councillor Brown sent apologies for her late arrival.

### 12. DECLARATIONS OF INTEREST

Minute 20: Safeguarding Report 2017/18  
Councillors Abassi and Malik (as licenced taxi drivers) and Councillor Altaf-Khan (as a past licensed taxi driver) left the chamber for the duration of this item.

### 13. MINUTES

Council agreed to **approve** the minutes of 24 April 2017 and 15 May 2017 as a true and correct record of these meetings and that the Lord Mayor should sign these as such.

### 14. APPOINTMENT TO COMMITTEES

There were no appointments to Committees.

### 15. ANNOUNCEMENTS

The Lord Mayor announced:

- Highlights of the visit of the Prince of Wales and Duchess of Cornwall to the covered market.
- That she had attended Seafarers UK's 100th Annual Meeting at Mansion House
- The success of the events held in Oxford to celebrate 70 years of friendship with the people of Bonn
- That she had attended the Grand Iftar at the Asian Cultural Centre
- That she had met with her chosen charities

- That the Srebrenica Memorial Service had been held at the Town Hall on 11 July and that she hoped that this would become an annual event.
- That she had unveiled the first of a series of new signs proclaiming Oxford as a cycling city which would be installed on all 11 roads entering the city centre.

She thanked the Deputy Lord Mayor and Sheriff for their support and said that between them they had managed to cover a significant number of engagements.

The Sheriff announced that he had led the annual inspection of Port Meadow.

The Leader announced the appointment of Simon Howick as the Managing Director of the LATCo.

The Leader asked the Lord Mayor's permission for Councillor Rowley, Board Member Housing to make an announcement.

On behalf of Council, Councillor Rowley expressed the shock and sorrow of the City Council at the loss of lives in the Grenfell Tower tragedy. He said that it was a time for politics and economics to fall silent and that it was the duty of local authorities to prevent another tragedy. He said that he wanted to reassure residents that the City Council had worked closely with experts from Oxfordshire Fire and Rescue Service to review the fire safety arrangements in the tower blocks in the city and to ensure that they were safe. He said that fire crew and Council officers were a visible presence in the tower blocks and he had personally attended to public meetings in Blackbird Leys. He also confirmed that the costs of necessary replacement works would not be passed on to tenants. The City Council would take no further action until the results of the national safety tests were available. The City Council would seek to recover those costs from central government on the basis of their initial commitment to fund such measures.

There were no other announcements.

## **16. PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING**

There were no public speakers in this section.

## **17. HEADINGTON NEIGHBOURHOOD PLAN**

Council considered a report of the Head of Planning, Sustainable Development and Regulatory Services (previously submitted 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.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, moved the recommendation.

Councillors requested clarification on how CIL would now be allocated and spent in the area covered by the Plan.

Council recorded its thanks to the work of members of the Neighbourhood Forum and to officers of the City Council in bringing the plan to fruition.

**Council resolved to adopt the Headington Neighbourhood Plan as part of the Council's development plan for the Headington neighbourhood area.**

## **18. QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q4**

Council considered a report from the Heads of Financial Services and Business Improvement detailing the Council's finances, risk and performance at the end of the financial year 2016/17 and making new requests for funding (previously submitted to the City Executive Board meeting on 20 June 2017).

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

Councillor Tidball spoke detailing the expenditure proposals to address health inequalities.

Councillors asked a number of questions and made statements about the carry-forward requests and new projects listed in the report and appendices before reaching their decision.

**Council resolved 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.**

## **19. DIRECT SERVICES TRADING COMPANY - PROGRESS REPORT**

Council considered a report from the Executive Director for Sustainable City (previously submitted to the City Executive Board meeting on 18 July 2017) detailing progress on the establishment of the Local Authority Trading Company.

Councillor Turner, Board Member for Finance, Asset Management reported that the City Executive Board had agreed the recommendations in the report and moved the recommendations for Council's consideration.

Councillor Price, Leader, seconded the recommendations.

**Council resolved, subject to confirmation of the City Executive Board decision on 18 July 2017, to:**

- 1. agree 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**
- 2. 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.**

## **20. SAFEGUARDING REPORT 2017/18**

Councillors Abbasi, Altaf-Khan and Maik left the meeting for the duration of this item as the report made reference to one of their current or previous disclosable pecuniary interests.

Councillors recorded their thanks to Val Johnson, Policy & Partnership Team Leader, for her hard work on this and on the many other projects over the years and wished her well in retirement.

Councillor Hayes, Board Member Community Safety, presented the report.

**Council resolved to note the report.**

## **21. EXTENSION OF TERM FOR APPOINTMENTS OF INDEPENDENT PERSONS**

Councillors Abbasi, Altaf-Khan and Maik returned to the meeting.

Council considered a report from the Acting Head of Law and Governance (submitted on behalf of the Leader of the Council) 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.

**Council resolved 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.**

## **22. REMUNERATION OF A NON-STATUTORY DEPUTY LEADER**

Council considered a report from the Acting Head of Law and Governance (submitted on behalf of the Leader of the Council) 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, Leader of the Council, presented the report and asked Council to consider the inclusion of an additional recommendation to introduce changes to the scheme to provide for maternity, paternity, parental and caring responsibility leave for all councillors.

After debate and voting on the second recommendations in two parts,

**Council resolved to agree 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**

- a. consider the addition of a **Special Responsibility Allowance in the Members' Allowance Scheme for a non-statutory Deputy Leader;** and
- b. consider changes to the scheme to provide for maternity, paternity, parental and caring responsibility leave.

## **23. CITY EXECUTIVE BOARD MINUTES**

### **(a) Minutes of City Executive Board meeting on 11 May 2017**

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

- Minute 173 – Fusion Lifestyle Annual Service Plan

Councillor Wade asked whether the Board Member remained confident that Fusion Lifestyle would achieve its targets.

Councillor Smith, Board Member Leisure, Parks and Sport, said that she was confident that Fusion Lifestyle would meet its targets.

- Minute 172a – Scrutiny Report on the Local Financial Impacts of Brexit

Councillor Simmons asked which Economic Steering Group was mentioned.

The Leader said that it was one of the Oxfordshire Partnership sub-groups.

### **(b) Minutes of City Executive Board meeting on 15 June 2017**

Council had before it the minutes of the City Executive Board meeting of 15 June 2017 but asked no questions.

### **(c) Minutes of City Executive Board meeting on 20 June 2017**

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

- Minute 24 – Oxford Lottery

Councillor Thomas asked what measures were being taken to ensure the ticket purchases were not coming disproportionately from the lowest income sections of the community.

The Leader undertook to provide a written response.

## **24. QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL**

37 written questions on notice were submitted. These, written responses, and 19 supplementary questions and responses are set out in the supplement to these minutes.

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

Five speakers addressed Council.

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. Shaista Aziz and Dr Hojjat Ramzy addressed Council on the Motion on reducing hate crime
2. Hassan Sabrie, Chair East Oxford United Football Club addressed Council on the work of the Club and its need for financial support
3. Artwell addressed Council on community facilities in Barton
4. Judith Harley addressed Council on the need for a replacement for Temple Cowley Pool

The Lord Mayor thanked those speaking.

## **26. PETITION: KEEP FLORENCE PARK CHILDREN'S CENTRE OPEN-ACCESS AND COMMUNITY-OWNED**

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 Anne Thorne, the head petitioner. She spoke about the need to keep the centre open to provide community services. She asked Council to support the ASPIRE partnership's proposal for the Oasis Centre which was based on a social enterprise model.

Councillor Tidball proposed that the petition be noted and read a statement (previously circulated with the agenda briefing note) which detailed the latest position regarding the future of the Florence Park Children's Centre.

**Council agreed to note the petition and refer the matter to the City Executive Board.**

## **27. OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS**

Council had before it a report from the Assistant Chief Executive (submitted on behalf of the Board Member, Young People, Schools and Public Health) outlining the work of the Oxfordshire Children's Trust.

Councillor Tidball moved the report.

**Council noted the report without comment.**

## **28. SCRUTINY COMMITTEE UPDATE REPORT**

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

Councillor Grant moved the report and thanked the Board Members for their positive engagement with the work of the Committee and the Scrutiny Officer and Committee Services Officer for their support.

**Council resolved to note the report without comment.**

## **29. 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.

At the start of this agenda item the Lord Mayor sought Council's agreement to change the order of the motions to consider Oxford Cycling Safety before Seacourt Park and Ride. Council agreed this request.

**Council adopted motions as set out in these minutes:**

- a. Support a Fair Voting System.
- b. Tackling Hate Crime.
- c. Oxford Cycling Safety.

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

- d. Air quality in the city centre.
- e. Seacourt Park and Ride extension.
- f. Fair employment: voluntary charter "Dying to Work"

### **(a) Support a Fair Voting System**

Councillor Brandt proposed her submitted motion as set out in the briefing note, seconded by Councillor Simmons.

Councillor Gant proposed the amendment submitted by Councillor Wade as set out in the briefing note; Councillor Altaf-Khan seconded the amendment.

Council debated the motion and the amendment.

Council, after motions to suspend the relevant standing orders were moved, seconded and agreed, voted on the submitted amendment in 3 parts as detailed below:

- 2a) *calls for District and City Councils to be given the power to introduce a system of their own choosing; and*
- 2b) *for Oxford City Council to introduce a proportional system; and*
- 3) *calls for the franchise to be extended to sixteen and seventeen year olds, which would recognize the growing political awareness of this demographic – 1.5 million people nationwide.*

Council agreed to amend the motion to remove parts 2a) and 2b) and to add part 3).

Council, after motions to suspend the relevant standing orders were moved, seconded and agreed, then voted on the amended motion in two parts:

- 1) *calls for the introduction of a proportional voting system for local elections in England and Wales; and*
- 2) *calls for the franchise to be extended to sixteen and seventeen year olds, which would recognize the growing political awareness of this demographic – 1.5 million people nationwide; and*
- 3) *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.*

Council agreed to amend the motion to remove part 1) and to retain parts 2) and 3).

**Council resolved to adopt the following 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 franchise to be extended to sixteen and seventeen year olds, which would recognize the growing political awareness of this demographic – 1.5 million people nationwide**
- 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.**

**(b) Tackling hate crime**

Councillor Hayes proposed his submitted motion as set out in the briefing note. He said that he would accept the amendment proposed by Councillor Thomas set out in the briefing note.

Councillor Azad seconded the amended motion.

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

**Council agreed the following motion as amended:**

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 many victim’s 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; and**
- 2. ask officers to provide training for Oxford City Councillors on tackling hate crime and fostering community harmony.**

### **(c) Oxford Cycling Safety**

With the agreement of Council the order of proceedings was varied and this motion was considered before the motion at Minute 29d.

Councillor Upton proposed her submitted motion set out in the briefing note. She said that she would accept the amendment set out in the briefing note proposed by Councillor Wade.

Councillor Wolff seconded the amended motion.

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

#### **Council resolved to agree the following 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 notes the Department for Transport's 'Local Cycling and Walking Infrastructure Plan Guidance' (LCWIP) and specifically that the DfT invites Local Authorities to make use of the DfT's technical support for developing plans, for integrating them into local policies and strategies, and for making the economic case for investment.

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 take full advantage of the Department for Transport's LCWIP guidance.**
- 3. the City Executive Board to commit to facilitating this spending if necessary.**
- 4. 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.**

**(d) Air quality in the city centre**

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

**(e) Seacourt Park and Ride Extension**

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

**(f) Fair employment: voluntary charter "Dying to Work"**

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

**The meeting started at 5.00 pm and ended at 9.35 pm**

This page is intentionally left blank

# Minutes of a meeting of the COUNCIL on Tuesday 22 August 2017

## Committee members:

Councillor Fooks (Lord Mayor)	Councillor Abbasi
Councillor Anwar	Councillor Azad
Councillor Brown	Councillor Clarkson
Councillor Cook	Councillor Curran
Councillor Fry	Councillor Goddard
Councillor Goff	Councillor Haines
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Humberstone
Councillor Iley-Williamson	Councillor Kennedy
Councillor Ladbrooke	Councillor Landell Mills
Councillor Lloyd-Shogbesan	Councillor Malik
Councillor Munkonge	Councillor Pegg
Councillor Pressel	Councillor Price
Councillor Rowley	Councillor Simmons
Councillor Sinclair	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Tidball	Councillor Wade
Councillor Wilkinson	Councillor Wolff

## Officers:

Gordon Mitchell, Interim Chief Executive  
Jennifer Thompson, Committee and Members Services Officer  
Lindsay Cane, Acting Head of Law and Governance

## Apologies:

Councillors Simm, Altaf-Khan, Brandt, Chapman, Gant, Lygo, Paule, Sanders, Smith, Thomas, Turner and Upton sent apologies.

## 30. Declarations of interest

There were no declarations.

## **31. Announcements**

The Lord Mayor announced:

- Abingdon narrowly won the recently held annual Abingdon-Oxford bowls match;
- that the East Oxford United Football Club had raised sponsorship and taken 17 youngsters to an international youth football club in Perm;
- her upcoming visit to Bonn

The Leader of the Council announced:

- by 5 September there would be a submission sent to the National Infrastructure Commission setting out a comprehensive vision for the infrastructure necessary to support economic and housing growth in the county;
- the ongoing work now supported by the National Infrastructure Commission to make Oxford a world class city for cyclists.

## **32. Public addresses and questions that relate to matters for decision at this meeting**

Two speakers addressed Council.

The full text of these speeches where these were delivered as submitted; 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 outlining the dangers posed by flammable cladding asking them to reconsider the broader policies behind the tower block refurbishment project.

Councillor Pegg, being named in this speech, clarified the comments attributed to her.

2. Dr Stefan Piechnik addressed Council asking them not to waive any checks and balances on the replacement of the cladding and not to commit more funds to this problematic issue.

Councillor Rowley, Board Member for Housing, responded to the address.

## **33. Re-cladding of Evenlode and Windrush tower blocks**

Council considered the report of the Head of Housing Services requesting additional budget approval in order to replace the rain screen cladding to Windrush and Evenlode towers and the three relevant resolutions of the City Executive Board from the meeting on 15 August 2017.

The Board Member for Housing, Councillor Rowley, moved the recommendations.

During the debate the Lord Mayor noted that some councillors were not content with the second recommendation. She informed Council that she would take the vote on each recommendation separately.

Council noted that the refurbishment had complied with the building regulations in force at the time. If the regulations were changed to improve standards of fire safety, further alterations to the tower blocks may be made.

Three separate votes, one on each recommendation, were taken.

