

Agenda

Council

Date: **Monday 27 November 2017**

Time: **5.30 pm**

**To start at the later of 5.30pm or on the rising of the
previous meeting**

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

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Council

Membership

Lord Mayor

Councillor Jean Fooks

Deputy Lord Mayor

Councillor Christine Simm

Sheriff

Councillor Mohammed Altaf-Khan

Members

**Councillor Mohammed Abbasi
Councillor Farida Anwar
Councillor Jamila Begum Azad
Councillor Ruthi Brandt
Councillor Susan Brown
Councillor Nigel Chapman
Councillor Mary Clarkson
Councillor Colin Cook
Councillor Steven Curran
Councillor James Fry
Councillor Andrew Gant
Councillor Stephen Goddard
Councillor Angie Goff
Councillor Mick Haines
Councillor Tom Hayes
Councillor David Henwood
Councillor Alex Hollingsworth
Councillor Rae Humberstone
Councillor Dan Iley-Williamson
Councillor Pat Kennedy
Councillor Mark Ladbrooke
Councillor Tom Landell Mills
Councillor Ben Lloyd-Shogbesan**

**Councillor Mark Lygo
Councillor Sajjad Malik
Councillor Chewe Munkonge
Councillor Michele Paule
Councillor Jennifer Pegg
Councillor Susanna Pressel
Councillor Bob Price
Councillor Mike Rowley
Councillor Gill Sanders
Councillor Craig Simmons
Councillor Dee Sinclair
Councillor Linda Smith
Councillor John Tanner
Councillor Richard Tarver
Councillor Sian Taylor
Councillor David Thomas
Councillor Marie Tidball
Councillor Ed Turner
Councillor Louise Upton
Councillor Elizabeth Wade
Councillor Ruth Wilkinson
Councillor Dick Wolff**

The quorum for this meeting is 12 members

Copies of this agenda

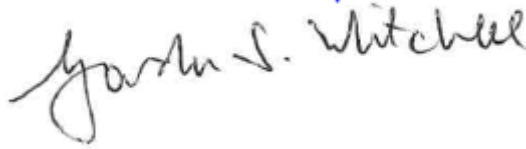
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Summons

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 27 November 2017 at 5.30 pm to transact the business set out below.



Proper Officer

AGENDA

	Pages
PART 1 - PUBLIC BUSINESS	
1 Apologies for absence	
2 Declarations of interest	
3 Minutes	23 - 36
Minutes of the ordinary meeting of Council held on 2 October 2017. Council is asked to approve the minutes as a correct record.	
4 Appointment to Committees	
No changes have been notified: any changes proposed after publication of the agenda will be circulated with the briefing note.	
5 Announcements	
Announcements by:	
1. The Lord Mayor	
2. The Sheriff	
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)	
4. The Chief Executive, Chief Finance Officer, Monitoring Officer	

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rules 11.11, 11.12, and 11.13 relating to matters for decision in Part 1 of this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance (email to democraticservices@oxford.gov.uk) by 5.00 pm on Tuesday 21 November.

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 Museum of Oxford Hidden Histories Redevelopment Project

37 - 44

The Head of Community Services submitted a report to the City Executive Board on 21 November to update members on the Museum of Oxford Hidden Histories Redevelopment Project and to request approval of the revised project budget.

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

The City Executive Board decisions will be reported in the minutes of that meeting.

Councillor Sinclair, Board Member for Culture and Communities will move the recommendations.

Recommendation: Subject to the decision on 21 November, the City Executive Board recommends Council to

1. increase the project's overall capital budget by £611,754 to £2,842,804 and the Councils capital contribution from £315,000 to £1,340,106 to be financed by prudential borrowing in accordance with paragraphs 22 and 25 of the report; and
2. note the increase in the Councils revenue budget in respect of the additional cost of operating the new museum of £30k per annum with effect from 2020/21 which will be raised during the forthcoming budget setting process (paragraph 28 of the report).

OFFICER REPORTS

8 Extension of contract of Interim Chief Executive to 2020

45 - 52

The Executive Director Organisational Development and Corporate Services has submitted a report asking Council to approve the recommendation of the Appointments Committee to extend the Interim Chief Executive's fixed term contract until 31 December 2020.

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

Recommendations: That Council resolves to:

1. agree the recommendation from the Appointments Committee for a 3 year extension to the Interim Chief Executive's current fixed-term contract to 31st December 2020;
2. consider the attached Equalities Impact Assessment and Risk Register in reaching its decision.

QUESTIONS

9 City Executive Board Minutes

This item has a time limit of 15 minutes.

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

9a Minutes of meeting Monday 16 October 2017 of City Executive Board

53 - 64

10 Questions on Notice from Members of Council

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

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

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 20 November 2017.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.11, 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 (email to democraticservices@oxford.gov.uk) by 5.00 pm on Tuesday 21 November 2017.

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

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

12 Petition submitted in accordance with Council procedure rules – Oxford City Council must fix the blue hole they have created

65 - 68

This item has a 15 minute time limit in total.

The head petitioner, Mr Nigel Gibson, 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 Head of Law and Governance.

The petition proposes:

Oxford City Council must fix the blue hole they have created. We the undersigned call on Oxford City Council to address the loss of health, fitness and exercise facilities in the 'blue hole' caused by the Labour-led City Council's closure of Temple Cowley Pool in December 2014, and extended for five years in the Leisure and Wellbeing strategy 2015-2020 adopted in September 2015.

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.**

13 Outside organisation/Committee Chair reports and questions

1. The Oxfordshire Partnerships Update report due to come to this meeting is not yet published. **No partnership report will be taken this time.**
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:

29 January 2018	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 23 November 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.

14 Scrutiny Committee update report

69 - 90

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

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

15 Motions on notice - 27 November 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 15 November 2017 is below. Motions will be taken in turn from the Liberal Democrat, Green, and Labour groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on 24 November 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) A tourism policy for Oxford (proposed by Councillor Wade)
- b) Call on Council to support conversion of buses into homeless accommodation (proposed by Councillor Simmons, seconded by Councillor Brandt)
- c) The United Nations Convention on the Rights of Persons with Disabilities (proposed by Councillor Tidball, seconded by Councillor Paule)
- d) Fair employment: voluntary charter "Dying to Work" (proposed by Councillor Wilkinson)
- e) Call on Government to introduce a new Clean Air Act (proposed by Councillor Wolff, seconded by Councillor Simmons)
- f) Against harassment (proposed by Councillor Taylor, seconded by Councillor Smith)
- g) Free city centre wifi (proposed by Councillor Gant)
- h) Phasing out unnecessary single-use plastics (proposed by Councillor Brandt, seconded by Councillor Simmons)
- i) Support for the union national wage claim. (proposed by Councillor Price)

15a A tourism policy for Oxford

Proposed by Councillor Wade

Liberal Democrat member motion

Council notes that Oxford is a world-famous city. It is also the eleventh fastest-growing city in the UK but is still small in size – currently 161,000 residents.

The Under Secretary for Tourism, Tracey Crouch, has identified the need to encourage a higher percentage of tourists to move out of London. Currently 36.1 million international visitors come to the UK each year but 51% of them never leave London.

Oxford, not forgetting Bicester Village, is an easy destination, but it already receives seven million tourists p.a. which puts a strain on the goodwill of the local population and on the fabric of the city.

Since the fall in the pound, Oxford Tourism has been 'booming' (Oxford Mail: December 2016) and Bicester Village is now 'one of Britain's biggest tourist draws' (Financial Times: April 2017)

There have been recent expressions of discontent, publicised in the international press, in the tourist cities of Venice, Barcelona and Majorca, and we should recognize that Oxford is not immune to these concerns.

The Council therefore asks the City Executive Board to commission a report about and to consider the following:

1. discussions with other tourist cities and boroughs e.g. Bath, London Borough of Camden, about a joint approach to the introduction of a tourist levy, which will require Parliamentary legislation. This could be in the form of a hotel bed tax. Camden estimates that a £1 p.n. bed tax would raise £5m p.a. for tourism improvements, street cleaning etc;
2. liaison with OxLEP, Experience Oxfordshire, and other organisations involved with the local tourist industry;
3. making applications to the Events Industry Board and the Tourism Industry Council for event and tourist infrastructure funding;
4. consider options for better coach parking arrangements and group management in the city centre;
5. making an application for Unesco World Heritage status – already granted to Bath.

15b Call on Council to support conversion of buses into homeless accommodation

Proposed by Councillor Simmons, seconded by Councillor Brandt

Green member motion

This Council recognises that, despite on-going efforts to prevent the need for people to sleep rough on Oxford's streets, there remains a large number of individuals in Oxford—namely those without an officially recognised local connection – for whom no immediate solution is available. [1]

This Council notes the launch of a scheme by Homes4All to convert buses into homeless night shelters [2], and recognises that those without a local connection would be able to use the bus.

This Council further notes:

- the ambition of Homes4All to get their first bus up and running by the end of the year to be ready for this year's cold spell;
- the existence of a business plan prepared by Homes4All;
- the potentially large amount of leverage a modest piece of financing from the Council could achieve in “pump-priming” this initiative;

Council therefore agrees to ask the Board Member to ask officers to consider and if necessary ask CEB to

approve a budget variation of £20,000 funding for Homes4All to be funded from surpluses or reserves, to be made available immediately subject to the usual due diligence checks.

[1] OCC Draft Homeless and Housing Strategy. Page 43. “To reduce rough sleeping and single homelessness we will: ...explore feasible options to accommodate and/or support homeless rough sleepers in the City who have no local connection to the City or anywhere else, and no recourse to public funds.”

[2]

http://www.oxfordmail.co.uk/news/15648657.Buses_may_be_used_to_remedy_Oxford_39_s_homeless_crisis/

15c The United Nations Convention on the Rights of Persons with Disabilities

Proposed by Councillor Tidball, seconded by Councillor Paule

Labour member motion

The Conservative government, and their coalition partners, has failed disabled people. It has failed to protect their human rights and to understand what it means to be a disabled person living in the United Kingdom today. In August of this year, the United Nations told the Conservative government that it's 'social cuts policy is a human catastrophe for disabled people'. In their full inquiry, published last month, the UN Committee found reliable evidence [i] that there have been 'grave' and 'systematic violations of the rights of persons with disabilities' by the UK State. They make a direct connection between the State's treatment of disabled people and the terrible rise in stigma and negative perceptions of people with disabilities 'as living a life of less value than that of others'. Make no mistake about the impact this has had on disabled people:

- 13,900 of them have lost their motability cars;
- 41,792 were sanctioned and deprived of income from Job Seekers Allowance;
- 2,380 people died after being assessed as being fit for work [ii].

The UK Government has failed to recognise the overwhelming evidence provided to the United Nations and respond effectively to the UN Committee's Concluding Observations.

Nature of the problem

The UN Report makes the causes of the 'human catastrophe' facing disabled people very clear: the ideologically driven and disproportionate 'impact of austerity measures and anti-poverty initiatives' introduced by the Coalition government from 2010 onwards. This has resulted in 'severe economic constraints among persons with disabilities and their families'. This has led to multiple forms of intersectional discrimination with the UK government failing to:

- protect the rights of women and girls with disabilities;
- protect the rights of persons from black and minority ethnic minority backgrounds with disabilities;
- prevent many families with children with disabilities from falling into poverty.

The breaches by the UK Government, of the United Nations Convention of the Rights of Persons with Disabilities, cut across the totality of the lives of disabled persons with the UN

Committee finding there is a:

- lack of UK State party-led initiatives aimed at assessing and sufficiently addressing the inclusion of and living conditions for persons with disabilities, including the reduction in the nature and time for social care support;
- disabled people have reduced access to employment and where they do have access, it is less well paid and secure;
- increased social exclusion and isolation and a corresponding rise in mental health problems as a result of the negative impact on the standard of living of persons with disabilities arising from ‘the reductions in social support, unemployment allowance, independence payments and Universal Credit payments and the insufficient compensation for disability-related costs’;
- the reduced access to justice because of the reductions in legal aid.

