

Agenda

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Council

Date: **Monday 28 January 2019**

Time: **5.00 pm**

Place: **Council Chamber - Oxford Town Hall**

For any further information please contact:

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Council

Membership

Lord Mayor **Councillor Colin Cook**

Deputy Lord Mayor **Councillor Sajjad Malik**

Sheriff **Councillor Craig Simmons**

Members	Councillor Mohammed Altaf-Khan	Councillor Rae Humberstone
	Councillor Lubna Arshad	Councillor Dan Iley-Williamson
	Councillor Jamila Begum Azad	Councillor Pat Kennedy
	Councillor Shaista Aziz	Councillor Tom Landell Mills
	Councillor Nadine Bely-Summers	Councillor Ben Lloyd-Shogbesan
	Councillor Susan Brown	Councillor Mark Lygo
	Councillor Nigel Chapman	Councillor Dr Joe McManners
	Councillor Mary Clarkson	Councillor Chewe Munkonge
	Councillor Tiago Corais	Councillor Susanna Pressel
	Councillor Steven Curran	Councillor Mike Rowley
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Martyn Rush
	Councillor Alex Donnelly	Councillor Christine Simm
	Councillor James Fry	Councillor Linda Smith
	Councillor Andrew Gant	Councillor Roz Smith
	Councillor Stef Garden	Councillor John Tanner
	Councillor Stephen Goddard	Councillor Richard Tarver
	Councillor Michael Gotch	Councillor Sian Taylor
	Councillor Mick Haines	Councillor Marie Tidball
	Councillor Paul Harris	Councillor Ed Turner
	Councillor Tom Hayes	Councillor Louise Upton
	Councillor David Henwood	Councillor Elizabeth Wade
	Councillor Alex Hollingsworth	Councillor Dick Wolff
	Councillor Richard Howlett	

The quorum for this meeting is 12 members

Copies of this agenda

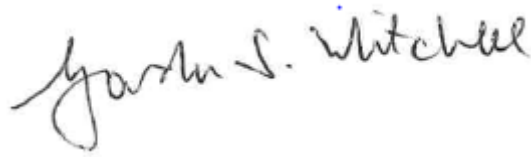
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Summons

A meeting of the City Council will be held in the Council Chamber - Oxford Town Hall, on Monday 28 January 2019 at 5.00 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	19 - 32
Minutes of the special and ordinary meetings of Council held on 26 November 2018.	
Recommendation: Council is asked to approve the minutes as a correct record.	
4 Appointment to Committees	
Following the Wolvercote by-election and recent changes to the membership of political groups, the political balance of Council remains as reported at the Annual Council meeting on 15 May 2018.	
The following seats are vacant:	
<ul style="list-style-type: none">Investigation and Disciplinary Committee – Liberal Democrat Group seatLicensing and Gambling Acts Committee – Liberal Democrat Group seat	
Notice of nominations to these seats and of any further proposed changes given to the Head of Law and Governance will be circulated with the briefing note or can be made at the meeting.	

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 11.12 -11.14 relating to matters for decision in Part 1 of this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 22 January 2019.

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 **Council Tax Reduction Scheme 2019/20**

33 - 62

The Head of Financial Services submitted a report to the City Executive Board on 22 January 2019 asking the Board to agree the principles of the new Local Council Tax Reduction scheme to be drawn up for approval by Council on 28 January 2019.

The report and relevant appendices are attached. The recommended changes to the current scheme are set out in Appendix 4.

Councillors are referred to the current Local [Council Tax Reduction scheme](#) (2018/19).

The minutes and recommendations of the City Executive Board meeting will be published and circulated with the briefing note.

Councillor Simm, Board Member for Supporting Local Communities, will present the report.

Recommendation: That Council resolves to

1. agree the changes to the Local Council Tax Reduction Scheme 2018/19 in the report to the City Executive Board (subject to the decision of the Board) set out in the Appendix and note the other changes set out in this agenda; and
2. adopt as the new Local Council Tax Reduction Scheme for 2019/20 the current Local [Council Tax Reduction scheme](#) for 2018/19 with the inclusion of the changes listed above; and
3. delegate authority to the Head of Financial Services to finalise and publish the new Council Tax Reduction Scheme for 2019/20.

OFFICER REPORTS

8 **Report of the Independent Remuneration Panel and Draft Councillors' Allowances Scheme 2019-23**

63 - 92

The Head of Law and Governance has submitted a report setting out the recommendations of the Council's Independent Remuneration Panel (IRP) and a Draft Councillors' Allowances Scheme for 2019-23.

The report, proposed scheme, and IRP report are attached.

Councillor Susan Brown, Leader of the Council, will present the report.

Recommendations: That Council resolves to:

1. Thank the Independent Remuneration Panel for their work.
2. Agree to include in the Councillors' Allowances Scheme 2019-23 the following provisions from the Councillors' Allowances Scheme 2015-19, as recommended by the Independent Remuneration Panel:
 - a) A basic allowance payable to all councillors of £5079 in 2019-20;
 - b) Indexation of the basic allowance in accordance with the annual percentage uplifts provided for in the local pay deal for council employees;
 - c) The following Special Responsibility Allowances (SRAs):
 - i. Leader - 3 x basic allowance (£15,237)
 - ii. Deputy Leader – 1 x basic allowance (£5,079)
 - iii. Non-statutory Deputy Leader - 1 x basic allowance (£5,079)
 - iv. Lord Mayor –1 x Basic Allowance (£5,079)
 - v. Deputy Lord Mayor – 0.25 x basic allowance (£1,270)
 - vi. Sheriff - 0.25 x Basic Allowance (£1,270)
 - vii. Board Members with particular responsibilities – 1.5 x basic allowance (£7,619)
 - viii. Board Members without particular responsibilities – 0.5 x basic allowance (£2,540)
 - ix. Chair of Scrutiny Committee – 1x basic allowance

(£5,079)

- x. Chair of Audit & Governance Committee – 0.25 x basic allowance (£1,270)
 - xi. Chair of Scrutiny Panel – 0.25 x basic allowance (£1,270) (Panel must meet at least 5 times to qualify. A maximum of 2 SRAs will be available (£2,508) to be shared by the Chairs of the qualifying Standing Panels)
 - xii. Opposition Group Leader – 1 x basic allowance (£5,079) to be shared between the group leaders equally;
- d) The rule that councillors will receive a maximum of two special responsibility allowances (excluding civic office holders);
 - e) The rule that where a member of the Council is also a member of another council, that councillor may not receive allowances from more than one council in respect of the same duties;
 - f) The rule that a 15% reduction to a special responsibility allowance will be applied for councillors who attend less than two thirds of the scheduled meetings required within a special responsibility, with the additional clarifications explained in paragraphs 14-16.
 - g) No allowances to be paid to co-opted members;
 - h) The ability for councillors to elect to forgo any part of their entitlement to an allowance;
 - i) The rule that where allowances have been paid in advance for a period during which a councillor is no longer a councillor, those allowances should be repaid;
 - j) Allowances for maternity or adoption leave, with the additional clarifications explained in paragraph 17;
 - k) Allowances for child and other dependants' care subject to a maximum of £1,000 per councillor per year (which can be increased by the Head of Law and Governance in special circumstances), with the additional clause explained in paragraph 18;
 - l) Allowances for travel to be paid for travel outside the City of Oxford boundary with the prior agreement of the Head of Law and Governance;
 - m) Reasonable adjustments for councillors with a temporary or permanent disability;
 - n) The rule that all claims for repayment must be made on the forms provided and should be accompanied by receipts/invoices as appropriate before payment can be authorised;
- 3. Agree that the special responsibility allowance for chairs of planning committees will be reduced to 0.5x basic allowance (previously 1.0x basic allowance).
 - 4. Agree to include in the scheme an application process for members who are in receipt of working age benefits (excluding Child Benefit) to claim for up to a maximum of £1,000 per year for travel expenses incurred within the City of Oxford boundary whilst on Council business as an exception to the normal rule (which is that allowances cannot be claimed for journeys within the City of Oxford

boundary) and to allocate additional funding of £3,000 to the budget for travel allowances.

5. Agree to allocate funding of £1,500 to allow for the £35 data protection fee payable to the Information Commissioner's Office for members to register as a "data controller" to be reimbursed to members, as recommended by the Independent Remuneration Panel (assuming this fee is retained for councillors following a government consultation).
6. Agree that councillors will forgo part of their future allowance payments in the following circumstances:
 - a) A 15% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend more than four meetings of Full Council in any municipal year except when a serious medical condition is the reason for absence;
 - ii. Members who fail to attend the induction training for newly elected councillors. A newly elected Councillor is any Councillor who was not holding City Council office before the election in question.
 - b) A 10% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend compulsory planning and development control training (held every two years).
 - ii. Members who fail to attend compulsory code of conduct training (held annually).
 - iii. Members who are appointed to a Licensing Committee who fail to attend the compulsory licensing training (held annually).
7. Adopt the Draft Councillors' Allowances Scheme 2019-23 the Councillors' Allowances Scheme 2019-23 attached as Appendix 2.

9 Pay Policy Statement 2019

93 - 104

The Head of Business Improvement has submitted a report asking Council to approve the Annual Pay Policy Statement (attached).

Councillor Nigel Chapman, Board Member for Customer Focused Services will present the report.

Recommendation: That Council resolves to:
approve the Annual Pay Policy Statement 2019/20 attached at Appendix 1 to the report.

QUESTIONS

10 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:

10a Minutes of meeting Thursday 29 November 2018 of City Executive Board

105 - 108

10b Minutes of meeting Tuesday 18 December 2018 of City Executive Board

109 - 116

11 Questions on Notice from Members of Council

117 - 134

Questions on notice from councillors received by the Head of Law and Governance by the deadline 1.00pm on Wednesday 11 July 2018 in accordance with Council Procedure Rule 11.11(b) asked of Members of the City Executive Board (attached)

Written responses where available will be published in the briefing note.

One supplementary question may be asked at the meeting.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

12 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 11.12 – 11.14 and not related to matters for decision in Part 1 of this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 22 January 2019.

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.

13 Annual Report on Oxfordshire Partnerships

135 - 182

- On behalf of Councillor Brown, Leader of the Council, the Assistant Chief Executive has submitted the report of Oxfordshire County Council summarising the work of the Oxfordshire-wide Partnerships.

Council is invited to ask questions of the relevant Board Members on each partnership listed, to comment on, and to note the report.

- 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 is proposed to be:

29 April	Oxfordshire Children's Trust Board
	Oxfordshire Growth Board

- As set out in procedure rule 11.16, 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 January 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

183 - 192

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 2018/19

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 Rules by the deadline of 1.00pm on Wednesday 16 January 2019 is below.

Motions will be taken in turn from the Liberal Democrat, Green, 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 Friday 24 January 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. Retaining democratic rights for EU27 citizens
- b. Declaring a climate emergency
- c. Adopting a definition of Islamophobia
- d. Opposition to Oxford-Cambridge expressway as currently proposed
- e. Protecting the Oxford name
- f. Opposing mental health funding cuts by the County Council

15a Retaining democratic rights for EU27 citizens

Proposed by Councillor Gant

Liberal Democrat member motion

This Council, while continuing to oppose Brexit which it believes to be a disaster for the United Kingdom,

requests the leader of the Council to write to the Prime Minister

asking for a pledge that whatever the ultimate outcome of the Brexit process, EU 27 Citizens currently entitled to vote and to stand for election to local government will continue to be able to do so, that existing local authority members who are EU 27 citizens will remain members of those authorities, and that the Government will not use its statutory power pursuant to the EU (Withdrawal) Act 2018 to alter existing arrangements in these respects.

15b Declaring a Climate Emergency

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

Council notes that:

- a) the recent 2018 IPCC report states that we have just 12 years to act on climate change if global temperature rises are to be kept within the recommended 1.5 degrees Celsius;
- b) all governments (national, regional and local) have a duty to limit the negative impacts of climate breakdown, and local governments that recognise this should not wait for their national governments to change their policies. UK cities need to commit to aggressive reduction targets and carbon neutrality as quickly as possible;
- c) cities are well placed to lead the world in reducing carbon emissions, as their higher density opens up a range of sustainable transport, buildings and energy opportunities;
- d) the Council's absolute carbon emissions have reduced by just over 10% (10.17%) over the last five years – an average of 2% per year (*Source: Oxford City Council 'Greenhouse Gas Emissions from Local Authority own estate and operations: Reporting year 2017-18' (August 2018)*);
- e) although the Council's carbon emissions reduced in 2017/18 due to changes in the national grid, the Council's underlying energy and fossil fuel consumption actually went UP slightly - a 2.1% increase in electricity, a 0.8% increase in gas and a 5.4% increase in carbon from vehicle fuel. (*Source: Oxford City Council 'Greenhouse Gas Emissions from Local Authority own estate and operations: Reporting year 2017-18' (August 2018)*);
- f) although the City Council is managing to deliver absolute carbon reductions – despite the upward pressures on carbon emissions caused by changes in the structure of its operations and services and variability caused by factors such as the weather - it is not delivering the necessary absolute carbon reductions fast enough to meet either the UK's 2050 80% reduction target or the 1.5 degree Celsius target.

In light of the above, the Council therefore agrees to:

- 1. Join other Councils in declaring a Climate Emergency;**
- 2. Call on Westminster to provide the necessary powers and resources to make local action on climate change easier;**
- 3. Request Scrutiny to urgently review and make recommendations on revisions to the Council's 2017-**

2022 Carbon Management Plan in light of the recent IPCC report and the latest Oxford City Council data (published August 2018). This should include the setting of an early carbon neutral target for the City Council and a governance structure to ensure close monitoring of the Plan;

- 4. Continue to work with partners across the city and region to deliver widespread carbon reductions.**

15c Adopting a definition of Islamophobia

Proposed by Councillor Arshad

Labour member motion

Oxford City Council is proud of its diversity and has a huge asset and a source of great strength. A substantial proportion of its residents are Muslim, who are an integral part of its make-up, playing a huge role in all aspects of the Oxford City's life.

Oxford City has a strong history of promoting cohesion and welcoming people from all over the world. Its residents have always united and supported each other in the fight against racism and discrimination in all its forms.

This Council therefore welcomes, endorses and adopts the working APPG (All-Party Parliamentary Group) definition of Islamophobia¹, including all of its examples in full cited as follows:

"ISLAMOPHOBIA IS ROOTED IN RACISM AND IS A TYPE OF RACISM THAT TARGETS EXPRESSIONS OF MUSLIMNESS OR PERCEIVED MUSLIMNESS."

Contemporary examples of Islamophobia in public life, the media, schools, the workplace, and in encounters between religions and non-religions in the public sphere could, considering the overall context, include, but are not limited to:

- Calling for, aiding, instigating or justifying the killing or harming of Muslims in the name of a racist/fascist ideology, or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Muslims as such, or of Muslims as a collective group, such as, especially but not exclusively, conspiracies about Muslim entryism in politics, government or other societal institutions; the myth of Muslim identity having a unique propensity for terrorism and claims of a demographic 'threat' posed by Muslims or of a 'Muslim takeover'.

¹ The report and full definition can be found [here](#)

- Accusing Muslims as a group of being responsible for real or imagined wrongdoing committed by a single Muslim person or group of Muslim individuals, or even for acts committed by non-Muslims.
- Accusing Muslims as a group, or Muslim majority states, of inventing or exaggerating Islamophobia, ethnic cleansing or genocide perpetrated against Muslims.
- Accusing Muslim citizens of being more loyal to the 'Ummah' (transnational Muslim community) or to their countries of origin, or to the alleged priorities of Muslims worldwide, than to the interests of their own nations.
- Denying Muslim populations, the right to self-determination e.g., by claiming that the existence of an independent Palestine or Kashmir is a terrorist endeavour.
- Applying double standards by requiring of Muslims behaviours that are not expected or demanded of any other groups in society, eg loyalty tests.
- Using the symbols and images associated with classic Islamophobia.
- Holding Muslims collectively responsible for the actions of any Muslim majority state, whether secular or constitutionally Islamic.

This Council asks the Executive Board Member for a Safer and Greener Environment to:

- 1. Write to government ministers asking them to listen to Muslim communities and the cross-party group of MPs and peers and to adopt this definition of Islamophobia which classifies discrimination against Muslims as a form of racism.**
- 2. Continue to prioritise tackling hate crime and Islamophobia in partnership. Oxford City Council works with partners, especially Thames Valley Police, on a rolling basis, and will now coordinate future actions in line with this definition of Islamophobia for all Muslims.**

15d Opposition to Oxford-Cambridge expressway as currently proposed

Proposed by Councillor Gant

Liberal Democrat member motion

Council notes that the Oxford 2050 document launched jointly by Cllr Brown and former Cllr Price enthusiastically welcomes the perceived benefits of the Oxford-Cambridge Expressway.

Council also notes that at its meeting on 25 September 2018, the Growth Board instructed its Chair to write to both Highways England and the Transport Minister regretting the lack of clarity around the proposal, and that at its meeting of 27 November 2018 the Growth Board qualified its “welcome” for the principle of the Expressway.

Council notes the tension between these two positions.

Council also notes that this lack of clarity contributes to considerable uncertainty both about how the Expressway is intended to deliver benefit, and about the possible impact on homes, lives, the environment, amenities and facilities, including in and adjacent to the greater Oxford area.

In particular, Council notes with regret that:

1. It is unclear what the word “Expressway” means in this context
2. Insufficient work has been done on the potential of enhanced rail links to deliver better outcomes for passengers, freight, and sustainable economic growth
3. Actual and proposed consultation is inadequate
4. It is unclear which of a range of possible justifications for the Expressway, which potentially contradict each other, are being used, including:
 - a) A ‘strategic route’ to carry freight traffic from the west and south to the east.
 - b) A route to make commuting between Oxford/Milton Keynes/Bedford/Cambridge easier and quicker.
 - c) A road that will enable significant housing growth of 1,000,000 extra houses along its length.
 - d) Relieving traffic on the A34, as one member of the Growth Board has stated publicly (which does not appear to be one of the stated aims, and current plans do not rule out using the A34 in part as the Expressway, which would of course add more traffic to it)
5. Increased road building will inevitably have a serious negative impact on air quality at a time when all public bodies must seek to use every part of their planning, investment and delivery mechanisms to achieve the opposite.

Council therefore resolves to oppose the Expressway as it is currently proposed

15e Protecting the Oxford Name

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

Council notes UK trademark application No: UK00003296208 by The Chancellor Masters and Scholars of the University of Oxford, trading as Oxford University Press, which seeks to register the word 'Oxford' for use classes 9, 16 and 41. These cover a very wide range of activities including the provision of training, downloadable or printed documents, sporting and cultural activities and so on.

This Council notes the concern of residents and businesses that registering the word 'Oxford' could negatively impact on the freedom of other organisations to utilise the word and associated 'brand' in its own products and services without risking challenge or incurring a fee.

The Council also notes that its own activities, and those of its trading companies, could be impacted should the application be successful.

The Council therefore agree to oppose the application and, in the event of the application proceeding, seek the necessary guarantees from the trademark holder to protect Oxford's identity and economy.

15f Opposing mental health funding cuts by the County Council

Proposed by Councillor Upton, seconded by Councillor Bely-Summers

Labour member motion

Local authorities have taken the brunt of the cuts imposed by this government. Many councils have been put in to the invidious position of having to cut essential services to the bone. We recognise that Oxfordshire County Council faces the additional pressure of big increases in demand in both adult and child social care.

We are therefore relieved Oxfordshire County Council has listened to the Oxfordshire Mental Health Partnership, local people and campaigners and welcome the County's decision not to make the majority of the £1.6 million cuts that they had consulted on.

However, we are still deeply worried about the effect that removing the remaining £600,000 will have on people with serious mental illnesses in Oxford City and the County. This money funds specialist mental health Social Workers who carry

out assessments and write Care Plans for people. Removing it will impact on people's ability to access services and could have severe consequences for them.

This is against a background of:

- Oxfordshire Clinical Commissioning Group (CCG) continuing to be the lowest funded CCG per capita in England, meaning funding for mental health services is becoming increasingly stretched.
- Oxfordshire adult mental health assessment teams having increased levels of referrals (up 36.6% from 4,651 in 2014/5 to 6,354 in 2017/8) with just a 1.1% increase in funding.
- An increase in sectioning because of lack of access to community provision for mental health before crisis (Rethink's recent Independent Review of the Mental Health Act and associated evidence).

We already see the human costs of underfunded services on the streets of Oxford with many people not coping and not getting the support they need. This is despite the excellent work done by a number of charities such as Restore, Mind, Crisis, Aspire and Homeless Oxfordshire. It should not be forgotten that those living with severe mental illness are expected to die between 15–20 years earlier than those without.

One of the saddest things about these “cost-saving” measures is that in the medium and long term, they will have the opposite effect. People who do not get the early mental health support they need will later appear at the more expensive acute services. Such cuts end up costing far more to the public purse as other services pick up the pieces. Our overstretched voluntary and statutory sector agencies across the county will struggle to cope.

We therefore call on Oxfordshire County Council to:

- 1. join Oxford City Council in lobbying the government for a portion of their reported increase in mental health spending to be given to local government to improve mental health and wellbeing;**
- 2. invest to save by increasing spending on initiatives that help children and adults be more resilient and keep them in good mental health. This is an investment that will improve mental health and benefit the public purse in the longer term;**
- 3. delete the remaining cut of £600k, already delayed until next year.**

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.