**Council resolved to:**

- 1. approve additional budget provision of £1m for the replacement of rain screen cladding to Windrush and Evenlode towers; and**
- 2. waive (but only to the extent described below) the relevant provisions in para 5.3 of the Constitution which require large applications, Council applications and significant amendments to a grant of planning permission to be determined by an area planning committee and instead delegate to the Head of Planning and Regulatory Services the authority to determine any applications made as a result of changes required by new building regulations and/or government guidance relating to tower block design or build; and**
- 3. that it should continue to seek full reimbursement of the costs associated with the re-cladding of buildings from Government, as had originally been promised.**

**The meeting started at 5.00 pm and ended at 5.45 pm**

**Chair .....**

**Date: Monday 2 October 2017**

This page is intentionally left blank



**To:** City Executive Board  
**Date:** 15<sup>th</sup> September 2017  
**Report of:** Fiona Piercy, Interim Assistant Chief Executive – Regeneration & Economy  
**Title of Report:** Investment in Existing Property Portfolio

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To provide an update on the progress of a number of identified opportunities to maintain or improve the income stream from the Council's property investment portfolio. To seek approval for an increased budget requirement of £4,635,000 in addition to the existing approved budget of £10,300,000 to include the undertaking of additional projects.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Edward Turner
<b>Corporate Priority:</b>	Vibrant and sustainable economy An Efficient and Effective Council
<b>Policy Framework:</b>	Asset Management Plan
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. Note the progress on the various schemes that had been identified and had budget approval to the value of £10,300,000.</li> <li>2. Recommend to Council an increase of £4,635,000 to the allocated budget of £10,300,000 to deliver the development opportunities at 1-5 George Street, Standingford House, Cave Street and add the new project of refurbishing 2 flats at 11 New Road and houses at 9 and 10 Ship Street.</li> <li>3. Authorise entering into exclusive negotiations to seek financially viable agreements to lease with two identified commercial tenants at 1-5 George Street in line with the Not For Publication Appendix 7, subject to Council budgetary approval.</li> <li>4. Enter into the above agreements for lease at rental levels above the threshold of £125,000 per annum in line with the constitution.</li> <li>5. Delegate to the Interim Assistant Chief Executive – Regeneration and Economy, in consultation with the Head of Finance, the authority to</li> </ol>	

**alter the terms of the agreements to lease on the basis that they continue to represent best value during negotiations.**

### **Appendices**

Appendix 1	Plan of George Street
Appendix 2	Plan of Standingford House
Appendice 3a, b, c	Artist Impressions
Appendices 4a,b	Plan of Ship Street & New Road
Appendix 5	Revenue cashflow NOT FOR PUBLICATION
Appendix 6	Development cashflow
Appendix 7	List of tenants NOT FOR PUBLICATION
Appendix 8	Financial Implications NOT FOR PUBLICATION
Appendix 9	Risk Register NOT FOR PUBLICATION

### **Introduction**

1. Four projects were identified by the City Council as requiring capital expenditure to increase and improve the income stream from the existing assets within the property investment portfolio. These properties were –
  - 1) 38-40 George Street (Odeon)
  - 2) Old School, Gloucester Green
  - 3) 1-5 George Street
  - 4) Standingford House, Cave Street
2. High level feasibility studies were undertaken on each and subsequently a budget of £10.3m for the projects was included within the City Council's Budget Report in December 2015.
3. No further work has been carried out on 38-40 George Street as this opportunity is currently not deliverable.
4. £685,000 has already been committed to the successful purchase of Old School, Gloucester Green.
5. On further detailed analysis the scope of the opportunities at 1-5 George Street and Standingford House has increased and as a result the projected revenue and density of the projects has improved significantly. To support this increased revenue the anticipated development cost for the two schemes has risen to £14m (£9.75m + £4.25m respectively).
6. In addition to the above, 2 flats at 11 New Road and houses at 9 and 10 Ship Street have been identified as requiring capital expenditure to allow the rental value to be maintained and maximised.
7. Further information on the individual properties is set out below.

### **38-40 George Street (Odeon Cinema)**

8. This 1930's building is currently let until 2024 to Odeon Cinemas, with a Tenant only break clause in September 2019. The risk relating to this break clause is recognised and high level viability works have taken place. Odeon has recently been taken over by AFG and is not yet clear on its intentions. Discussions will continue, to ensure that Odeon 's intentions are known at the earliest opportunity No further exploratory work will be undertaken on this project until clarity is given as to the intentions of Odeon. Therefore this development opportunity will be re-visited in 2018.

### **Old School, Gloucester Green**

9. This property was purchased for £685,000 in 2016 and the project is now closed.

### **1-5 George Street**

10. 1-5 George Street comprises 5,232 sq ft of retail and office accommodation (partly vacant) and 5/5a George Street comprises 3,580 sq ft let to Ask Restaurants. A plan is attached at Appendix 1. All existing leases expire on, or before, 24 December 2017. In the absence of reinvestment, the current accommodation is dated and likely to prove difficult to let resulting in an erratic and diminishing rent roll. Of the current income of £212,600 per annum, £85,900 could be at serious risk and unlikely to be sustainable.
11. Initially, it was proposed to undertake a modest refurbishment for retail on part of the ground and basement floors, with residential above. High level viability suggested a capital cost of approximately £3,600,000 to secure a rent of £262,000 per annum. The return was increased by a capital receipt from the sale of the residential upper parts. However there were some design difficulties in access arrangements for residential above the refurbished accommodation.
12. Subsequent and more detailed viability suggested that better outcomes both from a design and financial perspective could be achieved by pursuing a much denser development of the site rather than refurbishment. In addition it was identified that the site lent itself more to office accommodation than residential (particularly if the aim is to maximise revenue rather capital receipt on sale). This has been confirmed by our property advisors.
13. A full design team has subsequently been appointed and the project has progressed to concept design stage (RIBA Stage 2).
14. The latest proposal is for a full demolition and rebuild of the existing buildings to provide approximately 6,000 sq ft of restaurant accommodation on the ground and basement levels with approximately 16,500 sq ft of Grade A office accommodation on the upper parts. There is a lack of quality office accommodation in the City Centre, so this scheme format has considerable benefits in providing central office accommodation for businesses wanting to remain in a central location and potentially for attracting new businesses into the area.

15. The completed development should have an income stream of some £630,000 per annum and a total new construction cost of £9,700,000 (therefore an increase in the capital budget of £6,100,000).
16. It is anticipated that the end capital value of the project will be in the region of £11,500,000.
17. Based on the above the scheme would deliver a profit after costs of approximately £1.5m representing a 15+% profit on cost. The provision of Grade A office accommodation in the heart of the City is a major consideration.

#### **Risk Mitigation - Potential Agreements to Lease (pre-let)**

18. Identifying and securing a pre-let at this stage of the development process mitigates significant marketing and letting risk on completion of the construction process. Authority is sought to enter into exclusive negotiations with two tenants that could occupy the whole building on completion. Both proposed parties have sufficient covenant strength to support the valuation assumptions. In order to satisfy the requirements of s.123 Local Government Act 1972, the rental levels suggested will be ratified by a third party independent valuation to ensure best value is achieved. It is noteworthy that 2 lettings for the whole building would significantly decrease the management burden of the property compared to a multi let scenario and will potentially increase value due to known covenant strength.
19. This approach also supports a George Street restaurant occupier and a current town centre business which protects the city centre from potentially losing a significant private sector employer. The ability to work with these identified occupiers through the design process could bring cost savings and de-risks the development process.
20. The proposed tenants for the pre-lets are contained in the NOT FOR PUBLICATION Appendix 7

#### **Threshold Level Authority**

21. In compliance with the Council's constitution and given that the rental levels are above the officer authorisation threshold approval is therefore required from CEB to enter into the agreements to lease. It is further requested that the Interim Assistant Chief Executive – Regeneration and Economy has authority delegated, in conjunction with the Head of Finance, to approve changes in rental level (providing it still meets s.123 requirements) and to authorise the detailed terms and conditions of the agreements.

#### **Standingford House and Building H Cave Street**

22. Standingford House (previously known as the Enterprise Centre) is a multi-let office/workshop building converted from a 1950's industrial property. The existing accommodation is of poor quality and the building fabric is approaching the end of its economic life. Building H is adjacent and is a former car repair workshop which is now vacant and also in poor condition. This is a single storey structure which provides inefficient site density. The site is overlooked by residential properties and is not attractive. A plan is attached at Appendix 2.
23. The original proposal in December 2015 comprised the construction of an annexe to Standingford House on Building H site. These works were estimated at

approximately c.£1.1m to increase the rent by £110,000 per annum from the existing £100,000 per annum. The proposal was also predicated on gaining vacant possession of Building H, this has now been secured.

24. Subsequently, changing legislation on the energy performance of commercial buildings meant that Standingford House would become unlettable from 2018 due to its poor energy efficiency. The original scheme would not have tackled this issue. This has provided an opportunity to reconsider the overall proposal to create an integrated building which utilises the site much more efficiently and provides increased development, this approach being endorsed by the occupiers and the local planning authority.
25. The current proposal is for a significant refurbishment of Standingford House which will comply with new legislation and future proof the income stream. The site of Building H will provide an integrated extension over two storeys. Artist impressions are attached at Appendix 3.
26. The alternatives considered included a full redevelopment of the whole site which was less financially attractive. Residential use was also considered and discounted on planning policy grounds.
27. The preferred option has the further advantage of providing continuity of occupation for existing tenants.
28. The proposal provides much needed modern small business units in a central location with inherent regeneration benefits. It also future proofs an income stream which had become unsustainable due to legislative changes. The new proposed capital budget for the revised works is £4,250,000 which should provide an income stream of approximately £400,000 per annum.
29. The project is currently at a stage of finalising cost and specification and further engagement is ready to be undertaken. A planning application is being prepared for the development and works are being progressed to demolish building H.

### **Additional Project - Ship Street & New Road**

30. Residential properties at 9 & 10 Ship St and 11 New Road (second floor) have been vacant since the leases were forfeited due to non-payment of rent. A plan is attached at Appendix 4. No income is being created from these assets. They require complete refurbishment before they can be re-let as they are currently uninhabitable and un-lettable. If the properties are refurbished they could be let on standard commercial lease terms for residential use. The City Council is unable to let properties on assured shorthold tenancies which would be the normal private market practice. This is a statutory position which cannot be challenged (Housing Act 1988 Schedule 1). These properties are not suitable to be transferred into the HRA housing stock or for Temporary Accommodation acquisition project (due to the location and configuration). CEB should note that there will be a margin between the income received by the Council under the standard commercial lease and that received by the tenant which will let to residential occupiers under Assured Shorthold Tenancies.
31. This is a new project where circa £300,000 is required to provide an income stream of some £55,000 per annum. Without this investment there will be ongoing and increasing maintenance and vacancy liabilities. The works will ensure a good

standard of residential accommodation in the City Centre which should attract good quality landlords. An alternative would be to dispose of the assets which is not a preferred option at the present time. The New Road property is opposite the entrance to the new Westgate centre and could see value appreciation. The Ship Street property forms part of a larger strategic holding around Ship Street & Broad Street.

32. The project has been progressed with Direct Services and subject to allocation of budget is ready to commence.

### **Financial implications**

33. The financial implications are provided at Appendices 5, 6 & 8 NOT FOR PUBLICATION. In all three revised scenarios there is an above average rate of return for the Council and the increased revenue will provide additional resources to support the Council's Medium Term Financial Plan. Within the Council's current capital programme is an amount of £10.3 million financed from prudential borrowing profiled over the next four years. This report requires provision to be made for an additional £4.635 million which is also assumed to be financed by prudential borrowing taking total estimated spend up to £14.635 million over the next four years. In cash terms additional commercial rental income is estimated at £770,000 per annum. In summary the financial returns are shown in Appendix 8

### **Legal issues**

34. None – See attached Risk Register.

### **Level of risk**

35. Property development by its very nature requires fluidity around budgets through the design and planning process. From the initial concept to delivery there are significant changes to be expected around scheme design, use and density. Challenges to deliverability and therefore risk continue throughout the project and are exacerbated by potential flux in the property market (both occupier and investor) and by changes to the construction market (which is currently buoyant) and which drives cost.
36. Of the 3 opportunities the 1-5 George Street proposal attracts the highest development risk. Both Standingford House and Ship Street/New Road are significantly further forward in the design process and therefore costs are more certain. George Street is at concept design stage and consequently further cost changes are anticipated. In addition this is a complex scheme on a landlocked site in the city centre. This opportunity could revert to a refurbishment option should significant cost over-runs be identified. See attached risk register at Appendix 9 NOT FOR PUBLICATION for detailed risk assessments.

## Equalities impact

N/A

## Conclusion

37. The latest design and viability work on the projects described in this report has identified opportunities to maximise development returns and secure regeneration benefits along with the need to meet latest environmental standards. The increase in budget will secure improved returns and outcomes improving the quality of our portfolio.

<b>Report author</b>	Nick Twigg
Job title	Major Projects & Development Manager
Service area or department	Regeneration and Major Projects
Telephone	01865 252294
e-mail	<a href="mailto:ntwigg@oxford.gov.uk">ntwigg@oxford.gov.uk</a>

<b>Background Papers: None</b>

This page is intentionally left blank



**To:** City Executive Board  
**Date:** 19<sup>th</sup> September 2017  
**Report of:** Head of Housing Services  
**Title of Report:** The Transfer of 10 properties purchased in Great Western Park, Didcot under the temporary accommodation purchase programme from the General Fund into the Housing Revenue Account

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To recommend to Council to make suitable budgetary provision for the Housing Revenue Account to acquire 10 flats due to be purchased by the General Fund at Great Western Park, Didcot in September 2017 for use as social housing
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Mike Rowley, Housing
<b>Corporate Priority:</b>	Meeting Housing Needs
<b>Policy Framework:</b>	Housing Strategy 2015 to 2018
<b>Recommendations: That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Request Council approve the introduction of an additional 2017/18 HRA capital budget, namely £2.362m, funded by HRA borrowing for “Property Acquisitions”, in order to transfer 10 units from the General Fund into the HRA.</b></li> <li>2. <b>Note that all 10 flats to be transferred (8 two-bedroom and 2 one-bedroom flats) are to be used as social rented housing and let to housing applicants in housing need on the Housing Register in Oxford.</b></li> </ol>	
<b>Appendix</b>	
Appendix 1	Risk Register

## **Introduction and background**

1. One of the Council's priority objectives is meeting housing need and this is reflected in the importance the delivery of housing supply has been given in the current and proposed refreshed Housing and Homeless Strategy for 2018 to 2021. The proposals in this report support these objectives.
2. The provision of additional social housing is facilitated by the use of retained right to buy (RTB) capital receipts re-cycled into 1-4-1 replacement. The Council is required to spend its retained RTB capital receipts within a 3 year deadline or be forced to return them back to the Government along with accumulated interest calculated at 4% above the prevailing base rate. The Council is determined to ensure these resources are not returned centrally and instead used locally to meet Oxford's housing need. These schemes have initially concentrated on the purchase of additional temporary accommodation (TA) properties in Oxford where possible, but also outside of the City. This new provision will be used to replace existing private sector lease properties used by the Council (as reported and approved by the CEB on 15/12/16).
3. Due to the high cost of properties for sale on the open market in Oxford and the limited number of suitable properties becoming available it was acknowledged from the outset that it may not be possible to purchase all of the new temporary accommodation within Oxford within the timescale for the use of the receipts. A limited number of properties have been acquired in nearby towns that have good facilities and transport links and are within a reasonable commutable distance to the City.

## **Delivery of Housing Supply**

4. The Council's current General Fund capital programme includes £10m for the acquisition of TA properties across 2017/18 and 2018/19. These acquisitions will utilise retained RTB capital receipts and the properties being purchased include 20 new build properties in two blocks of 10 flats at Great Western Park, Didcot. Each block consists of 8 two-bedroom and 2 one-bedroom flats.
5. The Council does not need to use both blocks of flats in Great Western Park for use as temporary accommodation and they could not be purchased from the developer individually. It is therefore proposed that one block of 10 flats is transferred to the HRA to be let as social housing to households in housing need on the Housing Register in Oxford, by advertising the properties through Choice-Based Lettings. This will increase the supply of new housing available to let and go some way to help meet the unmet demand on the Housing Register.
6. The Council seeks to prevent homelessness where possible and various housing options are used to do this including housing households on the Housing Register into social housing before they become homeless. Where it is not possible to prevent a household from becoming homeless the Council may have a duty, mainly to families with dependent children, to provide them with temporary accommodation to enable further inquiries to be made into their reasons for becoming homeless or until they are offered more suitable accommodation.