These findings led the UN Committee to conclude that there was a ‘lack of consistency across the State party [the UK Government] in the understanding of, adapting to and applying the human rights model of disability’.

Our Position

November 22nd marks the beginning of UK Disability History Month 2017. This Council believes, we must, therefore, send a resounding message to government. This Council abhors the Conservative government’s treatment of disabled people and recognises the evidence and conclusions drawn in the UN Committee’s report. We find the level and nature of the Government’s response to these findings shameful.

Council therefore calls on the Government to:

- apologise to the 13 million disabled people living in the UK for their treatment of them over the last seven years;
- recognise and act on the UN Committee’s findings;
- implement a cumulative impact assessment of all policy, legislative, and budget measures on disabled people, which takes evidence from disabled people themselves; and
- instigate an open review of what the Government is doing to fulfil its own Public Sector Equality Duty under Section 149[iii] of the Equality Act 2010 to mitigate the stigmatising effects of its policies on disabled people over the last seven years.

Council accordingly resolves to ask the Leader of the Council:

To ask the Oxford MPs to write to the Prime Minister

- communicating the resolution of Council as expressed above;
- urging her to call an urgent debate on the UN Committee's findings, and
- requesting a public inquiry into these grave and systematic violations of the human rights of disabled people;

To ask Oxfordshire County Council to:

- join us in this request to the Prime Minister, and
- undertake an impact assessment of the effect of the Government's cuts in social care on the physical, social and mental wellbeing of disabled people in Oxford and Oxfordshire.

Oxford City Council believes in the fundamental dignity of and respect for disabled people. The government must meet its international and domestic human rights obligations with respect to persons with disabilities so they no-longer continue to face barriers in their full and effective participation and inclusion in our society.

References

[i] See Committee on the Rights of Persons with Disabilities (October, 2017), Inquiry concerning the United Kingdom of Great Britain and Northern Ireland carried out by the Committee under article 6 of the Optional Protocol to the Convention Report of the Committee; see also Committee on the Rights of Persons with Disabilities (October 2017: 13), Concluding observations on the initial report of the United Kingdom of Great Britain and Northern Ireland.

[ii] These numbers were between December 2011 and December 2015 and released by the Department for Work and Pensions (2015) following and FOI request by Mencap.

[iii] See in particular Section 149 Public sector equality duty:

(1) A public authority must, in the exercise of its functions, have due regard to the need to—

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

15d Fair employment: voluntary charter "Dying to Work"

Proposed by Councillor Wilkinson

Liberal Democrat member motion

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

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

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

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

The charter states the following:

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

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

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

Council therefore asks that Oxford City Council the Interim CEO signs the Dying to Work voluntary charter on behalf of OCC to show the Council's to show its on-going

commitment to supporting rights and responsibilities towards its staff.

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

References:

<http://www.dyingtowork.co.uk/voluntary-charter/>

<http://www.dyingtowork.co.uk/charter-signatories/>

15e Call on Government to introduce a new Clean Air Act

Proposed by Councillor Wolff, seconded by Councillor Simmons

Green member motion

This Council is committed to improving air quality within the city, which currently breaches EU limits. It recognises the need to take local action but also acknowledges that this can only take place within a supportive, national legal framework.

Currently, this is inadequate and lacking in many respects which is making the work of this Council in tackling poor air quality more challenging.

This Council therefore calls upon the UK Government to introduce a new Clear Air Act which should include consideration of the following:

1. Enshrine the right to breathe in UK law. Ensure the UK becomes a world leader in the new technologies and industries that will help us clean up our air.
2. Expand 'Clean Air Zones': It should expand and strengthen the network of Clean Air Zones across the country - limiting the most polluting vehicles, including cars, from entering air pollution hot-spots - creating funding for local authorities to invest in walking, cycling and clean public transport. These should be strong enough to ensure legal compliance on NO2 by the end of 2018.
3. Increase VED: It should increase the first year Vehicle Excise Duty on new diesel vehicles (except vans) by around £800, to reflect the additional cost to society of dirty diesel engines, raising £500m to help fund a targeted diesel scrappage scheme.
4. Diesel Scrappage: It should introduce a targeted diesel scrappage scheme to take diesel vehicles off the road as soon as possible, and ensure that all those who live

within Clean Air Zones can affordably replace polluting diesel vehicles. As well as offering replacement clean vehicles, these schemes should also offer alternatives such as car club membership and rail season tickets.

5. Fine the Cheats: It should set out a plan for how companies who cheated emissions testing would be fined.
6. Independent Regulation: It should guarantee the independence of the Vehicle Certification Agency - changing the way it is funded ensuring that the car industry doesn't have a disproportionate influence on its activities.
7. Monitor Pollution Hotspots: It should ensure there is a comprehensive network of air monitoring stations in pollution hotspots - ensuring that air quality is monitored around hospitals, health clinics, and schools, so that those who are most vulnerable to the impacts of air pollution, notably children, the elderly and infirm, are protected.
8. Active Transport: It should undertake a national review of transport system with serious investment in buses, trams and trains along with safe routes for walking and cycling. People need an alternative to car use and we must protect our towns, cities and countryside from the pollution and congestion that comes with new roads (in line with the recommendations of Andrew Gilligan's report to the National Infrastructure Commission).
9. Clean Energy: It should scale-up investment in renewable energy - which, as it stands, is set to drop by 95% over next two years. Harnessing the clean energy that we have in abundance would be a win-win, both for tackling climate change and air pollution.
10. Ditch Coal: It should bring forward the coal phase-out date to 2023 at the least, and gradually end the £6bn a year subsidies in the UK to dirty energy. Pollution from the UK's coal-fired fleet causes roughly 2,900 premature deaths a year.

Accordingly, this Council asks the Leader to write to the City's MPs and the relevant Government Minister asking them to actively support such a new Clean Air Act.

15f Against harassment

Proposed by Councillor Taylor, seconded by Councillor Smith

Labour member motion

Council notes recent media reports around disclosures of sexual harassment but also reflects that most women, and some men, from all walks of life, have experienced unwanted attention including, in some cases, serious sexual assault.

Council welcomes responsible employers who encourage staff to report unwanted attention at work and who investigate and take action against those responsible.

Council also welcomes the work that has been done by the police to encourage women - and men - to come forward to report sexual assault whilst recognising that more still needs to be done to ensure that successful prosecutions are achieved where appropriate.

The City Council calls on all employers in Oxford to ensure that staff are aware of their rights to raise concerns and be listened to and how to report them. No woman or man should feel unable to challenge or report sexual harassment or assault.

15g Free city centre wifi

Proposed by Councillor Gant

Liberal Democrat member motion

Council asks officers to explore a scheme for free city centre wi-fi

Council notes that this council has previously supported a similar approach in Oxford, but that moves towards introducing such a scheme were not successful.

Council recognises that the situation regarding access to free wi-fi has evolved, with many cafes now providing coverage which covers parts of the city centre.

However, by definition this coverage remains by its nature fragmented.

Council believes the case exists for revisiting the Norwich model (see links), and asks the Board Member to ask officers to prepare a report for the City Executive Board into the feasibility of such a scheme for Oxford

<http://www.edp24.co.uk/news/tech/norwich-city-centre-gets-free-wi-fi-1-4343291>

<http://www.norwichbid.co.uk/a-stronger-voice/wi-fi/>

15h Phasing out unnecessary single-use plastics

Proposed by Councillor Brandt, seconded by Councillor Simmons

Green member motion

This Council resolves to request the Board Member to:

Request that a report be brought to CEB on the options for bringing an end to the use of unnecessary Single Use Plastics (SUP) in Oxford, taking account of the following measures to:

- a) enable Oxford City Council to become a full signatory of the 'Plastic Free Pledge', by phasing out the use of unnecessary SUPs in all City Council buildings, and working with commissioning partners to end the purchase and procurement of SUPs through the Council's supply chain;
- b) encourage the city's businesses, organisations and residents to go 'plastic free,' working with best practice partners in the city to explore the creation of a 'plastic free network,' that could provide business support, practical guidelines and advice to help local businesses transition from SUPs to sustainable alternatives;
- c) to incentivise traders on Council land to sell re-usable containers and invite customers to bring their own, with the aim of phasing out SUPs; including investigating the possibility of requiring food and drink vendors to avoid SUPs as a condition of their event permission, strengthening the existing conditions and guidance circulated to exhibitors and traders.

Supporting Information

There is a need to be aware of the damaging impact that Single Use Plastics (SUP) have on both our environment and public health, recognising that Oxford City Council has a key role to play in reducing plastic waste.

(1) Unnecessary (i.e. excluding medical items) Single-Use Plastics (SUP) used once before disposal e.g. bottles, cups and straws, are not widely recycled. SUPs can take up to 600 years to degrade, breaking into fragments that cause damage to the environment and permeate the food chain. Recent studies found that 72% of U.K tap water samples were contaminated with plastic fibres, and a third of all fish caught off the British coast contained plastic.

(2) The Plastic Free Pledge encourages organisations and individuals to reduce SUP waste <https://plasticfreepledge.com/> A petition calling on the Government to reduce and end SUPs here: <http://bit.ly/2xSFLhs>

(3) Several trailblazing businesses and organisations in around the Country have already implemented plastic free alternatives

15i Support for the union national wage claim

Proposed by Councillor Price

Labour member motion

Oxford City Council wishes to record its sincere thanks to its staff and to the two recognised unions (UNISON and Unite) for the maintenance of a strong record of cooperation and mutual respect, reflected in particular in the conclusion of a further local pay agreement this year, and constructive negotiations relating to the establishment of the Local Authority Trading Company.

It notes however that:

- For most workers in local government and schools, pay and other terms and conditions are determined by the National Joint Council (NJC) for local government services
- On average, across the country, NJC basic pay has fallen by 21% in real terms since 2010
- NJC workers had a three-year pay freeze from 2010-2012 and have received only a 1% pay increase annually since then
- NJC pay is the lowest in the public sector
- The likelihood of rising inflation following the vote to leave the European Union will worsen the current public sector pay inequality.

This council therefore supports the NJC pay claim for 2018, submitted by Unite, UNISON and the GMB on behalf of council and school workers and calls for the ending of public sector pay restraint.

Council also notes the continuing real decline in local government funding in the face of increased levels of demand in many services and calls on the Government to provide the additional resources that will allow local authorities to fund a decent pay rise for NJC employees as well as the maintenance of the levels of service that citizens have a right to expect in an affluent society.

Council resolves to ask the Leader of Council to:

- 1. to express Council's support to the LGA for representations to be made to Government to fund the NJC claim and a pay spine review; and to**
- 2. write to the Prime Minister and Chancellor supporting the NJC pay claim and seeking the additional resources needed to fund a decent pay rise and a pay spine review.**

16 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.

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Minutes of a meeting of the COUNCIL on Monday 2 October 2017



Committee members:

Councillor Fooks (Lord Mayor)

Councillor Altaf-Khan (Sheriff)

Councillor Anwar

Councillor Brandt

Councillor Clarkson

Councillor Curran

Councillor Goddard

Councillor Hayes

Councillor Hollingsworth

Councillor Iley-Williamson

Councillor Ladbroke

Councillor Lloyd-Shogbesan

Councillor Malik

Councillor Paule

Councillor Pressel

Councillor Rowley

Councillor Simmons

Councillor Smith

Councillor Taylor

Councillor Tidball

Councillor Upton

Councillor Wilkinson

Councillor Simm (Deputy Lord Mayor)

Councillor Abbasi

Councillor Azad

Councillor Brown

Councillor Cook

Councillor Gant

Councillor Haines

Councillor Henwood

Councillor Humberstone

Councillor Kennedy

Councillor Landell Mills

Councillor Lygo

Councillor Munkonge

Councillor Pegg

Councillor Price

Councillor Sanders

Councillor Sinclair

Councillor Tarver

Councillor Thomas

Councillor Turner

Councillor Wade

Councillor Wolff

Apologies:

Councillors Chapman, Fry, Goff and Tanner sent apologies.