Minutes of a meeting of the COUNCIL on Monday 26 November 2018



Council members:

Councillor Cook (Lord Mayor)	Councillor Malik (Deputy Lord Mayor)
Councillor Simmons (Sheriff)	Councillor Altaf-Khan
Councillor Arshad	Councillor Azad
Councillor Aziz	Councillor Brown
Councillor Chapman	Councillor Clarkson
Councillor Curran	Councillor Donnelly
Councillor Fry	Councillor Gant
Councillor Gotch	Councillor Haines
Councillor Hayes	Councillor Kennedy
Councillor Lygo	Councillor McManners
Councillor Munkonge	Councillor Pressel
Councillor Rowley	Councillor Rush
Councillor Simm	Councillor Linda Smith
Councillor Roz Smith	Councillor Tanner
Councillor Taylor	Councillor Tidball
Councillor Upton	

Apologies:

Councillors Corais, Djafari-Marbini, Garden, Hollingsworth, Humberstone, Turner and Wolff sent apologies.

45. Welcome speech by Lord Mayor

The Lord Mayor welcomed to the meeting:

- Former Councillor and Former Lord Mayor Bob Price and his guests;
- Former Councillor and Former Lord Mayor Gill Sanders and her guest;
- Stephen Brown, accepting the award on behalf of Former Councillor and Former Lord Mayor Jean Fooks who was unable to attend in person.

46. Apologies for absence

As well as those shown above, former Lord Mayor and Councillor Jean Fooks sent her apologies.

Lord Mayor's speech

The Lord Mayor spoke about the contributions Bob Price, Jean Fooks and Gill Sanders had made to the City of Oxford and to the Council during their combined 80 plus years of service as councillors.

He then put the recommendations to the vote in turn.

47. Conferral of title of Honorary Alderman of Oxford City Council upon Bob Price

The recommendation was proposed by the Lord Mayor, seconded by the Deputy Lord Mayor, and approved by all those present and eligible to vote.

Council resolved that:

Oxford City Council notes that at its annual meeting on the 15 May 2018 it resolved that a special meeting be convened for the purpose of conferring the title of Honorary Alderman of Oxford City Council upon Councillor Bob Price following her retirement as a member of this council on 7 May 2018.

At this meeting of Oxford City Council convened for the purpose of considering conferral of the honour:

we do hereby recognise the eminent services rendered by former Councillor Bob Price to Oxford City Council as a past Member of the Council for a period of thirty five years and as former Lord Mayor of Oxford;

and by unanimous vote of those present and voting do confer the title of Honorary Alderman of Oxford City Council upon Bob Price;

and note that Bob Price may thereafter exercise such rights and privileges as the Council may from time to time determine should be granted to Honorary Aldermen, in witness of which the Common Seal of Oxford City Council shall be affixed and dated 26 November 2018.

48. Conferral of title of Honorary Alderman of Oxford City Council upon Jean Fooks

The motion was proposed by the Lord Mayor, seconded by the Deputy Lord Mayor, and approved by all those present and eligible to vote.

Council resolved that:

Oxford City Council notes that at its annual meeting on the 15 May 2018 it resolved that a special meeting be convened for the purpose of conferring the title of Honorary Alderman of Oxford City Council upon Councillor Jean Fooks following her retirement as a member of this council on 7 May 2018.

At this meeting of Oxford City Council convened for the purpose of considering conferral of the honour:

we do hereby recognise the eminent services rendered by former Councillor Jean Fooks to Oxford City Council as a past Member of the Council for a period of twenty six years and as former Lord Mayor of Oxford;

and by unanimous vote of those present and voting do confer the title of Honorary Alderman of Oxford City Council upon Jean Fooks;

and note that Jean Fooks may thereafter exercise such rights and privileges as the Council may from time to time determine should be granted to Honorary Aldermen, in witness of which the Common Seal of Oxford City Council shall be affixed and dated 26 November 2018.

49. Conferral of title of Honorary Alderwoman of Oxford City Council upon Gill Sanders

The motion was proposed by the Lord Mayor, seconded by the Deputy Lord Mayor, and approved by all those present and eligible to vote.

Council resolved that:

Oxford City Council notes that at its annual meeting on the 15 May 2018 it resolved that a special meeting be convened for the purpose of conferring the title of Honorary Alderwoman of Oxford City Council upon Councillor Gill Sanders following her retirement as a member of this council on 7 May 2018.

At this meeting of Oxford City Council convened for the purpose of considering conferral of the honour:

we do hereby recognise the eminent services rendered by former Councillor Gill Sanders to Oxford City Council as a past Member of the Council for a period of twenty six years and as former Lord Mayor of Oxford;

and by unanimous vote of those present and voting do confer the title of Honorary Alderman of Oxford City Council upon Gill Sanders;

and note that Gill Sanders may thereafter exercise such rights and privileges as the Council may from time to time determine should be granted to Honorary Aldermen, in witness of which the Common Seal of Oxford City Council shall be affixed and dated 26 November 2018.

50. Presentation of scrolls, speeches and photographs in the Chamber

The Lord Mayor presented Honorary Alderman Bob Price with a badge and a framed scroll commemorating the conferral of the honour. Honorary Alderman Bob Price gave a short speech to Council and took his seat.

The Lord Mayor presented Stephen Brown with a badge and a framed scroll commemorating the conferral of the honour on Honorary Alderman Jean Fooks. Stephen Brown gave a short speech to Council on her behalf and took his seat.

The Lord Mayor presented Honorary Alderwoman Gill Sanders with a badge and a framed scroll commemorating the conferral of the honour. Honorary Alderwoman Gill Sanders gave a short speech to Council and took her seat.

51. Closing speech by Councillor Susan Brown, Leader of the Council

Councillor Susan Brown, Leader of the Council, spoke about the contribution the new Honorary Aldermen and Alderwoman had made to the Council, and praised them for their hard work and dedication.

The meeting started at 4.15 pm and ended at 4.45 pm

Chair

Date: Monday 28 January 2018

Minutes of a meeting of the **COUNCIL** on Monday 26 November 2018

www.oxford.gov.uk



Council members:

Councillor Cook (Lord Mayor)	Councillor Malik (Deputy Lord Mayor)
Councillor Simmons (Sheriff)	Councillor Altaf-Khan
Councillor Arshad	Councillor Azad
Councillor Aziz	Councillor Bely-Summers
Councillor Brown	Councillor Chapman
Councillor Clarkson	Councillor Curran
Councillor Donnelly	Councillor Fry
Councillor Gant	Councillor Garden
Councillor Goddard	Councillor Gotch
Councillor Haines	Councillor Harris
Councillor Hayes	Councillor Henwood
Councillor Howlett	Councillor Iley-Williamson
Councillor Kennedy	Councillor Landell Mills
Councillor Lygo	Councillor McManners
Councillor Munkonge	Councillor Pressel
Councillor Rowley	Councillor Rush
Councillor Simm	Councillor Linda Smith
Councillor Roz Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Tidball	Councillor Turner
Councillor Upton	

Apologies:

Councillor(s) Corais, Djafari-Marbini, Hollingsworth, Humberstone and Wolff sent apologies.

Councillors Iley-Williamson, Bely-Summers and Turner arrived during the meeting as shown in the minutes.

52. Declarations of interest

There were no declarations of interest.

53. Minutes

Council agreed to approve the minutes of the ordinary meeting of Council held on 1 October 2018 and the special meeting of Council held on 17 October 2018 as a true and correct record.

54. Appointment to Committees

The Leader announced and Council approved the following appointments to fill the Committee vacancies created by Councillor Henwood resigning the Labour whip and sitting as an independent councillor and as a consequence his place on the Growth Board Scrutiny Panel:

- East Area Planning Committee – Councillor Simm
- Scrutiny Committee – Councillor Curran
- Growth Board Scrutiny Panel – Councillor Tanner

Council noted the appointment of Cllr Arshad as the Council representative on the Florence Park Community Centre in place of Councillor Henwood.

55. Announcements

The Lord Mayor invited Council to join him for a seasonal reception in the Lord Mayor's Parlour after the meeting.

The Sherriff reported on the recent ceremony to appoint 16 Freemen/Freewomen.

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

There were no addresses or questions.

57. Oxford North

Council considered a report of the Regeneration and Economy Programme Director and Head of Planning Services requesting an in-principle decision to use Homes England Housing Infrastructure (Marginal Viability) Funding (HIF) and Community Infrastructure Levy funds for infrastructure support at Northern Gateway/Oxford North.

Councillor Brown, Leader of the Council, presented the report, answered questions and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. **apply Community Infrastructure Levy receipts to the value of £8.85m (as generated from future strategic scale development at Northern**

Gateway/Oxford North) in order to fund investment in highways/transport infrastructure provision to support the delivery of the Northern Gateway strategic site allocation.

58. Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and approval of associated licence fees and charges.

Council considered a report of the Head of Planning, Sustainable Development and Regulatory Services, submitted to the General Purposes and Licensing Committee meeting on 22 October 2018 detailing the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and seeking approval of associated licence fees and charges.

Councillor Clarkson, Chair of the General Purposes Licensing Committee presented the report and undertook to provide a written response to a question about the pricing structure for the licence fees and charges.

Councillor Clarkson moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. agree the licence fees and charges as set out in Appendix A of the report;
2. delegate animal welfare licensing responsibilities to the Chief Executive.

59. Constitution Review 2018

Council considered a report of the Head of Law and Governance which detailed recommended changes to the Council's Constitution following an annual review of the Constitution overseen by an informal Cross-Party Constitution Group.

Councillor Chapman, Board Member for Customer Focused Services, presented the report.

Councillor Simmons, seconded by Councillor Gant, proposed the following amendment which was tabled at the meeting:

Item 9 Constitution Appendix 2 p70; Appendix 1 p8 #49

Section 11.18 (c): alter the word limit on motions to 500 words (from proposed 300 words)

Councillor Chapman accepted the proposed amendment and moved the amended recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. **Approve the list of proposed amendments to the Constitution detailed in Appendix 1 and highlighted in Appendix 2 and subject to the inclusion of a**

further amendment to Section 11.18 (c) to alter the word limit on motions to 500 words.

2. **Adopt the revised Oxford City Council Constitution as presented in Appendix 2 with the addition of the change at (1) above.**
3. **Delegate authority to the Head of Law and Governance to amend any further wording that is identified as being inconsistent with the changes approved by Council.**
4. **Delegate authority to the Head of Law and Governance to amend the Constitution to include a social media policy, following consideration and approval by the Standards Committee.**

60. Council and Committee meetings programme May 2019 - May 2020

Council considered a report from the Head of Law and Governance which set out a programme of Council, committee and other meetings for the 2019/20 council year (May 2019 to May 2020 inclusive).

Councillor Susan Brown, Leader of the Council presented the report and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. **Approve the programme of Council, committee and other meetings attached at Appendix 1 for the council year 2019/20;**
2. **Delegate authority to the Committee and Member Services Manager, in consultation with Group Leaders, to make changes to this programme, in the event that there is a decision at Annual Council to change the committee structure or remit which impacts on the programme of meetings; and**
3. **Delegate authority to the Committee and Members Services Manager to set dates for additional training and briefing sessions for members, for meetings of the Shareholder of the Council's companies, and for the Companies Scrutiny Panel, and, in consultation with the Head of Business Improvement, to set meetings of the Appointments Committee and Investigations and Disciplinary Committee (should they be required).**

61. City Executive Board Minutes

Council had before it the following minutes from the City Executive Board:

a) Minutes of meeting Tuesday 16 October 2018 of City Executive Board

Councillor Gant referred to minute item 83: which stated that the Construction Contract Award would be deferred for consideration at the City Executive Board meeting on 14 November 2018. As the report had not been considered at that meeting he asked that this should be recorded in the minutes.

Councillor Rowley apologised for the delay. He advised that the report was scheduled for consideration in January or February 2019. He asked for the matter to be appropriately recorded and noted as signed minutes cannot be subsequently altered.

b) Minutes of meeting Wednesday 14 November 2018 of City Executive Board

There were no questions.

62. Questions on Notice from Members of Council

30 written questions on notice were submitted. These, written responses, and summaries of the 9 supplementary questions and responses are set out [in the printed pack of these minutes](#).

63. Outside organisation/Committee Chair reports and questions

This item was taken before the public addresses.

a) Oxford Strategic Partnership

Council had before it the report of the Leader of the Council outlining the work of the Oxfordshire Strategic Partnership (OSP).

Councillor Brown presented the report. In response to questions and comments from Councillor Simmons she undertook to review the content of the OSP website to ensure that the material was current and said that she was also disappointed at the delay in the launch of the “on line giving platform” and was pressing for this to be progressed. She would inform Council when it was implemented.

Council noted the report.

b) Oxfordshire Health Improvement Board 2016/17

Council had before it the annual report on the work of the Oxfordshire Health Improvement Board 2016/17 and its priorities for 2018/19.

Councillor Upton, Board Member for Healthy Oxford, presented the report and responded to comments. The valuable work of local breast feeding services was noted. Councillor Upton agreed that the No Local Connection Review Group report should be referred to the Health Improvement Board and undertook to look into the funding of translation services at the East Oxford Health Centre.

Council noted the report.

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

Councillors Bely-Summers arrived at the start of this item.

Councillors Iley-Williamson arrived during this item.

There were seven addresses to Council and two questions to Board Members.

1. Dr Ruvi Ziegler, Chair, Oxford European Association gave an address in support of the Oxford European Charter
2. Artwell gave an address on Farndon Court which was significantly different from that submitted in writing.
3. Artwell gave an address suggesting that the Council Tax payers should be described as “funders” not “customers”.
4. Mr Stefan Piechnik gave an address asking for an acknowledgement of his actions which he suggested had resulted in substantial monetary savings to the Council.
5. Artwell gave an address which challenged the Council’s vision for the city centre.
6. Sharone Parnes gave an address asking for clarity on the Council’s support for the full International Holocaust Remembrance Alliance (IHRA) definition.
7. Jabu Nala-hartley gave an address on the recent “What is Oxford Anti-racist city?” workshop.
8. Judith Harley repeated her previous question about Temple Cowley Library parking.
9. Nigel Gibson re-iterated his previous statements about charging arrangements at the Council’s leisure centres which he believed discriminated against disabled people.

The full text of these speeches and questions where these were read as submitted; responses from the Board Members in writing before the meeting; and summaries of the verbal responses given at the meeting are [set out in the printed pack of these minutes](#).

65. Scrutiny Committee update report

Council had before it the report of the Scrutiny Committee Chair, Councillor Gant.

Councillor Gant presented the report. He thanked Councillor Henwood for his services to the Scrutiny Committee and welcomed Councillor Curran to the Scrutiny Committee and Councillor Tanner to the joint Growth Board Scrutiny Panel. He confirmed that the election of a Vice-Chair and appointments to the Scrutiny Panels would be decided at the next Scrutiny Committee meeting on 4 December 2018. He commended the No Local Connection Review Group report to Council.

He undertook to provide a written response to a question from Councillor Simmons regarding progress on the audit of Fusion Lifestyle.

Council noted the report.

66. Motions on notice

Council had before it seven motions on notice and amendments submitted in accordance with Council procedure rule 11.17 and reached decisions as set out below.

Council resolved to adopt the following motions as set out in these minutes:

- a. Oxford European Charter
- b. Homelessness in Oxford
- c. Vehicle emissions in Oxford

The following motions were not taken as the time allocated for debate had elapsed:

- d. Farndon Court
- e. Fair Transitional State Pensions
- f. Oxford to Cambridge Expressway
- g. Climate Emergency

a) Cross Party Motion: Oxford European Charter

Councillor Tanner, seconded by Councillor Garden, proposed the submitted cross party motion as set out in the agenda and briefing note.

After debate and on being put to the vote the motion was agreed.

Council resolved to adopt the following motion:

1. Oxford City Council reaffirms its determination that Oxford should remain an international, open, and welcoming European city.
2. The Council believes that, irrespective of the outcome of the Brexit negotiations, rights of EU27 citizens who have made their homes here should be fully maintained and, that their electoral participation rights should be extended, to make our democracy more inclusive.
3. We call on the Government and all employers, institutions and authorities in Oxford to do all they can to respect, protect, and fulfil the rights to which EU27 citizens are entitled, and to ensure they are not discriminated against in any way.
4. In particular, we call for EU27 citizens living in Oxford to have rights to:
 - a. Live, work, study, and retire in the UK
 - b. Enjoy a lifelong guarantee that they can leave the UK and return thereto
 - c. Retain their existing right to vote in all local government elections
 - d. Be suitably enfranchised in national elections and referendums
 - e. Be able to register for settled status without onerous proof or excessive cost
 - f. Naturalise, should they wish to do so, at the cost of administration
5. We recognise the hugely valuable contribution that migrants, from the rest of Europe and around the world, have made to our city, and are making to the culture, prosperity and success of Oxford.

Council resolves to:

- 1. ask the Leader of the Council to write to the Prime Minister and local MPs to convey the City Council's views as expressed above.**
- 2. ask the City Executive Board to do whatever it can to support this Oxford European Charter.**

Councillor Turner arrived at the end of this item.

b) Homelessness in Oxford

Councillor Linda Smith, seconded by Councillor Aziz, proposed the submitted motion as set out in the agenda and briefing note.

After debate and on being put to the vote the motion was agreed.

Council resolved to adopt the following motion:

The Government's ideological pursuit of austerity has directly contributed to the soaring number of people being made homeless and sleeping rough on our streets. Despite this, Oxford City Council has an ambition that no one should have to sleep rough on the streets of our city and we have allocated our own budgets and successfully bid for government money to help achieve this.

This winter the council is providing an additional 41 bed spaces to help people off Oxford's streets. This is in addition to the 20 beds provided by the Oxford Winter Night Shelter throughout January, February and March and up to 20 extra night shelter beds which we are working with our neighbouring districts to provide through funding secured by this council.

This extra winter provision comes on top of the 167 beds and associated support for former rough sleepers which are funded throughout the year, and up to 74 bed spaces are available to anyone who needs them this winter, regardless of their connection to Oxford or their entitlement to benefits.

This council also operates a Severe Weather Emergency Protocol (SWEP) which opens extra beds during periods when extended cold weather is forecast, the protocol means emergency shelters are opened when night time temperatures are forecast to drop below freezing for three consecutive nights, but there is flexibility on the decision of when to open.

This council gives thanks for the hard work of our partner organisations, charities, voluntary organisations, professional workers and volunteers. We are especially grateful to the churches hosting the Oxford Winter Night Shelter for their enormous contribution to reducing rough sleeping on our streets.

This Council therefore resolves to ask the Board Member, Leisure and Housing:

- 1. To continue to work towards our vision of nobody having to sleep rough on the streets on Oxford. The extra beds this winter will help us move towards that goal, and council officers should use the discretion given to**

them on when to trigger SWEP to help ensure that no one is left out in freezing temperatures whenever resources allow.

- 2. To work with partners towards a SWEP protocol, that will open emergency provision whenever night time temperatures are forecast to fall below zero.**
- 3. To ensure that preparations for next winter 2019/20 should include an increase in night shelter beds which are available to all rough sleepers throughout the season, moving away from the need for SWEP and adopting a model of continuous winter provision.**
- 4. To ensure that the City Executive Board monitors the application of SWEP this winter, and receive reports, from the Head of Housing Services, in January and April 2019 to cover: the occasions when SWEP has been triggered; the use of officer discretion on when to trigger SWEP; and statistics on the availability of bed spaces for adult single homeless persons within the city for the period covered by the report.**

c) Vehicle emissions in Oxford

Councillor Harris, seconded by Councillor Landell Mills, proposed the submitted motion as set out in the agenda and briefing note.

Councillor Hayes, seconded by Councillor Taylor, proposed an amendment to the submitted motion as set out in the agenda and briefing note.

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

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

Council resolved to adopt the following motion, as amended:

This Council:

- Recognises that we all have a right to breathe clean air. However, across the UK illegal and here in Oxford harmful levels of air pollution are damaging people's health and their quality of life and cutting lives short;
- Recognises the urgent need to reduce levels of vehicle emissions in Oxford's most polluted streets and build on the considerable success of Oxford City Council in reducing air pollution so far;
- and notes that local authorities are hitting the limits of what they can achieve with the powers and funding they have from Government and calls for continued advocacy to Government—with existing allies such as Greenpeace UK, Friends of the Earth (England, Wales, and Northern Ireland), UK100, and other councils—to seek more powers and funding to accelerate the journey to zero;
- notes that considerable work has been undertaken since the public consultation last year to fully understand the impact of the journey to zero and develop proposals which account for the feedback from directly impacted stakeholders and groups. Oxford's Zero Emission Zone has to be practical; and

resolves to seek to reduce vehicle emissions urgently in Oxford's most polluted streets by asking Oxford City Council and the highways authority, Oxfordshire

County Council, to continue to work together in partnership on plans to introduce a Zero Emission Zone in Oxford from 2020, considering all options available, the details of which will be announced in early 2019.

d) Fair Transitional State Pensions

This was not taken because the time for debating motions had elapsed.

e) Farndon Court

This was not taken because the time for debating motions had elapsed.

f) Climate Emergency

This was not taken because the time for debating motions had elapsed.

g) Oxford to Cambridge Expressway

This was not taken because the time for debating motions had elapsed.