7. The Council has a target of having no more than 120 households in homeless temporary accommodation. It is recognised that it is not desirable for households to spend long periods of time in temporary accommodation due to the pressure this places them under, particularly families with children, and the cost to the Council of providing this accommodation. The Council seeks to ensure there is sufficient temporary accommodation available to house homeless households that it has a duty to accommodate. The new properties that are purchased for temporary accommodation are being used to replace existing more expensive accommodation leased from private sector landlords and to manage the pressure on the homeless budget.
8. A joint report on Homeless Accommodation Property Investment and Retained Right to Buy Capital Receipts Qualifying Expenditure was submitted to the CEB on 15/12/16 by the Head of Housing and the Head of Financial Services. As previously stated this resulted in the approval to spend up to £10 million from within the Council's General Fund capital programme to purchase additional units of temporary accommodation. The funding of this scheme included £3 million of retained RTB capital receipts that if unused would need to be returned to Government.
9. A further report titled Officer Delegation to approve Property Purchases over £500,000 for Homeless Accommodation Property was submitted to CEB on 09/03/17, by the Executive Director for City Regeneration and Housing. This approved the Chief Executive, having notified in advance the Board Members for Finance, Asset Management and Public Health, and Housing, to approve any property purchases over £500,000 for the Homeless Accommodation Property Investment project. This delegated authority was sought to ensure officers could respond to opportunities to acquire suitable properties without having to wait for the normal CEB cycle of meetings. The market dictated that negotiations with developers needed to be undertaken to secure acquisitions of suitable dwellings to utilise retained RTB capital receipts. Any delays could have resulted in missed opportunities.
10. The Council currently aims to ensure that at least 85% of our TA properties used for homeless households (currently 132) are within Oxford and no more than 15% are outside of the City. To date the Council have purchased, or is in the process of purchasing, 18 units of temporary accommodation outside of the City; 10 in Didcot and 8 in Bicester. This figure excludes the 10 properties in Didcot in Great Western Park it is proposed to transfer to the Housing Revenue Account for use as permanent social housing.
11. During the process of identifying suitable TA and subsequently entering into meaningful dialogue with developers, an opportunity arose to purchase two blocks of 10 new build flats in Great Western Park in Didcot. Each block comprised of 8 two-bedroom flats and 2 one-bedroom flats. The two blocks are being sold by the developer as a package and it is not possible to purchase them individually. The transaction is considered to represent good value for money as the acquisition is deemed to be competitively priced. The Council has exchanged contracts and the purchase of the two blocks is expected to take place in September 2017.

## Option Appraisal

12. Given the acquisition of 20 TA units would exceed the non-Oxford TA property ratio, the options of what to do with the additional 10 units of accommodation were considered. The options available include:
- i. Use all 20 units as temporary accommodation – This was not considered desirable as it would exceed the out-of-district limit on TA, and is above perceived requirements, potentially risking high void loss;
  - ii. Re-sell the 10 units after completion back into the market, subject to any lease conditions/covenant restrictions on such a proposal. This action put in danger the ability to fund the acquisitions using the retained RTB capital receipts.
  - iii. Retain the 10 units in the General Fund and use for a different purpose, such as letting to homeless families as PRS discharge properties. This would be possible, but the Council would need to source and contract with a third party organisation to undertake the lettings and management, as the Council cannot enter into Assured Short-hold Tenancies itself. This would also apply if the Council sought to rent the units as investment properties let at prevailing market rents.
  - iv. Sell the 10 units to the Council's Housing Company. This would require additional loan financing and create a stock-holding for the company ahead of the full adoption of policies and procedures for housing management. It could also put at risk the proposed development plan if funding sources were being prioritised for un-scheduled schemes such as these.
  - v. Approve the acquisition of the 10 units for the Council's HRA. The flats would be let to households in need at social rent under secure tenancies. An added advantage is that this would balance out the stock transfer of 5 properties in 16/17 and 17/18 from the HRA to the Council's housing company. This option is considered to be the most advantageous and suitable option for recommendation.

## Financial implications

13. The cost of purchasing the 2 blocks in Great Western Park Didcot is show in the table below.

Great Western Flats	Agreed Price	Stamp Duty and Land Tax	Total Spend
Block 1	£2,273,000	£88,500	£2,361,500
Block 2	£2,273,000	£88,500	£2,361,500
Total	£4,546,000	£177,000	£4,723,000

14. Transfer of assets between the General Fund and the HRA need to follow agreed guidelines and are reflected in movements to each accounts Capital Financing Requirement (CFR). Both the GF and the HRA's level of indebtedness are measured by the value of their respective CFR's. When transfer of assets is possible it is simply undertaken by reciprocal movements on each accounts CFR by the value of the assets transferred. In this instance the initial cost of acquisition of £2,361,500 is a good indicator of the value and as such it is expected the HRA's CFR will increase by this value with the GF's CFR decreasing by the same value. Thus, given the assets have not left the authority the movement in the Council's overall CFR remains unchanged, as you would expect.

15. The HRA currently has a debt cap of £241m with available headroom borrowing of £42m. This is mainly as a response to various factors impacting on the HRA committing its resources to large capital schemes namely, 4 years of -1% annual rent reductions, high value void levy payments that are still to be determined and tower block additional expenditure to replace external cladding. That said the introduction of using just over £2.3m of headroom borrowing to acquire rent generating dwellings is something that could be accommodated within the existing HRA Business plan.

16. The flats have been purchased on a 150 year lease. The ground rent for each block will be £2,500 per annum (equivalent to £250 per flat per annum) This has been fixed for the lease duration as part of the negotiation..

17. The management fee and service charge quoted by the management agent is estimated to be £487 per flat per annum. There will also be additional charges as with any other block of flats owned by the Council for communal facilities.

## Legal issues

18. The proposals requested follow on from the two earlier reports submitted and approved by the CEB on 15/12/16 and 09/03/17 and referred to earlier. It was proposed that conveyancing for the new properties would be undertaken by using existing resource provision within the Council and this process has been followed with all of purchases with the exception of the two blocks at Great Western Park, Didcot. The conveyancing at Great Western Park took place via an external firm, Knights, due to the need for specialist legal knowledge and advice regarding the construction documents involved. The properties have been bought off plan and

the flats are currently being built. The completion of the purchase and hand over of the properties is expected to take place around the end of September 2017 once they are finished.

19. The Council's tenants of these flats would hold the right to buy subject to the Council obtaining the requisite consent to sub-let from the head landlord and the applicant meeting the relevant criteria

#### **Level of risk**

20. A risk register is provided in Appendix 1.

#### **Equalities impact**

21. An equality impact assessment was completed with the initial report CEB report on 15/12/16 seeking permission to purchase additional units of accommodation in December 2016. No further issues have been identified. A transfer of 10 additional units of accommodation to the Housing Revenue Account will assist those on the housing register by increasing the supply and choice of properties available.

<b>Report author</b>	Tom Porter
Job title	Allocations Manager
Service area or department	Housing & Property
Telephone	01865 252713
e-mail	<a href="mailto:tporter@oxford.gov.uk">tporter@oxford.gov.uk</a>

**Background Papers:** None

## Appendix 1: Risk Register

Risk ID	Risk						Owner	Gross Risk		Residual Risk		Current Risk		Control Description
	Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence		Date raised	I	P	I	P	I	
CEB-001-HP	A Fall in demand for Council owned social housing outside of Oxford	T	Inability to let void social housing becoming available to let outside of the Oxford	A fall in demand for housing outside of Oxford from household's on the Housing Register	Properties remain void and unlet resulting in a rental loss and other costs to the Council	27/07/2017	Tom Porter	1	1	1	1	1	1	The demand for properties available to let outside of Oxford is monitored regularly (by monitoring the bids received via Choice-Based Lettings)

This page is intentionally left blank



To: **City Executive Board**  
 Date: **19 September 2017**  
 Report of: **Head of Direct Services**  
 Title of Report: **Oxpens Parking Tariff**

Summary and recommendations	
<b>Purpose of report:</b>	To align Oxpens Car Park tariff with Westgate Shopping centre.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Hollingsworth, Planning and Regulatory Services
<b>Corporate Priority:</b>	A Vibrant and Sustainable Economy
<b>Policy Framework:</b>	Corporate Plan
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. Align Oxpens parking tariff with the Westgate car park.</li> <li>2. Retain the Council's tariff structure in Worcester St and Gloucester Green car parks.</li> <li>3. Note that the financial implication of adopting this recommendation is expected to be cost neutral.</li> </ol>	

Appendices	
Appendix 1	2017/18 Oxpens Tariff
Appendix 2	Proposed Westgate's Tariff
Appendix 3	Risk Register

## **Introduction and background**

1. In January 2015 the Westgate car park ceased to operate as a public facility and was subsequently demolished as part of the Westgate Alliance redevelopment of the Westgate Centre .
2. A temporary car park was constructed on the Oxpens car & coach park, which provided 420 car parking spaces.
3. The new Westgate car park is scheduled to open on 24<sup>th</sup> October 2017 which coincides with the opening of the new shopping centre. This facility will provide 960 car parking spaces, which is approximately 240 less than the original site.
4. In order to provide a coherent transport and parking offer in the city the Westgate Alliance were required to consult the Council about their proposals for parking fees. This report recommends that those proposals are accepted and that adjustments are made to the tariffs at the Oxpens car park to ensure that the two sites, which are close together are aligned.

## **Existing Policy**

5. The City Council has utilised parking charges to change the behaviour of motorists with the view to reducing city centre congestion and improving air quality. City centre tariffs have been set at a level that balances demand to available space, being mindful of the cost of public transport alternatives and to discourage commuter parking.
6. Westgate Alliance is proposing to adopt a similar tariff structure to those used in City Council car parks. The tariff will incrementally increase with a view to encouraging short stay shoppers rather long stay customers and commuters.
7. Whilst the proposed parking tariff is slightly different, the ethos of the scheme is very similar to the City Council's adopted policy, which endeavours to persuade customers who park for longer periods to utilise the Park & Ride sites.

## **Park & Ride**

8. The opening of the new shopping centre will increase the number of visitors to the city centre. To ensure that Park and Ride remains a more attractive option than parking in the city centre, the City Council is currently working with Oxfordshire County Council, Westgate Alliance and Oxford Bus Company to implement a single ticket solution for the Park & Ride sites, which will be operational in time for the opening of the shopping centre
9. The ticket will allow up to 2 adults and 3 children to travel on the bus and will include the cost of the parking.

## **Proposal**

10. Westgate Alliance has now released their parking charges and whilst they are not exactly in line with the Council's existing tariffs, the principle is broadly the same.
11. The tariff proposed by the Westgate Alliance would be operational seven days a week and unlike the Council's current tariff, would not increase on Saturdays. The Westgate Alliance believes that the simplicity of this tariff will be appealing to customers, especially for those who have not previously visited the city.
12. Considering the proximity of the Oxpens car park to the new development, it is proposed that the Council's car parking charges at Oxpens are aligned with the new tariff structure at Westgate car park. This will present a unified parking policy in this area and will assist customers.
13. Aligning tariffs also discourages customers from parking in one facility only to immediately vacate to the cheaper alternative, which would only further add to congestion.
14. In addition, the message of a coherent policy can be easily promoted in the media and demonstrates the Council's commitment to working with stakeholders for the benefit of our residents and visitors.
15. It is also proposed that the Council's parking operation continues to work closely with Westgate Alliance to ensure that the level of charge is encouraging bay optimisation, whilst also supporting the Park & Ride sites.
16. Alternatively, the Council could retain the existing tariffs with a view to monitoring the situation. However, this could create a degree of confusion for customers, as two car parks within close proximity would be charging different rates.

## **Financial Implications**

17. Aligning parking tariffs will present a coherent policy regarding parking charges in this area of the city and should encourage the use of the Council's facility.
18. The income from the Oxpens car park is difficult to predict with some many variables in play. Whilst we are not able to definitively state that usage will increase, Westgate Alliance has suggested that 15 million customers could visit the new shopping centre within the first year of operation. It has been estimated that a 5% reduction would reduce income by c£43k. However, considering the projected increase in custom, it is anticipated that the additional patronage will ensure that the impact of the proposal will be at worst cost neutral, but at best will exceed budget expectation.
19. The Council has formed a company with Nuffield College, Oxford West End Development Ltd (OxWED). The company has agreed to purchase an area of land that encompasses the Oxpens car park for future redevelopment
20. Oxford City Council and OxWED have agreed that the car park can continue to operate until 2018 when the planning application expires. If an application to renew planning consent is not submitted, and no lease back to the Council is agreed, the Council would be required to vacate the site by May 2018. The Council will pay a lump sum for the site but retain income and therefore the financial risk regarding usage sits with the Council
21. In December 2017, ownership of the Oxpens site will be transferred to OxWED and will include the area occupied by the public car park.

## **Legal issues**

22. The Road Traffic Regulation Act 1984 gives the Council power to provide off street parking places where it is necessary for the purposes of relieving or preventing traffic congestion. If the recommendation is agreed, a variation will be required to the existing Off Street Parking Places Order in order to vary the charge at Oxpens car park. This must be completed in accordance with the 1984 Act and Regulations and will require the consent of the County Council as Highways Authority and promotion of the variation order by way of a public notice. The Order must be advertised for 21 days providing customers with an opportunity to formally comment on the proposal.

## Level of risk

23. It is anticipated that the increase in usage will mitigate any loss of income and therefore there is no need to adjust the budget to accommodate the proposed change.

## Conclusion

24. The opening of the new shopping centre is going to fundamentally alter the retail landscape of Oxford city centre. Whilst this development will bring numerous benefits, it will also pose a number of challenges.
25. Visitor numbers will increase and a high proportion of these may be first time visitors to the city. It is therefore essential that every effort is undertaken to ensure that these customers have a positive experience and parking can play an important role in delivering this. Our preference shared with partners is to steer as much demand as possible to the Park and Ride sites and public transport. For those choosing to park in the city centre it is considered important to maintain an coherent charging policy across similar sites.
26. The demand at peak times for parking will test current supply. Customers may be new to the area and unfamiliar with the current parking conditions. It is therefore recommended that a simplification of tariffs is adopted and consequently a harmonisation with Westgate's charges be adopted.