Councillors Ladbroke and Turner arrived late: Councillor Haines left before the start of Minute 47.

34. Declarations of interest

There were no declarations.

35. Minutes

Council agreed to approve the minutes of the meetings of 20 July (with a change to Minute 20 to delete Cllt Altaf Khan's name and replace with '*Cllr Altaf Khan did not have to leave as he did not have a current disclosable pecuniary interest to declare but chose to do so in response to a query from Cllr Hayes.*') and 22 August as a correct record and that the Lord Mayor should sign these as such.

36. Appointment to Committees

There were no appointments to Committees.

37. Announcements

The Lord Mayor announced:

- Visit to Bonn and celebration of 70th anniversary of the twinning link
- Surprise visit from the King of a part of Nigeria to Oxford and Somerville College.
- A successful St Giles Fair
- HRH Duke of Cambridge spoke at the National Police Chiefs' Council mental health and policing conference in September.
- At the APSE conference the Street Cleansing and Streetscene team won the 'best service team of the year' award.
- An upcoming event in Oxford to collect memories and thoughts for a book for World Mental Health Day 10 October.

The Lord Mayor announced that this was Rev Robert Wilkes' last Council meeting would attend. She thanked him for his service to the city and the church as City Rector since 2009, and wished him well in his retirement.

She also announced the retirement of Pat Jones, Committee and Member Services Manager at the end of October and wished her well.

The Sheriff announced:

- He had attended a dinner in support of the air ambulance service: they will shortly be taking delivery of a new helicopter
- He had attended the AGM of the National association of town and city sheriffs—in 2018 this will be in Oxford
- The annual Port Meadow cattle round up had taken place and, despite the interventions of wild geese, the councillors and Freemen did check and count all the cows.

The Leader announced:

- His thanks to Doug Loveridge, Streetscene Services Manager, who was instrumental in helping his team win the APSE award.
- As of 2 October he has appointed Councillor Susan Brown as statutory deputy leader of Council and Councillor Ed Turner to the non-statutory deputy role.
- All councillors were invited to the opening of the Leiden square at the new Westgate centre.
-

With the permission of the Lord Mayor, Councillor Brown made a statement about Universal Credit. This would be going ahead in Oxford from 18 October. The Council was mindful of the serious difficulties the all-online processing and the inbuilt delays in payments created for people moving onto the benefit. The City Council was able to provide some help and advice for people moving onto this benefit and would advise anyone who may be affected to be sure that they were prepared.

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

There were no public speakers in this section.

39. Investment in existing property portfolio

Council considered a report from the Interim Assistant Chief Executive – Regeneration and Economy seeking 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 (previously submitted to the City Executive Board meeting on 19 September 2017).

Councillor Price, Leader of the Council, presented the report and moved the recommendations.

Council resolved 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.

40. Transfer of 10 flats purchased under the Temporary Accommodation purchase scheme from the General Fund into Housing Revenue Account

Council considered a report from the Head of Housing Services asking for 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 (previously submitted to the City Executive Board meeting on 19 September 2017).

Councillor Rowley, Board Member for Housing, presented the report and moved the recommendations.

Council resolved 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.

41. To align Oxpens and Westgate Shopping Centre's car park tariffs

Councillor Ladbroke arrived at the start of this item.

Council considered a report from the Head of Direct Services seeking to align the Oxpens Car Park tariff with that of the Westgate Shopping centre (previously submitted to the City Executive Board meeting on 19 September 2017).

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

Council resolved 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.

42. Response to Cherwell District Council's Local Plan Partial Review consultation

Council considered a report from the Head of Planning, Sustainable Development and Regulatory Services 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, presented the report and moved the recommendations.

Council resolved 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.

43. Appointment of Monitoring Officer, Returning Officer and Electoral Registration Officer from November 2017

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

Councillor Price, Leader of the Council, presented the report and moved the recommendations.

Council resolved 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.

44. City Executive Board Minutes

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

a) Minutes of meeting Tuesday 18 July 2017 of City Executive Board

Minute 41: Councillor Simmons asked for and received confirmation that the proposed fast chargers would deliver a full charge in 30-40 minutes.

b) Minutes of meeting Tuesday 15 August 2017 of City Executive Board

Minute 54: Councillor Wilkinson asked if CEB took into consideration that no other LA has found it appropriate to delegate a representative to that group and that all other attendees funded subsistence and travel themselves.

Councillor Price confirmed that that was not considered.

c) Minutes of meeting Tuesday 19 September 2017 of City Executive Board

Minute 67: Councillor Thomas asked when the proposed conference of stakeholders in recommendation 4 would be organised.

Councillor Rowley said this would be organised as part of the consultation on the housing strategy.

45. 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.

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

Four speakers addressed Council.

1. Liz Sawyer spoke about her concerns over the proposed extension at Seacourt Park and Ride.
2. Judith Harley addressed Council asking for the compulsory purchase of William Morris Sports Ground for leisure use.
3. Artwell addressed Council about the need for improved community facilities in Barton
4. Stefan Piechnik read a statement on behalf of James Lawson about the impact of the tower block refurbishment on Mr Lawson's well-being.

Two speakers asked questions of the relevant Board member:

5. Artwell asked about the Barton regeneration project and community facilities.
6. Judith Harley asked about the applications of Local Plan policy SR2 and Councillor Hollingsworth responded.

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.

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

Councillor Turner arrived during this item.

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

At the start of this agenda item the Lord Mayor asked for and Council agreed to an extension of time for debate to 30 minutes.

In response to the petition, Council considered a motion proposed by Councillor Gant and seconded by Councillor Thomas (subsequently amended by the proposer) and an amendment to this proposed by Councillor Hayes and seconded by Councillor Rowley.

Councillor Thomas thanked the petitioner for organising the petition and requesting the debate.

Councillor Hayes commended the officers working with homeless people and on the streets and thanked them for their professionalism. He explained the current process for issuing these Community Protection Notices.

Councillors briefly debated the work undertaken with the street homeless and rough sleepers, and the issues around balancing the needs of this community and the wider public and business community in the city.

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

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

Council resolved to adopt the following motion:

1. 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.
2. Council notes the good work done by Council officers and voluntary organisations to support homeless residents in this city
3. 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.
4. Community Protection Notices (CPNs) are used to address unreasonable behaviour that is detrimental and persistent. Fire hazards in a central Oxford street with a high footfall are detrimental to everyone working in the building and people in the vicinity if there was an incident. In the case referred to in the petition, Council welcomes the judgement of officers that the fire safety of people working within the building should take precedence."
5. Council acknowledges that all enforcement decisions are taken on a case by case basis, in accordance with the Council's Corporate Enforcement Policy which place a requirement on council officers to resolve cases using the lowest possible intervention suitable to circumstances of the case. Contrary to recent publicity, only the court can fine a person for breaching a CPN. This Council is not taking anyone to court.

This Council recognises there may indeed be circumstances where issuing a CPN is necessary and in order to provide sufficient checks and balances, this Council requests that the City Executive Board review the process with a view to including appropriate checks such as:

- **No CPN should be issued by a Council employee (or contracted staff) without a dual sign-off, one from either the Chief Executive, Deputy Chief Executive or a Director, and the other from the Head of Law and Governance; and that**

- **Before signing, the signatories must continue to satisfy themselves that the CPN is considered, appropriate, proportional, and humane and that all other reasonable courses of action have been explored, as already happens.**

48. Outside organisation/Committee Chair reports - Environmental Waste Partnership

Council had before it a report from the Environmental Sustainability Manager setting out the work of the Oxfordshire Environment Partnership, submitted on behalf of the Board Member for a Clean and Green Oxford.

Councillor Price moved the report in Councillor Tanner's absence.

Council noted the report without comment.

49. Scrutiny Committee Annual Report for 2016/17

Council had before it the Annual Report of the Scrutiny Committee.

Councillor Gant moved the report and thanked the Scrutiny Officer and the committee services staff who supported the committee. Councillor Simmons thanked Councillor Gant for his chairing of the committee and members for their contributions.

Council resolved to note the report without comment.

50. Motions on notice - 2 October 2017

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

Council adopted motions as set out in these minutes:

- 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.

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

Councillor Clarkson proposed the submitted cross-party motion as set out in the briefing note.

Councillor Altaf-Khan seconded the motion.

Councillor Wolff supported the motion.

Councillors noted that this motion, if agreed, did not take effect and a special Council meeting must be arranged to formally implement this resolution.

After debate and on being put to the vote, the motion was declared carried by a unanimous vote in favour.

Council agreed the following 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.

b) Against modern slavery

Councillor Hayes proposed his submitted motion as set out in the briefing note. He drew councillors' attention to Thames Valley Police's 'Hidden Harm' campaign to tackle abuse with a focus on modern slavery.

Councillor Tidball seconded the motion.

During the debate, Councillor Wade said she would like to see the scope of this motion extended to treat people fleeing domestic violence and slavery equally, to provide safe houses for those in urgent need of support, and to offset this by offering support for up to a year where no other support is available.

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

Council agreed the following 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.

c) Benefits of EU membership

Councillor Gant proposed his submitted motion as set out in the briefing note, and drew attention to a change to correct an inaccuracy.

Councillor Goddard seconded the motion.

Councillor Hollingsworth said he would have preferred to remove the second and third paragraphs of the preamble as he considered these unhelpful, but was prepared to support the remainder of the motion. Councillor Price reminded councillors that their influence in this national area was limited.

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

Council agreed the following 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 abstained on 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.

d) Promoting Cycling Safety in Oxford

Councillor Wolff proposed his submitted motion as set out in the briefing note.

Councillor Upton seconded the motion.

After debate, and noting that the City Council had limited powers as this area was the responsibility of Oxfordshire County Council, and on being put to the vote, the motion was declared carried.

Council agreed the following 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.**

Charter as presented to Council as part of this motion:

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

The meeting started at 5.00 pm and ended at 9.00 pm

Chair

Date: Monday 27 November 2017

To: City Executive Board
Date: 21st November 2017
Report of: Head of Community Services
Title of Report: Museum of Oxford Hidden Histories Redevelopment Project

Summary and recommendations	
Purpose of report:	To update Members on the Museum of Oxford Hidden Histories Redevelopment Project and to request approval to the revised project budget.
Key decision:	Yes
Executive Board Member:	Councillor Dee Sinclair, Board Member for Culture and Communities
Corporate Priority:	Stronger and Active Communities, Vibrant and Sustainable Economy, Efficient and Effective Council, Cleaner Greener Oxford
Policy Framework:	Culture Strategy 2015-18, Oxford Town Hall Conservation Plan, Oxford City Council Corporate Plan
Recommendation(s): That the City Executive Board resolves to:	
<ol style="list-style-type: none"> Note the progress made on the Museum of Oxford Hidden Histories Redevelopment Project; Recommend to Council the increasing of the projects overall capital budget by £611,754 to £2,842,804 and the Councils capital contribution from £315,000 to £1,340,106 to be financed by prudential borrowing in accordance with paragraph 22 and 25; Note the increase in the Councils revenue budget in respect of the additional cost of operating the new museum of £30k per annum with effect from 2020/21 which will be raised during the forthcoming budget setting process (paragraph 28). 	