The meeting started at 5.00 pm and ended at 9.00 pm

Chair

Date: Monday 28 January 2019

To: City Executive Board
Date: 22 January 2019
Report of: Head of Financial Services
Title of Report: Council Tax Reduction Scheme 2019/20

Summary and recommendations	
Purpose of report:	To consider the feedback from the recent consultation on the proposed changes to the Council Tax Support Scheme and to agree the principles of the new scheme to be drawn up for approval by Council on 28th January 2019
Key decision:	Yes
Executive Board Member:	Councillor Christine Simm, Supporting Local Communities
Corporate Priority:	Meeting housing need; Efficient, effective council.
Policy Framework:	Financial Inclusion Strategy.
Recommendations: That the City Executive Board resolves to:	
<ol style="list-style-type: none"> Note the outcome of the consultation on the proposed Council Tax Reduction Scheme; Delegate authority to the Head of Financial Services to draft the details of the new Council Tax Reduction Scheme for 2019/20 so that it can be submitted to Council for approval at its meeting on the 28th January 2019; and Recommend Council to resolve to adopt the new Local Council Tax Reduction Scheme for 2019/20. 	
Appendices	
Appendix 1	Response to consultation
Appendix 2	Risk Register
Appendix 3	Equalities Impact Assessment

Introduction and background

- The previous Council tax benefit where people on benefits had some or all of their Council tax paid was stopped by the Government in April 2013. It was replaced with the council tax reduction scheme that was mainly funded by a Government grant.

Councils are required to review their Council Tax Reduction Scheme (“CTR”) for working age recipients on an annual basis and determine whether to revise it or not. The scheme that exists for pension age recipients is a national scheme prescribed by regulations and cannot be varied locally.

2. In order to change its CTR the council is required by law to:
 - Consult with the major precepting authorities
 - Consult with other persons it considers are likely to have an interest in the operation of the scheme

The Council Tax Reduction Scheme itself must be adopted by Council, it cannot be delegated to an officer or committee.

3. Local Schemes must take account of and support:
 - Work incentives and in particular avoid disincentives for those moving into work
 - The Council's duties to protect vulnerable people (under the Equality Act 2010, The Care Act 2014, Child Poverty Act 2010, The Housing Act 1996)
 - The Armed Forces Covenant

Proposed changes to scheme

4. At its meeting on the 18 September 2018, the City Executive Board (“CEB”) agreed to consult on a new CTR Scheme for 2019/20. Public consultation was undertaken from 28 September 2018 to 18 November 2018. The views of the major preceptors, Oxfordshire County Council and The Thames Valley Police Commissioner have also been sought.
5. Prior to recommending consultation to the CEB, officers considered a range of options for changing the CTR scheme for 2019/20 onwards. This included options to reduce the cost of the scheme by introducing a minimum charge for all residents, capping the amount of support that is provided at the level of a Band D council tax charge, or reducing the amount of capital that can be held by a recipient whilst still qualifying for support. These options were rejected as they risked putting further pressure on households struggling with reductions in benefits, low wages and increasing household costs. These options will need to be revisited in future years due to the increasing cost of the CTR scheme to the Council.
6. Only two proposals for change were submitted for consultation. Both proposals relate to a review of two measures which were introduced this financial year; the income band scheme for residents on Universal Credit, and the minimum income floor for self-employed people. The consultation proposed uprating the income bands and sought views on the minimum income floor which had received some criticism for treating self-employed people differently from those who are employed.
7. The existing income bandings used to determine the amount of Council Tax support provided are shown in Table 1 below.

Table 1.

Band	Weekly Income	Discount received	No. of cases per band
1	£0 - £125.99	100%	682
2	£126 - £187.99	75%	163
3	£188 - £290.99	50%	88
4	£291 - £384.99	25%	15
5	£385	0%	

The rationale for the figures is:

- £126 is 16 hours on the National Minimum Wage ("NMW") rounded upwards, (and is at a level which ensures households who previously received 100% reduction continue to do so)
 - £188 is 24 hours on the NMW rounded upwards
 - £291 is 30 hours on the Oxford living wage ("OLW"), rounded upwards
 - £385 is the benefit cap
8. It is proposed that the income bands should be uprated annually in line with changes to the National Minimum Wage (NMW) and the Oxford Living Wage (OLW), and that the benefit cap, be uprated in line with inflation (based on the Retail Price Index figure for September 2018). These changes would have no significant impact on the amount of support provided by the Council, and will ensure that no-one has to pay more council tax as a result of receiving a small pay rise. The proposed income bandings based on the methodology above are shown in Table 2 below. The figures have been calculated using the 2019 figures for the NMW and the OLW which are £8.21 and £10.02 per hour respectively. The band 5 value has been uprated by 3.3% which is the RPI figure for September 2018.

Table 2

Band	Weekly Income	Discount received
1	£0 - £131.99	100%
2	£132 - £197.99	75%
3	£198 - £300.99	50%
4	£301 - £397.99	25%
5	£398	0%

9. In respect of the minimum income floor for self employed claimants, based on the consultation responses and inequalities in this aspect of the scheme (identified by officers and councillors through feedback and administration of the scheme), it is proposed that this measure be removed from the 2019/20 CTR scheme. Alternative options which were considered included reducing the level of the floor, exempting some types of self-employment from the floor and extending the exemption for new businesses. Whilst there was some support for these options in the consultation, all these options would still leave self-employed people being treated differently from

people earning a salary. Removing the minimum income floor means that support for self-employed people will be based on their actual earnings.

Summary of consultation

10. Appendix 1 provides details of the responses to the consultation on the proposed changes to the CTR scheme. Although only 25 responses were received, many answers were very detailed and showed a good understanding of the issues. The responses also contained some feedback that the consultation document itself was confusing. In view of the detailed responses received that show a good understanding of the issues it is considered that the consultation has been effective and the Council has complied with the legislative requirements for consultation. However, officers will take this feedback on board when drafting consultation on this issue in the future.
11. In relation to the income band aspect of the scheme, a majority of respondents both agreed with the principle of the income banding, and with the proposed uprating.
12. On the proposals for amending the minimum income floor, there was some support for changing the level of the floor, but overwhelmingly respondents said that there should be no minimum income floor in the CTR for self employed claimants. Eighteen respondents either disagreed or strongly disagreed with continuing to maintain this aspect of the CTR. There was a small majority against exempting some types of self-employment from the minimum income floor, and a large majority in favour of increasing the exemption period for new businesses from one to three years.
13. A number of comments were received in respect of the way the national council tax scheme operates. This included the structure of the Council tax bands, the absence of any revaluation of properties since council tax was introduced in 1993 and the liability of tenants for the charge. Oxford City Council has no power to amend these features of the council tax

Implementation

14. There will be some administrative work required to implement the amendments to the CTR and to inform the public about the changes. This includes revising the CTR, amending the functionality of the software used for administering CTR, amending local processes, training staff and producing communications for the Council's customers.

Financial Implications

15. Oxford City Council is one of a small number of Councils whose CTR scheme has maintained the same level of financial support as existed within the old Council Tax Benefit scheme. Most councils have reduced the cost of their CTR schemes by providing a lower level of support. Oxford City Council's scheme will cost £1.4m for the current financial year, and from 2019 will cost a minimum of £1.6m. An increase in the number of CTR claims will increase this cost further.

16. The table below sets out the cost and caseload for the Council's CTR scheme since its introduction. The cost of the scheme is shared by Oxford City Council (15.9%), Oxfordshire County Council (74.6%) and Thames Valley Police and Crime Commissioner (9.5%) in accordance with the proportion of Council Tax levied by each. The table shows that the gap between the net and gross cost to the Council is narrowing as government grant reduces. The gross cost to the Council has remained broadly unchanged for the last four years. This is because despite Council Tax levels increasing significantly in this period, the number of recipients of support has reduced.

Table 3

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Cost of Pension Age	£3,567,670	£3,557,466	£3,326,142	£3,274,619	£3,172,713	£3,284,610
Pension Age caseload	3,572	3,424	3,261	3,122	3,056	2,990
Cost of Working Age	£6,593,636	£6,485,387	£6,234,439	£6,357,253	£6,318,785	£6,541,638
Working age caseload	6,434	6,121	5,963	5,841	5,666	5,558
Total Cost	£10,161,306	£10,042,852	£9,560,581	£9,631,872	£9,491,498	£9,826,248
Total Caseload	10,006	9,545	9,224	8,963	8,722	8,548
Gross Council Cost	£1,712,631	£1,626,667	£1,575,329	£1,572,711	£1,546,165	£1,561,391
Net Cost to Council	-£11,785	£193,396	£523,977	£875,604	£1,230,572	£1,425,212

17. The current cost of the CTR scheme has been factored into the Council's Medium Term Financial Plan with no reductions over the next 4 year period assumed. The actual cost of the scheme to the Council will depend on claimant numbers and the amount of discount given which reduced the Council's tax base and hence the amount of council tax income raised. The proposed changes to the scheme will lead to a small increase in the scheme's cost. The bandings in the income band scheme are being uprated in line with expected increases in wages, and so this change should ensure current recipients of support stay in the same band despite their pay rises. As such this will have a neutral impact on cost. The introduction of the minimum income floor was forecast to save £25,000 in any financial year. As such, reversing the measure will restore this cost to the scheme.
18. Only approximately 17% of the total cost of the scheme will fall on the Council, the balance falling on Thames Valley Police Crime Commissioner and Oxfordshire County Council. Consequently, in order for the Council to save £1 the cost of the scheme must reduce by £6. Reducing the amount of support provided to claimants will also lead to some administrative costs being incurred in the collection of any additional Council Tax charged.

Legal issues

19. In considering changes to the CTR scheme, the Council must take into account the provisions of The Council Tax Reduction Schemes (Prescribed Requirements) (England) 2012 and subsequent amendments.
20. The Council is required to consult on any proposed changes to CTR in accordance with Section 13A and Schedule 1A of the Local Government Finance Act 1992

which require the preparation of a scheme. Before making a scheme, the Council must (in the following order)—

- (a) Consult any major precepting authority which has power to issue a precept to it;
- (b) Publish a draft scheme in such manner as it thinks fit; and
- (c) Consult such other persons as it considers are likely to have an interest in the operation of the scheme. Consideration must be given to the finding of the consultation and equality impact assessment in reaching a decision. Paragraphs 4-9 of this report set out the proposed changes to the scheme and the consultation that was carried out is explained in paragraphs 10-13.

Level of risk

21. A risk register is attached at Appendix two.

Equalities impact

22. The changes proposed in this report do not have any new equality impacts attached to them and in fact removes an inequality that existed by treating self employed earners differently to employed earners. A revised equality impact assessment to reflect the proposals is attached as appendix 3.

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Background Papers: None

Consultation on changes to the Council Tax Reduction Scheme

This document collates the responses to the Council Tax Reduction (CTR) scheme consultation carried out between 28 September 2018 and 18 November 2018. Twenty five complete responses were received to the consultation. The comments received indicate that responses have been received from both people who claim CTR, and people who don't.

All the responses were from individuals rather than organisations. The responses to the two proposals for change are shown below. There was strong support for uprating the bandings used in the income band scheme. In respect of the minimum income floor, there was a high level of disapproval, and strong support for not having a floor.

Comments are collated at the end of the document, together with the Council's responses where required.

Income band scheme for households in receipt of Universal Credit

To what extent do you agree or disagree with the use of income bands to decide how much support people get to pay their Council Tax?

- Strongly Agree 4
- Agree 10
- Unsure 6
- Disagree 3
- Strongly Disagree 1

To what extent do you agree or disagree with the proposal to uprate the income bands from 2019/20?

- Strongly Agree 2
- Agree 9
- Unsure 7
- Disagree 4
- Strongly Disagree 3

Minimum income floor for self-employed people

To what extent do you agree or disagree with the principle that the council should assume a minimum income level for CTR claimants who are self-employed?

- Strongly Agree 3
- Agree 3
- Unsure 4
- Disagree 14
- Strongly Disagree 4

The minimum income floor for CTR claimants who are self-employed is 35 hours at the National Minimum Wage. What level do you think the minimum income floor should be set at?

- 35 hours at the national minimum wage 3
- 30-35 hours at the national minimum wage 2
- 24-30 hours at the national minimum wage 1
- 16-24 hours at the national minimum wage 2
- Below 16 hours at the national minimum wage 1
- There should be no minimum income level 16

It is difficult for people to increase their earnings in some types of self-employment (such as child-minders). To what extent do you agree or disagree that the Council should exempt some types of self-employment from the minimum income floor?

- Strongly Agree 7
- Agree 2
- Unsure 7
- Disagree 4
- Strongly Disagree 7

New businesses are exempt from the minimum income floor for their first year of operation. To what extent do you agree or disagree that the Council should increase this exemption from one to three years?

- Strongly Agree 8
- Agree 6
- Unsure 8
- Disagree 2
- Strongly Disagree 1

As some of the proposals in the consultation reduce the support people receive, the Council was required to consult on alternatives to making these changes. This included increasing the level of Council Tax, finding savings by cutting other Council services and increasing fees and charges. The responses to these proposals were as follows.

Increase the level of Council Tax

- Strongly Agree 2
- Agree 3
- Neither agree nor disagree 11
- Disagree 5
- Strongly Disagree 4

Find savings from cutting other Council services

- Strongly Agree 0
- Agree 5
- Neither agree nor disagree 8
- Disagree 4
- Strongly Disagree 8

Increase fees and charges

- Strongly Agree 1
- Agree 6
- Neither agree nor disagree 11
- Disagree 3
- Strongly Disagree 5

Appendix One – Comments and Council responses

Income band scheme for Universal Credit customers

1. this is confusing . Most help should go to those with least and/those who have special needs from disability or dependants. Is this what will be achieved?

Response: The scheme provides more support to people on lower incomes. Income received from benefit payments in relation to disability are not counted when assessing the level of support. Universal Credit payments in respect of dependants, disability and caring responsibilities are also not counted.

2. It makes sense to assess income when working out the affordability of Council Tax for low earners, however, the use of flat percentages in the discount does not seem to take into account the different rates of council tax paid because of the property bands so, someone who lives in a higher rated property will pay more than someone in a lower rated property even if they are on the same income. I don't know how to mitigate for this, but since it is difficult to choose where you live, especially if you rent your property, people effectively don't have a choice about what council tax band the property they live in is.

Response: Support is calculated as a percentage of the Council Tax charge, so if you receive a 50% discount this will be more in a Band D property than in a Band C property. However the amount you have to pay will also be higher. This is a feature of the Council Tax scheme that is set by the government, and Oxford City Council has no control over it.

3. I disagree to the extent that you do not take into consideration self-employed people, people with disabilities or single parents. You need to include these categories and take into account their different circumstances which do not necessarily align with people on low incomes.

Response: The scheme does not completely account for individual circumstances, but see the response to the first comment above for the way that parents and people with disabilities are treated.

4. Why not, but I believe landlord should pay the council tax. If the landlord would not pay council tax and maybe other taxed due to the fact of having a low-income person, he may be more inclined to have them as a tenant? This could be a sort of subsidized social housing..

Response: In most circumstances the resident is liable for the Council Tax charge. This is a feature of the Council Tax scheme that is set by the government, and Oxford City Council has no control over it.

5. Why do we pay council tax on the value of the property on 1 April 1991?

Response: This is a feature of the Council Tax scheme that is set by the government, and Oxford City Council has no control over it.

6. This is very financially worded and difficult to understand. It needs to be explained in plain English. If someone is just 1p above a band they lose 25% discount, the bands are too wide, there should be at least 7 bands. How much deduction is made for non-dependants?

Response: A feature of any income band scheme is that there are sharp increases or decreases at the margins of each band. The benefit for those at the lower part of a band is that they can significantly increase their earnings without having to pay more Council Tax.

Appendix 1

Section 58 of the published scheme outlines the rules for non-dependant deductions:
https://www.oxford.gov.uk/downloads/file/4505/council_tax_reduction_for_working_age_people_from_april_2018

Your comments in relation to the wording of the scheme are noted and will be taken into account when consulting on this matter in the future.

7. I think the bands should be uprated, but because of the high rents in Oxford will they not leave anyone on the so called higher bands in an impossible situation?

I must say I think this whole document very hard to understand.

Response: The Council are aware of the high cost of renting property in Oxford. This is one of the reasons why Councillors have not tried to make any savings in the amount of Council Tax support provided to people on low incomes.

Your comments in relation to the wording of the scheme are noted and will be taken into account when consulting on this matter in the future.

8. Bands 3 and 4 should be merged on the basis that too few employers in Oxford are actually paying the OLW (unfortunately) and therefore the 30 hours calculation should be based on NMW and all those at that level of income should have 50% discount.

Response: When the income band scheme was introduced last year, it led to a small increase in the overall amount of support provided. Any increase in support is a direct cost to the City Council, County Council and Thames Valley Police Commissioner.

Oxford City Council provides one of the most generous schemes of support in the country, but a balance must be struck between ensuring people receive support and the additional cost burden that would be faced by Council Tax payers when increasing that support.

9. The income of poor people fluctuates sporadically. It is no good making assessments on the basis of their last year's income, if the current year's income has dropped catastrophically. Where is your provision for discovering their present income? Also the notes do not state the 'Oxford living wage' - it is an expensive city to live in - nor the meaning of 'over-25s'. The proposal can't be assessed without more specification

Response: The income band scheme is based on an individual's Universal Credit award which is reassessed monthly. As such if someone has had a reduction in their income, their Council Tax Reduction will be reassessed. The Oxford Living Wage is referenced in the scheme, and over 25's refers to a person's age. The national minimum wage has a number of different rates, and the highest rate is for people over the age of 25.

10. Everyone should be treated equally and not classed as any different from anyone else purely based on the area of which they live and if they are in employment.

Response: Noted

11. If you are reliant on benefits then depending on your payments and how much you may have in savings then council tax benefit should be calculated by this.

Response: The Council introduced the income band scheme to simplify the system for providing support for Council Tax. This change has led to a small increase in the amount of support provided to people, however in some cases people might lose out. Where this happens, people can apply for a discretionary reduction. Details of this process are here:

https://www.oxford.gov.uk/info/20036/discounts_and_exemptions/936/council_tax_discretionary_discount

12. This is too complicated - I don't understand
Response: We are sorry for the complicated wording. We will take this into account when consulting on this matter in the future.
13. It fails to take into account individual circumstances
Response: The scheme does account for individual circumstances as the amount of support provided depends on an individual's basic Universal Credit award and the amount of their earnings.
14. I would need more information here to make an informed judgment on how this actually effects people and how it compares to their current situation.
Response: Noted
15. You say "Uprating the bands in this way will ensure that no-one has to make more Council Tax as a result of getting a pay rise." I assume you mean "make more Council Tax *payments*" *Response: That is correct. Apologies for this mistake.*

MINIMUM INCOME FLOOR FOR CTR CLAIMANTS WHO ARE SELF-EMPLOYED

What kinds of self-employment should be exempted from the minimum income floor?

As it is proposed to discontinue the minimum income floor, the specific suggestions in the responses below will not be taken forward.

16. Different people have different difficulties increasing their earnings eg disability , repeated ill health , looking after family . In spite of the administrative problems it should be case by case to be fair.
Response: Noted, by discontinuing the minimum income floor for self-employed people, support will be based on the actual earnings of individuals.
17. I think a minimum income floor completely defeats the purpose of a welfare support system that should be there to help people get through tough financial times. I believe that the minimum income floor along with the benefits cap and bedroom tax are flawed attempts at reducing benefit fraud that disproportionately punish those struggling on low incomes and fail in their objectives by creating an atmosphere of fear and anxiety for low wage earners. For the purposes of this consultation I would suggest the minimum income floor should not be applied to any self-employment whose income opportunities are capped by regulation; any self-employment that is seasonal or otherwise dependent on cycles of activity; and any self-employment that provides a service to the community. I would further suggest that any scheme should be able to fully recognise the individual's actual circumstances and make assessments based on that rather than some arbitrary figure.
Response: Noted, by discontinuing the minimum income floor for self-employed people, support will be based on the actual earnings of individuals.
18. Again, it is circumstances such as single-parenthood which make working a 35 hour week impossible therefore there should be a further exemption for this category.
Response: Noted, by discontinuing the minimum income floor for self-employed people, support will be based on the actual earnings of individuals.
19. Single/loan parent families; disabled; voluntary work
Response: Noted.

20. Regardless of the kind of self-employment: Like people who are employed, who are full or part time, receive council tax reduction if they are on a 'low income', the same should apply to the self employed. Exemptions should be made for the disabled or single parents who are self employed.

Response: Noted, by discontinuing the minimum income floor for self-employed people, support will be based on the actual earnings of individuals.

21. All self-employments

Response: Noted

22. I think it is very inequitable to assume a level of earning for all self-employed people and to single this group out . I can only assume this is for administrative convenience Self-employed people are likely to be subject to unexpected gaps and fluctuations in earnings , and many choose this option because of poor health or family commitments .

Response: Noted, by discontinuing the minimum income floor for self-employed people, support will be based on the actual earnings of individuals.

23. Qu 8 is misleading. I am against any minimum income floor in all cases.

Response: Noted

24. All those involved in the "caring" professions

Response: Noted

25. The harder question is to identify self-employment which is secure. But the range which is insecure is huge: not only child-minding, but other social work e.g. care for children with special needs which is subject to shortage of funding and unpredictable swings of funding, including swings from local government cut backs. Moreover, the choice of self-employment is due in 30% of cases to long-term health conditions, as pointed out by the Special Committee for Work and Pensions report on MIF for the self-employed.

Response: Noted, by discontinuing the minimum income floor for self-employed people, support will be based on the actual earnings of individuals.