Report author	Jason Munro
Job title	Parking and Shopmobility Manager
Service area or department	Direct Services
Telephone	01865 252125
e-mail	<a href="mailto:JMunro@oxford.gov.uk">JMunro@oxford.gov.uk</a>

Background Papers: None

This page is intentionally left blank

Appendix 1

Oxford Car Parking Charges (effective from 1st April 2016)

Car Park	Spaces	SUNDAY TO FRIDAY (NOT SATURDAYS) 08:00-20:00							All other times
		0 to 1 hour	1 to 2 hours	2 to 3 hours	3 to 4 hours	4 to 6 hours	6 to 8 hours	8-24 hours	
Oxpens	420	£2.50	£4.00	£6.00	£8.00	£12.00	£18.00	£23.00	£3.00

Car Park	Spaces	SATURDAY ONLY 08:00 - 20:00							All other times
		0 to 1 hour	1 to 2 hours	2 to 3 hours	3 to 4 hours	4 to 6 hours	6 to 8 hours	8+ hours	
Oxpens	420	£3.10	£5.20	£8.00	£10.00	£15.00	£22.50	£28.60	£3.00

This page is intentionally left blank



## Westgate Tariff

Stay (hours)	Westgate Final
	<i>Mon-Sun</i>
1	£3.00
2	£4.00
3	£5.00
4	£7.00
5	£9.00
6	£11.00
12	£18.00
24	£25.00
Eve (5pm - 6am)	£3.50

This page is intentionally left blank

Appendix 3: Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Parking	Decrease of patronage at Oxpens car park	Threat	The opening of the Westgate car park could see customers migrating to this facility	Reduced parking income	1 8 17	Jason Munro	3	3					Aligning the tariffs will mitigate the impact	Tariff to be altered on or before 24 10 17			Jason Munro	

This page is intentionally left blank

**To:** Council

**Date:** 2 October 2017

**Report of:** Head of Planning, Sustainable Development and Regulatory Services

**Title of Report:** Update on Progress by Cherwell District Council towards planning for Oxfords unmet housing needs via a Partial Review of the Cherwell Local Plan

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To update Council on the progress of Cherwell District Council towards helping to meet Oxford unmet housing needs via a Partial Review of the Cherwell Local Plan. To confirm the City Council response to the public consultation held by Cherwell District Council on its Partial Review of Cherwell Local Plan 2011 - 2031 – relating to Oxford's Unmet Housing Need
<b>Key decision:</b>	No
<b>Executive Board Member with responsibility:</b>	Councillor Alex Hollingsworth, Planning and Regulatory Services
<b>Corporate Priority:</b>	Meeting Housing Needs
<b>Policy Framework:</b>	Cherwell District Council Local Plan
<b>Recommendation(s): That Council resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Acknowledge the positive work by Cherwell District Council in helping to meet Oxford's unmet housing need through the Partial Review of its Local Plan including identifying additional urban extension sites.</b></li> <li>2. <b>Authorise the Head of Planning, Sustainable Development and Regulatory Services to submit a detailed response to the consultation on behalf of the City Council in consultation with the Executive Board Member.</b></li> </ol>	

## Introduction and background

1. Cherwell District Council is currently consulting on a Partial Review of their Local Plan that was adopted in 2015. This is the formal Regulation 19<sup>1</sup> stage of consultation whereby interested parties are invited to provide detailed comments on the version of the plan that will be submitted for examination. The results of the

<sup>1</sup> Of the 2012 Local Plan Regulations

consultation will then be put to the Inspector who will carry out the examination currently programmed for 2018. The City Council will be submitting a formal response to this consultation and this report sets out the key points of the response.

### **Addressing Oxford's unmet housing need**

2. Oxford City Council and Cherwell District Council have a long history of working positively together and have been working effectively together on a number of matters of strategic cross-boundary importance in accordance with the Duty to Cooperate.
3. Members will be aware of the joint working that has been progressing in recent years under the Oxfordshire Growth Board towards planning for the predicted growth in the county. In 2014 an Oxfordshire Strategic Housing Market Assessment was produced on behalf of all the Oxfordshire authorities<sup>2</sup>. This identified a need for 24-32,000 additional homes in Oxford by 2031. This need far exceeds the identified capacity in the city. In September 2016 the Oxfordshire Growth Board agreed an apportionment between the districts of a contribution totalling 15,000 homes towards Oxford's unmet need (South Oxfordshire have not accepted their apportionment figure).
4. Cherwell's Partial Review seeks to deliver in full their element of this apportionment. The Partial review has been carried out in order to identify additional housing sites within their area to help meet Oxford's unmet need. It should be noted that Cherwell's adopted Local Plan already makes provision for their own housing need of 22,840 as identified by the SHMA; the Partial Review is solely to meet their commitment as part of the agreed apportionment of Oxford unmet needs. Officers consider that Cherwell's Partial review represents a significant commitment towards meeting Oxford's unmet need.

### **Cherwell's proposals**

5. The Partial Review makes provision to accommodate sustainable development to deliver the Cherwell apportionment (as agreed by the Oxfordshire Growth Board) of 4,400 homes in full by 2031.
6. The strategy reflects how important it is for the sites to have a good spatial and highly sustainable relationship to Oxford, and incorporates essential planning principles which align with those identified and agreed in the joint studies undertaken under the Growth Board. The strategy seeks to locate development so that it is well-connected to Oxford and supports the city's economy. The proposals involve reviews of the Green Belt; the City Council supports the position that there are clear exceptional reasons for development within the Green Belt. Both councils have been using the same methodology in reviewing the Green Belt (which also aligns with the Green Belt work undertaken under the Growth Board); this is helpful to ensure consistency in approach across the planning areas.
7. The Partial Review sets a target for 50% of development to be affordable, and that within the 50%, that priority is given to tenures which help those most in need; the policy proposes the priority should be affordable rent or social rent. The response

---

<sup>2</sup> The Government published a consultation paper on 14th September 2017 which considers a revised methodology for identifying housing requirements. The City Council is currently considering its response to that consultation and will provide a verbal update at the meeting.

of the City Council will state that our priority for addressing the needs of those on the housing register would strongly be for social rent homes, in accordance with Oxford City Council development plan policy targets. A separate process is underway to agree the operational aspects of implementing an approach to delivering affordable housing outside of the Oxford boundaries (such as an allocations policy).

8. Officers consider that Cherwell's Partial review represents a significant commitment towards meeting Oxford's unmet need. The sites that have been identified by Cherwell are located in close proximity to the city and where possible will form sustainable urban extensions to Oxford; offering new residents the opportunity to become part of existing communities, take up employment, and make use of existing and improved facilities in the city.
9. The City Council supports and welcomes the proposals to deliver 1,180 homes on two sites adjacent to North Oxford. The City Council supports Cherwell's analysis that the area south of the A34 is perceived as part of the city of Oxford and that the recent developments at Oxford Parkway Station and Water Eaton Park and Ride reinforce this impression. We consider that this area links more clearly and effectively as part of the Oxford urban area than to the rural area beyond. In sustainability terms, it benefits from being adjacent to existing communities, public transport links into the city, local facilities and services provided in Cutteslowe and Summertown beyond, and proximity to the planned employment opportunities at Northern Gateway. Improving these existing links and facilities to support residents of the new housing is an efficient and effective way to secure their delivery.
10. The City Council welcomes the total number of homes that would be provided and the policy provision for 50% affordable housing. The commitment to taking these sites forward through development briefs is welcomed as is the offer to the City Council to be fully involved in the future processes to consider each of the sites in more detail and design as they progress towards implementation.

### **The City Council's response**

11. The City Council intends to submit a formal response to this consultation by the deadline of 10<sup>th</sup> October. This will outline our support for Cherwell's cooperative approach and their commitment to the work of the Oxfordshire Growth Board. Overall the Partial Review is a positive, timely and comprehensive response towards planning for the unmet housing needs of Oxford, which is welcomed. The response will also flag some minor comments relating to detail and requests for minor changes to text and diagrams to ensure that Cherwell's Plan and the emerging Oxford Local Plan are aligned as closely as possible to deliver sustainable development.
12. Members are requested to authorise the Head of Planning, Sustainable Development and Regulatory Services to submit a response to the consultation on behalf of the City Council in coordination with the Executive Board Member for Planning and Regulatory Services.
13. Members are asked to note the positive efforts of Cherwell District Council to deliver on their commitment towards meeting Oxford's housing need. This follows similar work carried out recently by West Oxfordshire District Council in making provision for their element of the apportionment agreement. This demonstrates the good working relationships that exist and the ability of member authorities of the

Oxfordshire Growth Board to make good progress on delivering on their commitments.

14. Officers are confident that this positive working relationship can continue between the City and Cherwell and that together we can deliver well designed and integrated sustainable urban extensions to the city for the benefit of future generations.

### Financial implications

15. There are no direct financial implications to the City Council from this report or responding to the consultation.

### Legal issues

16. Section 33A of the Planning and Compulsory Purchase Act 2004 and Regulation 4 of the Local Plans Regulations 2012 imposes a duty to co-operate on neighbouring local authorities to engage constructively in the preparation of local plans.
17. In addition, the NPPF sets out in paragraph 178 that: “Public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities... The Government expects joint working on areas of common interest to be diligently undertaken for the mutual benefit of neighbouring authorities.”
18. Paragraph 156 sets out that a Local Plan should identify strategic priorities for its area addressing the homes and jobs needed in the area.
19. In paragraph 179 the NPPF goes on to identify that local planning authorities (LPAs) should work collaboratively with other bodies to ensure that strategic priorities across local boundaries are properly coordinated and clearly reflected in individual local plans; and that joint working **“should enable local planning authorities to work together to meet development requirements which cannot wholly be met within their own areas – for instance, because of a lack of physical capacity or because this would cause significant harm to the principles and policies of this Framework.”**

### Level of risk

20. This report concerns a project and programme that is owned by Cherwell District Council and therefore risks associated with it are being managed by them. This project does however offer an important opportunity to the City Council in terms of delivering homes towards the city’s unmet need.

### Equalities impact

21. An Equalities Impact Assessment is not necessary; Cherwell District Council will carry out any necessary assessment on their plan.

<b>Report author</b>	Rachel Williams
Job title	Planning Policy Team Leader
Service area or department	Planning, Sustainable Development and Regulatory Services
Telephone	01865 252170



e-mail

[rwilliams@oxford.gov.uk](mailto:rwilliams@oxford.gov.uk)

**Background Papers:** None

This page is intentionally left blank

**Officer report to:** Council  
**Date:** 2 October 2017  
**Report of:** Acting Head of Law and Governance  
**Title of Report:** Designation of Monitoring Officer and Appointment of Returning Officer and Electoral Registration Officer

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To designate the role of Monitoring Officer and to appoint a Returning Officer and Electoral Registration Officer
<b>Decision required:</b>	Yes
<b>Corporate Priority:</b>	Not applicable.
<b>Policy Framework:</b>	Not applicable.
<b>Recommendations: That Council</b>	
1.	Designate the newly appointed Head of Law and Governance, Anita Bradley, as the Council's Monitoring Officer from the date she becomes an employee of the Council in that post.
2.	Appoint the new Head of Law and Governance, Anita Bradley as the Council's Returning Officer and as the Council's Electoral Registration Officer from the date she becomes an employee of the Council in that post.
<b>Executive Board Member responsible :</b>	Councillor Price, Leader of the Council

## **Appointment of Monitoring Officer**

1. The Council has a duty under Section 5(1) of the Local Government and Housing Act 1989 to designate one of its officers as the Monitoring Officer. The Monitoring Officer may not be the Head of Paid Service or the section 151 Officer.
2. The Council's Constitution states in 9.2 that the Head of Law and Governance is the Monitoring Officer. However the appointment of the Head of Law and Governance to the statutory role of Monitoring Officer is not automatic in law, as it must be confirmed by Council.

## **Appointment of Returning Officer and Electoral Registration Officer**

3. Section 8 of the Representation of the People Act 1983 requires every district council to appoint an officer of the council to be Electoral Registration Officer.

4. Section 35 of the Representation of the People Act 1983 requires every district council to appoint an officer of the council to be Returning Officer for district and parish council elections. The role is to ensure that the elections are administered effectively and that, as a result, the experience of voters and those standing for election is a positive one.
5. The Council's Constitution does not specify a post to which these offices attach. In law Council must appoint a named officer to these. The Head of Law and Governance has held these offices previously.
6. The roles of Electoral Registration Officer and Returning Officer have been held since 15 May 2017 by Tim Sadler, Executive Director for Community Services.
7. A Returning Officer may appoint deputies, The Electoral Registration Officer cannot appoint a deputy themselves, unless the power to do so has been delegated to them by the council. The Council appointed Martin John as its Deputy Electoral Registration Officer in February 2004. This appointment remains unchanged.
8. A Returning Officer may appoint deputies; the Electoral Registration Officer cannot appoint a deputy themselves unless the power to do so has been delegated to them by the Council. The Council appointed Martin John as its Deputy Electoral Registration Officer in February 2004. This appointment remains unchanged.

#### **Date this takes effect**

9. It is anticipated that the Council's new Head of Law and Governance will take up her post on 13 November 2017.

#### **Financial implications**

10. There are no financial implications.

#### **Legal issues**

11. It is a requirement in law that Council has officers correctly appointed to and holding the roles of Monitoring Officer, Electoral Registration Officer and Returning Officer.

<b>Report author</b>	Lindsay Cane
Job title	Acting Head of Law and Governance
Service area or department	Law and Governance
Telephone	01865 252275
e-mail	<a href="mailto:lcane@oxford.gov.uk">lcane@oxford.gov.uk</a>

<b>Background Papers:</b>
None

## **Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 18 July 2017**

www.oxford.gov.uk



### **Committee members:**

Councillor Price (Chair)

Councillor Turner (Deputy Leader)

Councillor Brown

Councillor Hayes

Councillor Hollingsworth

Councillor Rowley

Councillor Sinclair

Councillor Smith

Councillor Tanner

Councillor Tidball

### **Officers:**

Gordon Mitchell, Interim Chief Executive

Tim Sadler, Executive Director Sustainable City

Jackie Yates, Executive Director Organisational Development and Corporate Services

Simon Howick, Service Transformation Manager

Paul Wilding, Programme Manager Revenue & Benefits

Lindsay Cane, Acting Head of Law and Governance

Nigel Kennedy, Head of Financial Services

Sarah Claridge, Committee Services Officer

John Mitchell, Committee Services Officer

### **Also present:**

Councillor David Thomas, Ward Councillor for Holywell

Councillor James Fry, Chair of Scrutiny Shareholder Panel and Finance Panel

### **Apologies:**

No apologies were received

### **34. Declarations of Interest**

None

### **35. Addresses and Questions by Members of the Public**

None received

### **36. Councillors Addresses on any item for decision on the Board's agenda**

Cllr Thomas spoke on item 10, Council Tax Reduction Scheme for 2018/19 (minute 36). He had been minded to speak against option 10 (introducing a minimum charge) but after reading the Board Member's response to the Scrutiny Panel was content to let the matter rest.

### **37. Councillor Addresses on Neighbourhood Issues**

None

### **38. Items raised by Board Members**

None

### **39. Scrutiny Committee Reports**

#### **a) Scrutiny Response: Local Authority Trading Company**

Cllr Fry, Chair of the Scrutiny Shareholder Group and Finance Panel presented the report. He said that he was pleased with the protections given to employees, but felt that the report didn't sufficiently emphasise the benefits of the trading model for the Council. The Board approved the Scrutiny recommendation.

#### **b) Scrutiny Response: Council Tax Reduction Scheme for 2018/19**

Cllr Fry, Chair of the Scrutiny Shareholder Group and Finance Panel presented the report. He noted that the benefits of the scheme were potentially greater for the County Council. He suggested that the scheme was of sufficient significance to warrant that the wider community be consulted about its introduction. Cllr Brown, Board member for Customer and Corporate Services agreed that all those affected should be consulted.