Appendices	
Appendix 1	Design drawings and artist impression images
Appendix 2	Project benefits
Appendix 3	Project costs and funding sources
Appendix 4	Fundraising- CONFIDENTIAL
Appendix 5	Risk log
Appendix 6	Equalities Impact Assessment

Introduction and background

1. The Council has been committed to the redevelopment of the Museum of Oxford for a number of years to maximise on the opportunity to expand into unused space in the Town Hall to create a *people's museum* for Oxford uncovering more of the City's hidden histories.
2. The Museum of Oxford is located in the front right quarter of the Town Hall. The museum formerly extended into the full front right quarter both within the ground floor and basement, it now only extends into two small rooms called the Explore Oxford Galleries. This was considered as the first phase of the Museums redevelopment and there is an audience demand to increase the space.
3. Since 2015 the Museum team have been working with the Heritage Lottery Fund (HLF) on developing a scheme that would attract significant external funding. The project team have also focused on making sure the project is complementary to the Town Hall. Designs have now been completed along with detailed estimations on how much the project will cost to deliver.
4. The project will see the existing museum triple in size and will enable us to better preserve the Grade II*-listed Oxford Town Hall. Existing spaces will be connected to create two new gallery spaces on the ground floor with flexible displays and new interpretation using digital media telling the story of the people of Oxford and the rich, fascinating and world-famous history of our City. On the lower ground floor a new state of the art learning space with learning resources for schools will be created as well as a new 'Museum Makers' area so that local diverse community groups can get involved in creating exhibitions. There will also be a new shop and reception desk which together form a much improved welcome area for the Museum, accessible from the entrance of the Town Hall and improved facilities for the museum's 100+ volunteers.
5. The scheme is now fixed. The developed designs have gone through three rounds of value engineering to make sure that they provide value for money and meet the Council's and HLF outcomes. It is the option that represents the best balance of cost and benefit for the Council and public of Oxford and the likelihood of securing HLF external funding.
6. In July 2017 the Museum of Oxford Development Trust was established and received charitable status, the Trusts purpose is to raise funds for the Museum and it is separate from the Council.

The Museum of Oxford Hidden Histories Redevelopment Project

7. Our vision is for an inclusive people's museum; a resource for discovering, interpreting, and sharing the rich heritage of Oxford's diverse communities. Our focus will be on individuals, communities and businesses whose stories have sometimes been overwhelmed by Oxford's defining narratives. We will create a transformational experience and visitors who engage with Oxford's hidden histories will see the city in a different and richer light.
8. The project will open up and share the heritage of the city's communities through stories that radiate out from the Town Hall, the historic building at its centre, by:
 - making objects currently in storage accessible; uncover archival records mapping the city's development; and explore Oxford's heritage through academic research and oral histories;
 - building on our strong relationships with the city's communities - including new and emerging communities - to develop dynamic, flexible exhibitions co-curated with those communities;
 - deepening the visitor experience through state of the art, interactive displays; and
 - providing more space, and more flexible use of space to accommodate school, group and tourist visits, community use, and events.

The project is designed to allow Museum of Oxford to meet the requirements of its aims- creating a sustainable Museum that is fit for the future and will enable the Museum to achieve accreditation from Arts Council England.

9. Alongside the capital works will be the delivery of an exciting and inclusive Activity Plan delivered using HLF monies and volunteer hours. This activity plan has been designed to target the following audiences, who have often felt excluded in the past from the existing culture offer in the city:
 - Families with children under 8, living in Barton and Sandhills, Wood Farm;
 - Primary school children attending 2-3 relationship schools within regeneration area;
 - Young people (16-24) from a more diverse range of backgrounds across the City; and
 - Older people, particularly from regeneration areas.

These target audiences have been chosen following thorough market analysis work and to maximise on opportunities to establish new relationships and expand collections and stories.

10. The project's final designs and activity plan builds upon advice and feedback from HLF and from wide consultation with our partners, visitors and non-visitors, volunteers, museum staff, excluded youth and over 50s non-academic research groups. We have looked at other projects, in particular museum re-displays, in order to learn from others' best practice including: Experience Barnsley, Derby Silk Mill and Warrington Museum & Art Gallery. The project designs incorporate advice and feedback from Property Services, the Local Planning Authority Conservation Officer, Historic England and results from building survey work undertaken.
11. Project costs have increased as the project has moved from feasibility stage to developed design stage. This has been due to more work being required than initially forecast following on from the results of detailed building survey work, engagement with IT, requirements from Historic England and advice required from external professionals.

12. The Council has already been successful in securing £142,000 of HLF monies to deliver the project to date. We will be submitting our Round 2 bid of £1,634,710 to HLF for funding for this project at the end of November 2017 and will hear back if our bid has been successful in March 2018. If we are successful in our HLF bid, we will start technical design in May 2018, tenders will be issued in winter 2018, construction will start July 2019 and the new museum will be open in summer 2020.
13. See appendix 1 for the design drawings and artist impression images of how the new Museum will look. Please see background papers for the full set of high resolution original drawings and images, along with a fly through video.

Project Benefits

14. The benefits that will be realised by delivering this project are shown in appendix 2.
15. The project contributes to delivering “a world class city for everyone”- giving voice to the stories of the individuals, communities and businesses who have built our culturally diverse city. Inclusivity is a core principle of this proposed redeveloped museum.
16. The project contributes to delivering “stronger and active communities” by creating new museum space (with improved facilities) to undertake targeted community engagement work with young people in regeneration zones and underrepresented groups as well as space to provide a programme of school age and adult learning. 50 additional volunteers will be recruited.
17. The project contributes to delivering a “vibrant and sustainable economy” allowing the Museum of Oxford to be at the forefront of the emerging new cultural quarter in the city increasing cultural tourism and spend in local economy.
18. The project contributes to the delivery of a “cleaner greener oxford” by installing improved gallery lighting (full LED) using flexible systems which are long term and energy efficient.
19. The project contributes to delivering an “efficient and effective Council” by:
 - a. Enabling the Museum of Oxford to offset 36% of its expenditure by 2025/26 (currently at 19%).
 - b. Increasing the income generation in wider Town Hall by being the first project to enable the delivery of a wider redevelopment vision for the Town Hall ground floor.
 - c. Increasing the income generation per annum for the Council’s Housing Company by enabling the Council to manage the holiday rental of Blue Boar Street Flat in house.
 - d. Removing over £187k of backlog maintenance requirement in the Town Hall.
20. The project contributes to delivering on the Town Hall Conservation Plan by stripping back the disfiguring 1970s accretions, installing improved and efficient mechanical and electrical infrastructure and installing 2 platform lifts allowing Disability Discrimination Act (DDA) compliant access for more of the Town Hall.

Financial implications

21. Project costs have increased as the project has moved from feasibility stage to developed design stage. This has been due to more work being required than initially forecast following on from the results of detailed building survey work, engagement with IT, requirements from Historic England and advice required from external professionals.
22. Appendix 3 shows the capital and revenue costs of the project together with proposed funding. Delivery of this project is to be funded by Heritage Lottery Funding (HLF), fundraising, Council capital and Council Town Hall maintenance budget. The revised project costs at £2.843 million have risen since the original proposals were prepared by £611,754 (as explained in paragraph 11). If the project is to move forward the Council would need to fund this additional spend increasing its contribution to the project from an original £315,000 to £926,654.
23. The project funding envelop assumes £451,000 is raised from external fundraising (see Appendix 4). The Museum of Oxford Hidden Histories Redevelopment Project has a detailed fundraising strategy and plan which is currently being delivered to raise the £451,000 with £37,548 been raised to date. In order to provide confidence to HLF about delivery the Council needs to underwrite the balance of this capital contribution of £413,452 in the event that this target is not reached. In the event that these monies are subsequently raised they will be returned to capital resources.
24. Therefore the recommendation to Council is to increase its total contribution for the scheme to £1,340,106 i.e. £926,654 plus £413,452. Any monies subsequently received from fundraising can be returned to the Councils capital resources
25. The additional capital expenditure could be financed from Prudential Borrowing which would carry an additional revenue cost of 2% per annum plus a minimum revenue provision (MRP) charge to revenue for repayment of debt of approximately £45,000 per annum.
26. Whilst this is a significant increase, the project is still leveraging in £1.777m of external funds to be spent on improving a Council owned asset- a ratio of £1.29 external funds for every £1 of OCC funding (45% internal funding; 55% external funding).
27. The museum will remain operational during the build programme which is not likely to be completed until 2020-21. Elements of the new build programme will come on stream during this process, the museums activity plan will be delivered and promotion and publicity of the new facility will also need to take place. The estimated cost of this activity during the 4 year period up to 2020/21 is £362,360 which would be funded in its entirety by monies from the HLF bid.
28. The current net budget for the museum service is £95k per annum. During the build programme there are likely to be variations in this figure as admissions to and activity within the temporary relocated museum vary which will be managed within existing budgets. Once fully operational it is estimated that there will be additional net expenditure of approximately £30k per annum. A budget bid for this additional cost will be made through the forthcoming budget setting process. The opportunity will be taken to review the operational plans for the Museum before it is opened

from the perspective of it being one operation within the wider Town Hall asset. The intention of this will be to maximise on opportunities for the Museum and the wider Town Hall to develop further income generating activities to strengthen the vitality and long term sustainability of this quality asset.

29. There are associated financial benefits with delivering the new Museum for the wider Town Hall which are listed in section 18.

Legal issues

30. Local authorities have the power under the Public Libraries and Museums Act 1964 'to provide and maintain museums and galleries' (S12), 'charge for admission to museums and galleries' (S13), contribute to expenses of museums and galleries' (S14) and 'to establish fund for purchase of exhibits' (S15).
31. When delivering this project the Council must adhere to relevant Building control regulations, Listed Building Consent (Grade II*), security requirements under Town Hall Asset Insurance for all entrance/ exits doors (Blue Boar Street).
32. When spending monies secured externally the Council must adhere to the terms and conditions under which monies have been provided.

Level of risk

33. A Risk log for the project is included in appendix 5.
34. If the Council decided not to increase their capital contribution then this project would stop and we would not submit our Round 2 bid. There is no financial penalty for not submitting Round 2 funding bid after spending HLF Round 1 monies (we received £142k to develop the scheme) as long as all Round 2 output has been delivered. However the impact will be bad publicity for the Council and the Council is unlikely to get this sort of opportunity again with HLF.
35. If the Council was not successful at securing the Round 2 HLF funding then this project would stop and we would be left with the current situation of 2 small Explore Oxford galleries and annexed space on the ground floor and basement. These spaces would still require £187k spent on them in terms of maintenance in the coming years which would need to be funded by Council finances. To bring these annexed spaces into a fit for use function, be it income generating or otherwise, then significant capital investment would be required which is unlikely to attract external funding.

Equalities impact

36. A full Equalities Impact Assessment was undertaken in 2016 on the project and reviewed by Jarlath Brine. See appendix 6 for the full completed Equalities Impact Assessment.
37. There are no perceived problems with the project in relation to Equalities Impact as Oxford's Hidden Histories will make the Museum service more accessible and relevant to more local people and visitors to Oxford.

Conclusion

38. If the Council wants to have a Museum that is fit for purpose now and for the future this is the best option.

Report author	Helen Vaughan-Evans
Job title	Capital Programme Project Manager
Service area or department	Sustainable City
Telephone	01865 252156
e-mail	hvaughanevans@oxford.gov.uk

Background Papers:	
1.	Architectural design- As proposed basement plan.pdf
2.	Architectural design- As proposed ground floor plan.pdf
3.	Architectural design- Basement with demolition.pdf
4.	Architectural design- Ground floor with demolition.pdf
5.	Exhibition Design- ground floor 1.pdf
6.	Exhibition Design- ground floor 2.pdf
7.	Exhibition Design- basement 1.pdf
8.	Exhibition Design- basement 2.pdf
9.	Exhibition artist impression- ground floor – accessed here: https://www.oxfordhiddenhistories.org/info/5/ground_floor_gallery
10.	Fly through video- architectural design.avi- accessed here: https://www.oxfordhiddenhistories.org/info/5/ground_floor_gallery

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To: Council

Date: 27 November 2017

Report of: Executive Director (Organisational Development and Performance)

Title of Report: Extension of Interim Chief Executive's Fixed Term Contract

Summary and recommendations	
Purpose of report:	Council is asked to approve the recommendation of the Appointments Committee to extend the Interim Chief Executive's fixed term contract until 31 December 2020.
Key decision:	Yes
Executive Board Member:	Councillor Bob Price, Corporate Strategy and Economic Development
Corporate Priority:	None
Policy Framework:	Constitution
Recommendation(s): That Council resolves to:	
<ol style="list-style-type: none"> Agree the recommendation from the Appointments Committee for a 3 year extension to the Interim Chief Executive's current fixed-term contract to 31st December 2020; Consider the attached Equalities Impact Assessment and Risk Register in reaching its decision. 	