26. Why are we being asked to differentiate between different self-employed people?

Response: Noted

27. I feel that all working people on low incomes should have equality of access to CTR, regardless of whether they are employed or self-employed. Many disabled people work in a self-employed capacity because their disability means that employment is not accessible to them and self-employment offers them meaningful work and an important contribution to the economy and society. This is a strong reason to support their continued self-employment, rather than risk causing unemployment. Self-employed people who are single parents or who have other caring responsibilities need to work around their caring responsibilities. This group should also be allowed to continue in meaningful self-employment.

Response: Noted

28. Child-minders.

Response: Noted.

Please provide any comments you have on the minimum income floor.

29. It is clearly inequitable to single out a particular group. Especially as the self-employed are likely to comprise those with fluctuating hours and pay, having to work around health problems or family care . How can you calculate and assume a minimum income level?

Response: The level was set at the same rate as that which is used within Universal Credit. After reviewing it, the Council is proposing to discontinue it, partly for the reasons you have outlined.

30. Self-employed people should be able to take holidays the same as employed people and therefore applying the minimum income floor 52 weeks a year seems unfair. The effect of this is that anyone hoping to take 4 weeks annual leave will have to earn £296.89 per week. The minimum income floor means that anyone trying to support themselves will not get support when they actually need it. The imposition of a minimum income floor puts the burden of tackling the low wage economy on the individual and fails to recognise that they have no power to change things. It adds a further burden to those already struggling on subsistence levels of income and takes the dignity out of low paid labour.

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

31. Single parents and carers should have further exemptions unless they are high earners.

Response: The circumstances you have outlined are taken into account within the CTR scheme as a whole, although not specifically in the way the minimum income floor operates.

32. Q 10 is too loaded. What if you think exemptions should be considered indefinitely? If you are a lone/disabled parent, you are possibly always going to be one!

Response: Noted

33. In principle I agree, if it is to encourage local businesses. But this again depends on the income of the business in question. Exemption should be based on the low income of businesses (whether run by self-employed or not).

Response: Noted

34. It is impossible to judge the majority of self-employment on set minimum income levels, set minimum hours. It should be on more in line with employees but making allowances for self-employed costs and expenses.

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

35. It is wrong have a minimum income floor, it cripples start up businesses, discourages entrepreneurs from opening businesses, if they know they have to get to a certain level of income to make it worthwhile. The MIF makes it less likely that people will learn the business skills which will inevitably be useful after Brexit, and indeed whatever happens in individual cases some businesses simply won't get off the ground. It is intensely annoying that disabled business-people and those with childcare responsibilities will be less likely to start a business. These are businesses that Oxford and the country needs, and this will simply stifle the economy at this level. There are nearly 6 million businesses in the UK with under 10 employees, this is key to the UK economy, so why would you want to hinder economic growth? It is extremely short term thinking, highly counter-productive and needs a complete review.

Appendix 1

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

36. It takes longer to establish a business than 1 year so should be increased to 3 years.

Response: Noted

37. It is totally unjust, and is untrue, to assume that every self-employed individual is earning at least £274.05 per week. Because of unpredictabilities mentioned above, their weekly income may drop to zero for periods. You must have a system of finding out what current income is and provide the opportunity for individuals to make their position clear to you. See also alternatives below

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

38. New businesses need time to establish a base for how much custom they will get and the reflection in the income of the business.

Response: Noted

39. Surely there should be different options / rules for disabled people?

Response: The circumstances of disabled people are taken into account within the CTR scheme as a whole, although not specifically in the way the minimum income floor operates.

40. I would continue with the current schema.

Response: Noted

41. I think the MIF is an absolutely terrible idea, and I am not surprised that it's received strong criticism (for example: "MPs and campaigners to call for a rethink" – <https://www.theguardian.com/society/2018/mar/25/universal-credit-self-employed-benefit-slash>).

Response: Noted

42. The assumption that self-employed people earn nearly £10,000 a year is laughable: it's an exceedingly high figure which demonstrates just how disconnected policymakers are from the poorest citizens.

Response: Noted

43. The idea that this assumed income level will "encourage self-employed people to increase their hours of work", suggesting that all poor people need is a little motivation is cruelly insulting. As if the poverty itself isn't motivation enough; as if being self-employed isn't already a daily struggle to make ends meet.

Response: This was not the intention of this statement, but the point is understood

44. For many people, the choice is not between 'regular employment' and self-employment, the choice is self-employment or unemployment. Being self-employed is the one way that those who cannot meet the necessities of regular employment (due to e.g. childcare, illness or disability, lack of opportunity, etc.) can still work hard, not lean more heavily on the welfare state, and not fall through the cracks. The MIF attacks, insults and threatens these people – that feels deeply unjust.

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

45. It is highly unfair, and discriminatory against people who are trying to lift themselves out of poverty through self-employment. For example, I am a disabled person, and have slowly and organically brought myself back into work via self-employment.

While I do work more than 30 hours a week, I only get paid for about 16 hours at the minimum wage level. This is because my disability makes it take far longer to complete work tasks than an able bodied person. A MIF fails to take that into account. As a result, because I am hit with a hefty Council Tax bill, I am now FAR below the breadline, but the MIF will refuse to take that into account. I am now far worse off than if I was simply unemployed. Most people would give up work at this point.

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

46. Question 10 does not offer the respondent the opportunity to disagree with the principle of creating a finite exemption period. I do not agree that there should be a finite exemption period for self-employed people, particularly those who are disabled and those who are single parents.

The Special Committee for Work and Pensions' report on MIF for the self-employed points out that, "45% of self-employed claimants with children need to work around childcare or other caring responsibilities, and 30% have a long-term physical or mental health condition" and "Several self-employed people, and organisations supporting them, told us that the consequence of the MIF for them would not be increasing their income or taking an employee job (which they felt was unviable), but unemployment or a major shortfall in income."

The creation of MIF, the minimum income floor, is damaging the lives of thousands of self-employed families across the country. MIF is an assumed amount of income used in calculating in work benefits for the self-employed. This means, unlike other working people, the self-employed are not assessed on actual financial earnings or hours of work. Where as employees on comparable low incomes continue to be assessed on their actual earnings, the self-employed are assumed to work 52 weeks a year for 35 hours a week, with no holidays, public holidays or sick pay, a situation which would be illegal for any employer to impose on an employee. There is no account taken in these calculations of the overheads for small businesses including material expenses, equipment, marketing outlay, travel, premises, light, heat etc etc. There were 0.55 million self-employed people living in households below average income in the UK in 2017 (Joseph Rowntree Foundation, www.jrf.org.uk). This policy disproportionately targets the disabled and lone parents who are contributing valuable skills to their communities and have found work that is accessible to them and can accommodate their physical impairments and their childcare responsibilities. In fact 16%, 750,000, of the self-employed in 2017 were registered disabled (<https://www.resolutionfoundation.org/media/blog/is-self-employment-taylor-made-for-people-with-disabilities/>).

I appreciate that abolishing Council tax reduction for the self-employed may save the council thousands of pounds, which no doubt are desperately needed, but it is also causing enormous financial hardship and will inevitably lead to many small businesses folding under the strain. This has the potential to be counterproductive in the short and long term, as disabled and able bodied self-employed people join the ranks of the unemployed.

Disabled people, single parents and self-employed people have suffered a great deal under the austerity policies of this government and many have been forced into debt and into despair. It would seem discriminatory to offer all other working people in Oxford access to the Council Tax Reduction Scheme, whether they are part or full time employed, but not self-employed people.

Response: Thank you for taking the time to provide such a considered and detailed response. After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

47. People starting as self-employed should have a concessionary window of more time as they build their business. i.e People that start a business through some aspect of crafting will need to allow time to grow their clientele and profits before being charged at a certain rate.

Response: Noted

Alternative funding options

48. The council tax banding is unfair because it doesn't differentiate wealthy owners of expensive properties from those much poorer.

Response: This is a feature of the Council Tax scheme that is set by the government, and Oxford City Council has no control over it.

49. Add further Council Tax Bands for properties worth over 500,000 and 1,000,000 and charge a premium for those properties.

Response: Oxford City Council is unable to change the Council Tax bands or create new bands., only the government can make this change.

50. Why not tax people for stalling with their engines on in their cars? Or tax every empty seat in cars? Or fly-tipping? Littering? Public urination? Vandalism? Why not have a two-tiered system for business rates for big and small businesses so that small businesses aren't punished and eventually pushed out?

Response: There is a national scheme of relief from business rates for small businesses. Your other suggestions will be passed on to the Head of Financial Services

51. Introduce a (joint with the county) congestion charge + work-place parking levy and share the income. Stop selling-off Council land to the highest bidder/for commercial-retail developments and use it to provide affordable housing that raises income (working with community-led housing groups).

Response: The council assesses all Council owned sites for their affordable housing development potential, and there have been no recent sales of sites for commercial/retail developments where there was a potential to use them for housing. Your other suggestions have been passed on to the Councils Head of Financial Services for consideration.

52. To the above questions 12-13-14 are unclear: to whom would you increase the Council Tax? Which services would you cut/reduce? What fees/charges would you introduce? Oxford Colleges and new developments such as the west gate for example should provide ample funds to Oxford Council. Heavily taxing cars and traffic in the city centre. Heavily taxing those on the highest incomes.

Response: The Council is not permitted to levy an income tax. Your suggestion on taxing traffic will be passed to the Head of Financial Services.

53. Why can't council tax bands be distributed more fairly? As it is large and in Oxford extremely expensive properties pay no more than moderate ones .

Response: Oxford City Council is unable to change the Council Tax bands or create new bands. Only the government can make this change.

54. Adjust the banding by investing in a new valuation exercise. Then increase the rate on the top bands and lower it on the bottom.

Response: Oxford City Council is unable to make this change only the government can arrange a revaluation.

55. Vote Labour & we can all have the level of services we once had! NO more Austerity!!!
Response: Noted.
56. Besides increasing Council tax for the better off, the house banding should be far more flexible, with owners of houses worth millions of pounds paying a very much higher rate. In addition, I recognise that Central Government has imposed on Councils the need to supplement their own inadequate social provision. I would contribute myself to a voluntary extra donation for a limited period, if every member of Council did so according to their means and the Oxford Council raised a voluntary fund from the Oxford public. A few thousand contributions could provide more than you would get from the unjust imposition of an imaginary MIF on some of the worst off in the community.
Response: Your suggestion of voluntary contributions will be passed to the Head of Financial Services
57. How about being clearer about what these last questions actually mean?
Response: We are sorry that this was unclear. We will bear your comment in mind when conducting future consultation on this issue.
58. Instead of increasing bills for those with the lowest incomes (who could be pushed into dire circumstances), why not for those with the highest incomes?
Response: The Council is unable to increase Council Tax bills for people on high incomes. Only the government can make this change.
59. Take into account individual circumstances. By not doing so, you make an assumption that because someone is self employed and works a number of hours, that their income matches that of an able-bodied person. This is not true. There are so many circumstances that need to be looked at and a single, immutable calculation is discriminatory - especially against the disabled. I have even considered court action against this system because it is blatant discrimination when the scheme refuses to incorporate disability into earning potential or productivity output.
Response: It is proposed to discontinue the minimum income floor for self-employed people.
60. Questions 12,13 and 14 do NOT offer the 'unsure' response or 'I don't know'. I am not clear on what the statement options mean. 'Increase the level of council tax' for whom? Cutting which council services? And what does fees and charges mean? The questions are unclear. I don't understand what options are being offered because they are so general. I would also have liked to have seen more specific alternative options to funding the CTR scheme. For instance Oxford city is home to some of the wealthiest people in the country and to many second homes. Could the council not look to its wealthiest residents to pay a little more council tax, rather than put the onus on its poorest and most vulnerable?
Response: We are sorry that these questions were not specific enough. We will bear your comment in mind when conducting future consultation on this issue. The Council cannot levy any additional charge, but a suggestion has been made above to consider a voluntary charge. This will be passed to the Head of Financial Services for consideration.

Other comments on the CTR scheme

61. I am very happy that our Council recognises the problems that would be caused if there was no help for people who struggle to pay their Council Tax. Withdrawing all support is likely to lead to many struggling people facing increased costs, criminal

prosecution and imprisonment for being poor, so thank you. Also, following the administration methods of Universal Credit and assessing people's income every month for ever in order to calculate their entitlement is costly and counterproductive if the aim is to reduce costs. Assessing income annually and using an average is much more effective in terms of administrative costs to the council and also much easier for self-employed people to administer. And it gives a fairer benefit outcome since it allows the high earning periods to contribute to the low earning periods in a way that monthly assessment does not.

Response: For self-employed people who are not on Universal Credit, it is the annual earnings which are used to assess the amount of support. It is proposed to discontinue the minimum income floor which will mean that from next year, calculations will be based on actual earnings.

62. If Oxford City Council truly wants to build a "world class city for everyone" it should put its money where its mouth is. Everyone is not just big business and high-earners, it's everyone. I have lived in Oxford on and off for several years and have seen how commercial interests have been put before any environmental or heritage considerations. Given that the council is in the hands of the Greens and Labour, I hope that this will inaugurate positive change.

Response: Noted

63. Using MIF the minimum income floor to assess income means that it will discriminate against self-employed people who will not receive council tax reduction in Oxford. This is unlike people who are employed, who whether they are in full or part time, receive council tax reduction if they are on a 'low income'. There is no sliding scale and no exemptions for the disabled or single parents. Oxford City Council (majority Labour) have chosen to pursue this policy voluntarily to save money, going against Labour principles of inclusion, social democracy, and improving the lives of the most vulnerable.

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

64. CT is an extremely heavy financial burden on too many residents. CTR is vital but in its current form it is still exacerbating inequality.

Response: Oxford City Council provides one of the most generous CTR schemes in the country. The proposal to discontinue the minimum income floor will remove an element of inequality within the scheme.

65. Please vote Labour & you will get funding from the government.

Response: Noted.

66. It is a very helpful scheme to help people get out of poverty - provided the scheme is applied using common sense rather than a single-solution cookie-cutter approach. We are human beings with different skills and abilities. Just because someone works 35 hours a week, it does NOT mean they are at the same level of productivity or earning potential. Additionally, self-employed people have far wider expenses than employees, and this is not taken into account either. I am currently surviving on an income of less than £100 per week. Without the help from the scheme I would never be able to find myself in a position where I can increase this. The added stress and exacerbation of symptoms caused by this MIF assumption has been devastating. In a modern society, we should be going out of our way to make the journey from poverty as motivating as possible. But us self-employed and disabled people are just crushed by a system that apparently refuses to acknowledge our existence or contribution.

Response: After reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

67. As a member of the Labour party I am more than disappointed that the majority Labour, local city council seems to be out of kilter with the national Labour party's mandate, 'not for the few but for the many'. It's a great shame to choose to hit hardest the poorest and most vulnerable in our city in order to balance the books.
Response: Oxford City Council provides one of the most generous CTR schemes in the country. However after reviewing the minimum income floor, the Council is proposing to discontinue it, partly for the reasons you have outlined.

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Appendix 2

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
CTR schme becomes inefficient to adminster	The migration to Universal Credit results in a CTR scheme which is relatively expensive to adminster	Opp	CTR is currently aligned to the Housing Benefit regulations. As customers migrate to Universal Credit, maintaining such a complex scheme is unnecessary	The Council fails to achieve potential efficiency savings from a better scheme design	Sept 18	James Pickering	2	4	1	2	1	2		Introducing the banded scheme removes the complicated means testing of UC	31/3/19		100	James Pickering
Increased customer contact	Customers are concerned at potential changes to the support they get and contact the Council about them.	Threat	Poor explanation of changes, and no mitigation planned.	Customers are not clear about the impact of the changes.	Sept 18	James Pickering	2	2	1	1	1	1		The banding based approach to CTRS makes the scheme easier to explain. The further changes proposed for 19/20 should simplify the scheme and make communication of it more straightforward	15/3/19		50	Laura Bessell
Council reputation	Proposals for changes not clearly thought through, and impact not properly understood, resulting in damage to Council reputation	Opp	Insufficient modelling undertaken, and/or impact of changes not properly understood. Scheme poorly drafted.	Informed customers spot impacts of changes that the Council has not properly identified, undermining the proposals for the revised scheme.	June 17	James Pickering	3	3	3	2	3	2		Expert team from different service areas assembled to work on the proposals, time taken to model changes and understand customer impact. Expert in CTR legislation commissioned to draft the scheme.	28/2/19		100	James Pickering
Implementation of Scheme	There may not be time to implement and test the necessary software changes prior to the annual Council Tax billing process.	Threat	Lack of resource allocated to testing process and additional resource required for testing of other Academy functionality	Unable to implement the income band scheme	May 18	James Pickering	3	3	2	2	1	1		Learning from 18/19 as to the amount of testing required resulted in CTR functionality testing incorporated into the end of year plan for the Academy software system.	01/3/18		25	Laura Bessell

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Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the **9** protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware of the needs of the duty**.*
- 4. The **impact of the proposal or decision must be properly understood first**. The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*

Appendix 3

6. What does 'due regard' entail?
 - a. **Collection and consideration of data and information;**
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;**
 - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.**
7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
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?

Council Tax Reduction is claimed by low income households in the city. The proposals for 2019/20 should not disadvantage any groups as they are designed to make the scheme more generous. Increasing the income bands ensures CTR claimants who receive an hourly pay increase in line with the national and Oxford living wage are not disproportionately affected by moving into a band with less CTR available. The removal of the minimum income floor for self-employed earners will remove an existing inequality by treating self-employed and employed customers in the same way by calculating any CTR entitlement using their actual earned income.

The proposals will affect groups with protected characteristics in the following ways:

Race

It is not intended that this policy will disproportionately affect any particular ethnicity. However BAME groups are over represented in the existing CTR caseload, compared to Oxford as a whole.

Disability

No adverse impact

Gender or Gender Identity/Gender Assignment

There are a greater proportion of female claimants than male within the current CTR caseload. This will therefore affect more women than men of working age.

Sexual Orientation

No adverse impact

Age

Appendix 3

The impact of this policy will be felt by people of working age, as national legislation prevents changes being made to the pension age CTR scheme.

Religion, Faith and Belief

No adverse impact

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

Increasing the income bands ensures CTR claimants who receive an hourly pay increase in line with the national and Oxford living wage are not disproportionately affected by moving into a band with less CTR available. The removal of the minimum income floor for self-employed earners will remove an existing inequality by treating self-employed and employed customers in the same way by calculating any CTR entitlement using their actual earned income.

The parameters for adjusting the income bands will be made and customers affected will be notified as part of the Council Tax annual billing process.

Self-employed claimants will be identified and cases will be adjusted manually to ensure accuracy in the calculation of earnings and will be notified as part of the Council Tax annual billing process.

If customers feel they are experiencing hardship, there is provision for discretionary payments to be made to people within the existing Council Tax regulations.

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

Appendix 3

Consultation has been conducted and details of the responses are provided at Appendix 2 of this report.

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

There are no adverse impacts anticipated.

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

Self-employed claimants have their claims reviewed regularly to ensure the earned income used in the calculation is accurate.

The impact will also be monitored via applications for discretionary support and this should highlight any areas of concern.

Lead officer responsible for signing off the EqIA: James Pickering

Role: Welfare Reform Manager

Date: 3 December 2018

Note, please consider & include the following areas:

Appendix 3

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

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Council Tax Reduction Scheme 2019/20

The scheme for 2019/20 is:

The current Local [Council Tax Reduction scheme](#) (2018/19)

with the summarised recommended changes set out below subject to City Executive Board and Council approval of (1) and (2).