### **40. Local Authority Trading Company - Progress report.**

The Executive Director for Sustainable City submitted a progress report on the establishment of the Local Authority Trading Company.

Cllr Ed Turner, Board Member for Finance, Asset Management and Public Health presented the report.

The Service Transformation Manager presented the report. He said that work was progressing well and there was verbal agreement that the Local Government Pension Scheme would be available to those staff transferring to the new company. There had been productive discussions with the trade unions and financial modelling was well underway and a shareholders' agreement had been drafted. Notwithstanding the

progress, this was a complex matter and much operational detail had yet to be determined.

The Chair reaffirmed that, at this stage, the Board was just being asked for approval in principle, looking to a further report in October. The business plan element of the proposal would be critical.

The Executive Director for Sustainable City reminded those present that the proposal was underpinned by the strong conviction that the proposal was in the best interests of the Council.

The Interim Chief Executive was pleased that the work done had been able to give confidence to staff. He reaffirmed the importance of the Business Plan and the work now needed to progress it. Successful implementation had the potential to generate considerable new business for the Council. The two companies had been established as legal entities which would be distinct from the Council but care would need to be taken to ensure that Council values and aims were not lost in the process. While there was a clear ambition to have the new arrangements in place by 01 November it should be recognised that (and it did not matter if) not every detail was sorted by then.

Cllr Brown, Board Member for Customer and Corporate Services welcomed the Interim Chief Executive's comments, particularly the recognition of the desirability of a shared ethos with the new companies.

Cllr Tanner, Board Member for A Clean and Green Oxford reminded those present that a failure to proceed on the lines proposed would almost certainly result in the need for the Council to curtail its current level of activity. The Board thanked staff for their work on the project to date.

The City Executive Board resolved 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. 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:
  - 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.
  - j. An aspiration that the project aim should be to go live on 01 November 2017.
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

#### **41. Low Emissions Taxi Infrastructure Scheme**

The Director for Sustainable City submitted a report which sought project approval to spend capital funding of £370k granted by the Office of Low Emission Vehicles (OLEV). The funding is to deliver electric vehicle charging points for Hackney Carriages and Private Hire vehicles operating in Oxford. Further funding may be available depending on degree of uptake of ultra-low emission taxis. The total project value may therefore exceed £500k in total.

Cllr John Tanner, Board Member for A Clean and Green Oxford presented the report. At a time of austerity, it was particularly gratifying to have secured government funds to contribute to the introduction of this scheme. The development of a network of rapid charging points would mean that Oxford taxis would be leading the way in the introduction of cleaner and cheaper transport in the City. A meeting with taxi drivers was being arranged and while the costs of new electric vehicles was greater than for others, the running costs were significantly less.

Cllr Rowley noted the significant increase in the proportion of diesel vehicles over the last decade and anything that contributed to a reduction in consequent pollution levels was very welcome.

The Executive Director for Community Services said that the taxi trade sought certainty and timetables for implementation. They understood that electric cabs would be more expensive but want to know when the proposal was going ahead. This was a matter that had been discussed for some time so the present proposals were very welcome.

Cllr Hollingsworth asked about the distinction between Hackney Carriages and private cabs for the purposes of the scheme. The scheme was primarily aimed at Hackney Carriages but Cllr Tanner said that the meeting referred to above was with all taxi providers. He noted that an increasing number of private hire vehicles were either already electric or hybrid.

The Board thanked officers for their effective work at bringing the scheme to this point.

The City Executive Board resolved to:

1. **Grant project approval** for the electric vehicle charging for taxis project referred to in this report;
2. **Delegate authority** to the Director for Sustainable City to complete negotiations with the Office of Low Emission Vehicles with a view to the Council being appointed as the accountable body for, and receiving grant funding under a funding agreement with the Office of Low Emission Vehicles;
3. **Delegate authority** to the Director for Sustainable City, in consultation with the Monitoring Officer and Section 151 officer, the authority within the funding envelope provided by the Council to enter into:
  - a) a grant agreement with the Office of Low Emission Vehicles;
  - b) appropriate agreements with our bid partners; and third parties required to deliver the project subject to their being selected under an appropriate procurement process.

## **42. Council Tax Reduction Scheme for 2018/19**

The Executive Director of Organisational Development and Corporate Services submitted a report which approved the proposals made for consultation on changes to the Council's Council Tax Reduction Scheme for 2018/19.

Cllr Susan Brown, Board Member for Customer & Corporate Services presented the report. She said the scheme reflected the Council's belief in financial inclusion and a recognition that seeking to secure money owed from residents who are financially pressed generally cost more in officer time to chase late payments than the money collected. The reviewed scheme takes into account the changes in the benefit system, in particular, the introduction of Universal Credit.

Having spoken to Councillors there is a clear view that it would not be preferable to consult on all the options given in the paper but, rather, to focus only on those which the Council would countenance.

She recommended the Council consult on the following options

Option No.	Description of change
1	Create an income band scheme for Universal Credit customers
3	Remove second adult reduction provision
5	Limit backdating to one month
6	Introduce a minimum income floor for self-employed claims
7	Reduce period where someone can claim whilst abroad
9	Remove family premium

The consultation document will acknowledge the existence of options which have, effectively, been ruled out.

The Programme Manager for Revenue and Benefits said the proposed consultation document would be amended to reflect the options agreed by the Board. The consultation will run for 2 months and papers will be available on the Council's website, in Templar Square shopping centre and the Town Hall.

The Board discussed the nature of the consultation and made the following suggestions:

- The consultation document needs to be sufficiently 'user friendly' to engage the wider community without, at the same time, simplifying this complex matter to a degree that it ceased to become meaningful.
- Workshop activities to promote the consultation in community centres
- Council's Communications team could create a video to explain the complex concepts.
- Briefing note for councillors so they can explain the proposals to constituents
- Focus group sessions to get people's feedback.

Cllr Brown agreed to set up a focus group with a cross section of key customers to complement the wider consultation. The Programme Manager for Revenue and Benefits agreed to review the consultation document to make it more user friendly, and agreed that all Councillors would be provided with a 'one page' briefing note to inform conversations with constituents.

The City Executive Board resolved to:

1. **Agree** that options 1, 3, 5, 6, 7 and 9 as set out in the table at paragraph 9 should be subject to public consultation.
2. **Agree to** consult on the proposals for an 8 week period from 19 July 2017 and;
3. **Instruct** the Executive Director of Organisational Development and Corporate Services to bring a further report to December CEB subject to the outcome of the consultation process.

### **43. Minutes**

The Board resolved to

APPROVE the minutes of the meeting held on 15 June 2017 as a true and accurate record.

APPROVE the amended minutes of the meeting held on 20 June 2017 as a true and accurate record.

### **44. Dates of Future Meetings**

The Board noted that the next meeting was scheduled for 15 August 2017.

**The meeting started at 5.00 pm and ended at 5.54 pm**

Chair .....

**Date: Tuesday 15 August 2017**

## **Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 15 August 2017**

www.oxford.gov.uk



### **Committee members:**

Councillor Tanner (Chair)

Councillor Hayes

Councillor Rowley

Councillor Tidball

Councillor Sinclair

### **Officers:**

Gordon Mitchell, Interim Chief Executive

Jackie Yates, Executive Director Organisational Development and Corporate Services

Lindsay Cane, Acting Head of Law and Governance

Nigel Kennedy, Head of Financial Services

Rebekah Knight, Planner

Tanya Bandekar, Service Manager Revenue & Benefits

Sarah Claridge, Committee and Member Services Officer

John Mitchell, Committee and Member Services Officer

### **Also present:**

Councillor Tom Landell Mills, on behalf of the Leader of the Opposition

### **Apologies:**

Councillors Price, Turner, Brown, Hollingsworth and Smith sent apologies.

### **45. Declarations of Interest**

None.

### **46. Addresses and Questions by Members of the Public**

None received.

## **47. Councillors Addresses on any item for decision on the Board's agenda**

Cllr Landell-Mills spoke on the Item 8: Re-cladding of Evenlode and Windrush tower blocks (minute 51) and raised a number of points.

- Concern around completion dates for the proposed work not being met due to previous delays;
- Contingency plans would be desirable to deal with the possibilities of cost overruns and that the additional costs cannot be funded from the balance of the High Value Levy as proposed in the report;
- Clarification of the 'potential changes' to other blocks as a consequence of further DCLG testing would be helpful;
- Feedback from the consultation that had taken place with residents would be welcome; and
- Submitting the proposals via the normal planning process would be more transparent.

## **48. Councillor Addresses on Neighbourhood Issues**

None.

## **49. Items raised by Board Members**

None received

## **50. Scrutiny Committee Reports**

None.

## **51. Re-cladding of Evenlode and Windrush tower blocks**

The Head of Housing Services submitted a report which requested additional budget approval in order to replace the rain screen cladding to Windrush and Evenlode towers.

Councillor Rowley, Board Member for Housing, spoke to the report. He said that Oxford was fortunate compared with some other authorities in only having to replace part of the cladding. The Oxfordshire Fire Service (OFS) had inspected all of the City's tower blocks and confirmed that residents were safe in their homes, not least because of the total package of fire protection already in place (eg sprinklers, encasement of internal cabling etc). This robust approach was a consequence of having already implemented recommendations from coroners' reports and elsewhere in the aftermath of previous tower block fires in the UK. Despite this assurance it was prudent to replace the

cladding as set out in the report. As well as the self-evident desirability of doing what was the best for residents, there was an ambition to give the tower blocks another 30 years of life and this work would help future proof them against possible future changes in government requirements.

Turning to the points raised by Councillor Landell-Mills, he was optimistic that the £1m sought would be sufficient for the purpose. In speaking to residents, one issue to emerge was the desirability of proceeding with this work as swiftly as possible; hence recommendation 2. In relation to timescale it was not possible, at this point, to be specific given the number of other councils commissioning similar work. Having said that Oxford was in a better position than some as we still have contractors on site.

The Head of Housing and Property confirmed that while the government had announced a review of the relevant regulations, the likelihood of a requirement for further changes was considered, at the moment, to be low.

The Acting Head of Law and Governance noted, for the avoidance of doubt, that recommendation 2 did not seek to waive the planning application process but merely that it be dealt with as a delegated matter.

Councillor Tanner reminded the meeting of the Government's initial commitment to fund the costs of such work. The Government had, however, since made it clear that local authorities were expected to cover their own costs. He therefore proposed an additional recommendation:

“The Council should continue to seek full reimbursement of the costs associated with the re-cladding of buildings from Government, as had originally been promised.”

The City Executive Board resolved to:

1. **Ask Council** for additional budget provision of £1m for the replacement of rain screen cladding to Windrush and Evenlode towers;
2. **Recommend to Council** to waive (but only to the extent described below) the relevant provisions in para 5.3 of the Constitution which require large applications, Council applications and significant amendments to a grant of planning permission to be determined by an area planning committee and instead delegate to the Head of Planning and Regulatory Services the authority to determine any applications made as a result of changes required by new building regulations and/or government guidance relating to tower block design or build;

3. **Recommend to Council** that it should continue to seek full reimbursement of the costs associated with the re-cladding of buildings from Government, as had originally been promised; and
4. **Delegate** to the Chief Executive in consultation with the Council's Section 151 Officer (Head of Financial Services) the decision to accept a firm price as a variation to the current contract.

## **52. Discretionary Business Rates Support Scheme-**

The Head of Financial Services submitted a report which advised Members of additional rate relief schemes arising from the Government's spring budget and recommended responses to them.

The Revenues and Benefits Service Manager introduced the report. She explained that the support scheme was in response to the significant rise in business rates due to the recent revaluation. The scheme creates a transition period to ease the rate rise for businesses over the next 3 -4 years. The costs of running the scheme are fully funded but unfortunately unspent relief allocated to a particular year cannot be carried forward.

The City Executive Board resolved to:

1. **Delegate authority** to the Head of Financial Services the authority to administer
  - a) the Public Houses Relief Scheme and
  - b) the Supporting Small Business Relief Scheme
2. **Approve** the Revaluation Discretionary Relief Scheme for businesses for 2017-18 at Appendix 1
3. **Delegate authority** to the Head of Financial Services to administer and award the reliefs in the Revaluation Discretionary Relief Scheme at Appendix 1 including revising the scheme for the subsequent 3 years.

## **53. Littlemore Neighbourhood Plan Area Application**

The Head of Planning, Sustainable Development and Regulatory Services submitted a report which sought to designate the Littlemore Neighbourhood Area for the purpose of delivering a Neighbourhood Plan.



The Planning Officer spoke briefly to the report. She said that the application had been made by the Parish Council and the City Council had a duty to designate it as the proposal coincided with the Parish Council boundary

The City Executive Board resolved to **designate** the Littlemore Neighbourhood Area

**54. Appointment to new Outside Body 2017/2018**

The Acting Head of Law and Governance submitted a report to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on to the list of Oxford City Council Outside Bodies and to appoint a representative for the 2017/18 Council Year.

The City Executive Board resolved to:

- 1. **Agree** to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on the list of Oxford City Council Outside Bodies; and
- 2. **Appoint** Councillor Jamila Azad as the Oxford City Council representative to the National Association of Black, Asian and Ethnic Minority Councillors (UK) for the 2017/18 Council Year.

**55. Minutes**

The Board resolved to APPROVE the minutes of the meeting held on 18 July 2017 as a true and accurate record.

**56. Dates of Future Meetings**

The Board noted that the next meeting was to be held on 19 September.

**The meeting started at 5.00 pm and ended at 5.45 pm**

**Chair .....**

**Date: Tuesday 19 September 2017**

This page is intentionally left blank

## **Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 19 September 2017**

www.oxford.gov.uk



### **Committee members:**

Councillor Price (Chair)

Councillor Turner (Deputy Leader)

Councillor Brown

Councillor Hayes

Councillor Hollingsworth

Councillor Rowley

Councillor Sinclair

Councillor Smith

Councillor Tanner

Councillor Tidball

### **Officers:**

Gordon Mitchell, Interim Chief Executive

Jackie Yates, Executive Director Organisational Development and Corporate Services

Caroline Green, Assistant Chief Executive

Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy

Lindsay Cane, Acting Head of Law and Governance

Nigel Kennedy, Head of Financial Services

John Mitchell, Committee and Member Services Officer

Jason Munro, Parking & Shopmobility Manager

Nerys Parry, Rough Sleeping and Single Homelessness Manager

David Growcott, Acting Communities Manager

### **Also present:**

Councillor Andrew Gant, Liberal Democrat Group Leader,

Councillor David Henwood

Councillor James Fry

Councillor Elizabeth Wade

## **57. Apologies for Absence**

None received

## **58. Declarations of Interest**

None

## **59. Addresses and Questions by Members of the Public**

None received

## **60. Councillors Addresses on any item for decision on the Board's agenda**

Cllr Gant spoke in relation to item 17(Alignment of Oxpens Car Park Tarrif with Westgate Shopping Centre). He expressed concern that the report's recommendations were based on insufficient evidence and that comparison between the two car parks' fees was compromised by the fact that they were presented as separate appendices. He was concerned that such a significant parking facility at the centre of the city had been given over to a private concern. He asked that the report be deferred or a further report requested.

Cllr Wade spoke in relation to item 9 (Draft Housing and Homelessness Strategy). She was pleased to note the good work undertaken in this area but disappointed at the fact of (and negative publicity surrounding) the use of dispersal orders against some of the most vulnerable members of the community. Stakeholder consultation was welcome but steps should be taken to ensure that it was meaningful and engaged with sufficient numbers of a relevant cross section of the community.