Appendices	
Appendix 1	Risk Register
Appendix 2	Equalities Impact Assessment

Introduction

- This report sets out the rationale for an extension to the Interim Chief Executive's fixed term contract which is currently due to expire on 31 December 2017.

Background

2. The Council's Constitution states at 20.8 that *'when the council wants to appoint a Chief Executive or director, it will produce a job description and person specification and send them to anyone who asks. The post will be advertised in a way that will bring it to the attention of suitable applicants'*. The briefing provided by the Council to SOLACE for the initial search process for the Interim Chief Executive and the key objectives for that appointment was detailed as an appendix to the report to the Appointments Committee on 10 October 2017.
3. The terms of the current contract, which expires on the 31 December 2017, were agreed in May of this year. The reasons for employing an interim at that time rather than a substantive post holder were: the uncertainty surrounding Local Government Review; the potential detrimental impact of that uncertainty on attracting candidates of suitable calibre; the need to continue to influence and shape the debate with neighbouring District Councils around a collaborative working model; and, the time lag involved in making a substantive appointment.
4. Several recruitment agencies including SOLACE were invited to submit CVs from suitable applicants. Four candidates were put forward for consideration by SOLACE and the post was offered to Mr Mitchell. The contract was for an initial 7 month period ending in December 2017, with an option to extend beyond this point by mutual agreement.
5. The Appointments Committee met on 10 October to consider a paper that proposed an extension to the current fixed-term contract for a period ending 31 December 2020, taking into account a number of concerns and issues as set out below:
 - There is no indication from the Secretary of State's office as to when a decision will be confirmed on the County Council's application for Unitary Authority status. The uncertainty surrounding the Unitary question, as well as the absence of an announcement on the Chief Executive position were both cited by the Trade Unions as key factors for growing levels of staff uncertainty and lower levels of staff morale at a meeting of the Partnership Working Group on 27 September.
 - The recent confirmation that the Leader will stand down shortly also increases the need for stability and certainty in relation to the Chief Executive role during this transitional period.
 - Extending the current contract to December 2020 will also take us past the new constituency boundary elections in May 2020, which will enable the new Council member structure to become established and then consider the recruitment of a new Chief Executive.
 - The current post holder has played a significant and widely recognised role in developing partnership working with a number of key strategic partners on a regional and national basis, as well as positioning the City Council in the forefront of these initiatives. There are also a number of applications involving a number of key strategic partners for large-scale infrastructure and regeneration funding opportunities, and it could be potentially damaging to the Council's interests if the momentum created by the current role holder was lost.
6. The Appointments Committee approved the recommendation to extend the current fixed-term contract to 31 December 2020. It also confirmed, under its delegated

authority, that the salary for fixed term contract would be based on the current Chief Executive pay grade structure that was established in October 2015.

7. However, given the length of the proposed fixed-term contract extension the Appointments Committee was advised by officers that this matter should be considered as a recommendation to a full Council meeting at the earliest opportunity.
8. In order to comply with legislation, members of the City Executive Board were asked to confirm whether they had any objections to the Appointment Committee's recommendations. No objections were received.

Other implications

9. Members are asked to note that extending the current contract to 31 December 2020 will create an entitlement to redundancy compensation. Under current employment legislation and Council policy this will be limited to a maximum of 4 ½ weeks' pay at the expiry of the contract. No Local Government Pension Scheme related costs will be incurred by the Council at the expiry of the proposed contract.
10. Given the length of the contract extension and the fact that the post, while competitively selected, was advertised through recruitment agencies only, there remains the potential for a challenge to the current proposal. It is therefore important that the Council notes and makes it clear that this appointment is not to a permanent role, but is a continuation of the original interim appointment.

Financial implications

11. There is adequate provision for the employment of the post of Interim Chief Executive within the Council's budget.

Legal issues

12. The legal implications of the proposal are set out in the report.

Level of risk

13. A Risk Register is attached at Appendix 1.

Equalities impact

14. An Equalities Impact Assessment is attached at Appendix 2.

Report author	Paul Adams
Job title	HR and Payroll Manager
Service area or department	Business Improvement
Telephone	01865 529851
e-mail	padams@oxford.gov.uk

Background Papers: None

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Appendix 1: Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
	Challenge to contract extension	Threat	Perception that contract extension contravenes Council's Constitution		29/9/17		3	1	2	1				The contract extension process in itself does not contravene the provisions of the Council's constitution. Similarly the earlier recruitment process used by SOLACE on the council's behalf addresses the requirements of the Constitution.				
	Challenge to contract extension	Threat	Perception that contract extension contravenes Council Recruitment and Selection Policy		29/9/17		3	1	2	1				A contract extension does not fall within the scope of the 'open competition' requirements of the Recruitment and Selection policy.				
	Council exposure to termination payment liabilities [redundancy]	Threat	Contract extension takes service beyond 2 years		29/9/17		2	1	1	1				Service at the revised contract expiry will be less than 4 years. The current role holder does not have continuous local government services, so termination payments will be limited to maximum of 4.5 weeks' pay under current legislation and policy].				
49	Council exposure to termination payment liabilities [pension]	Threat	Contract extension takes service beyond 2 years		29/9/17		2	1	1	1				The current role holder is not an active member of the LGPS				
	Council exposure to liability under IR35 regulations	Threat	Contract extension takes service beyond 2 years		29/9/17		2	2	1	1				The current role holder is within scope of IR35 and on the Council's payroll and paying tax and national insurance contributions as an employee of OCC.				

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Initial Equalities Impact Assessment screening form

1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The proposal potentially disadvantages internal and/or external applicants from applying for the post. The impact is such that the process could be challenged either internally or externally under the Council's Constitution, Recruitment and Selection and Equalities Policy.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

No changes are proposed to the Constitution or policy documents referred to above.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

The issues and potential risks associated with the proposed fixed-term contract extension have been discussed with officers and the Leader of the Council. They are also set out in a report to the Appointments Committee which asks for Committee approval to extend the current fixed-term contract.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

The issue under consideration by the Appointments Committee is a 3 year extension to a current fixed-term contract, so the 'open competition' requirements of the Recruitment and Selection Policy do not apply. However, given the nature of the role and the length of the extension that could be challenged.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

The report is focused solely on an extension to the current fixed-term contract and makes no recommendation for the post's occupancy beyond the proposed fixed-term expiry date of 31 December 2020.

Arrangements beyond this date will be subject to separate determination in accordance with the legal and Constitutional requirements on the Council.

Minutes of a meeting of the CITY EXECUTIVE BOARD on Monday 16 October 2017



Committee members:

Councillor Price (Chair)	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
Caroline Green, Assistant Chief Executive
Lindsay Cane, Acting Head of Law and Governance
Nigel Kennedy, Head of Financial Services
Ian Wright, Service Manager Environmental Health
Sarah Chesshyre, Planner Apprentice
John Mitchell, Committee and Member Services Officer

Also present:

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

None
None

Apologies:

Councillor Turner sent apologies.

77. Declarations of Interest

None received

78. Addresses and Questions by Members of the Public

Sarah Lasenby addressed the Board, expanding on her previously provided submission concerning the difficulties faced by those with mobility and related issues. She was grateful for the reply provided by Councillor Price. Both her submission and response are attached to this minute.

The question put by Alex Curtis relating to rough sleepers and the response provided by Councillor Rowley are attached to this minute

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

Cllrs Gant and Cook spoke in relation to item 13, Oxford Station SPD and their contributions are recorded under that item.

80. Councillor Addresses on Neighbourhood Issues

None

81. Items raised by Board Members

None

82. Scrutiny Committee Reports

Councillor Gant was grateful to Board Members for their positive responses to Scrutiny Committee recommendations.

In relation to the report on Assessing Disability Impacts in Planning, this was a matter that needed to be kept under review and, also, although not referred to in the recommendations, planning should take account of cognitive disability.

In relation to the report on the Oxford Design Review Panel, it was clear that the Panel had a valuable role to play. He noted two changes to the recommendations as originally crafted by the Committee. First, that access to heritage expertise should be limited to projects in conservation areas, secondly the proposal that Councillors be alerted to pre-application proposals was constrained to some extent by the fact that such proposals are normally confidential.

83. Review of Discretionary Housing Payment Policy

The Executive Director for Organisational Development & Corporate Services submitted a report which sought approval for the maintenance of the existing Discretionary Housing Payment policy.

Councillor Susan Brown, Board Member for Customer and Corporate Services spoke the report reminding members of the Board that this was an annual exercise. On this occasion the report was unremarkable as no changes to the present policy were proposed. In discussion it was noted that a combination of factors (notably the introduction of Universal Credit and the 6 week delay between its allocation and the time of application) were serving to drive poorer members of the community further into poverty, perpetuating the cycle of deprivation.

The City Executive Board resolved to:

Approve the maintenance of the existing Discretionary Housing Payment Policy.

84. Draft Housing Assistance and Disabled Adaptations Policy 2018

The Head of Planning, Sustainable Development and Regulatory Services submitted a report which sought approval to consult on proposed changes to the Housing Assistance and Disabled Adaptation Policy.

Councillor Mike Rowley, Board Member for Housing spoke to the report and was pleased to report the increase in the Disability Facilities Grant (a subset of the Better Care Fund). The proposed amendments to the policy would make a significant contribution to helping residents avoid unnecessary hospital admissions and facilitate speedier discharge from hospital than would otherwise be the case.

The City Executive Board resolved to:

Approve the draft Housing Assistance and Disabled Adaptation Policy for a City wide consultation.

85. Regulating the Private Rented Sector

The Head of Planning, Sustainable Development and Regulatory Services submitted a report which set out the preferred option for changing the regulation of the private rented sector in Oxford.

Councillor Alex Hollingsworth, Board Member for Planning and Regulatory Services introduced the report and noted his appreciation of the Scrutiny Committee's prior consideration of it.

The scope of the scheme was constrained to some extent by central government requirements but the recommendations would, nonetheless, represent an next important step in improving conditions in the private rented sector.

The overall objective of the scheme was to ensure that people living in the private rented sector can do so in a safe and healthy environment. The scheme was not intended to raise money (via civil penalties) or to penalise landlords for their own sakes. The money raised, would, however, be put to good use by meeting the costs of the scheme and creating a ring fenced account to fund further enforcement activity.

The City Executive Board resolved to:

1. **Approve** the option of establishing and pursuing a 5 year proactive inspection programme of unlicensed privately rented properties.
2. **Approve** the use of all the funds generated from Civil Penalties issued under the Housing and Planning Act 2016 for the purposes of enforcement in the private rented sector.
3. **Approve** the Civil Penalty Protocol and delegate authority to the Head of Service for Planning, Sustainable Development and Regulatory Services to review and update the protocol in consultation with the Head of Law and Governance and the Executive Director.

86. Lucy Faithfull House

The Head of Housing Services submitted a report which sought approval to demolish Lucy Faithfull House and to agree that officers investigate the viability of making the site available to the Council's housing company (OCHL) for development.

Councillor Mike Rowley, Board Member for Housing introduced the report by referring back to the response given to Alex Curtis attached to these minutes. He was confident that with the support of the third sector there were sufficient beds available to meet the needs of rough sleepers in the City. He paid particular tribute to the support of the City centre churches in this. At the beginning of the next financial year 167 beds will be available which is likely to exceed the level of need at that point.

The number of rough sleepers in the City has increased in recent year as has the level of provision. A significant proportion of rough sleepers have mental and or addiction difficulties which require specialist support. It was clear that Lucy Faithfull House was neither suitable, in its present state, for rough sleepers nor necessary given provision elsewhere.