Amendments	Section numbers to be amended
Recommendations subject to agreement by the City Executive Board (for decision)	
1. the income band scheme for residents on Universal Credit – to be uprated annually in line with changes to the National Minimum Wage (NMW) and the Oxford Living Wage (OLW), and that the benefit cap, be uprated in line with inflation (based on the Retail Price Index figure for September 2018).	Schedule 6, Part 5 (page 150)
2. the minimum income floor for self-employed people – to be removed from the 2019/20 CTR scheme: support to be based on actual earnings	Regulation 29A (page 50)
Up-rating of figures for the new financial year	
3. non-dependant deductions (adjustments made to the maximum amount of reduction a person can receive to take account of adults living in the dwelling who are not dependants of the applicant)	Regulation 58 (page 75)
4. the applicable amount (the amount against which an applicant's income is compared to determine the amount of reduction to which he or she is entitled)	Schedule 1 (pages 113-116)
Amendments made by Regulation to make provision for the treatment of three additional types of payments	
5. backdated payments of certain benefits which are required following an error of law, which will be disregarded when calculating an applicant's capital	Schedule 5, part 9 (page 137)
6. certain child care charges, which in certain circumstances will be deducted when calculating an applicant's income	Regulation 18 (page 40)

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To: Council

Date: 28 January 2019

Report of: Head of Law and Governance

Title of Report: Report of the Independent Remuneration Panel and Draft Councillors' Allowances Scheme 2019-23

Summary and recommendations	
Purpose of report:	To present the recommendations of the Council's Independent Remuneration Panel (IRP) and a Draft Councillors' Allowances Scheme 2019-23
Key decision:	No
Lead Member:	Councillor Susan Brown, Leader of the Council
Corporate Priority:	N/A
Legislation:	Local Authorities (Members' Allowances) (England) Regulations 2003
Recommendation(s): That Council resolves to:	
<ol style="list-style-type: none"> 1. Thank the Independent Remuneration Panel for their work. 2. Agree to include in the Councillors' Allowances Scheme 2019-23 the following provisions from the Councillors' Allowances Scheme 2015-19, as recommended by the Independent Remuneration Panel: <ol style="list-style-type: none"> a) A basic allowance payable to all councillors of £5079 in 2019-20; b) Indexation of the basic allowance in accordance with the annual percentage uplifts provided for in the local pay deal for council employees; c) The following Special Responsibility Allowances (SRAs): <ol style="list-style-type: none"> i. Leader - 3 x basic allowance (£15,237) ii. Deputy Leader – 1 x basic allowance (£5,079) iii. Non-statutory Deputy Leader - 1 x basic allowance (£5,079) iv. Lord Mayor –1 x Basic Allowance (£5,079) v. Deputy Lord Mayor – 0.25 x basic allowance (£1,270) vi. Sheriff - 0.25 x Basic Allowance (£1,270) vii. Board Members with particular responsibilities – 1.5 x basic allowance (£7,619) viii. Board Members without particular responsibilities – 0.5 x basic allowance (£2,540) ix. Chair of Scrutiny Committee – 1x basic allowance (£5,079) x. Chair of Audit & Governance Committee – 0.25 x basic allowance (£1,270) 	

- xi. Chair of Scrutiny Panel – 0.25 x basic allowance (£1,270) (Panel must meet at least 5 times to qualify. A maximum of 2 SRAs will be available (£2,508) to be shared by the Chairs of the qualifying Standing Panels)
 - xii. Opposition Group Leader – 1 x basic allowance (£5,079) to be shared between the group leaders equally;
 - d) The rule that councillors will receive a maximum of two special responsibility allowances (excluding civic office holders);
 - e) The rule that where a member of the Council is also a member of another council, that councillor may not receive allowances from more than one council in respect of the same duties;
 - f) The rule that a 15% reduction to a special responsibility allowance will be applied for councillors who attend less than two thirds of the scheduled meetings required within a special responsibility, with the additional clarifications explained in paragraphs 14-16.
 - g) No allowances to be paid to co-opted members;
 - h) The ability for councillors to elect to forgo any part of their entitlement to an allowance;
 - i) The rule that where allowances have been paid in advance for a period during which a councillor is no longer a councillor, those allowances should be repaid;
 - j) Allowances for maternity or adoption leave, with the additional clarifications explained in paragraph 17;
 - k) Allowances for child and other dependants' care subject to a maximum of £1,000 per councillor per year (which can be increased by the Head of Law and Governance in special circumstances), with the additional clause explained in paragraph 18;
 - l) Allowances for travel to be paid for travel outside the City of Oxford boundary with the prior agreement of the Head of Law and Governance;
 - m) Reasonable adjustments for councillors with a temporary or permanent disability;
 - n) The rule that all claims for repayment must be made on the forms provided and should be accompanied by receipts/invoices as appropriate before payment can be authorised;
3. **Agree** that the special responsibility allowance for chairs of planning committees will be reduced to 0.5x basic allowance (previously 1.0x basic allowance).
 4. **Agree** to include in the scheme an application process for members who are in receipt of working age benefits (excluding Child Benefit) to claim for up to a maximum of £1,000 per year for travel expenses incurred within the City of Oxford boundary whilst on Council business as an exception to the normal rule (which is that allowances cannot be claimed for journeys within the City of Oxford boundary) and to allocate additional funding of £3,000 to the budget for travel allowances.
 5. **Agree** to allocate funding of £1,500 to allow for the £35 data protection fee payable to the Information Commissioner's Office for members to register as a "data controller" to be reimbursed to members, as recommended by the

Independent Remuneration Panel (assuming this fee is retained for councillors following a government consultation).

6. **Agree** that councillors will forgo part of their future allowance payments in the following circumstances:
 - (a) A 15% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend more than four meetings of Full Council in any municipal year except when a serious medical condition is the reason for absence;
 - ii. Members who fail to attend the induction training for newly elected councillors. A newly elected Councillor is any Councillor who was not holding City Council office before the election in question.
 - (b) A 10% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend compulsory planning and development control training (held every two years).
 - ii. Members who fail to attend compulsory code of conduct training (held annually).
 - iii. Members who are appointed to a Licensing Committee who fail to attend the compulsory licensing training (held annually).
7. **Adopt** the Draft Councillors' Allowances Scheme 2019-23 the Councillors' Allowances Scheme 2019-23 attached as Appendix 2.

Appendices	
Appendix 1	Report of Oxford City Council's Independent Remuneration Panel, November 2018
Appendix 2	Draft Councillors' Allowances Scheme 2019-23

Introduction

1. The Council's Councillors' Allowances Scheme for 2015-19 was adopted by Council on 1 December 2014 with effect from 1 April 2015. The scheme expires on 31 March 2019.
2. This report outlines the recommendations of the Oxford City Council Independent Remuneration Panel (IRP) in respect of a replacement councillors' allowances scheme and proposes a Draft Councillors' Allowances Scheme 2019-23.

Legislative framework

3. The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") require the Council to agree a new scheme before the expiry of the current scheme, having regard to the recommendations of an IRP. The Regulations stipulate that such a scheme shall provide for:

- The payment of a basic allowance of the same amount to all councillors (limited to the duration of a councillors' term of office);
 - Councillors electing to forgo their entitlement to any part of their allowances;
 - A time limit during which any claims for travel, carers' and co-optees' allowances must be made;
 - Councillors not receiving allowances from more than one authority in respect of the same duties;
 - The publication of records of the allowances paid, at the end of each year.
4. The Regulations also stipulate that a scheme may provide for:
- The payment of special responsibility allowances (SRAs) to members with special responsibilities (including to at least one councillor who is not a member of the controlling group);
 - The payment of a dependants' carers' allowance;
 - The payment of travelling and subsistence allowance;
 - The payment of co-optees' allowance;
 - Annual adjustment of allowances by reference to an index (for a maximum period of four years);
 - An authority requiring the repayment of allowances paid in advance where a member ceases to be entitled to those allowances;

Independent Remuneration Panel (IRP)

5. The Council's IRP comprises representatives from the voluntary, public and business sectors appointed by the Head of Law and Governance (in accordance with the delegation from Council). The members of the IRP are:
- Professor Alistair Fitt, Vice-Chancellor, Oxford Brookes University;
 - Kathy Shaw, Chief Executive, Oxfordshire Community & Voluntary Action;
 - Prisca Bradley, Director and Head of Employment, Hedges Law.
6. The IRP met on 30 October 2018 to carry out an independent review of councillors' allowances and make recommendations about a new Oxford City Council councillors' allowances scheme. Recommendation 1 asks Council to thank the IRP for their work.

IRP report and recommendations

7. The report of the IRP is attached as Appendix 1 and a summary of the evidence considered is provided in paragraphs 15 & 16 of that report. This included written representations made by nine councillors.
8. The IRP was particularly focused on ensuring that the role of elected representative can be open to people from a wide range of backgrounds and that potential barriers to participation, including financial barriers, should as far as possible be removed or mitigated. The IRP recognised that these considerations must be balanced against the overall affordability of councillors' allowances, which should represent value for money for local residents and reflect the fact that the role of councillor is at least partly a voluntary public service. The IRP

concluded that a significant increase in the rate of the basic allowance would not be an effective means of achieving this outcome. Instead the IRP explored the option of establishing specific provisions for supporting councillors with limited financial means (see paragraphs 20-22 below).

9. The IRP concluded that the provisions in the Councillors' Allowances Scheme 2015-19 remain appropriate and should be retained on the current basis in the new scheme, with a small number of clarifications and changes explained below.
10. The IRP recommend that the local pay deal for Council employees is retained as the index for the annual uplifting of allowances. As the Regulations stipulate that schemes can rely on an index for the annual uplifting of allowances for no more than four years, it is proposed that the new councillors' allowances scheme will span from 1 April 2019 to 31 March 2023. Applying this index (currently 1.25%) to the basic allowance for the financial year beginning 1 April 2019 increases the rate of the basic allowance to £5,079 (from £5,016 in 2018/19). The 1.25% uplift will also be applied in year two of the scheme, increasing the rate of the basic allowance to £5142 for 2020/21. It is not yet known what uplifts Council employees will receive in the latter two years of the new councillors' allowances scheme as this will be subject to a future pay negotiation.
11. The IRP recommend that special responsibility allowances (SRAs) are retained for the same roles as in 2015-19 and that the levels of SRAs continue to be set as multiples of the basic allowance.
12. The IRP support the retention of allowances for child and other dependants' care, maternity and adoption leave, reasonable adjustments for councillors with a disability and travel outside of the City of Oxford boundary.
13. Recommendation 2 of this report details all of the existing provisions that the IRP recommends the Council retains in its Councillors' Allowances Scheme 2019-23, including the points of clarification set out in paragraphs 14-19 below.

Reductions to special responsibility allowances

14. An internal audit of councillors' allowances in 2018 resulted in a recommendation that Council clarifies the intended application of the rule that a 15% reduction will be applied to a special responsibility allowance for councillors who attend less than two thirds of the scheduled meetings required within that special responsibility. The issues were that the Councillors' Allowances Scheme 2015-19 did not provide clarity about how or when councillors' attendance would be calculated or for how long any reductions would be applied.
15. The IRP suggest that there should be an audit at a fixed point in the municipal year. Committee and Member Services undertake to review councillors' attendance records mid-way through each council year and to contact any councillors at risk of being penalised for non-attendance. It is proposed that any reductions to allowances will be based on attendance at the end of each council year and applied for the duration of the subsequent council year. The Draft Councillors' Allowances Scheme for 2019-23 sets out how attendance at meetings, training and induction events will be calculated for these purposes.

16. It is also proposed that Shareholder meetings are excluded from the special responsibility meeting attendance calculation for members of the City Executive Board. Unlike Council and committee meetings, which are scheduled annually, Shareholder meetings will often be scheduled in response to the changing needs of the companies and the Shareholder and as such meetings will occasionally take place at relatively short notice and at times that will be inconvenient or impossible for some members (e.g. during school holidays or pre-arranged commitments).

Allowances for maternity and adoption leave

17. The IRP support the continuation of allowances for maternity and adoption leave, which were introduced by the Council in February 2018. Some other local authorities have also introduced similar provisions, although they are not explicitly provided for in the Regulations. To ensure that these new arrangements are as clear and robust as possible it is proposed that the Councillors' Allowances Scheme for 2019-23 provides additional clarity in respect of:
- The need for full Council to first grant a dispensation to any councillor wishing to take a break of six months or more from attending qualifying meetings, as required by the Local Government Act 1972 (Section 85);
 - Allowances for maternity and adoption leave not being contingent on a councillor returning to their previous duties at the end of their period of leave (which would be at the discretion of Council, a committee or the Leader), to reflect Council's intentions;
 - The informal duties that are recognised in the payment of allowances for maternity and adoption leave, which are highlighted in the IRP report.

Allowances for child and other dependants' care

18. The IRP received representations that the requirement that carers must be paid at least the Oxford Living Wage has presented a barrier for some councillors, resulting in these provisions being under-utilised. The IRP recommend that Council allows some flexibility within the scheme for councillors to make "top-up" payments to the care provider up to the level of the Oxford Living Wage.

Special responsibility allowance for chairs of planning committees

19. Having reviewed the descriptions of different councillor responsibilities and representations made by councillors about the amount of time they commit to these, the IRP recommend that the SRA for chairs of planning committees should be reduced from 1.0x basic allowance to 0.5x basic allowance. This would make the level of the SRA for planning committee chairs lower than that for roles such as Lord Mayor and Chair of Scrutiny Committee (which are both recommended to remain at 1.0x basic) but higher than the SRA for the Chair of the Audit and Governance Committee, which meets less frequently than planning committees. Council is asked to agree this change in recommendation 3.

Allowances for travel

20. The Councillors' Allowances Scheme for 2015-19 limits travel allowances to expenses incurred for journeys outside the City of Oxford Boundary with the prior agreement of the Head of Law and Governance. Exceptions may be made by the

Head of Law and Governance for councillors with a permanent or temporary disability as a “reasonable adjustment”.

21. The IRP concluded that to make a difference to serving councillors and potential future councillors on low incomes, a fund would most usefully be used to make a similar exception for councillors on low incomes. It is proposed that funding of up to £1,000 is made available to councillors in receipt of working age benefits (excluding Child Benefit, which is not limited to low income households) to claim for travel expenses incurred within the city whilst on council business, such as travelling to and from council meetings. Linking this fund to working age benefits is intended to reach councillors on low incomes whilst limiting the burden of proof on them when submitting claims to the Head of Law and Governance. Councillors’ entitlement to these allowances would be reviewed annually but councillors would be expected to inform the Head of Law and Governance if they stopped receiving a qualifying benefit. Recommendation 4 invites Council to agree this proposal and allocate additional funding of £3,000 to the budget for travel allowances.
22. Travel allowances for journeys outside of the UK are not allowed within the Scheme other than for two trips per year for the Lord Mayor. The IRP received representations that allowances should be available to councillors on low incomes for travel outside the UK to ensure that all councillors have the opportunity to represent the city and learn from the experiences of cities abroad. The IRP noted that the current scheme explicitly limits foreign travel to the Lord Mayor and that the Lord Mayor’s travel would normally be funded by the civic office budget rather than from councillors’ allowances. City Executive Board members may also occasionally travel abroad on council business but funding for this would be a matter for decision by the relevant head of service based on business need. The IRP decided against recommending allowances for foreign travel for councillors on low incomes as this should be based on an identified business need.

New data protection requirements

23. The IRP noted that under the Data Protection Act 2018 and the Data Protection (Charges and Information) Regulations 2018, councillors who hold electronic personal data on individuals as part of their local councillor role are required to register with the Information Commissioner’s Officer and pay a data protection fee of £35 (assuming payment by Direct Debit, otherwise the fee is £40).
24. This applies to all councillors who hold electronic personal data (for example on their personal email accounts) in their capacity as a local representative or case worker and it is the responsibility of the individual councillor to ensure they are registered if they need to be and have paid the data protection fee. This will exclude councillors who hold such data only for the purposes of undertaking formal council business (i.e. on their cllr@oxford.gov.uk email account). Similarly, councillors who hold electronic personal data for party political purposes only are likely to be covered by their political party’s registration.
25. The IRP considered that councillors who are required to pay this data protection fee (which is likely to be the majority of councillors) should not be out of pocket

for doing so and recommend that the Council agrees to reimburse this fee (as it has done since 2018). It should be noted that the government is currently consulting on the option of removing the fee for councillors but as the outcome of the consultation is not yet known, recommendation 5 asks Council to make budgetary provision of £1,500.

Reductions to the basic allowance

26. The Councillors' Allowances Scheme 2015-19 states that the basic allowance will be reduced for failure to attend four meetings of Council per year, as well as for not attending compulsory training and new member induction sessions. These rules are primarily intended to encourage attendance and deter non-attendance but reductions have been applied in a small number of cases in previous years. The IRP has recommended the retention of these rules.
27. The Regulations stipulate that the amount of the basic allowance shall be the same for every member but the Regulations are also clear that councillors can elect to forgo their entitlement to any part of their allowances. To deliver the expressed sentiments of the IRP and maintain the current practice, recommendation 6 invites the Council to make a collective resolution that the basic allowance will be reduced in these circumstances.

Draft Councillors' Allowances Scheme 2019-23

28. The Draft Councillors' Allowances Scheme 2019-23, incorporating the recommendations and points of clarification set out above, is attached as Appendix 2. The substantive changes from the previous scheme are highlighted. Recommendation 7 asks Council to adopt the Draft Councillors' Allowances Scheme 2019-23, subject to any amendments agreed by Council.

Legal implications

29. The legal implications, including the need for Council to adopt a new councillors' allowances scheme before 31 March 2019 and the parameters of the Regulations governing councillors' allowances are set out in paragraphs 3 and 4.

Financial implications

30. Provision has been made within the Council's Draft Medium Term Financial Plan for councillors' allowances including annual uplifts to allowances. An additional £3,000 can be allocated to the budget for travel allowances (recommendation 3) and £1,500 to reimbursing the costs of the data protection fees payable by councillors (recommendation 4). These allocations can be funded by the reduction in the SRA paid to planning committee chairs (recommendation 2).

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Background Papers: None

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**REPORT BY
THE OXFORD CITY COUNCIL
INDEPENDENT REMUNERATION
PANEL**

**An Independent Review of Members'
Allowances**

November 2018

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Oxford City Council

Report of the Independent Remuneration Panel

November 2018

Executive Summary

1. Oxford City Council's Independent Remuneration Panel was asked to prepare this report to recommend a new Members' Allowances Scheme to the Council. The new scheme is to be adopted when the current scheme expires on 31 March 2019 and will run from 1st April 2019 until 31st March 2023.
2. In preparing this report, the Independent Remuneration Panel ("the Panel") has considered all aspects of Oxford City Council's scheme of allowances ("the Scheme"), including the structure of the Scheme, the level of allowances paid and the circumstances in which allowances may be claimed.
3. The Panel considered a range of information prior to formulating their recommendations. This included the responses of the councillors who had put forward their views, the economic and financial climate within which the Council operates and the desire to encourage a wide range of citizens to participate in local democracy as well as information provided by the Council on the governance arrangements of the Council. The Panel also considered the statutory framework for Councillors' allowances, including the relevant statutory instruments and the statutory guidance issued by the Department for Communities and Local Government¹. The Panel considered a range of qualitative and quantitative evidence as well as benchmarking data (see paragraphs 15-16 below).
4. In taking into account the views of those Councillors who had responded, as well as the prevailing financial climate, the Panel chose to adhere to the principle that there should be no significant increase in the overall budget for allowances.
5. The Panel's view is that the Scheme must be: set at a level to encourage access by all; be fair and transparent; and be affordable. The Panel would like to draw attention to the following aspects of their recommendations:
 - Each Councillor should be reimbursed, on application, the £35 cost (assuming payment by the Councillor by direct debit) of the data protection registration fee. Otherwise we do not recommend a rise in the basic allowance above the indexation rate of 1.25%. This Basic Allowance will continue to cover subsistence, travel, broadband and

¹ Guidance on members' allowances for local authorities in England ODPM April 2017

incidental costs and be paid to all 48 Councillors for their general duties as described in the paper “The role of the Councillor”;

- The Scheme should continue to make provision for indexation of Councillors’ allowances for the maximum four years in line with the percentage rate of uplift contained in the local pay agreement for staff;
- That a fund should be created to allow Councillors who have limited means and are in receipt of working age benefits to claim for travel expenses incurred within the city whilst on Council business;
- That the “maximum of two special responsibility allowances per Councillor” rule be retained;
- The carer’s allowances for children and adults on the basis of cost incurred, to a maximum of £1000/Councillor per year, should be retained;
- That adjustments should be made to those positions that attract a Special Responsibility Allowance (“SRA”) to reflect current demands and reduce the SRA attached to the office of Chair of a Planning Committee to 0.5 x basic allowance;
- The penalty for non-performance linked to Special Responsibility Allowances and attendance at Council should be applied consistently. There should be an audit at a fixed point in the municipal year, say after the first six months with any deductions to be applied to allowances payable to a Councillor during the following municipal year; and
- That travel outside Oxford should only be claimed for within the current scheme of duties.

Introduction

6. This report presents the recommendations of the Independent Remuneration Panel to the Council for consideration and approval.
7. The Council is required to make a scheme of allowances for its Councillors in accordance with the Local Authorities (Members’ Allowances) (England) Regulation 2003. The process for making and reviewing such a scheme is regulated so that the public can have confidence in the independence, openness and accountability of the process involved. The process requires that the Council must establish an independent remuneration panel and, before making or amending its scheme of allowances, the Council must have regard to the views of the Panel.

The Panel

8. The Panel met on 30th October 2018 to carry out a review of the Oxford City Council Members’ Allowances Scheme. The Panel comprised representatives appointed by the Head of Law and Governance (in accordance with the delegated authority from Council on 14th July 2014 to do so) from the voluntary, public and business sectors. The members of the IRP were:-

- Prisca Bradley – Director, Hedges Law
 - Professor Alistair Fitt –Vice-Chancellor, Oxford Brookes University
 - Kathy Shaw – Chief Executive, Oxfordshire Community and Voluntary Action
9. Also present, to support the Panel, were Anita Bradley (Head of Law and Governance), Andrew Brown (Committee and Member Services Manager) and Emma Griffiths (Lawyer) each of whom work within the Council’s Law and Governance Service.

Terms of reference

10. The Panel was appointed to undertake a review of and make recommendations to the Oxford City Council on its Members’ Allowances Scheme.
11. The Local Government Act 2000 section 99 provides for the payment of allowances to Councillors and the Local Authorities (Members’ Allowances) England Regulations 2003 (as amended) require that before any new scheme of members’ allowances is agreed the Oxford City Council is required to take into account the advice of an independent remuneration panel on the levels and types of allowances to be paid under that scheme.
12. An independent remuneration panel must produce a report making recommendations regarding:
 - a) the responsibilities or duties in respect of which, special responsibility, travelling and subsistence and co-optees’ allowances should be available;
 - b) the amount of such allowance and of basic allowance;
 - c) whether dependants’ carers’ allowance should be payable to members of an authority, and the amount of such an allowance;
 - d) whether payment of allowances may be backdated following an amendment; and
 - e) whether adjustments to the level of allowances may be determined according to an index, and if so which and how long that index should apply, subject to a maximum of an index applying for four years before it is reviewed.
13. The Council’s current Scheme was approved in December 2014, commenced on 1 April 2015 and expires on 31 March 2019. The Panel had to review the current Scheme and consider what, if any, adjustments were needed and to recommend an allowances scheme for the financial year 2019/20 and beyond.
14. The Panel also agreed the following set of broad principles within which the review of allowances was undertaken:
 - In line with the statutory guidance, the Panel took into account the principle that an element of the role of Councillor must be voluntary, but

that should not mean that Councillors should suffer significant financial loss as a result of undertaking the role;

- Allowances should not be designed to enrich Councillors, but neither should the level of allowances prohibit individuals from considering standing for election;
- In line with the statutory guidance, the Panel sought to ensure that no more than 50% of Councillors should be eligible to claim a Special Responsibility Allowance;
- In light of the financial climate within which the Council operates, the overall budget for allowances should not increase significantly as a result of this review.