The Leader of the Council noted that good use was made of stakeholder groups and that would continue. The report to hand focused on providing support.

## **61. Councillor Addresses on Neighbourhood Issues**

None

## **62. Items raised by Board Members**

None received

## **63. Scrutiny Committee Reports**

Cllr Gant, as Chair of the Scrutiny Committee, spoke to item 14 (Monitoring Grant report). He said there had been a good discussion at the Committee and was grateful to Cllr Sinclair, as the Board Member, for having contributed to that discussion and her responses to it.

Cllr Henwood, as Chair of the Housing Panel, spoke to item 9 (Draft Housing and Homelessness Strategy). He complimented the Board member and officers for their work in bringing the three previous strategies together and commended the Panel's recommendations to the CEB.

Cllr Fry, as Chair of the Finance Panel, spoke to the Panel's report on the implications of Brexit. He noted the widely shared anxiety that Brexit would serve to diminish the appeal of Oxford to academics from overseas and the knock on consequences of that for the City and wider community. The Leader of the Council noted that the County's MPs, the LEP and Growth Board were all seized of these and other risks associated with Brexit and were doing what they could to raise awareness.

#### **64. Minutes**

The Board resolved to APPROVE the minutes of the meeting held on 15 August 2017 as a true and accurate record.

#### **65. Draft Housing and Homelessness Strategy 2017-2022**

The Head of Housing Services submitted a report which requested that the City Executive Board approve the Draft Housing and Homelessness Strategy 2018-21 (and its associated appendices) to be published as a draft strategy for a period of public consultation.

Cllr Rowley, Board Member for Housing, spoke to the report. The draft strategy which brought together three previous strategies, sought to address the City's housing crisis. He was grateful to Scrutiny for its recommendations which were accepted.

He had not been aware of Cllr Wade's concerns until she had expressed them earlier in the meeting. He noted however that some of the press reports alluded to had been inaccurate. The Council had, rather, made several hundred successful interventions with rough sleepers. He pointed out that the Council's role was simply to issue legal notices to those sleeping in inappropriate places (eg fire exits), giving them the opportunity to remove their belongings rather than having them removed. There was no intention on the Council's part to persecute or prosecute such vulnerable members of the community but, rather, to support them by whatever means were open to it.

After consultation and stakeholder events the strategy would come back to the Board for final approval.

In relation to other organisations providing support such as charity groups and Churches, officers confirmed that appropriate steps were taken to advise about property assessments, safety etc for a client group which sometimes had high levels of need.

There was recognition that the present challenges in relation to housing were exacerbated to a great extent by the collective consequences of government policies. Members were very appreciative of the work done by officers to address these challenges. Cllr Rowley said that the strategy set out what the Council could and would do but that, inevitably, was not everything. Changes at a national level were needed.

There would be briefings for Members as part of the consultation process in October with a further session once guidance on the Homelessness Reduction Act had been received.

### **The City Executive Board resolved to:**

1. **Note** acceptance of Scrutiny Committee's recommendations
2. **Approve** the draft Housing and Homelessness Strategy 2018-21 as a draft for public consultation in line with requirements of the Homelessness Act 2002.
3. **Approve** that, as part of the consultation process, a meeting of key stakeholders is convened to assess the causes and potential remedies for the rising levels of street homelessness.

## **66. Options paper on additional homelessness provision for the City**

The Head of Housing Services submitted a report to seek authority to award three different contracts to provide accommodation and support services for homeless clients with complex needs as part of the adult homeless pathway in Oxford City.

Cllr Rowley, Board Member for Housing, explained that this was the latest part of the Council's response to the closure of Simon House in March 2018. Agreement had been reached with A2 Dominion to make high quality support available for clients with complex needs and a smooth transition while the new hostel is being provided.

It was explained that the recommendation to double the number of Acacia housing units to 10 was a response to a shortfall in provision for those with a particularly high level of need. It was estimated that this would meet about 80% of that need in the City.

It was confirmed that the City Council's provision in this area exceeded its legal obligations. The report had noted the County Council's reduced funding in this area and the consequent reduction in provision. Agreed that the County should be asked to reconsider its position.

Understanding by Members of the many and various pathways to support those who were homeless was inconsistent and a briefing note/ flow chart to clarify would be helpful.

**The City Executive Board resolved to:**

1. **Agree** for the Council to secure a one year contract with A2 Dominion from April 2018 to March 2019 to fund support for circa 20-25 units of complex needs housing at the current Simon House site, to a maximum value of £200k, to be identified from within the Homelessness Prevention Funds budget 2018-2019.
2. **Delegate** authority to the Head of Housing to determine the details of the contract and operationalise the scheme.
3. **Agree** for the Council to enter into a five year contract with A2 Dominion from April 2019 to March 2024, on a new site, at a maximum value of £225k per annum, to be funded from within the agreed Homelessness Prevention Funds budget envelope.
4. **Delegate** authority to the Head of Housing to determine the details of the contract and operationalise the scheme.
5. **Agree** for the Council to enter into a two year contract with Response to double the number of Acacia housing units in the City to 10 from October 2017 to be funded from within the agreed Homelessness Prevention Funds budget envelope.
6. **Delegate** authority to the Head of Housing to determine the details of the contract and operationalise the scheme.
7. **Ask** the County Council, via the next bilateral meeting, to reconsider its position in relation to funding in this area.

**67. The Use of Empty Buildings as Temporary accommodation for homeless people**

The Head of Housing Services submitted a report to respond to Council's motion requesting officers to investigate "the processes or procedures that could be used to make empty properties available for use as temporary shelters."

Cllr Rowley, Board Member for Housing, said that while no buildings had been identified for this purpose at the time of writing the Council was committed to working with partners and to developing this area further.

**The City Executive Board resolved to:**

1. **Agree** to continue working with partners to make the best use of new and existing premises for Severe Weather Emergency Provision.
2. **Agree** to continue to investigate the possibility of the other matters covered in this report, with particular reference to effectiveness in meeting a defined need, and financial sustainability.
3. **Note** that should additional expenditure be required to further the above objectives, a report outlining the proposed expenditure will be presented to CEB.
4. **Delegate** to the Head of Housing Services the discretion to organise a conference of stakeholders with a view to exploring possible interventions and ways of working together to find accommodation and support services for rough sleepers

**68. The Transfer of 10 flats purchased in Great Western Park, Didcot under the Temporary Accommodation purchase scheme from the General Fund (into Housing Revenue Account)**

The Head of Housing Services submitted a report to recommend to Council to make suitable budgetary provision for the Housing Revenue Account to acquire 10 flats due to be purchased by the General Fund at Great Western Park, Didcot in September 2017 for use as social housing.

Cllr Rowley, Board Member for Housing, spoke to the report.

**The City Executive Board resolved to:**

1. **Request** Council approve the introduction of an additional 2017/18 HRA capital budget, namely £2.362m, funded by HRA borrowing for "Property Acquisitions", in order to transfer 10 units from the General Fund into the HRA.



2. **Note** that all 10 flats to be transferred (8 two-bedroom and 2 one-bedroom flats) are to be used as social rented housing and let to housing applicants in housing need on the Housing Register in Oxford.

## 69. Investment in Existing Property Portfolio

The Interim Assistant Chief Executive – Regeneration & Economy submitted a report to provide an update on the progress of a number of identified opportunities to maintain or improve the income stream from the Council's property investment portfolio. To seek approval for an increased budget requirement of £4,635,000 in addition to the existing approved budget of £10,300,000 to include the undertaking of additional projects.

Cllr Turner, Board Member for Finance and Asset Management, spoke to the report. The risks associated with the proposed investments were outweighed by the potential benefits given the market for leases for the types of property in question.

### The City Executive Board resolved to:

1. **Note** the progress on the various schemes that had been identified and had budget approval to the value of £10,300,000.
2. **Recommend** to Council an increase of £4,635,000 to the allocated budget of £10,300,000 to deliver the development opportunities at 1-5 George Street, Standingford House, Cave Street and add the new project of refurbishing 2 flats at 11 New Road and houses at 9 and 10 Ship Street.
3. **Authorise** entering into exclusive negotiations to seek financially viable agreements to lease with two identified commercial tenants at 1-5 George Street in line with the Not For Publication Appendix 7, subject to Council budgetary approval.
4. **Enter** into the above agreements for lease at rental levels above the threshold of £125,000 per annum in line with the constitution.
5. **Delegate** to the Interim Assistant Chief Executive – Regeneration and Economy, in consultation with the Head of Finance, the authority to alter the terms of the agreements to lease on the basis that they continue to represent best value during negotiations.

## 70. Monitoring - Grant Allocations to Community and Voluntary Organisations reported achievements 2016/17

The Head of Service for Community Services submitted a report to inform members of the monitoring findings of the 2016/17 grants programme.

Cllr Sinclair, Board Member for Culture and Communities, spoke to the report noting in particular the high proportion of grants used to support those who were homeless and those experiencing financial difficulties.

In discussion it was agreed that it would be helpful if future monitoring reports had a greater focus on qualitative outcomes of grant provision, tying that analysis back to the Council's priorities etc.

The Acting Communities Manager said that steps were being taken to simplify unnecessarily burdensome returns from those in receipt of grants as well as simplifying the process of application. In determining grant allocations the importance of weighting areas of need (which often lay within wider areas not considered to be so needy) was recognised.

**The City Executive Board resolved to:**

**Note** the results of the grant monitoring and the positive impact the community and voluntary sector is making in the city.

**Ask** officers to ensure that future grant monitoring reflects the extent to which their use supports Council priorities.

## **71. Quarterly Integrated Performance 2017/18 - Q1**

The Head of Financial Services submitted a report to update Members on Finance, Risk and Performance as at 30<sup>th</sup> June 2017 and spoke to the report which reflected a good position overall. The vast majority of targets were being met. The use of Leisure Centres was a little below target and may be the consequence of the opening of some other affordable gyms in the City and, perhaps, the use of outdoor City park gyms.

**The City Executive Board resolved to:**

**Note** the projected financial outturn, the current position on risk and performance as at the 30<sup>th</sup> June 2017.

## **72. Treasury Management Performance: Annual Report and Performance 2016/17**

The Head of Financial Services submitted a report which set out the Council's treasury management activity and performance for the financial year 2016/2017. He spoke to the report which reflected a positive picture of the Council's investments.

**The City Executive Board resolved to:**

**Note** the report.

## **73. To align Oxpens Car Park tariff with Westgate Shopping Centre.**

The Head of Direct Services submitted a report seeking to align the Oxpens Car Park tariff with that of the Westgate Shopping centre

Cllr Hollingsworth, Board Member for Planning and Regulatory Services spoke to the report, observing that any traffic consequences of the alignment of charges would dwarfed by the scale of new traffic volumes once the Westgate Centre is open.

**The City Executive Board resolved to:**

1. **Align** Oxpens parking tariff with that of the Westgate car park.
2. **Retain** the Council's tariff structure in Worcester St and Gloucester Green car parks.
3. **Note** that the financial implication of adopting this recommendation is expected to be cost neutral.

Note: This decision will be referred to Council at its meeting on 02 October in respect of changes to Council fees and charges.

## **74. Dates of Future Meetings**

17 October 2017  
21 November 2017  
19 December 2017

## **75. 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.

**76. Investment in Existing Property Portfolio - Exempt Appendices 5,7,8 and 9**

These appendices were not discussed at the meeting.

The meeting started at 5.00 pm and ended at 6.25 pm

Chair .....

Date: Monday 16 October 2017

**Officer report to:** Council  
**Date:** 2 October 2017  
**Report of:** Acting Head of Law and Governance  
**Title of Report:** Petition submitted in accordance with Council procedure rules – Don't threaten homeless people with fines.

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To set before Council a petition meeting the criteria for debate under the Council's petitions scheme.
<b>Decision required:</b>	Yes
<b>Corporate Priority:</b>	Not applicable.
<b>Policy Framework:</b>	Not applicable.
<b>Recommendations: That Council:</b>	
1.	<p>In line with the procedure for large petitions:</p> <ul style="list-style-type: none"> <li>• hears the head petitioner for the petition;</li> <li>• debates:                             <ul style="list-style-type: none"> <li>○ the proposal to the Council contained within the petition; or</li> <li>○ relevant motions submitted by councillors by the deadline ; and</li> </ul> </li> <li>• decides the action it wishes to take.</li> </ul>
<p><b>The petition proposes:</b></p> <p><i>Homeless people sleeping rough in Oxford have been issued with threats of fines of up to £2,500 just for having their sleeping bags and possessions in shop doorways. ....</i></p> <p><b><i>The council must withdraw these threats of fines, and stop issuing them to homeless people now.</i></b></p>	

<b>Executive Board Member responsible :</b>	Councillor Hayes, Board Member for Community Safety.
---------------------------------------------	------------------------------------------------------

## The petition

1. The text of an e-petition running on the website change.org.uk was received by the Acting Head of Law and Governance on 18 July and a list of 5055 signatures from the website was received on 22 August 2017. Further signatures have been added since then.

2. The petition states:

*Homeless people sleeping rough in Oxford have been issued with threats of fines of up to £2,500 just for having their sleeping bags and possessions in shop doorways. Can we get 2,500 signatures - one for every pound Oxford city council wants to fine homeless people? As an Oxford resident for almost 20 years, who also supports Shelter and Crisis, this is an issue so close to my heart, and this is a really terrible thing for the council to have done. The council's response that this is about fire safety adds fuel to the fire - dehumanising homeless people to the level of walking fire hazards.*

***The council must withdraw these threats of fines, and stop issuing them to homeless people now.***

*A clear pattern is developing in the council's attitude towards homeless people - they must stop this now, and if enough of us make a noise about this disgrace, they'll have to act. So please sign now!*

*"Homeless people putting their possessions in shop doorways in Oxford have been threatened with fines of up to £2,500.*

*Legal notices have been pinned on to bags belonging to rough sleepers, warning that they could be prosecuted by Oxford city council for being in breach of antisocial behaviour laws." - The Guardian, 26 July 2017*

*This comes in a city where funding is pulled from two important homeless shelters and the same city council is refusing to reopen Lucy Faithfull House.*

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 and outside the UK:

Signatures with a full Oxfordshire postcode	1302
Signatures from Oxfordshire with a partial postcode	216
Signatures with a UK city and/or postcode (complete or partial) outside Oxfordshire	3359
Signatures from outside the UK	178
<b>Total</b>	<b>5055</b>
Of these, signatures providing only name and country	118

4. The petition site, Change.org, states in its privacy policy: *We also share your first and last name and city with the person who initiated a petition you have signed, even if you select the option not to display your signature publicly.* Therefore it is not possible for the petition organiser to provide information fully in compliance with

the Council's petition scheme (which requires a name and valid postal or email address)

5. Not all signatories will live, work or study in the city. The Council's petition scheme does not require any such conditions to be met before accepting a signature as valid.
6. As over 1500 signatures are provided with a name and both a city and postcode, the petition meets the criteria for debate at Council.
7. The organisers have requested a debate at Council.

### **Actions for Council**

8. The Constitution states that there is a limit of 15 minutes for dealing with each petition. Should the head petitioner speak for 5 minutes this then allows 10 minutes for debate and decision.