The City Executive Board resolved to:

1. **Approve** the demolition of Lucy Faithfull House.
2. **Authorise** officers to investigate the viability of undertaking the development of the site as outlined below with Oxford City Housing Limited (OCHL) as part of its overall development programme.

87. Review of Financial Inclusion Strategy 2014-2017

The Executive Director for Organisational Development & Corporate Services submitted a report seeking approval of the Financial Inclusion Strategy for 2017-2020 and requesting approval of £50,000 to fund emergency support for residents migrating to Universal Credit in the remainder of 2017/18.

Councillor Susan Brown, Board Member for Customer and Corporate Services, introduced the report noting that this second iteration of the policy was the product of a recent and helpful round of consultation.

It was important to remember that the City Council already had in place many and various strategies to support vulnerable members of the community and this strategy did not seek to replace those strategies. The strategy focussed on those areas where the Council was in a position to make a difference.

Discussion made further reference to the introduction of Universal Credit (UC) and its potentially profound consequences for some members of the community over the next few months. UC applicants were able to apply for a loan to cover the gap between application and receipt but that was limited to 50% of entitlement and had to be paid back over a very short period of time.

There was confidence that the £50k sought by the report, when made available to assist residents, could not subsequently be clawed back from them.

Applications for UC were heavily dependent on being able to do so digitally and help was available from Council officers to those for whom this presented a difficulty. A significant publicity campaign, via a variety of media, was underway to alert residents to the introduction of UC, of the need to apply and of the availability of help to do so.

The City Executive Board resolved to:

1. **Approve** the adoption of the revised Financial Inclusion Strategy for the period 2017-2020 attached at Appendix 1;
2. **Delegate** authority to the Executive Director Organisational Development & Corporate Services in consultation with the Executive Member for Customer and Corporate Services to review and update the Strategy's action plan.
3. **Utilise** £50,000 of the 2016/17 Council underspend to provide an emergency support scheme to cover essential living costs for people migrating to Universal Credit within the current financial year, and to delegate authority to the Executive Director Organisational Development & Corporate Services to develop the scheme in consultation with the Executive Member for Customer and Corporate Services.
4. **Approve** the necessary virement of the £50,000 for this purpose

88. Oxford Station SPD

The Interim Assistant Chief Executive – Regeneration and Economy and Executive Director for Sustainable City, submitted a report to consider the public consultation responses and then, subject to the proposed changes, to adopt the Oxford Station Supplementary Planning Document (SPD).

Councillor Cook (speaking as a Councillor with an interest in the item) thanked officers for the report and drew attention to representations (copies of which are attached to

these minutes) made by the Abbey Cripsey Road Residents' Association (ACRA) making particular reference to:

- 1) A recognition that all of Cripsey Road should be considered a 'sensitive edge'
- 2) The desirability of having a maximum of one access point from Cripsey Road onto Roger Dudman way
- 3) Access to the station from the western side should not be encouraged and the traffic generated properly managed
- 4) Tree Preservation Orders should be granted for "better quality" trees and where replacement trees are required then they should be of "significant species"
- 5) The current proposal for 54 staff car park spaces should be resisted
- 6) The need to update local residents about the proposed mitigation measures.

He concluded by noting that there is sufficient time to ensure that these and other issues are properly addressed.

The Interim Assistant Chief Executive - Regeneration & Economy said that most of ACRA's comments could be reflected in proposed minor amendments to the SPD. With regard to the staff parking issue, while the City Council might wish to see a reduction in the number of spaces due to existing franchise agreements made between Network Rail and the train operating companies it was considered to be difficult in practice to seek a reduction in these exceptional circumstances.

Councillor Price, Board Member for Corporate Strategy and Economic Development, said he would propose that the recommendations were amended so as to authorise the Head of Planning Sustainable Development and Regulatory Services to make such minor editorial adjustments as necessary to address ACRA's comments with particular reference to the access onto Roger Dudman way.

Cllr Price went on to refer to representation which had been made recently by the Youth Hostel Association (YHA) which was concerned that the SPD was silent on the matter of retaining YHA provision in the new development. He explained that the decision about whether or not to include such provision was for the developer and could be included in their planning submission if they were minded to do so. He hoped however that the YHA would continue to be actively involved in discussions and suggested that the recommendations be amended to make reference to the possibility for inclusion of the YHA as a use within the SPD, providing this can be accommodated by the landowner and developer.

The scheme is an important economic priority for the City and is at its commercial heart. There is a recognition of the importance of commercial viability which has always been central to the scheme and the Council had been working closely with stakeholders for some time to develop a shared vision. It had been very disappointing

to learn that Network Rail, as a key stakeholder, had recently expressed objections to particular aspects of the SPD which it had, hitherto, been supportive of.

Cllr Gant (speaking as a Councillor with an interest in the item) welcomed the opportunity to contribute to the discussion since it was evident that there were some issues which still needed to be addressed. The design principles were considered to be key to the success of this development and needed to promote a high standard of design. He suggested that the proposals for the taxi rank as currently conceived might encourage others to use it too. He was concerned that insufficient attention was being paid to protect the church of St Thomas and its immediate environs (which provided one of the City's important oases of quiet space). He noted the importance of ensuring that the scheme was as self-sustainable in terms of energy and resources as possible.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, said that the SPD did not (and could not) usurp or change underlying planning policies. Similarly it should be recognised that the detailed design of the railway station itself was not proper to the SPD.

As recently as August Network Rail expressed concern with the SPD. Since then it had raised a number of concerns relating to among others: Viability of the scheme; issues to do with the need to maximise land values, the bus station could constrain potential development opportunities; the future capacity of the proposed track layout; and pedestrian flow assessment. Their view was that the SPD does not allow sufficient flexibility.

There was considered to be sufficient flexibility in the SPD as proposed for it to be financially viable. To deliver the whole project successfully will require flexibility in all areas including delivery strategy, phasing, funding and financing and the City Council is committed to continued close co-operation with all stakeholders including Oxfordshire County Council and Network Rail

The location of the bus station and its design as set out in the SPD is merely illustrative and is in accordance with the identified use for the site. The present proposal had been the subject of extensive prior discussion. If its location was to be changed however full account would have to be taken of the knock on consequences of a new location and the agreement of the County Council as Local Highway Authority would need to be sought given its responsibility for road and transport matters. Concerns about the track layout were a surprise given that they were based on what had been asked for by Network Rail at the outset. Pedestrian flow assessment would depend, ultimately on the final scheme being put forward by the developer and was in any case not proper to the SPD. Capacity and track enhancements are under control of Network Rail.

The City Executive Board resolved to:

1. **Adopt** the Oxford Station Supplementary Planning Document (SPD) as modified in the form set out in (Appendix 5), subject to the additional changes required in recommendation 4.
2. **Approve** the Oxford Station SPD as a material consideration in determining planning applications
3. **Endorse** the accompanying Strategic Environmental Assessment (SEA) Combined Screening and Scoping Report (Appendix 3)
4. **Authorise** the Head of Planning Sustainable Development and Regulatory Services to make any necessary minor and editorial corrections to the document prior to publication, in consultation with the Interim assistant Chief Executive for Regeneration & Economy, and Board Members for Planning and Economy and that this should be extended to include such minor editorial adjustments as necessary to
 - I. Address ACRA's comments with the exception of the reduction in parking spaces.
 - II. Note the possibility for inclusion of the YHA as a use within the SPD, providing this can be accommodated by the landowner and developer.
 - III. Confirm Network Rails control over track layout and flexibility for delivery and viability.

89. North Oxford Victorian Suburb Conservation Area Appraisal-Final

The Head of Planning, Sustainable Development and Regulatory Services submitted a report to present the conservation area appraisal for North Oxford Victorian Suburb to the Board for approval.

Sarah Chesshyre, Graduate Apprentice Planner, introduced the report which followed on from the draft considered by the CEB in February 2017 and which had since been subject to consultation. The report sought to protect an important area of the City. Consideration had been given to extending the area to include adjacent Walton Manor but on balance it had been decided not to do so for the time being.

Cllr Price thanked Sarah Chesshyre and her colleagues for a good report.

The City Executive Board resolved to:

1. **Approve** the North Oxford Victorian Suburb Conservation Area appraisal and endorse it for use in informing development management and planning policy decisions
2. **Endorse** the conservation principles it promotes and its key conclusions.

90. Annual Monitoring Report 2016-17

The Head of Planning, Sustainable Development and Regulatory Services submitted a report to seek approval of the Annual Monitoring Report for publication.

Councillor Alex Hollingsworth, Board Member for Planning and Regulatory Services introduced the report which detailed a considerable number of indicators. He drew particular attention to the data in relation to student numbers which were of particular relevance in the context of the City. Members of Board were pleased to note the data relation to planning permissions for affordable housing (paragraph 10) and progress with the developments at Barton Park (paragraph 17).

The City Executive Board resolved to:

1. **Approve** the Annual Monitoring Report 2016/17 for publication.
2. **Authorise** the Head of Planning, Sustainable Development and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

91. Insurance Tender

The Head of Financial Services submitted a report to seek delegated authority for the Head of Financial Services to award contracts for the supply of insurance services.

The Head of Financial Services spoke to the report and said tenders had been received and were being evaluated.

The City Executive Board resolved to:

- 1 **Delegate** authority to the Head of Financial Services to award a contract for the provision of insurance services to Oxford City Council from 1st January 2018 for a period of 3 years with an option to extend for up to 2 years.
- 2 **Delegate** authority to the Head of Financial Services to negotiate the extension of insurance cover to the Council in respect of the functions to be undertaken by the Oxford Direct Services companies in the event of the companies not being operational by 1st January 2018.

92. Request to fly a flag annually on International Women's day - 8 March

The Head of Law and Governance submitted a report to consider a request to add International Women's Day, 8 March, as an annual event to Flag Flying Protocol.

Councillor Bob Price, Board Member for Corporate Strategy and Economic Development commended the report to the Board.

The City Executive Board resolved to:

1. **Approve** the inclusion of International Women's Day, 8 March, as an annual event in the Flag Flying Protocol.
2. **Approve** the flying of the flag, to be designed in suffragette colours, during the period 24 February 2018 and 11 March 2018 to coincide with the festival to mark the centenary of the passing of the Representation of the Peoples Act 1918.

93. Minutes

The Board resolved to **APPROVE** the minutes of the meeting held on 19 September 2017 as a true and accurate record.

94. Dates of Future Meetings

Meetings are scheduled for the following dates:

21 November

19 December

23 January

13 February

20 March

17 April

All meetings start at 5pm.

The meeting started at 5.00 pm and ended at 6.45 pm

Chair

Date: Tuesday 21 November 2017

Officer report to: Council
Date: 27 November 2017
Report of: Head of Law and Governance
Title of Report: Petition submitted in accordance with Council procedure rules – Oxford City Council must fix the blue hole they have created

Summary and recommendations	
Purpose of report:	To set before Council a petition meeting the criteria for debate under the Council's petitions scheme.
Decision required:	Yes
Corporate Priority:	Not applicable.
Policy Framework:	Not applicable.
Recommendations:	
1.	<p>That Council in line with the procedure for large petitions:</p> <ul style="list-style-type: none"> • hears the head petitioner for the petition; • debates: <ul style="list-style-type: none"> ○ the proposal contained within the petition; or ○ relevant motions submitted by councillors by the deadline ; and • decides the action it wishes to take.
<p>The petition proposes:</p> <p><i>Oxford City Council must fix the blue hole they have created. We the undersigned call on Oxford City Council to address the loss of health, fitness and exercise facilities in the 'blue hole' caused by the Labour-led City Council's closure of Temple Cowley Pool in December 2014, and extended for five years in the Leisure and Wellbeing strategy 2015-2020 adopted in September 2015.</i></p>	

Executive Board Member responsible :	Councillor Smith, Board Member for Leisure, Parks and Sport
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The petition

1. A paper petition was received by the Acting Head of Law and Governance on 22 September 2017 with 1,558 valid signatures plus a number of signatures not containing sufficient address details.
2. The petition states in full:
Oxford City Council must fix the blue hole they have created. We the undersigned call on Oxford City Council to address the loss of health, fitness and exercise facilities in the 'blue hole' caused by the Labour-led City Council's closure of Temple Cowley Pool in December 2014, and extended for five years in the Leisure and Wellbeing strategy 2015-2020 adopted in September 2015.
3. The signatures have been validated and checked as unique as far as possible. Signatories come from a range of postcodes, including a number from outside the city but within the county.
4. As over 1500 signatures are provided with a name and full address or street number and postcode, the petition meets the criteria for debate at Council.
5. The organisers have requested a debate at Council.