Evidence Considered and Representations Received

15. Representations on the current scheme were sought from all Councillors. We received written representations from a number of Councillors.

16. In addition to those representations we also received:-

- The Local Government Association census of Local Authority Councillors 2013 (Local Government Pay and Workforce research);
- The reports of the Panel to the Council in November 2014 and November 2017;
- The Oxford City Council's current Members' Allowances Scheme;
- The Oxford City Council end of year allowances notice for 2017/18
- A paper on the Role of a Councillor;
- Details of the current portfolio responsibilities;
- A discussion paper that set out a summary of the key points for the Panel to consider;
- The allowances schemes operated by the neighbouring authorities:- Cherwell District Council; Oxfordshire County Council; South Oxfordshire District Council; Vale of White Horse District Council and West Oxfordshire District Council; and
- The allowances schemes operated by comparator authorities: Cambridge City Council, Exeter City Council and Norwich City Council.

Our Review of the Members' Allowances Scheme and proposed amendments

17. We examined all of the allowances and expenses within the Council's current Members' Allowances Scheme. We also considered whether any new allowances should be introduced. In making our proposals we particularly took into account the comments of the Councillors who provided representations to us.

Basic Allowance and Indexation

18. The Local Authorities (Members' Allowances) Regulations 2003 permit Councils to determine whether adjustments to allowances should be made by reference to an index and, if so, to decide upon the index and the length of its application (up to a maximum of four years).
19. The Panel considered the current Members' Allowances Scheme which was introduced in 2015. That scheme provides for a basic allowance of £5,016 and for Councillors' basic allowances to be linked to the same percentage of whatever the local pay settlement is for local government employees for annual adjustments and will vary accordingly.
20. The Panel wishes to ensure that the allowance is set in a way to encourage citizens from as broad a variety of backgrounds as possible to consider standing for election. Councillors' roles are time consuming and inevitably, for some, will clash with work and personal responsibilities. Councillors are expected to perform a "professional role" on the Council. It is unrealistic to assume that Councillors are able to perform their role without being properly recompensed for their time.
21. Some Councillors are more able than others to absorb the financial, professional and personal effects the role demands but the Panel felt it important that the remuneration scheme was balanced so as not to present a financial barrier. After all, Councillors are able to forgo their allowance should they choose.
22. The new scheme should not increase the level of the basic allowance other than to allow for indexation of Councillors' allowances in line with the local staff pay deal for annual adjustment, for the following four years. Under the current employee three year pay deal ending in March 2021 the annual adjustment is 1.25% or £500, whichever is higher. The members' allowances scheme indexation should be based on the percentage uplift only and should not include the £500 minimum value. From April 2019 the basic allowance would be £5,079.

Special Responsibility Allowances (SRAs)

23. The Panel understands that SRAs are paid to Councillors with special responsibilities and that these are currently calculated as multiples of the basic allowance. The Panel considered the method of calculation, levels of SRAs available and the roles for which they are paid. The Panel recognised that the payment of an SRA is not a reflection on performance but recognition of the role performed/expected and responsibility assumed in each case.
24. In formulating recommendations about the special responsibility allowances within the new scheme, the Panel sought to examine the nature of the roles undertaken by Councillors and determine the position of each role within a new structure of allowances. This approach was based on the principles that

underpin every review of allowances; the need to consider the time commitment and the level of responsibility required of each role.

25. Factors taken into account included:

- The level of decision making responsibility associated with each role;
- Other responsibilities associated with each role (such as responsibility for chairing a committee);
- The time requirement of each role; and
- Any other specialist skills, knowledge or other factors needed to be able to carry out each role effectively.

26. The Panel agrees the following:

Whilst some Councillors have multiple roles each Councillors should only receive a maximum of two SRAs, in addition to their basic allowance. The lowest SRAs will not be applied if an individual Councillor is eligible to receive more than two. This rule will not include the receipt of the Civic Office Holders' Allowances which will remain payable in addition.

Where a Councillor does not have throughout the whole of the year such special responsibilities as entitle them to the SRA, the entitlement is to be on a pro-rata basis according to the number of days she or he has such responsibilities. We wish to ensure that Councillors are only paid allowances for the period of time during which they hold the relevant office or responsibilities for which allowances are paid.

- (i) Leader – the Panel recognises that the Leader should receive the largest SRA on the basis that they are responsible for the council's executive decision making arrangements and the overall leadership and recommends that the Leader of the Council is eligible for a multiple of 3 x the Basic Allowance (£15,237).
- (ii) Deputy Leader – the Panel considers that the Deputy Leader's SRA should be the equivalent of 1 x the Basic Allowance for the performance of the role (£5,079).
- (iii) Non-Statutory Deputy Leader - the Panel considers that SRA for the Non-Statutory Deputy Leader should be the equivalent of 1 x the Basic Allowance (£5,079)
- (iv) Lord Mayor - the Panel considers that the Lord Mayor should continue to receive 1 x the Basic Allowance (£5,079)
- (v) Deputy Lord Mayor and Sheriff - should each receive 0.25 x the Basic Allowance (£1,270)
- (vi) Board Member with particular responsibilities given by the leader (including leader and deputy if they hold particular responsibilities) - 1.5 x the Basic Allowance (£7,619)

- (vii) Board Member without particular responsibilities – 0.5 x the Basic Allowance (£2,540)
- (viii) Chair of Scrutiny Committee – 1 x the Basic Allowance (£5,079)
- (ix) Chair of Audit and Governance Committee – the Panels considers that the role should continue to be eligible for 0.25 of the Basic Allowance (£1,270)
- (x) Chair of a Planning Committee – The Panel heard from Councillors who have experience of the role that the workload arising from the office of chair of a planning committee is not onerous and so it considers that the SRA for the performance of the role should be reduced to 0.5 x the Basic Allowance (£2,540)
- (xi) Chair of Scrutiny Standing Panel - 0.25 x Basic Allowance (1,270) (Maximum of 2 Standing Panel SRAs available. Panel must meet at least 5 times to qualify. If more Standing Panels are set up at the beginning of the municipal year then 0.5 x basic allowance (£2,508) to be divided between the Panels
- (xii) Opposition Group Leader – the Panel considers that there should be 1x the Basic Allowance available (£5,079) to be divided equally among opposition leaders

Co-opted Members

27. The Panel recommends that no allowances should be paid for co-opted members of committees. Whilst no payment should be offered for the role the Panel does acknowledge that individuals who act as a co-optee on a committee should not be out of pocket for doing so. The Panel recommends that any co-optees should be eligible to receive their out of pocket expenses.

Subsistence and Travel Allowances

28. The current Members' Allowances Scheme provides that no travel allowance will be paid for journeys inside the City of Oxford boundary. Travel allowances are only available for the following events, agreed in advance, which take place outside of the city boundary:-
 - Conferences and seminars agreed by the Head of Law and Governance
 - Meetings with directors or officers agreed by the Head of Law and Governance
 - Any other events agreed by the Head of Law and Governance.

29. Any claims relating to events taking place outside the Oxford city boundary have to be agreed in advance and be in line with the staff rates for travel allowances. Best use has to be made at all times of travel concessions arranged by the Committee and Members Services Team.
30. Reimbursement for travel outside the UK is not allowed with the exception of pre-arranged events for the Lord Mayor which will be limited to two trips per year for the Lord Mayor, or representative, and consort. Any travel must be by standard class only.
31. Any additional requests from the civic office holders are dealt with by the Head of Law and Governance. Any agreement would be subject to the availability of a budget to pay for the travel.
32. The Panel understands that members of the City Executive Board sometimes make overseas visits but that those visits fall outside the scope of the allowances scheme and are funded by a service budget as agreed with a Service Head as appropriate.
33. The Panel understands that it is intended that a tea will still be provided for Councillors attending meetings of full Council.
34. The Panel explored the impact that the level of the basic allowance and the fact that no travel allowance will be paid to Councillors in respect of travel within the city boundary, particularly on those who may have limited means. The Panel wishes to recommend that a scheme be established to make it possible for Councillors on working age benefits (not including Child Benefit) to apply to the Committee and Member Services Manager for reimbursement of travel expenses incurred within the city boundary and on council business on production of receipts. We would recommend a small fund be established for this purpose.

Maternity or adoption leave

35. The Panel previously recommended (in November 2017) and the Council agreed that where a Councillor in receipt of an SRA wishes to take a leave of absence from their special responsibilities due to maternity or adoption leave they will continue to receive half of the SRA to which they were entitled for a period of up to six months provided they had been in receipt of the SRA for at least three months prior to taking maternity or adoption leave.
36. We understand from the advice we have received that the allowances regulations and associated guidance (although perhaps due for a refresh to reflect the realities of modern Council life and family responsibilities) set the parameters within which a Scheme must operate. They provide for a local authority to pay an SRA to such Councillors as have special responsibilities.
37. In making our recommendation to retain the part payment of an SRA during adoption or maternity leave we do so recognising that if another Councillor

has been appointed to undertake that role which attracts the SRA a Councillor on maternity or adoption leave will not be undertaking that original role for the duration of their leave under this element of the Scheme and the membership of the City Executive Board could not exceed the maximum number of ten Councillors (Section 9C(5) Local Government Act 2000).

38. However it is considered by the Panel that any Councillor on maternity or adoption leave will undoubtedly be assisting or passing on their knowledge to the Councillor undertaking the role or those assisting them and in that instance recognition under the Scheme is appropriate. An SRA reduced to half of the original payment reflects the fact that they are not undertaking the original role.
39. This aspect of the scheme has been utilised once since its introduction and the Panel would like to recommend that the scheme be continued.

Child and other Dependant Carers' Allowances

40. The Panel recognise that payment for care of various sorts is essential to allow Councillors to perform their duties.
41. The Panel recommends that the current arrangements be retained so that Councillors can claim for the actual costs incurred by them in making arrangements for the care of children or other dependants to attend:
 - Full Council
 - The City Executive Board
 - Any Council committee or sub-committee
 - Any outside bodies the Council has appointed them to
 - Conferences and seminars agreed by the Head of Law and Governance
 - Meetings with directors or officers agreed by the Head of Law and Governance
 - Any other events agreed by the Head of Law and Governance
42. The Panel would like to recommend the retention of the scheme that allows Councillors to claim the actual cost of this care as long as the carer has been paid at least the Oxford Living Wage and invoices/receipts are provided. We received a representation that the requirement that receipts are provided showing that carers have been paid the Oxford Living Wage has presented something of a barrier to this scheme being more widely utilised. Only one such claim has been successful to date and a small number of claims have been refused. We recommend that Council considers allowing members to make "top-up" payments to the care provider to the level of the Oxford Living Wage in such circumstances and to submit evidence of this.
43. The Panel recognises that the maximum that any Councillor can claim for carers' allowances in any year is £1,000 and that in special circumstances

this level may be increased by the Head of Law and Governance after consultation with the Committee and Members' Services Manager.

Reasonable adjustments

44. The current scheme was recently amended to allow for a Councillor to be able to apply to the Head of Law and Governance for a maximum of £1,000 per year (1st April to 31st March) to allow for reasonable adjustments to be made to meet their needs should they have a temporary or permanent disability. The Monitoring Officer has the discretion to increase the amount available to each qualifying Councillor appropriate to their requirements if necessary. The Panel understands that the current scheme has been used by three Councillors and we recommend that this element of the scheme should be retained.

Incidental Expenses

45. The Panel heard that a data protection fee of £35 is payable to the Information Commissioner's Office (ICO) (assuming payment by the Councillor by direct debit) in line with the Data Protection Act 2018 and the Data Protection (Charges and Information) Regulations 2018 which require every individual Councillor who processes personal information in respect of their Council duties to pay a data protection fee to the Information Commissioner's Office. We would like to recommend that Councillors should be reimbursed this cost and that a fund of approximately £1,500 be set up to cover the claims which should be made to the Committee and Member Services Manager.

Deductions to allowances

46. The Panel still considers that the proposed allowances scheme provides adequate recompense for the time and expertise that Councillors apply in the performance of their roles. Whilst performance measures are not attached to these allowances the Panel feel that is important, despite this, to ensure that Councillors respond well as members of the council and also within their Special Responsibilities for which allowances are paid. The only mechanism objectively available between elections is that Councillors attend Full Council meetings and the public meetings required within their Special Responsibility roles. For this reason the Panel would like to recommend the retention of the scheme of deductions to allowances.
47. The current scheme stipulates that deductions will be applied to allowances in the following circumstances:-

A 15% reduction from the payment of future allowances for Councillors who:

- Fail to attend at least four full Council meetings in any municipal year except when a serious medical condition is the reason;
- Fail to attend the induction training for newly elected Councillors or
- Attend fewer than two thirds of the scheduled meetings required within a special responsibility.

A 10% reduction from the payment of future basic allowance for Councillors who:

- Fail to attend the planning training held every two years;
- Fail to attend the annual code of conduct training; or
- Are nominated to a licensing committee and fail to attend the annual licensing training.

48. The Panel recommends the Council to clarify how the reductions scheme should be applied covering, for example, how meeting attendance connected with an SRA should be calculated (e.g. should it include Shareholder meetings for members of the City Executive Board), over what time period and how long any of the reductions made should remain in place for. We would recommend that any deductions should remain in place for the duration of the following municipal year. We recommend that an audit is carried out at a fixed point in the municipal year (say after the first six months) of attendance to establish whether any deductions should be applied.
49. The Panel also wishes to retain the 15% reduction in allowances for Councillors not attending compulsory training, as defined by the Head of Law and governance, each year.

Other recommendations

50. The Panel would like to make the following miscellaneous recommendations:-
- (a) Where a member of the Council is also a member of another Council, that Councillor may not receive allowances from more than one Council in respect of the same duties. This is a requirement of the Regulations governing members' allowances.
 - (b) Where allowances have been paid in advance for a period during which a Councillor is no longer a Councillor, those allowances should be repaid.
 - (c) All claims for repayment must be made on the forms provided and should be accompanied by receipts/invoices as appropriate. Claims will be paid in line with the payment schedule set by the Council's payroll team.

- (d) A Councillor may elect to forego any part of their entitlement to an allowance under the scheme by providing written notice to the Monitoring Officer.

Conclusions

- 51. The Panel considered whether the current financial and economic climate should inform their recommendations. The Panel took the view that this was an important factor, and the public would quite rightly expect it to form part of the Panel's considerations, but that it had to be balanced against other factors, including the need to encourage democratic diversity and participation in local democracy.
- 52. We are making a series of recommendations on the Basic Allowance, the Special Responsibility Allowances (SRAs), the allowances paid to the Civic Office Holders and to some of the other expenses that Councillors can claim.
- 53. In coming to these recommendations we have carefully considered all of the submissions and representations made to us and the additional evidence that was available. In accordance with our terms of reference, we have looked at every element of the Council's existing Members' Allowances Scheme and looked at the practice of the Council's neighbouring authorities. We believe that this is a fundamental review of the existing scheme and that the recommendations we have made will give the Council a sound and comprehensive scheme of allowances for the next four years from 1st April 2019 until 31st March 2023.

Councillors' Allowances Scheme 2019-23

26.1 Basic allowance

Each councillor receives a basic allowance of £5,079.

26.2 Indexing of allowances in the scheme

The basic allowance will increase annually on 1 April at the same rate as the percentage cost of living uplift in the local pay settlement for Council employees for that year.

26.3 Special responsibility allowances

Some councillors receive special responsibility allowances (SRAs).

<i>Special responsibility</i>	<i>Allowance</i>	<i>Cash amount</i>
Leader	3 x basic allowance	£15,237
Deputy leader	1 x basic allowance	£5,079
Non-Statutory Deputy Leader	1 x basic allowance	£5,079
Lord Mayor	1 x basic allowance	£5,079
Deputy Lord Mayor	0.25 x basic	£1,270
Sheriff	0.25 x basic	£1,270
Board member with particular responsibilities given by the leader (including Leader and Deputy Leader if they hold particular responsibilities)	1.5 x basic allowance	£7,619
Board member without particular responsibilities	0.5 x basic allowance	£2,540
Chair of scrutiny Committee	1 x basic allowance	£5079
Chair of Audit and Governance Committee	0.25 x basic	£1,270
Chair of Planning Committee	0.5 x basic allowance	£2540

Leader of an opposition group	1 x basic allowance	£5,079 Divided equally among opposition leaders
Scrutiny Standing Panel Chair	0.25 x basic allowance	£1,270 (Maximum of 2 Standing Panel SRAs available. Panel must meet at least 5 times to qualify. If more Standing Panels are set up then then) 0.5 x basic allowance (£2,508) to be divided between the Panels

No one can have more than two special responsibility allowances. Special responsibility allowances for the Civic Office Holders are not included in this rule. If a councillor has more than two special responsibilities, they will receive the allowances for the two special responsibilities that pay the most.

Where a councillor is also a member of another Council, that councillor may not receive allowances from more than one Council, in respect of the same duties.

26.4 Allowance reductions

Council has collectively agreed that councillors will forgo part of their future allowance payments in the following circumstances:

- (a) A 15% reduction to a special responsibility allowance will be applied for councillors who attend less than two thirds of the scheduled meetings required within a special responsibility.
- (b) A 15% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend at least four meetings of Council in any municipal year except when a serious medical condition is the reason for absence;
 - ii. Members who fail to attend the induction training for newly elected councillors. A newly elected councillor is any councillor who was not holding City Council office before the election in question.
- (c) A 10% reduction to the basic allowance will be applied for:
 - i. Members who fail to attend compulsory planning and development control training (held every two years).
 - ii. Members who fail to attend compulsory code of conduct training (held annually).
 - iii. Members who are appointed to a licensing committee who fail to attend the compulsory licensing training (held annually).

Attendance at meetings for the purposes of 26.4 (a) and (b)(i) will be based on the public attendance records for Council, City Executive Board and committee meetings (as appropriate) at the end of a municipal year and any reductions will be applied for the duration of the subsequent municipal year for those councillors continuing to hold the

relevant office or special responsibility. Shareholder meetings will be excluded from the requirements of 26.3(a).

Attendance at training for the purposes of 25.2 (b) (ii) and (c) will be based on the attendance records held by the Head of Law and Governance. Any reductions will be applied from the date of the last training or induction session offered in a municipal year for the remainder of the municipal year.

26.5 Co-optees allowance

No allowance shall be paid to co-opted members.

26.6 Choosing not to be paid a basic or special responsibility allowance

A councillor may elect to forgo any part of their entitlement to an allowance under this scheme by providing written notice to the Monitoring Officer.

26.7 Repayment of allowances

Where allowances have been paid in advance for a period during which a councillor no longer holds a role to which special responsibility allowance applies or is no longer a councillor, those allowances will be repaid.

26.8 Maternity or Adoption Leave

Any councillor wishing to take a period of maternity or adoption leave will continue to receive the basic allowance. For a period of non-attendance at qualifying meetings to extend beyond six months full Council would first need to grant a special dispensation under Section 85 of the Local Government Act 1972.

Where a qualifying Councillor in receipt of a special responsibility allowance wishes to take a leave of absence from the duties for which they receive the special responsibility allowance due to maternity or adoption leave it will be at the discretion of the councillor affected to determine whether they wish to temporarily step down from their role. If so, they can receive maternity or adoption payments equivalent to half of the special responsibility allowance(s) to which they were entitled for a period of up to six months. Only councillors who have been in receipt of a special responsibility allowance for at least three months before the date their leave of absence commences will qualify for maternity or adoption payments in respect of that special responsibility. These payments are not contingent on the councillor being re-appointed to their previous role(s) at the end of their period of absence.

An application should be made to the Head of Law and Governance for maternity or adoption leave payments during a period of absence from a special responsibility and the affected member will have to relinquish all relevant duties and responsibilities for the full duration of the cover period. They may however continue to pass on knowledge to their replacement member on an informal basis and this contribution is recognised by the payment of reduced allowances during a period of maternity or adoption leave for up to six months. Any member choosing to step down from the City Executive Board to take a period of absence will no longer be a member of the City Executive Board until such a time as they are re-appointed to the City Executive Board. Membership of the City Executive Board is limited to ten councillors.

26.9 Allowances for child and other dependants' care

Councillors can claim for the actual costs incurred by them in making arrangements for the care of children or other dependants to attend:

- Council
- The City Executive Board
- Any Council committee or sub-committee
- Any outside bodies the Council has appointed them to
- Conferences and seminars agreed by the Head of Law and Governance
- Meetings with directors or officers agreed by the Head of Law and Governance
- Any other events agreed by the Head of Law and Governance

Members can claim the actual cost of this care as long as the carer has been paid at least the Oxford Living Wage and invoices/receipts are provided. Where the carer is employed at a level below the Oxford Living Wage the councillor can still claim if they provide evidence of making top up payments to the provider up to the level of the Oxford Living Wage.