The action proposed for Council in the petition is: ***The council must withdraw these threats of fines, and stop issuing them to homeless people now.***

9. 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.
10. The Head of Community Services and the Board Member have been invited to comment on this petition and their comments will be circulated in the briefing note.

### **Constitution rules and procedure**

11. 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.
12. The motion for debate is the one set out above in paragraph 8.
13. An alternative substantive motion can be proposed if councillors wish to take any action other than adopting the action in the petition; not adopting the action in the petition; or deferring, referring or noting the issues raised by the petition.
14. If a Councillor wishes to put an alternative substantive motion on a petition then they must send this to Committee and Members' Services 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.

### Financial implications

15. 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

16. 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.

<b>Report author</b>	Jennifer Thompson
Job title	Committee and Members Services Officer
Service area or department	Law and Governance
Telephone	01865 252275
e-mail	<a href="mailto:jthompson@oxford.gov.uk">jthompson@oxford.gov.uk</a>

<b>Background Papers:</b>	
1	Petition and comments from signatories available on <a href="https://www.change.org/p/don-t-threaten-homeless-people-with-fines">https://www.change.org/p/don-t-threaten-homeless-people-with-fines</a>



**To:** Council  
**Date:** Monday 2 October 2017  
**Report of:** Patsy Dell, Head of Planning, Sustainable Development and Regulatory Services  
**Title of Report:** Oxfordshire Environment Partnership

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To inform Members of the work of the Oxfordshire Environment Partnership.
<b>Key decision:</b>	No
<b>Executive Board Member with responsibility:</b>	Councillor John Tanner, Clean and Green Oxford
<b>Corporate Priority:</b>	Clean and Green Oxford
<b>Policy Framework:</b>	Corporate Plan
<b>Recommendation: That Council notes the content of the report.</b>	

## Introduction and background

1. Oxfordshire Environment Partnership has operated since 2008. It is a meeting of Cabinet Members and officers of the six local authorities in Oxfordshire, with other groups, that have responsibility for the environment to share best practice, review performance and discuss policy. It has no decision making powers but can make recommendations.
2. Waste and recycling issues were incorporated into the Oxfordshire Environment Partnership as the result of the dissolution of the Oxfordshire Waste Partnership (OWP) in April 2015. The dissolution of the OWP was a move away from a formal, binding and funded partnership to an informal model based on collaboration and cooperation.
3. The partnership meets three times a year at locations across the County. Cherwell District County Council is due to take on the leadership and secretariat functions in 2018.
4. Partnership working locally is a general requirement of UK Government on a range of strategic issues. Therefore, the OEP is likely to have refreshed purpose and importance in the light of the work on growth locally since there is a desire to retain the importance of environmental features in both an urban and rural settings.

## Terms of Reference

5. The Terms of reference were discussed by the partnership at a meeting in October 2015. The partnership agreed to concentrate on waste, biodiversity and best practice.
6. Membership is an elected representative from each authority and the Chair rotates with three meetings a year.

## Activities in the last 12 months

7. The Oxford Environment Partnership has over the past twelve months continued to seek out and learn from best practice both within the county and beyond. The OEP has received best practice presentations on food waste, Community Action Groups, State of Nature Report and circular economy.
8. There have also been discussion on issues of joint concern such as the reduction in communications and promotions on waste reduction messages since the demise of the Oxfordshire Waste Partnership and the contractor appointment for Household Waste and Recycling Centres.
9. Joint dialogue has been carried out at officer level on taking forward responsibility for a Local Nature Partnership for Oxfordshire. Previously this was undertaken by Wild Oxfordshire however due to resource constraints Wild Oxfordshire advised that they were no longer able to fulfil this role.

## Forward work programme

10. The forward programme is set on a meeting by meeting basis.

## Legal issues

11. The partnership has no formal decision making powers. Any implementation actions are determined by individual authorities.

## Financial issues

12. The partnership draws on 'in kind' resources from member authorities but holds no commissioning budget.

<b>Report author</b>	Jo Colwell
Job title	Environmental Sustainability Service Manager
Service area or department	Planning, Sustainable Development and Regulatory Services
Telephone	01865 252188
e-mail	<a href="mailto:jocolwell@oxford.gov.uk">jocolwell@oxford.gov.uk</a>

**Background Papers:** None

# Oxford City Council's Scrutiny Committee

## Annual Report 2016/17

[www.oxford.gov.uk](http://www.oxford.gov.uk)







# Oxford City Council's Scrutiny Committee

## Annual Report 2016/17

### Contents

**Foreword by the Chair and Vice-Chair 4**

**Summary of scrutiny activity during 2015/16 5**

**About Scrutiny 5**

**The Scrutiny Committee 7**

**Devolution Plans for Oxfordshire 9**

**Shareholder Panel 10**

**Health Inequalities 11**

**Recycling 12**

**Finance Panel 13**

**Housing Panel 14**

**The year ahead 15**



**Councillor  
Andrew Gant**

Chair, Scrutiny  
Committee



**Councillor  
Tom Hayes**

Vice-Chair, Scrutiny  
Committee

## Foreword by the Chair and Vice-Chair

The Local Government Act 2000 is clear about the importance it attaches to good, regular scrutiny of the Executive function. This is particularly the case where the authority adopts the Leader and Executive model, as we do.

The phrase 'critical friend' is often used about the role of scrutiny. To do this we rely on the quality of the advice we receive, and we are lucky, indeed privileged, in the level and quality of support we receive from officers. Our discussions often end with a recognition of the dedication and commitment of the officers before us, sometimes with a round of applause. Our own scrutiny and democratic services officers are exemplary.

We also rely on the attendance of Board members, and we would like to thank all those who have contributed to our meetings.

The Act does allow us to 'require' the attendance of board members, and puts a 'duty' on them to comply, and it clearly makes our work better when they do.

Speakers from outside the council attend on a voluntary basis, and add immeasurably to our work. We are extremely grateful to them.

Scrutiny represents all non-Executive councillors, and we are delighted at the range of members serving on our committees. Members have proposed a range of important topics for detailed consideration, which shows the importance members attach to what we do. This is welcome, and we would encourage all backbench councillors to use the process.

A test of our effectiveness must be robust and inclusive debate. We have had plenty of those, often with forensically detailed knowledge of a particular topic from individual members of the committee. I would like to thank colleagues who take the trouble to bring such detailed preparation for our meetings.

Our example here is our friend Van Coulter. The committee misses him enormously, but his example is always with us.

*Councillor Andrew Gant, Chair and Councillor Tom Hayes, Vice-Chair (May 2014 to May 2017) of the Scrutiny Committee*

September 2017

## Summary of scrutiny activity during 2016/17



5

### About Scrutiny

Most major City Council decisions are taken by the City Executive Board, which is made up of ten elected councillors from the controlling political group. In operating this form of decision-making arrangement the Council is required by law to have a Scrutiny Committee made up of elected councillors who are not on the Board.

Scrutiny acts as a counterweight to the City Executive Board, empowering 'backbench' councillors to hold the Board to account and contribute to council decision-making. Scrutiny can also investigate any issue that affects the city or its inhabitants, whether or not it is the direct responsibility of the City Executive Board.

The work of Scrutiny helps to promote wider engagement in Council decision-making and provide assurance that the Council is performing well, delivering value for money and taking the best decisions it can to improve public services and the quality of life for the residents of Oxford.

## Scrutiny at Oxford City Council

The Council's scrutiny function is managed by the 12-member Scrutiny Committee, which has cross-party membership. The Committee is chaired by an opposition councillor who is elected at the first committee meeting of the Council year.

Committee meetings are held in public and are timed to enable the councillors to consider and make recommendations on selected decisions before they are taken by the City Executive Board.

The Committee agrees a work plan at the start of each year which sets out the various topics and issues that councillors have chosen to focus on. Some of these issues are delegated to themed standing panels, which meet approximately five times per year, and to review groups for more detailed scrutiny over a series of meetings.

## Call in

Call in is a statutory function that enables councillors to challenge decisions that have been taken before they are implemented. If a call in request from any 4 councillors or the Chair of Scrutiny is deemed valid then the Scrutiny Committee will hear both sides of the argument and decide whether or not to refer the decision back to the City Executive Board, with reasons why the decision should be re-considered.

## Get involved

There are many opportunities for members of the public and representatives of organisations to get involved in the work of Scrutiny.

You can:

- Attend meetings of the Scrutiny Committee, standing panels and review groups, except in instances where confidential information is to be discussed. Details of these meetings are displayed in the Town Hall and on our website.
- Speak at a meeting on any agenda item with the prior agreement of the chair. Please email [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk) and give at least 24 hours' notice. The chair will decide how long you can speak for.
- Suggest a topic for Scrutiny to consider by completing and submitting our Suggestion Form.
- Raise issues with your local City Councillor and request that Scrutiny considers this as part of a Councillor Call for Action.



Witnesses provide evidence to the Inequality Panel in March 2015



7

## **The Scrutiny Committee Membership**

**Councillor Andrew Gant (Chair)**  
**Councillor Tom Hayes (Vice-Chair)**  
**Councillor Jamila Azad**  
**Councillor Nigel Chapman**  
**Councillor Van Coulter (to March)**  
**Councillor James Fry**  
**Councillor David Henwood**  
**Councillor Jennifer Pegg**  
**Councillor Sian Taylor**  
**Councillor Marie Tidball**  
**Councillor Craig Simmons**  
**Councillor Ruth Wilkinson**

The Scrutiny Committee is responsible for the overall management of the Council's scrutiny function. It decides which topics, issues and decisions will be considered by Scrutiny and how. These items are all listed in an annual work plan which is agreed each summer and reviewed regularly during the year to take account of any emerging issues and upcoming City Executive Board decisions.

The Committee also sets the remits and membership of two standing panels, which are themed sub-committees that consider all issues and decisions within their given remits. The Committee has agreed to continue with the Finance Panel and Housing Panel, which have been running for a number of years and are well established.

A small number of issues prioritised by the Committee are delegated to review groups for more detailed scrutiny. Review groups actively engage with partner organisations and expert witnesses before producing substantial evidence-based reports with recommendations. This year a review group was set up to look at devolution plans for Oxfordshire and the Finance Panel conducted a detailed review of the Council's budget proposals. The Committee also established one-off panels to consider recycling rates, health inequalities and the business plan of the Council's new housing company.

Approximately half of all the items Scrutiny has looked at this year were considered at meetings of the Scrutiny Committee. These included topical issues prioritised by councillors such as safeguarding language school students under the age of 18 living in private accommodation, educational attainment, graffiti prevention and removal, the use of Public Spaces Protection

Orders (PSPOs), air quality and the development of proposals for a workplace parking levy and congestion charging scheme in the city. The Committee was grateful to County Council officers for attending discussions on the latter two items.

Various City Executive Board decisions were also considered by the Committee, including annual decisions on the Council's Corporate Plan, Discretionary Housing Payments Policy, safeguarding assessment, grant allocations to community and voluntary organisations, and the annual service plan for Fusion Lifestyle, which runs the Council's leisure centres. Other notable decisions considered by the Committee included the Council's Commissioned Advice Strategy, Digital Strategy, Carbon Management Plan and proposals to address anti-social behaviour on the city's waterways. The Committee had previously recommended that proposals for a PSPO covering all of the city's main waterways should be revised and welcomed the new approach of using a range of interventions to tackle anti-social behaviour in specific problem areas.

The Panel also monitors Council performance on a quarterly basis and as well as holding the organisation to account for performance where required, has been proactive in suggesting improvements to how the Council monitors its own performance.

The Committee would like to thank everyone who has played a part in the scrutiny process this year including scrutiny councillors, members of the City Executive Board, council officers, partners and the public.

## Tribute to Councillor Van Coulter

Councillor Van Coulter sadly passed away unexpectedly in March 2017, having served on the Scrutiny Committee for several years. He was a very engaged scrutiny councillor who always remained focused on making real improvements to peoples' lives. Van chaired a number of high profile scrutiny reviews with distinction, including a major wide-ranging review of inequality in 2014/15, a more recent health inequality panel, and a sensitive review of safeguarding practices in city guest houses. An impeccably observed minute's silence was held at the Scrutiny Committee meeting on 27 March 2017. He will be sorely missed.

**“Van was a first-class scrutiny councillor. His interventions were always meticulously prepared, scrupulously backed up by evidence, and always seeking to make things work better for real people, not just score points. He was patient and courteous in committee, and an efficient and businesslike chair. The place I got to know and admire his skills was as a member of the Inequalities Panel, which he chaired. It was a master class. That report continues to resonate. This committee will miss him, but we are certainly better for having known him as a colleague.”**

Councillor Cllr Andrew Gant,  
Chair, Scrutiny Committee



## Devolution Plans for Oxfordshire

### Membership

Councillor Marie Tidball (Chair)

Councillor Van Coulter

Councillor Andrew Gant

Councillor Tom Hayes

Councillor Craig Simmons

“Our city and the wider county have international significance as a result of our high concentration of human capital, knowledge and innovation. These factors drive economic growth in our region. However, this growth must be matched by public services, housing and infrastructure that meet our population’s needs and aspirations. Devolution would bring substantial financial benefits to Oxfordshire and provide the opportunity to bring governance closer to the people, ensuring that high-quality services better reflect the local needs of the places where our constituents live and work.”

Councillor Marie Tidball,  
Chair, Devolution Review Group

The Scrutiny Committee prioritised the issue of devolution on the basis that it was one of the biggest issues facing the City Council and local government in Oxfordshire at the time. The Government had actively offered areas in England the chance to have additional funding and devolved powers in exchange for elected mayors or streamlined governance structures. All Councils in Oxfordshire had agreed a joint proposal to put to Government back in February 2016 aimed at unlocking £1bn of funding for infrastructure to realise the local growth potential. In response, Government advised that a deal hinged on strengthening the governance arrangements. However, there was no consensus amongst the six Oxfordshire councils about how the governance arrangements should be strengthened.

The Devolution Review Group was led by Councillor Marie Tidball and set out to examine which governance structures could meet Government requirements and provide for high-quality public services in the county. This included looking at different models of unitary government that could replace the current ‘county and district’ model, as well as the option of having a directly elected mayor for Oxfordshire.

The Review Group considered two independent reports commissioned to examine unitary options for Oxfordshire. The Review Group also heard evidence from a number of key witnesses including the Leaders, Chief Executives and senior officers from Oxfordshire County Council and Oxford City Council, the chairman of Oxfordshire Local Enterprise Partnership (a partnership between local authorities and businesses), a representative of Oxfordshire Clinical Commissioning Group, consultants from PwC and a consultant who had a leading role in securing a devolution deal for Cambridgeshire and Peterborough.

The Review Group drew on all this evidence in producing an independent assessment of the pros and cons of the different governance options. Their report also highlighted key priorities for Oxfordshire that any future

governance structure would need to support and enable over the longer term.

The Review Group concluded that there was a strong economic case to be made for Oxfordshire to be granted new powers and devolved funding in order to maximise the growth potential of the local economy. Scrutiny councillors also highlighted a potential window of opportunity in which to secure a deal with Government in light of its emerging industrial strategy, the priority being given to a new Oxford to Cambridge 'expressway', and the UK's decision to leave the European Union.

The Review Group found there was an emerging consensus on the option of a directly elected mayor for Oxfordshire and an absence of consensus around a preferred model of unitary government. The Review Group concluded that an elected mayor and combined authority (which brings together council leaders and key partners) represented the best basis on which to move forwards with an updated devolution proposal to present to Government. Their report explores the types of powers that an elected mayor and combined authority for Oxfordshire could have and how they could be held to account effectively.