Actions for Council

6. Actions open to Council include:
 - noting the petition
 - taking the action the petition requests
 - not taking the action the petition requests
 - commissioning a further review
 - where the matter falls to the Executive to make the final decision, decide whether to make recommendations to the Executive to inform that decision.
7. The Head of Community Services and the Executive Board Member for Leisure, Parks and Sport have been invited to comment on the petition and their comments will be circulated in the briefing note to Council.

Constitution rules and procedure

8. 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 if a debate is requested.
9. The Constitution states that there is a limit of 15 minutes for dealing with each petition.
10. 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. Should the lead petitioner speak for 5 minutes this then allows 10 minutes for debate and decision.
11. The motion for debate is the one set out above in paragraph 2.

12. 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.
13. 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

14. 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.

Legal issues

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

Report author	Jennifer Thompson
Job title	Committee and Members Services Officer
Service area or department	Law and Governance
Telephone	01865 252275
e-mail	jthompson@oxford.gov.uk

Background Papers:	
1	Paper petition available for inspection.

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To:	Council
Date:	27 November 2017
Report of:	Chair of the Scrutiny Committee
Title of Report:	Scrutiny briefing
Purpose of report:	To update Council on the activities of the scrutiny function

Appendices

Appendix 1 - Scrutiny work plan – November 2017

Appendix 2 - Scrutiny recommendation tracker – September to November 2017

Introduction

1. My last report to Council was the annual report for 2016/17, so this is my first normal update since July. During that time Scrutiny have held various meetings to consider a wide range of issues affecting the city and City Executive Board decisions.
2. Scrutiny is losing its supporting officer, Andrew Brown, who has been appointed to the position of Committee and Member Services Manager. Until a new Scrutiny Officer is in post our work will be supported by both Andrew Brown and John Mitchell.

Work plan

3. We are making good progress through the items in our annual work plan. The coming months will be a busy time as the Finance Panel's Budget Review gets underway and the Oxford Living Wage review draws to a close.

Recent and planned activity

The Scrutiny Committee

4. Since my last normal update to Council, Scrutiny Committee meetings have been held on 7 September, 9 October and 7 November. The following items have been considered by the Committee:

- Assessing disabled impacts in planning
 - Oxford Design Review Panel
 - Grant Allocations 2016/17 Monitoring Report
 - Planning Annual Monitoring Report
 - Review of Discretionary Housing Payments Policy
 - Review of Financial Inclusion Strategy
 - Council performance 2017/18 – quarter 1
 - Review of Community Grants Programme and Commissioned Advice Strategy 2018-2021
5. The next Committee meeting will be held on 5 December. Agenda items are expected to include a review of Community Protection Notices, isolation in older people and an update on the implementation of Scrutiny recommendations on equality and diversity.

Housing Panel

6. The Housing Panel met on 27 July 2017, 11 September, 12 October and 13 November to consider reports from officers on the following housing issues and decisions:
- Fire Safety in tower blocks
 - Tenant Scrutiny Panel tower project update
 - Housing performance 2016/17 – quarter 4
 - Draft Housing and Homelessness Strategy 2017-2022
 - Options paper on additional homelessness provision for the city
 - The use of empty buildings as temporary accommodation for homeless people
 - Regulating the private rented sector
 - Draft housing assistance and disabled adaptations policy 2018
 - Housing performance 2017/18 – quarter 1
 - Lucy Faithful Housing
 - Void property management
 - Tenant involvement
 - Rent performance

Finance Panel

7. The Finance Panel met on 4 September and considered the following items:
- The implications of Brexit
 - Budget monitoring 2017/18 – quarter 1
 - Treasury Management annual report performance 2016/17
 - Additional funding for feasibility studies for investment property development opportunities
8. The Panel will meet on 7 December to consider the Council Tax Reduction Scheme for 2019/20, treasury management performance and mid-year spend against budgets. The Panel will then conduct the annual Scrutiny review of the Council's budget proposals in early 2018, reporting to the City Executive Board in February.

Companies Scrutiny Panel (previously Scrutiny Shareholder Panel)

9. This Panel looks at issues and decisions relating to Council-owned companies. The Panel met on 6 November to review the progress of Oxford Direct Services Limited (ODSL) and Oxford Direct Services Trading Limited (ODSTL). The Panel will meet again in December to consider the business plan for the two Direct Services companies before it is presented to the Shareholder.

Oxford Living Wage Review Group

10. The Review Group have now completed their evidence gathering, having met with a number of witnesses including employers, workers, trade union representatives, professionals, academics and faith groups. The Review Group are now in the process of formulating their conclusions and recommendations before reporting to the Scrutiny Committee and the City Executive Board early in the New Year.

Councillor Andrew Gant – Chair of the Scrutiny Committee

Email: cllragant@oxford.gov.uk

Tel: 07545122560

Andrew Brown – Scrutiny Officer

Email: abrown2@oxford.gov.uk

Tel: 01865 252230

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SCRUTINY WORK PLAN

November 2017 – May 2018

Published on: 16/11/17

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2017-18 council year and will be reviewed at each meeting of the Scrutiny Committee.

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

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

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

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

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

Scrutiny Committee and Standing Panel responsibility and membership

Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Altaf-Khan, Azad, Chapman, Curran, Fry, Gant (chair), Henwood, Ladbrooke, Lloyd-Shogbesan, Lygo, Pegg & Thomas.
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fry, (chair) Landell Mills, Simmons & Taylor.
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (chair), Pegg, Sanders, Thomas & Wade.
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Chapman, Fry (chair), Gant, Henwood & Simmons.

Current and planned review groups and one-off panels

Topic	Scope	Nominated councillors
Budget review 2018/19	To review the Council's draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
Oxford Living Wage	To consider how the Council can promote the implementation of the Oxford Living Wage across Oxford.	Cllrs Goff, Ladbrooke (chair), Illey-Williamson, Lloyd-Shogbesan & Thomas

Indicative timings of 2016/17 review panels

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

	Scoping
	Evidence gathering
	Reporting

SCRUTINY COMMITTEE

5 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Isolation in older people	No	To consider the issue of loneliness and social isolation among older people in Oxford and how the Council can provide support and add value.	Culture and Communities	Ian Brooke, Head of Community Services
Equality and Diversity	No	To consider an update following the recommendations of the Equality and Diversity Review Group.	Customer and Corporate Services	Chris Harvey, Organisational Development and Learning Manager
Review of use of Community Protection Notices	Yes	In October 2017 Council passed a motion requesting that the City executive Board review the process for the issuing of Community Protection Notices.	Community Safety	Tim Sadler, Executive Director Sustainable City

15 JANUARY 2018 - PROVISIONAL MEETING

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Air quality	No	To consider the annual status report for 2016, progress in addressing poor air quality and partnership working	A Clean and Green Oxford	Jo Colwell, Service Manager Environmental Sustainability
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor
City Centre Strategy	Yes	To approve the City Centre Strategy.	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy

Children & Young Person Strategy 2018-2023	Yes	This report requests CEB to agree the Children & Young Person Strategy for public consultation	Young People, Schools and Public Health	Ian Brooke, Head of Community Services
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6 FEBRUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.	Community Safety	Richard Adams, Community Safety Service Manager
Update of the Corporate Plan 2018	Yes	Update report on the Corporate Plan	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Grant Allocations to Community and Voluntary Organisations 2018/19	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

6 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Devolution plans for Oxfordshire	No	To consider a progress update following the recommendations of the Devolution Review Group in January 2017.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Health inequalities	No	To consider a progress update following the recommendations of the Health Inequalities Panel.	Finance, Asset Management	Val Johnson, Policy and Partnerships Team Leader

5 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Guest houses	No	To reprioritise the recommendations of the Guest Houses Review Group and consider a progress update.	Community Safety	Richard Adams, Community Safety Service Manager

17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Addressing anti-social behaviour on Oxford's waterways	No	To consider a progress report on plans to address instances of ASB at four identified hot spots on the Oxford waterways.	Community Safety	Richard Adams, Community Safety Service Manager
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety Service Manager
Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall.	Finance, Asset Management	Ian Brooke, Head of Community Services
Fusion Lifestyle's 2018/19 Annual Service Plan	Yes	To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Streetscene services	No	To consider the performance of Streetscene services, including the issue of dog fouling.	A Clean and Green Oxford	Doug Loveridge, Streetscene Services Manager
Inclusive cities	No	To consider what the Council has learnt from best practice in other cities about welcoming refugees and promoting inclusivity.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

FINANCE PANEL

7 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Budget Review 2017/18 - recommendations update	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Treasury Management Performance: Annual Report and Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 is submitted twice a year: December 2017 – the position at the 30 September 2017 (Half Year)	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

31 JANUARY 2018 - PROVISIONAL REPORTS

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

14 MARCH 2018 - PROVISIONAL REPORTS

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

Fundamental service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Monitoring social value	No	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Impacts of changes to IR35 (intermediaries legislation)	No	To consider the possible impacts of changes to intermediaries legislation on the Council's wage bill.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

HOUSING PANEL

11 DECEMBER 2017 - PROVISIONAL MEETING

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Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impact of the Homelessness Reduction Act 2017	Yes	To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	Housing	Dave Scholes, Housing Strategy & Needs Manager

16 JANUARY 2018 - PROVISIONAL MEETING

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Review of Home Choice Pilot	Yes	To update CEB on the 1st year's operation of the Home Choice Pilot.	Housing	Paul Wilding, Programme Manager Revenue & Benefits
Oxford City Council's Tenancy Strategy & Policy Statement 2018	Yes	To request CEB approval to go out to public consultation on the draft Tenancy Strategy	Housing	Frances Evans, Strategy & Service Development Manager
Draft Housing and Homelessness Strategy 2018 - 2021	Yes	To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21, which incorporates the strategy for bringing empty properties back into use.	Housing	Frances Evans, Strategy & Service Development Manager

8 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Allocation of Homelessness Prevention Funds in 2018/19	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.	Housing	Nerys Parry, Rough Sleeping and Single Homelessness Manager

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing Services
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Building the housing for the future	No	To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.	Housing	Frances Evans, Strategy & Service Development Manager
Impacts of absent owners on housing availability	No	To consider the impacts of foreign investors and other absent owners on housing availability in the city.	Housing	Stephen Clarke, Head of Housing Services
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

SHAREHOLDER PANEL

14 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Direct Services Trading Company - progress report	Yes	To consider the Shareholder's Agreement, the Business Plan and the Articles of Association before they are presented to the Shareholder.	Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services	Simon Howick, Service Transformation Manager

SHAREHOLDER PANEL - TO BE SCHEDULED

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

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Scrutiny recommendation tracker 2017/18 – November 2017

Total recommendations (year to date):	31	
Agreed	26	84%
Agreed in part	4	13%
Not agreed	1	3%

16 OCTOBER 2017 CITY EXECUTIVE BOARD

Financial Inclusion Strategy 2017-2020

Recommendation	Agree?	Comment
That further funding is identified for emergency support if £50k is found to be insufficient to cover the essential living costs of people migrating to Universal Credit.	Y	I am happy to note the request for priority to be given to this if required.