The maximum that any member can claim for carers' allowances in any year is £1,000. In special circumstances this level may be increased by the Head of Law and Governance after consultation with the Committee and Members' Services Manager.

26.10 Allowances for travel

No travel allowance will be paid for journeys inside the City of Oxford boundary other than those agreed in advance by the Head of Law and Governance as a reasonable adjustment for a councillor with a permanent or temporary disability (see 26.10) or as an exception for a councillor with a low income. Travel allowances will only be available for the following events, agreed in advance, which take place outside of the city boundary:

- Conferences and seminars agreed by the Head of Law and Governance
- Meetings with directors or officers agreed by the Head of Law and Governance
- Any other events agreed by the Head of Law and Governance

Any claims relating to events taking place outside the Oxford city boundary should be agreed in advance and be in line with the staff rates for travel allowances. Best use should be made at all times of travel concessions arranged by the Committee and Members Services Team.

Reimbursement for travel outside the UK will not be paid as part of the Councillors' Allowance Scheme with the exception of pre-arranged events for the Lord Mayor which will be limited to two trips per year for the Lord Mayor, or representative, and consort.

Any additional requests from the civic office holders will be dealt with by the Head of Law and Governance. Any agreement would then be subject to the availability of a budget to pay for the travel.

A councillor may apply to the Head of Law and Governance for a maximum of £1,000 per year (1 April to 31 March) to allow for additional expenses if they are unemployed or on a low income and affordability is a barrier to them performing their role as a councillor. This could include travel expenses for council business within the City of Oxford boundary. In

assessing claims the Head of Law and Governance will review the councillor's Register of Interests and may request further documentation such as proof of ongoing entitlement to working age benefits (other than Child Benefit). Councillors' entitlement to these allowances would be reviewed annually and councillors would be expected to inform the Head of Law and Governance if they stopped receiving a qualifying benefit.

26.11 Reasonable adjustments

A councillor may apply to the Head of Law and Governance for a maximum of £1,000 per year (1 April to 31 March) to allow reasonable adjustments to be made to meet their needs should they have a temporary or permanent disability.

The Head of Law and Governance has the discretion to increase the amount available to each qualifying Councillor appropriate to their requirements if necessary.

26.12 How to claim allowances

Councillors do not have to submit claims for the basic and special responsibility allowances. These are paid automatically, in 12 instalments in line with the corporate payment schedule set by the Council's payroll team.

Councillors need to submit claims for care and travel on the forms provided. These should be accompanied by receipts/invoices and must be sent to the Committee and Members' Services Manager. Claims for care, and travel will only be paid if they are made within two months of the meeting (unless the Head of Law and Governance agrees there is a good reason for the delay).

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To: Council
Date: 28 January 2019
Report of: Head of Business Improvement
Title of Report: Pay Policy Statement 2019/20

Summary and recommendations	
Purpose of report:	To approve the Annual Pay Policy Statement
Key decision:	No
Executive Board Member:	Councillor Nigel Chapman
Corporate Priority:	Efficient and Effective Council
Policy Framework:	None
Recommendation(s): That Council resolves to:	
1. Approve the Annual Pay Policy Statement 2019/20 attached at Appendix 1	

Appendices	
Appendix 1	Annual Pay Policy Statement 2019/20
Appendix 2	Risk Register

Introduction and background

1. The Council is required by legislation to approve and publish a Pay Policy Statement annually.

Overview

2. The Pay Policy Statement attached at Appendix 1 reflects the Council's current agreements and arrangements with regard to pay.
3. There are no proposed changes to the current pay arrangements. Any changes are required to go through a process of consultation prior to implementation.
4. The Government is reviewing: a) the recovery of exit payments for senior officers who return to work in the public sector within twelve months of receipt of such payment and b) capping exit payments to public sector employees. It was expected that the consultation would be concluded and the final legislation

implemented last year. There have not, however, been any developments and the legislation is therefore still pending. If the legislation is finalised the Council will review the implications. The capping of exit payments is likely to have implications for the current policy on exit payments.

5. The arrangements in the local pay agreement for the period from 1st April 2020 to 21st March 2021 are reflected in the Pay Policy Statement 2019/20.

Financial implications

6. The financial implications of this Pay Policy Statement and the current 3 year pay agreement have been included within the Council's Medium Term Financial Plan.
7. It is worth noting that the Council includes the requirement for the Oxford Living Wage to be taken into account in its standard procurement terms and conditions by any supplier, contractor or sub-contractor. The requirement to pay the Oxford Living Wage as a minimum also covers its Leisure Services partner and Oxford Direct Services Ltd.

Legal issues

8. In accordance with the Localism Act 2011 the Council is required to approve its Annual Pay Policy Statement by 31 March each year and to publish its Annual Pay Policy Statement as soon as reasonably practicable after it has been approved.

Level of risk

9. A risk register can be found at appendix 2.

Equalities impact

10. An Equalities Impact Assessment is not necessary as this report is to approve publication of details of existing pay arrangements. Future changes to pay arrangements will be subject to consultation, appropriate approvals and equalities impact assessments.

Report author	Helen Bishop
Job title	Head of Business Improvement
Service area or department	Business Improvement
Telephone	01865 252233
e-mail	hbishop@oxford.gov.uk

Background Papers: None

PAY POLICY STATEMENT 2019/20

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PAY POLICY STATEMENT

Aim

1. To ensure the Council can be competitive in the local labour market and attract and retain employees with high levels of capability, capacity, motivation and who are a good fit with the Council's values. In doing so we need to:
 - Ensure value for money
 - Be transparent
 - Be fair, free from bias or discrimination
 - Ensure the differences in pay between the lowest and highest are not unnecessarily large.

Decision Making

2. Full Council sets the pay policy, it delegates to the Appointments Committee setting the Chief Executive and Directors' pay. The Appointments Committee is politically proportionate in representing all party groups on the Council. The Chief Executive as Head of Paid Service has delegated authority in respect of all other pay decisions.

Scope

3. The Council's Pay Policy Statement covers all employees.

Definitions

4. This statement makes reference to the following:

'National Minimum Wage' – the national minimum wage is determined by Government and sets minimum hourly pay rates for everyone under the age of 25.

'National Living Wage' – the national living wage is determined by Government and sets minimum pay rates for everyone who is 25 or over.

'Voluntary Living Wage' – the voluntary living wage is a voluntary higher pay rate, that employers are encouraged to pay everyone over the age of 18. The Living Wage Foundation has determined two rates: £10.55 in London, £9.00 in the rest of the UK.

'Oxford Living Wage' – Oxford City Council has adopted a voluntary 'Oxford Living Wage' which is set at 95% of the Voluntary Living Wage in London. This is currently £10.02 and is reviewed annually.

'Lowest paid employees' – for the purposes of this Statement, these are defined as: those employees paid at the prevailing Oxford Living Wage rate (on the basis these are the Council's lowest paid staff) with the exception of those identified at paragraph 20 (below). From October 2013 no Oxford City Council employee has been paid at a rate below grade 3, except those identified at paragraph 20 (below).

'Pay multiple' - the ratio between the highest paid employee and the median earnings calculated across the whole Council.

‘Remuneration’ – includes all pay elements and also severance payments.

Legislation

5. The Council is required by the Section 38-43 of the Localism Act 2011 having due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013 to prepare, approve and publish a Pay Policy Statement.
6. The Council must also have due regard to the Code of Recommended Practice for Local Authorities on Data Transparency which makes a commitment to follow three principles when publishing data: responding to public demand; releasing data in open formats available for re-use; and, releasing data in a timely way. This includes data on senior salaries and the organisational structure.

Principles

Remuneration

7. The City Council currently remunerates all staff through the following elements:
 - Salary – the Council has adopted an ‘Oxford Living Wage’. No employee or agency worker earns less than £10.02 per hour. The lowest Council employee rate (except for those employees identified in paragraph 20 below) is £10.05 per hour.
 - A new 3 year pay deal has been agreed with effect from 1st April 2018. Under this agreement:-
 - A cost of living pay award will be made on the 1st April each year. Each incremental point on the pay scale will increase by 1.25% or the sum of £575, whichever is the greater on 1st April 2018. On 1st April 2019 and 2020 the increase will be 1.25% or the sum of £500, whichever is the greater.
 - The next incremental progression will be 1st October 2019 subject to satisfactory performance and attendance. The bottom spinal column point of each grade will be removed at 1 October 2019, leaving two spinal column points in each grade.
 - Various allowances payable where additional duties are undertaken and payment for which is not included through normal salary e.g. standby and overtime. There are various rules regarding these payments such as earnings limits over which certain items cannot be claimed.
 - A travel concession for all staff travelling to work by public transport and purchasing a season ticket – at a rate of 20% of the cost of the ticket or £150 per year, whichever is lower.
 - Other payments and allowances as appropriate in accordance with the conditions for the particular payment including:
 - Honoraria/Acting Up Allowances – where an employee has taken on additional duties or responsibilities for a defined period of time.

- Market Supplements – used in exceptional circumstances to supplement pay where market conditions do not enable the organisation to recruit at its normal pay grades. Any such payment is for a defined period and subject to review.
 - Pay protection – where an employee has had a reduction in pay due to a change in responsibilities, or a new role through the Council's Organisational Change process. The employee receives stepped pay protection over a 3 year period following the change.
 - Working from home allowance – paid to employees who work more than 2 days a week from home to recognise the additional expenses they incur.
 - Weekend working enhancements for staff who are required to work on Saturdays and Sundays as part of their normal working week.
 - Relocation expenses.
 - Reimbursement of professional fees.
8. All staff are eligible to join the Local Government Pension Scheme. They are automatically enrolled and are required to specifically opt out should they so wish unless their contract is for less than three months when they must opt to join.
9. Expenses such as work travel costs are reimbursed. The Council seeks to minimise the use of private vehicles for work purposes through encouraging the use of public transport, pool cars and bicycles. As well as reducing the cost to the Council, use of alternatives supports the organisation's corporate priority to be a Clean and Green Oxford. Where the use of private vehicles is necessary mileage is paid at the current HMRC approved rates.
10. There are a range of benefits such as flexible working, leisure concessions, car scheme, cycle scheme, employee assistance programme and various discounts on high street goods and services. Some are available through approved salary sacrifice schemes.

Variations in Remuneration

11. Apart from the differences identified in paragraphs 12 & 13, there are no other distinctions made in terms of remuneration. Severance payments are made in accordance with the Council's Organisational Change Policy which applies to all staff.

Current Pay Schemes

12. Two pay schemes are operated (in agreement with trade unions) as follows:
- 1) National Joint Council (NJC) for Local Government Services. Grades 3 – 11 using a set of salary points. This covers the majority of staff (Scheme 1)
 - 2) Senior Management Grades for certain senior positions (Scheme 2)
13. Staff are appointed at the bottom of the grade unless there are exceptional circumstances which must be agreed by the Human Resources and Payroll Manager. The schemes in more detail are as follows:

Scheme 1 – the principal scheme was introduced as a result of Single Status and in agreement with trade unions. It consists of 9 grades and was based on

the national spinal column points at the point the Council entered into a local pay agreement. It is based on an analytical job evaluation scheme with a pay line set at broadly median market rate.

Scheme 2 - there are separate grades for senior officers as follows:

- Chief Executive
- Executive Directors
- Heads of Service (2 different grades according to level of responsibilities and market factors)
- Business Lead (in corporate leadership roles or areas of major staff and budget responsibilities)
- Service Manager + (in Housing to reflect increased responsibilities over grade 11 but less than Business Lead)

Progression is based on an assessment of competency and performance. The manager in each case determines progression within grades apart from the Chief Executive and Directors which is as set out in paragraph 2.

Returning Officer

14. The Council's appointed Returning Officer and its Deputy Returning Officers for elections and referenda are entitled to receive and retain the personal fees arising from performing such duties, in addition to normal salary in accordance with the prescribed fee for each election.

Fees for national polls are set by the Cabinet Office, under a Statutory Instrument and fees for local government elections are determined in accordance with the scale of fees agreed by Oxfordshire County Council each year and adopted by the Returning Officer under a delegation granted by the Council.

The Council's Returning Officer also acts as Deputy Returning for Oxfordshire County Council elections, fees for which are determined by Oxfordshire County Council. These appointments are independent of the Council.

Pensions and Severance Payments

15. The Council's Pensions and Retirement Options Statement, including the Council's policy in relation to the Local Government Pension Scheme Regulations, applies to all staff. In accordance with this policy the Council does not augment pensions.
16. Severance payments are made in accordance with the Council's Organisational Change Policy which details the Council's redundancy scheme.
17. All payments are subject to an authorisation process involving Senior Officer approval. In cases where the severance package exceeds £100,000 they are also subject to the approval of full Council. The Council will in due course also apply the Public Sector Exit Payment Recovery Regulations (expected to be introduced soon) as appropriate.

18. In accordance with the Council's normal arrangements regarding termination and severance payments, no employee leaving under a settlement agreement with a redundancy payment can be re-employed by the Council within a period of 36 months.
19. The same arrangements apply to ex-employees seeking engagement through an agency or under a contract for services.

Lowest Paid Employees

20. The Council adopted an 'Oxford Living Wage' in 2009 which is currently £10.02 per hour. No Council employee* is paid less than this, apart from the Council's apprentices who commence their apprenticeship below the Oxford Living Wage but rapidly progress to rates in excess of it. The lowest spinal column point for Council staff is £10.05 per hour.

** No agency worker will be paid less than the prevailing Oxford Living Wage (the hourly rate calculation can include payment in lieu of holiday pay)*

Pay Multiple

21. As at 30 November 2018 the highest paid officer receives £157,536 per annum including all elements of pay. The bottom point of Grade 3 is the lowest rate paid by the Council which is £18,883 per annum. The Council's current median salary is £31424 per annum. This makes Oxford City Council's pay multiple 1:5.

The highest paid salary is 8 times more than the lowest paid salary.

Equal Pay

22. The Council has undertaken an equal pay review in agreement with trade unions.
23. Gender Pay Gap information will be reported annually in compliance with legislation.

Communication & Data Publication

24. The Council will publish its Annual Pay Policy Statement on its website as soon as reasonably practicable following approval.
25. Any changes to the Pay Policy Statement may be made by resolution of the Council (including during the financial year to which it relates). Any changes will be publicised on the Council's website as soon as possible after revision.
26. The Council will also publish data annually relating to senior officer remuneration as outlined in the Code of Recommended Practice for Local Authorities on Data Transparency.
27. The following information is available on the Council's Website:-
 - Senior Officer Pay information
 - Pay scales for all schemes
 - Severance pay information contained in the Annual Statement of Accounts

Monitoring/Review

28. The Chief Executive, as the Head of Paid Service, has overall responsibility for employees and therefore annual publication of the Pay Policy Statement and pay data produced in relation to it.
29. This policy statement will come into effect on 1st April 2019, superseding the 2017/18 statement and will continue to be reviewed on an annual basis.

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Appendix 2
Employment Policies and Procedures: Pay Policy Statement - 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
Employment Policies and Procedures	Failure to provide a suite of policies that comply with employment legislation and that are fit for purposes of improving performance and managing risk	T	Managers not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	01.11.18	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Helen Bishop
Employment Policies and Procedures	Loss of opportunity to have a suite of policies that implement good practice	O	Manages not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	01.11.18	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	onging	open	80	Helen Bishop
Employment Policies and Procedures	Damage to Council's reputation	T	Failure to comply with legislative requirements	Required Statement not published	01.11.18	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Helen Bishop

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Minutes of a meeting of the CITY EXECUTIVE BOARD on Thursday 29 November 2018



Committee members:

Councillor Brown (Chair)
Councillor Clarkson
Councillor Hollingsworth
Councillor Simm

Councillor Linda Smith (Deputy Leader)
Councillor Hayes
Councillor Rowley

Officers:

Gordon Mitchell, Chief Executive
Caroline Green, Assistant Chief Executive
Anita Bradley, Monitoring Officer
Martin John, Electoral Services Manager
John Mitchell, Committee and Member Services Officer

Apologies:

Councillors Chapman and Upton sent apologies.

97. Declarations of Interest

None.

98. Addresses and Questions by Members of the Public

None.

99. Councillor Addresses on any item for decision on the Board's agenda

None.

100. Councillor Addresses on Neighbourhood Issues

None.

101. Items raised by Board Members

None.

102. City Ward Boundary Review - Revised Recommendations

The Electoral Registration Officer had submitted a report to brief the City Executive Board on the ward boundary review and ask it to comment on the amended draft ward scheme as published by the Local Government Boundary Commission for England in November 2018. He tabled a map of suggested ward boundaries which reflected the

preferred option as set out in the report's recommendations. That map is attached as an appendix to these minutes.

Attention was drawn to minor corrections to paragraph 11 and recommendation 3 of the report. Paragraph 11 of the report should be replaced with the following:

“Councillor Simmons was unable to be at the Working Group meeting, but made clear his support for the new boundaries as currently proposed by the Commission, a view with which Councillor Gotch, on behalf of the Liberal Democrat group, agreed. Councillors Tanner and Hollingsworth disagreed strongly, particularly around the splitting of Iffley from Rose Hill. They had received many representations from both Iffley and Rose Hill residents objecting to the proposal. The two areas had been in the same ward for many decades and many strong links have been developed over that time.

Iffley has been linked with Rose Hill electorally for many decades and, over that time, many links have been developed between the two areas. For example, many parishioners of Iffley Church come from Rose Hill, the Friends of Iffley Village have long supported the Rose Hill and Donnington Advice Centre and the Rose Hill Junior Youth Club, and the area is served by a single Rose Hill and Iffley Low Carbon Group. The allotments are also shared between the two communities.

It felt that there are no links between Iffley and the rest of its new ward particularly as it stretches as far as the Cowley Road in its north-west.”

The words “*with some minor amendments*” should be removed from recommendation 3.

In discussion it was noted that the Council's proposals had not been made in a vacuum but as the result of considerable consultation and feedback. The weight given by the Commission to the number of representations which influenced its revised proposals was arguably disproportionate given the size of the electorate in the affected wards. The well established connections between Iffley and Rose Hill were particularly important and the Council's response sought to address that.

The Chair noted her regret at the short notice given by the Commission to respond to their further proposals and thanked officers for having made the necessary arrangements to do so.

The City Executive Board resolved to:

Propose amendments to and comments on the new scheme of wards published by the Local Government Boundary Commission for England as follows:

1. the Council prefers the scheme as originally proposed and published by the Commission on 5th June;
2. the Council does not support the current scheme;

3. that, if the original scheme is not re-adopted, then it proposes that the two new wards of St. Mary's and St. Clement's in the Commission's current proposals be accepted with the boundaries for Cowley, Temple Cowley, Rose Hill & Iffley and Littlemore from the original scheme, with a small adjustment in the boundary between Cowley and Temple Cowley wards to take account of concerns in the Florence Park area; and
4. a re-designed Donnington ward, running along the southern boundaries of the new St. Mary's and St. Clement's wards, from Weirs Lane in the west to Bartlemas Close in the east.

103.Minutes

The Board resolved to APPROVE the amended minutes of the meeting held on 14 November 2018 as a true and accurate record.

104.Dates of Future Meetings

Meetings are scheduled for the following dates:

18 December 2018
22 January 2019
12 February 2019
13 March 2019
10 April 2019

All of which will start at 6pm.

The meeting started at 6.00 pm and ended at 6.30 pm

Chair

Date: Tuesday 18 December 2018

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Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 18 December 2018

www.oxford.gov.uk



Committee members:

Councillor Brown (Chair)

Councillor Chapman

Councillor Hayes

Councillor Simm

Councillor Turner

Councillor Clarkson

Councillor Hollingsworth

Councillor Upton

Officers:

Gordon Mitchell, Chief Executive

Tim Sadler, Executive Director Sustainable City

Caroline Green, Assistant Chief Executive

Nigel Kennedy, Head of Financial Services

Anita Bradley, Monitoring Officer

Amanda Ford, Principal Planner

John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant

Councillor Elizabeth Wade

Apologies:

Councillors Smith and Rowley sent apologies.

105. Declarations of Interest

None.

106. Addresses and Questions by Members of the Public

None.

107. Councillor Addresses on any item for decision on the Board's agenda

Councillor Wade spoke in relation to item 7 (Housing Panel recommendation re the Severe Weather Emergency Protocol).

Councillor Gant spoke in relation to item 9 (Annual Monitoring Report) and item 10 (Summertown and St Margaret's Neighbourhood Plan).

108. Councillor Addresses on Neighbourhood Issues

None.

109.Items raised by Board Members

None.

110.Scrutiny Committee Reports

Westgate Centre

At its meeting on 4 December 2018, the Scrutiny Committee had considered a report about the impact of the Westgate redevelopment on the City Centre, since it had opened a year previously. Cllr Gant, in his capacity as Chair of the Scrutiny Committee, was grateful for the Board's response to the recommendations. He drew particular attention to the Committee's focus on the Oxford Living Wage (OLW) while recognising the limited extent to which it could be insisted upon. He welcomed the agreement to promote the OLW and said the Committee would be pleased to be kept informed about progress. The engagement with local retailers to understand where public realm improvements were needed was also welcome and Committee would be pleased to hear about the timetable for that in due course. Finally, the Committee would also be pleased to hear about the outcome of the recent shop frontage survey of occupancy levels, referred to in the Board's response.