Key agreed recommendations called for:

- The prioritisation of a devolution deal for Oxfordshire that secures new powers and devolved budgets for transport infrastructure, housing (including social and affordable housing), planning and skills.
- An elected mayor and combined authority for Oxfordshire to exercise these devolved powers in the absence of a consensus around a preferred model of unitary government at this stage
- Continued joint working between the Oxfordshire councils aimed at unlocking efficiency savings.
- A new relationship with Government to ensure that Oxfordshire is forefront in government thinking in terms of trade and inward investment post-Brexit.



## Shareholder Panel

### Membership

Councillor James Fry (Chair)  
Councillor Andrew Gant  
Councillor David Henwood  
Councillor Craig Simmons

“The creation of the two new wholly Council-owned companies is an important element of the City Council's response to cuts in budgetary support by Central Government and restrictions on the Council's development of Council housing. The formation of the Housing Company is already having tangible benefits in terms of the provision of extra affordable housing. The trading company plans to build upon the commercial success of Direct Services by growing external revenues and returning value to the Council. The Panel is awaiting further details of the business plans of the two companies during the course of its scrutiny role in the 2017/18 Council year.”

Councillor James Fry, Chair, Shareholder Panel

The most significant change affecting the scrutiny function this year has been the establishment of new Council-owned

companies. A Housing Company has been created to deal with certain housing matters and the Council has begun the process of establishing a trading company, which will provide a range of services directly to the Council and compete with the private sector for work in the wider city economy.

While the companies are wholly-owned by the Council, each company is managed by a board of directors operating independently. Strictly speaking the companies are not open to scrutiny in the same way as the Council's own service areas. However, the decisions taken by the Council as the owner of its companies are open to scrutiny and the Scrutiny Committee has established the Shareholder Panel to perform this function. The new Panel was made up of the chairs of the Scrutiny Committee, Finance Panel, Housing Panel and Audit and Governance Committee.

The Shareholder Panel met for the first time in March 2017 to consider the Housing Company's business plan before it was presented to the Shareholder (the members of the City Executive Board meeting as a 'Shareholder Group'). The business plan set out how the Housing Company planned to meet the city's housing need by building new housing on Council-owned land, while also providing a financial return to the Council. Despite having limited time to digest the paperwork, scrutiny councillors were supportive of the broad aims of the Housing Company and able to satisfy themselves that the business plan was based on prudent assumptions. The Panel asked for a sensitivity analysis in order to better understand how different factors such as interest rate changes could affect the business plan in future, as well as modelling of different tenure mix options (the balance between social rent, shared ownership and market housing that the company could build). The Panel's findings were presented to the Shareholder Group before it formally endorsed the Housing Company's business plan.



11

## Health Inequalities

### Membership

**Councillor Van Coulter (Chair)**  
**Councillor Sian Taylor**  
**Councillor David Thomas**  
**Councillor Liz Wade**

Following on from a major wide-ranging scrutiny review of inequality in 2014/15, the Committee set up a Health Inequalities Panel, also chaired by Councillor Coulter, to consider the findings of a report by the independent Oxfordshire Health Inequalities Commission. The Commission had held a number of public meetings and taken evidence from a wide range of organisations and individuals before producing a substantial report with sixty recommendations to public bodies including health commissioners, providers and local councils.

The Panel reviewed the Commission's report and spoke to the chair, Professor Sian Griffiths OBE, as well as the Council's Older Person's Champion and officers from Council services that affect health and wellbeing, such as Housing Services.

The Panel identified ten recommendations that would enhance the work of the Council in tackling health inequalities and all of these were agreed by the City Executive Board. Since the meeting the Council has also allocated £100k (on the basis that it would be matched by Oxfordshire Clinical Commissioning Group) to support targeted interventions to tackle health inequalities and deliver better health outcomes in the city.

Key recommendations called for:

- Better monitoring of the impacts of key council services on health and wellbeing.
- Taking health and wellbeing impacts into account in Council decision-making.
- The delivery of more health services in community facilities.
- Wider promotion of the Oxford Living Wage.

## Recycling

**“The Recycling Panel has supported the City Council’s initiatives to boost the rate of recycling, but with the city’s high population turnover, notably of students, there is always the need to educate newcomers on the need to recycle more of their household waste. Therefore the Panel pressed for a budget for educational door-to-door visits by officers and the extension of food waste collections to blocks of flats. These have achieved tangible benefits, but further work will be needed to increase the recycling rate further.”**

*Councillor James Fry, Chair, Recycling Panel*

A Recycling Review Group led by Councillor James Fry in 2013/2014 recommended that the Council invested in targeted recycling education campaigns and trialed a community incentive scheme to encourage residents to recycle for



charity. Following this review, the Council successfully bid for a government grant to be used on a recycling incentive scheme covering the whole city. Scrutiny has continued to monitor the Council’s progress in boosting recycling rates and the success of the incentive scheme, the ‘Blue Bin Recycling League’.

In November 2016 a group of Scrutiny Committee members visited the Council’s Cowley Marsh depot to consider recycling rates data and the impacts of the Blue Bin Recycling League. Members found that the Council is in the top 10% of English local authorities for recycling and is one of the best urban authorities in the country. The Blue Bin Recycling League had achieved almost 5,000 pledges, £4,800 in charitable donations and increases in collection rates across the city of between 4.28% and 11.70%. After the meeting the Scrutiny Committee recommended to the City Executive Board that every effort should be made to continue funding for recycling education campaigns after the grant funding ends in October 2018.



## Finance Panel

### Membership

Councillor Craig Simmons (Chair)

Councillor James Fry

Councillor Jean Fooks

Councillor Sian Taylor

**“Reductions in central government funding are forcing local councils to think differently about how they fund frontline services. In Oxford, we saw the writing on the wall and have been proactive in transforming our services to be more financially self-sufficient. During my three years as Chair of Finance Panel I am proud to have helped make this happen.”**

*Councillor Craig Simmons, Chair, Finance Panel (2014–15 to 2016–17)*

Finance Panel has a role in overseeing and scrutinising the Council's financial performance and budgetary proposals. The Panel monitors Council spend throughout the year, considers selected financial issues and decisions, and conducts a detailed annual review of the Council's budget and medium term spending proposals.

In June 2016 the Panel considered the Council's approach to supporting credit union services in the city and met with representatives of Oxfordshire Credit Union (OCU). The Panel welcomed the progress made by OCU in becoming financially self-sustaining but regretted that a proposed merger with Blackbird Leys Credit Union had fallen through. The Panel encouraged OCU to apply for funding for a part time development officer to promote OCU services much more extensively on the ground. The Panel also recommended that information about OCU and other financial services should be made available to Council staff.

Another key priority for the Panel this year was to track the impacts of the UK's decision to leave the European Union on the Council's finances and the wider Oxford economy. The Panel found that the main impacts on the Council were related to treasury income (due to interest rates being reduced), property fund values and an income target that was measured in Euros. The Panel's discussions on the impacts of Brexit resulted in three recommendations to the City Executive Board.

The Panel conducted an in depth review of the Council's budget proposals over the New Year period, questioning senior managers about budgetary changes and testing assumptions about spending levels, income targets and financial pressures. The Panel found that financial planning had been very difficult due to uncertainties about a number of important factors such as pay, devolution, Brexit, national housing policy and future changes to the Business Rates regime. In the circumstances, the budget proposals including the Council's large programme of capital investments were considered to be sound. The Panel made 16 recommendations aimed at strengthening the proposals and improving their presentation, and all but one were agreed by the City Executive Board.

Other financial decisions scrutinised by the Panel included decisions on the Council's Treasury

Management Strategy, Council Tax Support Scheme and the financial case for developing a waste transfer station in the city. The Panel also considered the outcomes of internal reviews into a number of Council services aimed at identifying best practice and financial saving

## Housing Panel

### Membership

Councillor David Henwood (Chair)

Councillor Angie Goff

Councillor Jennifer Pegg

Councillor Gill Sanders

Councillor David Thomas

Councillor Liz Wade

Geno Humphrey (tenant co-optee)

“Over the past year the Housing Panel has scrutinised key reports on homelessness, empty buildings and tower blocks, and also hosted meetings with Oxford’s universities. The latter item saw the cross-party panel make twelve recommendations to the City Executive Board, forming a catalyst for change both in policy and outcome. Key to our success has been the Panel’s ability to work cohesively together for the benefit of our community. Last year Geno Humphrey continued to be the Panel’s valued tenant co-optee, and when we considered the issue of tower block cladding following the Grenfell disaster, we heard from residents from the city’s tower blocks to better understand the pressures those families face. The insight they provided was truly invaluable.”

David Henwood, Housing Panel Chair

Housing Panel is responsible for scrutinising all housing services, issues and decisions. Oxford is one of the least affordable cities in the UK in which to rent or buy a home, so housing is a



huge issue in the city. The Panel considered a range of topical issues related to social housing, private sector housing, student accommodation and homelessness. Most of the Panel’s work this year was initiated by scrutiny councillors although the Panel also considered City Executive Board decisions on the Council’s Private Sector Housing Policy and a review of the Lord Mayor’s Deposit Guarantee Scheme, which aims to help local people in housing need on low incomes to afford and sustain a move into privately rented housing.

In November the Panel met with representatives of both universities based in the city about their accommodation requirements. The University of Oxford said that the Council’s affordable housing policies prevented the building of employee housing schemes, such as new accommodation for post-doctoral researchers. They also argued that this group should be exempt from the target of no more than 3,000 Oxford University students living outside of university provided accommodation. Oxford Brookes University said that nursing and teaching students should also be exempt from this target and asked that additional sites be allocated for new student accommodation. The Panel recommended that the City Executive Board considers 12 specific suggestions as part of the Council’s local plan making process. These included rebalancing the student limits and excluding priority groups, allocating specific sites for new student



accommodation and providing flexibility on these sites for employee housing schemes without social rent obligations. Many of the Panel's suggestions have since been taken forwards by the Council in the local plan 'preferred options' consultation.

Other topical housing issues prioritised for scrutiny included the licensing of houses in multiple occupations (HMOs), Council support for Housing Benefit claimants accessing the private rented sector, services for rough sleepers, and efforts to bring empty properties back into use. In terms of the Council's own housing stock, the Panel looked at the issue of under-occupation, tenant satisfaction, the Council's Great Estates investments, and plans for the Council's garage assets and former garage sites. The Panel also monitored a selection of housing performance measures, rent collection rates and progress of the Tenant Scrutiny Panel's review into a tower block refurbishment project.

---

## The year ahead

---

The Scrutiny Committee has re-elected Councillor Andrew Gant as Chair for the 2017/18 Council year and Councillor Nigel Chapman has been elected Vice Chair. He replaces Councillor Tom Hayes, who has joined the City Executive Board. The Committee also welcomes six new or returning members in Councillors Mohammed Altaf-Khan, Mark Ladbrooke, Ben Lloyd-Shogbesan, Mark Lygo, Steve Curran and David Thomas. They replace Councillors Tom Hayes, Craig Simmons, Sian Taylor, Marie Tidball, Ruth Wilkinson and the late Van Coulter.

The new Committee has prioritised a review focused on implementing the Oxford Living Wage across the city, which will be led by Councillor Mark Ladbrooke. The Committee will continue to scrutinise decisions of the City

Executive Board and a number of other issues affecting the city have been included in the scrutiny work plan, including air quality, the use of restorative justice practices, the impacts of the new Westgate Shopping Centre and elderly isolation. The Committee has also re-appointed to the finance and housing panels and has reconstituted the Shareholder Panel, which will meet as required to consider issues and decisions relating to the new Council-owned companies.

Councillor James Fry has replaced Councillor Craig Simmons as Chair of Finance Panel. The Panel will again undertake a detailed annual review of the Council's budget proposals early in the New Year and will monitor financial performance and decisions through the year.

Housing Panel will be chaired by Councillor David Henwood. The Panel will look at a number of important housing decisions such as the Council's emerging housing and homelessness strategy and tenancy strategy. The Panel will revisit a number of housing and landlord issues such as the tower block refurbishment programme, the Council's Great Estates investments, and empty garages. New items on the Panel's work plan include the impacts of absent owners on housing availability, the management of void properties and the impacts of the Homelessness Reduction Act.

The Shareholder Panel is also chaired by Councillor James Fry and will continue to consider the progress of the Council's new housing company and trading company.



# Oxford City Council's Scrutiny Committee

## Annual Report 2016/17

### Contact us

**E:** [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

**T:** 01865 252230

**Scrutiny Officer, St. Aldate's Chambers,  
109 St. Aldate's, Oxford, OX1 1DS**



## THE CLAUDIA CHARTER FOR SAFER CYCLING IN OXFORD

### VISION: FEEL SAFE

This charter sets out a vision for feeling safe and being safe when cycling in Oxford. No loss of life or serious injury is acceptable. Let's make cycling here an everyday reality for all ages and abilities.

### WE NEED TO SEE...

#### 1) GREATER RESPECT FOR VULNERABLE ROAD USERS

Everyone needs to move around safely. Let's recognise that some road users are more vulnerable than others and we all have Rights and Responsibilities when using the roads.

We all deserve to be heard. Reporting all near misses, close passes, and aggressive interactions to the authorities will raise awareness of the conditions faced by those who choose to cycle.

All road users are people. Let's progress the conversation: cyclists are people on cycles and drivers are people in vehicles, and lots of people do both. Let's all get home safely.

#### 2) A DECISIVE POLITICAL COMMITMENT TO INCREASE CYCLE SAFETY IN AND AROUND OXFORD

Commit to spend a minimum of £10 per head, per year on cycling safety.

Commit to teaching the three levels of Bikeability in all Oxfordshire schools and update current cycle training in schools to Bikeability standard.

Implement Cycling UK's "Space for Cycling" and "Too Close for Comfort" campaigns across Oxfordshire.

#### 3) FAR SAFER HIGHWAYS FOR CYCLE USERS

Build continuous, segregated cycle ways that are at least as good as in the Oxford Transport Strategy and the Design Guide for Cycling in Oxfordshire.

Build high standard cycle provision at junctions (see Design Guide for Cycling in Oxfordshire).

Properly prioritise vulnerable road users in all parts of Oxford, not just the centre. Previous step changes in regulating motor traffic a quarter of a century ago noticeably benefitted the centre. Comparable step changes are now long overdue.

### WHAT CAN YOU DO?

- Report: incidents to the police, bus and taxi companies, and local authorities
- Chat: with someone who doesn't cycle regularly about your experiences

- Share the space: every road user is a person, pedestrians are people on foot, cyclists are people on cycles, and drivers are people in cars
- Speak up: on social media, engage with local politicians, your voice matters
- Join: a cycling club (Condors, Wheels For All), advocacy group (Cyclox, CyclingUK), or community workshop (Broken Spoke).
- Ask: for Bikeability cycle training from your employer or your school.
- Cycle!

This charter is one response to the death of Claudia Comberti, who was killed on Botley Road while cycling on 9th May 2017. Our intention is to spark conversations, support dialogue, and create positive change - things that Claudia was always working towards.

Created by friends of Claudia and members of:

- Broken Spoke Bike Co-op
- Cyclox
- Oxford City Council
- University of Oxford