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Recycling (Board Member for Climate Change and Cleaner Greener Oxford)

Recommendation	Agree?	Comment
<p>Recommendation – That, alongside the previous recommendation about making every effort to continue to fund recycling incentive campaigns beyond October 2018, the work of the Recycling Team is broadened to build on the Team's already impressive performance. This could include:</p> <ul style="list-style-type: none"> a) Expanding school visits to try to reach every school in the city; b) Co-ordinating volunteer recycling champions in schools and communities; c) Running an incentive scheme for students based on competition between campuses; d) Creating awareness videos, e.g. showing what happens to different materials once they have been recycled; e) Facilitating more trips to waste disposal facilities for members of the public, which are so popular they are booked up until April 2018; f) Proactive engagement with landlords, both directly and through the forum; 	Yes	<ul style="list-style-type: none"> a. We have a programme of contacting schools to increase our visits. Any links/contacts would be gladly received. We've also had 2 more recycling games made (from local social enterprise, RAW Workshop) b. This is something we will explore c. This is something we will explore d. This is something we'd like to do – watch this space! e. We currently offer almost monthly tours, which are fully booked until April next year! We will continue to offer these trips and signpost groups and schools to Ardley ERF (which offers free tours to anyone in Oxon) f. We're presenting at the Landlord Information Exchange on Thursday 19th October and offer free recycling education to anyone in Oxford g. This is something we will explore. Officers will investigate the feasibility and consider a financial appraisal of extending the proposed moving out campaign

<p>g) Trialling a 'moving out campaign' where the Council offers to collect waste at the end of students' tenancy for a one off fee, with a view to potentially rolling this scheme out to other residents, subject to capacity and demand;</p> <p>h) Improving the visual appearance of public bins, e.g., by using different colour schemes for recycling and other waste or installing recycling bins with holes the shape of drink cans, as is done in other countries, etc.;</p> <p>i) Considering how to communicate the issue of litter in the city centre to the public in a way that is sensitive to the fact that Oxford is a major tourist destination.</p> <p>j) Simplifying the message of what is and what is not recyclable, using images where possible.</p> <p>k) Reviewing good practices from other local authorities, especially well performing Welsh authorities.</p> <p>l) Considering the case for making the temporary British Heart Foundation bins installed around the city a permanent feature.</p>		<p>h. This is something we will explore and will be done in conjunction with Streetscene and Clean Green campaigns</p> <p>i. Agreed we should continue to offer bins in the city centre.</p> <p>k. We're always keen to learn best practice from others. Some of the team will be attending the LARAC Conference next month, which will provide an opportunity to learn from other council recycling teams</p> <p>l. BHF banks are well used. Where practicable and suitable we would support permanent siting of BHF banks.</p>
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Disabled impacts in planning (Board Member for Planning & Regulatory Services)

Recommendation	Agree?	Comment
1. That the Council consults with disabled users and organisations in the context of the emerging Local Plan.	Yes	The Council already has a number of organisations and community groups who are consultees for planning policy changes such as the Local Plan. Officers recently met with Unlimited Oxfordshire to discuss a range of issues including the Local Plan and are happy to increase consultation with disabled users and organisations.
2. That the Council contacts the Department for Communities and Local Government asking them to: a) Review the application and impacts of part M of the Building Regulations and whether these regulations and optional standards go far enough in light of the latest demographic data; b) Promulgate good practice in terms of disabled access and inclusivity to local authorities.	Yes	
3. That the Council makes representations to landlords, estate agents and developers about the importance of creating an inclusive housing market.	Yes	This requires a broad approach across the Council, as these organisations are often dealt with by different departments and under different strategies. Officers will consider how best to have

		a single statement of best practice, charter or similar that can be used with these different groups.
4. That as part of the Local Plan review the Council reviews whether planning policy HP2 requires that a sufficiently high proportion of new dwellings are either fully wheelchair accessible or easily adapted for full wheelchair use, in order to meet future housing needs in the city, or whether the 5% threshold should be raised.	Yes	This is best considered as an additional submission to the Preferred Options consultation, and will be considered alongside all other responses.
5. That where possible, the Council monitors compliance with planning policy HP2 (or any equivalent policy that replaces it following the Local Plan review).	Yes	Where the Building Control Service are the inspecting authority they will ensure that new buildings comply with Part M of the Building Regulations, including where planning conditions have been imposed to comply with relevant planning policies relating to accessibility and adaptability.
6. That the Council encourages higher standards of disabled access and inclusivity through HMO licencing. This could include capturing data from inspections and making recommendations to landlords on good practice.	Yes	<p>The nature of a licence and the process of licensing is that the conditions for that licence only ensure compliance with housing legislation. It is not therefore possible to require something that cannot be used as a condition of the licence. This means that the statement of best practice – as described in answer to Q3 above – would be advisory only.</p> <p>However the regular contact between officers and HMO landlords and the educational work through Landlords Forums offers an opportunity to help promote best practice. The proposed new enhanced inspection scheme for the broader private rented sector (PRS) offers a similar opportunity in the rest of the PRS.</p>
7. That the Council continues to look at good practice from other local authorities to inform further improvements to planning and regulatory services, including with regards to disabled access and inclusivity.	Yes	The aim of the Planning, Sustainable Development and Regulatory Service is to be Best in Class and so benchmarking, innovation and seeking out best practice is carried out on a regular basis. This might also be done as part of a process of regularly reviewing the statement of best practice.

Oxford Design Review Panel (Board Member for Planning & Regulatory Services)

Recommendation	Agree?	Comment
1. That the ODRP has (or has access to) on-going heritage expertise where schemes are in conservation areas or adjacent to or affect listed buildings in order to better understand the local	Yes	The Council and CABE will be reviewing this over the next twelve months, looking at options and consequences.

heritage context of development schemes, and that consideration is given as to how this can best be achieved.		
2. That consistency of the ODRP's membership is guaranteed as far as possible for repeat reviews.	In part	Agreed, but with the proviso that this is not wholly in the control of the Council as it depends on third parties and their availability.
3. That proposals for a review of the effectiveness of the ODRP should be drawn up that includes a social impact element.	Yes	The next 12 months will be used to review the effectiveness and operation of the ODRP across a range of criteria
4. That elected members are alerted to the fact that they may submit suggestions for review by the ODRP.	Yes	A guidance note will be sent to all members setting out the principles for design review and which type, scale and nature of schemes would normally go through a design review process; it will also make clear the independent position of the ODRP, and the relationship between the Panel, the Council and the developer/applicant.
5. That a mechanism is established to alert Councillors to pre-application proposals in their Wards, recognising that pre-application discussions are normally confidential and that this notification may only happen with the prior-agreement of the scheme developer/promoter.	In Part	Pre-application proposals are confidential, and can only be made public with the prior agreement of the applicant. Officers will also need to consider how such proposals – which would sit outside the normal automated planning application notification workflow – could be notified to members without the need for a cumbersome or manual workaround. Any system that relied on individual officers having to notify members manually would be at risk of human error, and would likely be unsatisfactory.
6. That the advisory status of the ODRP and its advice is made clear to planning committees, elected members and the public.	Yes	This would be covered by the same guidance note referred to above, which would be made publicly available.

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Grant monitoring (Board Member for Culture & Communities)

Recommendation	Agreed?	Comment
1. That the wording of future reports is be more nuanced to reflect the fact that monitoring relies to a significant extent on self-assessment, and perhaps comes with a 'health warning', notwithstanding the evidently positive overall picture.	Agreed	
2. That consideration is given to including more qualitative data in future monitoring reports, a subset of which could be some form of equalities impact assessment.	Agreed	Case studies have always been included in this report, this year's are in appendix 2. There has been an Equalities Impact Assessment undertaken as part of the grant review report.

3. That future monitoring reports include data on the 'spend per beneficiary' of individual grant awards.	Agreed	We can do this but must be read in conjunction with qualitative data as it is an unreliable measure of how effectively a funded project has performed or achieved.
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Brexit (Leader of the Council)

Recommendation	Agreed?	Comment
1. That the Council supports the Local Government Association in calling on the Government to grant local councils the £8.4bn they are due from the Structural Investment Fund between 2014 and 2020.	Y	Agreed. The Oxfordshire LEP, through which Structural Funds are now channelled, has already made the case for the current round to be guaranteed and the Chancellor has given that assurance in relation to the ESIF funds that are due to Oxfordshire.
2. That the Council informs all staff who have been identified as possible non-UK EU citizens and who have not already taken up the Council's offer to reimburse the cost of applying for a UK Registration Certificate or Permanent Residence Card that the Council remains happy to reimburse these costs.	Y	Agreed. This has been done and will be reiterated over the coming year as necessary.
3. That further consideration is given, in the light of Brexit, to the case for having a powerful advocacy role for the Oxford economy at national and international levels and how this could be achieved in the absence of a directly elected mayor for Oxfordshire.	Y	Agreed. The case for Oxfordshire is being made currently by the Growth Board to the National Infrastructure Commission, and to DCLG/BEIS. The Science Innovation Audit and the responses to BEIS on the Industrial Strategy have made similar cases. Our city MPs, Anneliese Dodds and Layla Moran, are strong advocates for the local economy and its vulnerability to the Tory Government's Hard Brexit policies. I think we can be confident that the absence of an elected Mayor will not be a significant weakness in pressing our point of view.

Draft Housing and Homelessness Strategy (Board Member for Housing)

Recommendation	Agreed?	Comment
That leaflets promoting the consultation are provided to elected members and that paper copies of the survey are also made available to members.	Yes	Publicity leaflets and copies of the survey questionnaire will be provided to Members as requested.
That consideration is given to how the Council engages with rough sleepers and service users on the strategy and other issues that affect them, including the option of forming a 'service user group'.	Yes	Consideration will be given to how the Council can further engage rough sleepers and service users to consult them on the strategy. The planned consultation activities include public drop-in sessions and stakeholder workshops, both of which provide an opportunity for service users' opinions to be presented.

		Existing networks with service users and support providers can help to promote the strategy consultation. Any formal 'service user group' will require the ongoing support of voluntary and community sector organisations.
That as part of Empty Homes Week the Council promotes the issue of empty homes and its online reporting tool.	Yes	The Council will be promoting the issue of empty homes and its online reporting tool as part of the National Empty Homes Week which will run from 16 October to 22 October 2017.
That the final documentation should include: a) Some explanation in the evidence base as to why 13 Council-owned dwellings were long-term empty as of 1 April 2017. b) Some recognition that combining the three strategies and holding one consultation saved officer time and some costs. c) Some mention of learning points from the previous strategies as well as successes.	Yes	Amendments to the final strategy will include these points.

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Local Authority Trading Company – Progress report (Leader of the Council)

Recommendation	Agree?	Comment
That the Council ensures that the very positive potential benefits the trading companies can generate for the Council and the wider community are communicated effectively to the public, elected members and other Council employees, as well as to Direct Services staff, through a robust communications plan.	Yes	

Council Tax Reduction Scheme (Board Member for Customer and Corporate Services)

Recommendation	Agree?	Comment
1. That the Council consults on option 1 and perhaps makes it clear that this is a 'preferred option', giving reasons.	Yes	Option 1 will allow the Council to make efficiency savings as Universal Credit is more widely rolled out. It also provides greater flexibility to amend the support provided in the future.
2. That the Council consults on options 2-7 & 9 as options that could form part of a package of measures to simplify the administration of the scheme and/or reduce costs.	Partly	The paper shows the full range of options that were available to the council to consult upon. However, I would propose that when it comes to the consultation, we consult on options 1, 3, 5, 6, 7

		and 9 and do not include options 2, 4, 8 and 10-12. For instance, option 2 could discriminate against people with larger families, who may already be affected by other benefit changes such as the Benefit Cap.
3. That the Council does not consult on Option 8.	Yes	As with option 2, option 8 discriminates against larger families.
4. That the Council consults on Option 10, 11 and 12 making it clear that these are not the Council's preferred options, giving reasons.	Not agreed	My preference would be to not include these in the consultation as these are not options that I would support.

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