The Board Member for Culture and the City Centre said the Council was committed to principle of the OLW and took every opportunity to promote it while noting that it was not appropriate to target any one employer to introduce it over and above another.

The Chair said that she always raised the matter of the OLW in her conversations with employers. While appreciating elements of the Committee's reports she was disappointed with its apparent focus on the negative consequences of the Westgate Centre and insufficient recognition of its benefits. The retail sector throughout the UK was under immense pressure for a variety of reasons and it was unreasonable to ascribe the pressures in the City, disproportionately, to the Westgate Centre.

Councillor Gant said the Committee had heard that some retailers were asserting a 'cause and effect' as a result of the Westgate Centre but he would of course pass the Chair's views back to the Committee.

Severe Weather Emergency Protocol (SWEP)

At its meeting on 12 November 2018, the Scrutiny Committee's Housing Panel had considered a report concerning preparations being made for the Severe Weather Emergency Protocol (SWEP).

Cllr Gant, speaking on behalf of the Scrutiny Committee's Housing Panel, thanked the Board for its positive response to the Panel's recommendation.

The Chair, passing on a message from Cllr Smith, was pleased to report that the first exit survey of SWEP clients had been conducted the previous week.

Cllr Wade, speaking as a Councillor on an item for decision on the agenda, said that SWEP provision was important and the opportunity to exercise some discretion in its application was welcome. Nonetheless, the temperature threshold for its operation

should be raised and the window for its time of operation be widened. More provision should be made for those who were especially vulnerable and every effort made to secure government funding to assist with the provision.

The Chair reassured Cllr Wade that the Council took every opportunity to secure funding for this area of work and the ambition was to get to the point where there was no rough sleeping at all. It was, however, necessary to return to the fundamental point that rough sleeping was driven to the greatest extent by a succession of government policies, such as the introduction of Universal Credit and reduced funding levels in many parts of the public sector.

The Board Member for Finance and Asset Management noted that the government's ambition to reduce rough sleeping by half by 2022 was worthy if ambitious and would not be achieved by measures in "drips and drabs" but, rather, by fundamental changes to address the causes described by the Chair.

111. Annual Monitoring Report 2017-2018

The Acting Head of Planning Services had submitted a report asking the City Executive Board to approve the Annual Monitoring Report for publication.

The Board Member for Planning and Transport introduced the report.

Cllr Gant, speaking as a Councillor on an item for decision on the agenda, questioned the data in the Housing Trajectory section of the AMR suggesting that the cited "average annual completion target of 400 dwellings per year" when set against the accompanying table giving annual completion figures for the last 12 years represented a shortfall. He also suggested that the City's housing shortfall should be addressed by revisiting the protection afforded to employment sites.

In relation to housebuilding The Board Member for Planning and Transport said the critical matter was the cumulative total, rather than the annual figures which contributed to it, and that was on target. In relation the protection afforded to employment sites he said that a proper balance had to be struck between the need for jobs and the need for housing. He believed that the current balance was the right one. To remove the protection in the Local Plan for a category of employment space would have to apply to all of that category and not just some.

The City Executive Board resolved to:

1. **Approve** the Annual Monitoring Report 2017/18 for publication; and
2. **Authorise** the Acting Head of Planning Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

112. Draft Consultation Budget 2019/20

The Head of Financial Services had submitted a report to propose a Medium Term Financial Strategy and the 2019/20 Budget for consultation.

The Board Member for Finance and Asset Management introduced the report briefly in anticipation of a fuller debate, in due course, in Council.

The proposals were being framed in challenging times. Government grant is reducing to zero in April 2019, interest rates remain low (and therefore affect the returns on council investments), and the Council is exposed to wider economic risks which might affect the local economy, investment income and commercial property.

However, once again a fully balanced four-year budget is proposed, which retains front-line services in full, continues to support the most vulnerable, including extra spending towards the Council's aim of ending homelessness and support for the Oxford Living Wage, and includes £192 million of capital investment over the four-year period.

The Council will review how best to use the government's welcome decision to lift the restriction on borrowing in the Housing Revenue Account, and how both this, and Oxford City Housing Ltd, can help address the city's housing shortage. There would be no increase in park and ride charges.

He drew attention to the early success of Oxford Direct Services as a wholly owned local authority trading company, its increasing efficiency and increasing return to the Council which vindicated the "insourcing" model which had been adopted.

The Board Member for Customer Focused Services congratulated all those involved for having assembled a set of thoughtful and balanced budget proposals, its inclusive approach was commendable.

The Head of Financial Services gave an update on the Provisional Finance Settlement announced by the Government on 13 December 2018 and the impact on the Authority's Consultation Budget in the following areas :

- **Council tax Referendum level** - confirmed as previously proposed at 3% for local authorities
- **New Homes Bonus** - the 2019/20 allocations show limited change from indicative figures previously announced. No changes to the deadweight threshold (at 0.4%) or the eligibility of properties to qualify for the funding
- **Business Rates Pilots** – the Council was unsuccessful in its bid to be a Business rates pilot in 2019-20. No change to MTFP as no increased income assumed.
- **Revenue Support Grant** – for this authority this will be zero from 01 April 2019 and the Government have withdrawn plans to apply negative support grant. This position had been assumed in the MTFP
- **Retained Business Rates** – Little change to that forecast for the baseline funding level or tariffs for 2019-20
- **Fair Funding Review and Business Rates Retention** – The Government has published consultation papers on these areas which the authority will be responding to within by the deadline of 21 February 2019.

The Chair concluded by drawing attention to the Council's continued commitment to supporting the most disadvantaged members of the community, reducing inequalities, as evidenced by the proposals for supporting people in poverty.

The City Executive Board resolved to:

1. **Approve** the 2019-20 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-9, noting :

a) the Council's General Fund Budget Requirement of £24.175 million for 2019/20 and an increase in the Band D Council Tax of 2.99% or £8.94 per annum representing a Band D Council Tax of £307.80 per annum (subject to the assumption in paragraph 22)

b) the Housing Revenue Account budget for 2019/20 of £43.162 million and a reduction of 1% (£1.03/wk) in social dwelling rents from April 2019 giving a revised weekly average social rent of £102.26 as set out in Appendix 4

c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.

2. **Agree** the fees and charges shown in Appendix 7

3. **Delegate** to the Section 151 Officer in consultation with the Board Member for Finance and Asset Management the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 29-30 below; and

4. **Ratify** their decision to implement the Premium Council Tax of 100% for properties that have been empty for more than 2 years and approve the escalated rate of premium council tax when permitted to do so, as referred to in paragraphs 13- 16 below.

5. **Authorise** the Section 151 Officer to make any necessary minor correction to the draft consultation budget 2019/20 proposals before formal consultation commences.

113. Summertown and St Margaret's Neighbourhood Plan

The Acting Head of Planning Services had submitted a report to consider the Examiner's Report, approve modifications to the Summertown and St. Margaret's Neighbourhood Plan and agree that the Summertown and St. Margaret's Neighbourhood Plan be submitted to a referendum.

Cllr Gant, speaking as a local Councillor on an item for decision on the agenda, paid tribute to the work of the three Chairs of the St Margaret's Neighbourhood Forum and those officers, notably Tom Morris and Amada Ford, who had got the plan to its present state. He was pleased to say that the Forum supported the latest iteration of the plan.

The Board Member for Planning and Transport introduced the report, adding his thanks to those involved. The next step would be a referendum as set out in the report before

coming back to Council for final approval. He noted that all neighbourhood plans had to be compatible with whichever Local Plans were in force at a particular time.

It was agreed that references to electoral wards which might not exist by the time the plan was effective should be removed to avoid possible subsequent confusion.

The City Executive Board resolved to:

1. **Approve** the Modifications to Policies in the Summertown and St. Margaret's Neighbourhood Plan as recommended by the Examiner's Report (September 2018);
2. **Approve** the factual modifications that have been made for the purpose of correcting errors and approve the factual modifications relating to textual changes in the introductory chapters or in terms of the justification for the policies in the Summertown and St. Margaret's Neighbourhood Plan; and
3. **Agree** that the Summertown and St. Margaret's Neighbourhood Plan (as modified in the form at Appendix 4) is submitted to a referendum.

114. Marsh Road Car Park

The Executive Director of Sustainable City had submitted a report to introduce a parking tariff at Marsh Road Recreation Ground.

The Board Member for Planning and Transport introduced the report which sought to fulfil a planning condition relating the improvement of the car park. Once agreed the County Council as Highways Authority would need to give its consent via a traffic order. All steps would be taken to encourage the County Council to expedite this stage of the process.

The City Executive Board resolved to:

1. **Introduce** a pay & display parking scheme at Marsh Road Car Park;
2. **Add** Marsh Road Car Park to the existing Off-Street Parking Order;
3. **Agree** that the level of penalty charges is kept in accordance with all other City Council operated car parks;
4. **Agree** the tariff level and hours of operation at the car park as set out in the report; and
5. **Delegate** to the Executive Director of Sustainable City the consideration of any consultation responses in consultation with the Portfolio holder for Planning and Transport and to take any steps necessary to confirm the parking order.

115. Street naming and numbering

The Head of Law and Governance had submitted a report to request a determination on the street name for the former Temple Cowley Pool site.

The Chair introduced the report and proposed that the street be named Sher Azal Close.

The City Executive Board resolved to:

Agree that the name of the new road on the site of the former Temple Cowley Pool should be Sher Afzal Close .

116.Minutes

The City Executive Board resolved to APPROVE the minutes of the meeting held on 29 November 2018 as a true and accurate record.

117.Dates of Future Meetings

Meetings are scheduled for the following dates:

22 January 2019
12 February 2019
13 March 2019
10 April 2019

All of which will start at 6pm.

118.Matters Exempt from Publication

The Board passed a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

119.Update from Appointments Committee meeting

The Chair gave Board members an update on the meeting of the Appointments Committee earlier that day and on the proposed appointment to the post of Executive Director Development.

The meeting started at 6.00 pm and ended at 7.05 pm

Chair

Date: Tuesday 22 January 2019

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To: Council
Date: 28 January 2019
Title of Report: Questions on Notice from members of Council and responses from the Board Members and Leader

Introduction

1. Questions submitted by members of Council to the Board members and Leader of the Council, by the deadline in the Constitution are listed below in the order they will be taken at the meeting.
2. Responses are included where available.
3. Questioners can ask one supplementary question of the councillor answering the original question.
4. This report will be republished after the Council meeting to include supplementary questions and responses as part of the minutes pack.
5. Unfamiliar terms may be briefly explained in footnotes.

Questions and responses

Board member for Culture and City Centre

1. From Councillor Gant to Councillor Clarkson – Tourist Tax

Question	Written Response
A number of local authorities in areas popular with visitors are reported to be lobbying government to consider a "Tourist tax" to help improve the experience of both tourists and residents. Should Oxford be joining those calls?	
Supplementary Question	Verbal Response

2. From Councillor Landell-Mills to Councillor Clarkson – Gloucester Green

Question	Written Response
Can the portfolio holder advise the City Council have any proposals to improve the character and quality of the Gloucester Green environment for use during the daytime and night-time?	
Supplementary Question	Verbal Response

3. From Councillor Gant to Councillor Clarkson – Town Hall accessibility audit

Question	Written Response
Further to my question at the last council meeting, is the accessibility audit of the Town Hall complete?	
Supplementary Question	Verbal Response

Board member for Customer Focused Services

4. From Councillor Goddard to Councillor Chapman – trees on highway

Question	Written Response
The council has indicated that it is allocated about £18k from the County Council to manage (survey, maintain and replace) 6,000 trees on Section 42 land. This figure would appear to be inadequate even for the routine surveying and maintenance of that number of trees. The council has confirmed that there are no plans to replace 'missing' trees in Blenheim Drive, specifically; could it be confirmed whether removed trees on any Section 42 land are being or have been replaced in the last 3 years?	
Supplementary Question	Verbal Response

5. From Councillor Simmons to Councillor Chapman – Shotover

Question	Written Response
<p>Cycling in Shotover recently, I noticed that a significant amount of litter had collected at the lower end (adjacent to the ring road) and that the old second world war roadway which forms the cycle route is deteriorating badly in parts.</p> <p>How frequently is Shotover cleared of litter and are there any plans to patch up the old roadway?</p>	
Supplementary Question	Verbal Response

6. From Councillor Gotch to Councillor Brown Chapman – legal advice at meetings

Question	Written Response
<p>Is the presence of the monitoring officer at all City committee meetings a legal necessity — has the law changed?</p> <p>Could a substantial saving be made if monitoring officers were present only at selected meetings?</p>	
Supplementary Question	Verbal Response

Board member for Finance and Asset Management and non-statutory Deputy Leader

No questions

Board member for Healthy Oxford

7. From Councillor Roz Smith to Councillor Upton – Quarry Sports Building

Question	Written Response
<p>Could I please have a breakdown of the costs for the Quarry Sports Building, including costs for Architects, consultants, consultations, materials, removal of old building etc?</p>	
Supplementary Question	Verbal Response

8. From Councillor Roz Smith to Councillor Upton – Quarry Rovers ground

Question	Written Response
Who made the decision for allowing the installation of hoarding along a property border with City Council owned land at Margaret Road playing field area thereby denying the promised installation of an outside cage for Quarry Rovers football equipment?	
Supplementary Question	Verbal Response

Board member for Housing (Building better homes)

9. From Councillor Simmons to Councillor Rowley – council tenants

Question	Written Response
Is it true that the Council is considering introducing a rule making it difficult for its tenants to take in lodgers under the age of 50?	
Supplementary Question	Verbal Response

10. From Councillor Wolff to Councillor Rowley – Council letting agency

Question	Written Response
<p>In February 2016, Cllr Rowley will recall that Council passed a Green motion (as amended by Cllr Rowley) which included the following:</p> <p><i>Council asks the City Executive Board in the longer term to take into consideration:</i></p> <ol style="list-style-type: none"> <i>Setting up a new letting agency owned and operated by the Council</i> <i>Operating this letting agency according to best practice by:</i> <ol style="list-style-type: none"> <i>charging no fees to tenants</i> <i>offering longer tenancies where appropriate</i> <i>publishing and promoting fair rent</i> 	

<p><i>levels</i></p> <p><i>This letting agency should look at the feasibility of voluntary agreements involving "third-generation" rent controls (inflation-related rent stabilisation) coupled with strong contractual rights (including first refusal rights on the next tenancy and flexibility for landlords wishing to occupy/sell and so on)</i></p> <p>3. <i>The Council may also consider offering accreditation to other agencies wishing to operate under this standard.</i></p> <p>Was Council's request ever carried out? If so, can the Portfolio Holder provide a copy of the feasibility work undertaken or the appropriate officer report?</p>	
Supplementary Question	Verbal Response

11. From Councillor Wolff to Councillor Rowley – private rentals

Question	Written Response
<p>Following an alert issued by the Mayday Trust concerning clauses in loan agreements which prevent renting to those in receipt of DSS payments, can the portfolio holder brief Members on what efforts the Council is making to tackle the unacceptable practice by some businesses and individuals in Oxford who refuse to rent to those in receipt of DSS payments?</p>	
Supplementary Question	Verbal Response

12. From Councillor Gotch to Councillor Rowley – Elsfield Way and Warren Crescent

Question	Written Response
<p>Elsfield Way, owned by the City, received planning consent for 17 dwellings 5 years ago, yet construction has not started . Why the delay? And why will the finished flats and houses not be 100% affordable on a City owned site?</p> <p>Similarly, Warren Crescent received</p>	

consent 4 years ago for 10 affordable houses on a City owned site, yet no start has been made. Do these inordinate delays explain why the City has built no affordable dwellings for the past 2 years?	
Supplementary Question	Verbal Response

Board member for Planning and Transport

13.From Councillor Gant to Councillor Hollingsworth – planning consultees

Question	Written Response
Does the Board Member agree with me that if members of this authority are being asked to rely on the advice of statutory consultees in making quasi-judicial decisions on planning committees, we need to be able to reassure ourselves that that advice has been professionally prepared and taken all relevant factors sufficiently into account? Could he confirm whether there is a format or protocol covering how such advice should be presented? If not, should there be?	
Supplementary Question	Verbal Response

14.From Councillor Gant to Councillor Hollingsworth – Barton footbridge

Question	Written Response
The Annual Monitoring Report 2017/18 refers to a specific target for Barton: "Provision of a new footbridge across the A40..." in order to "Reduce the sense of isolation from the rest of the city", saying this benefit is "To be delivered as part of the Barton Park development". Why has it not been?	
Supplementary Question	Verbal Response

15. From Councillor Gant to Councillor Hollingsworth – Strategic Housing Market Assessment (SHMA)

Question	Written Response
<p>The 2014 SHMA gives a figure for Oxford's housing need of 1400 dwellings per annum (dpa). The Government's new standard methodology gives a substantially lower figure of 746dpa. This council is continuing to use the SHMA figure in its calculations, for reasons which have been discussed before. However, the same consultants who prepared the 2014 SHMA undertook an update in 2018, which uses what they describe as a "more evolved understanding" of certain elements, and gives a figure of 776dpa.</p> <p>How is this council factoring the 2018 SHMA update, and the most recent government guidance on its methodology for calculating OAN, into its calculations?</p>	
Supplementary Question	Verbal Response

16. From Councillor Wolff to Councillor Hollingsworth – Strategic Housing Market Assessment (SHMA) numbers

Question	Written Response
Which housing numbers will be used in the final local plan and why? Those originally derived from the SHMA or the more recent Objectively Assessed Needs numbers?	
Supplementary Question	Verbal Response

17. From Councillor Gant to Councillor Hollingsworth – Local Plan consultation

Question	Written Response
The Regulation 19 consultation on Oxford's Local Plan was extended to finish on December 28, 2018. Given that this was obviously directly after Christmas, meaning that several groups and individuals had difficulty meeting the deadline because they and their colleagues were away, does the Board Member think that in hindsight there	

might have been a case for extending the extension by a further week?	
Supplementary Question	Verbal Response

18. From Councillor Wade to Councillor Hollingsworth – Central Conservation Area

Question	Written Response
The lodging of a planning application in respect of 4 Osney Lane, a Victorian end of terrace, has concentrated attention on the inexplicable omission of the Victorian streets east of Hollybush Row from the Central (City and University) Conservation Area. Can the Board Member confirm that the appraisal currently underway will include considering the incorporation of this important remaining area of Oxford's industrial heritage?	
Supplementary Question	Verbal Response

19. From Councillor Wade to Councillor Hollingsworth - Oxford Dance Forum

Question	Written Response
Is the Board Member aware that the Oxford Dance Forum, a collective of dance professionals, is having real difficulties in finding spaces suitable for dance in Oxford? Better spaces for dance would allow dance to reach a wider audience and increase the uptake of dance within the community. Will the Board Member confirm that the reconversion of premises (policies E1 and V2 in the draft Local Plan) in this case for dance spaces, will be encouraged by this Council?	
Supplementary Question	Verbal Response

20.From Councillor Wade to Councillor Hollingsworth - Oxford Flood Alleviation

Question	Written Response
<p>The current proposals for the Oxford Flood Alleviation Channel fail to include a dedicated cycle path or pedestrian footpath along the main flood relief channel. Our MP, Layla Moran, was advised that questions of land ownership complicated this issue.</p> <p>Can the Board Member advise whether the Environment Agency and City Council are in continuing negotiations to secure this strip of land, which will result in great health and leisure benefits to the City's residents?</p>	
Supplementary Question	Verbal Response

21.From Councillor Wade to Councillor Hollingsworth - Building work affecting Residents and Homes in Wolvercote

Question	Written Response
<p>Is the Board Member aware that residents along Godstow Road are being subjected to a constant stream of HGV traffic, often till 11 pm, on what is already a busy bus route. Residents are reporting vibrations to their homes, particularly when lorries and buses cross the bridge to and from Lower Wolvercote?</p> <p>Can the Board Member advise what action the Council is taking to (a) fix the hours between which HGVs can access the Wolvercote Paper Mill construction site, and (b) liaise with Network Rail over the current condition and future monitoring of the bridge, and (c) advise residents through their local councillors of the City officer to whom they should report cracks/other deterioration to their properties?</p>	
Supplementary Question	Verbal Response

22.From Councillor Wolff to Councillor Hollingsworth – Gibbs Crescent

Question	Written Response
A2 Dominion has said it wants to replace the Gibbs Crescent flats (where the explosion happened last year) and Simon House with blocks of new flats. Given that both these sites were originally providing social housing and hostel accommodation will the portfolio holder do what he can to ensure that any new housing on this site remains a mix of social and affordable housing?	
Supplementary Question	Verbal Response

23.From Councillor Landell-Mills to Councillor Hollingsworth – Westgate traffic congestion

Question	Written Response
Can the portfolio holder advise whether the City Council is in discussion with Westgate operators as to how the tail back from the Westgate car park, which is blocking traffic on the Oxpens Road and resulting in increased congestion- and pollution, might be addressed?	
Supplementary Question	Verbal Response

24.From Councillor Wolff to Councillor Hollingsworth – Seacourt extension

Question	Written Response
What is the current status of the Seacourt Park and Ride extension?	
Supplementary Question	Verbal Response

25.From Councillor Simmons to Councillor Hollingsworth - Meadow Lane car park

Question	Written Response
The Council recently re-surfaced Meadow Lane car park (in a flood area) in what appears to be a non-permeable surface. Can the portfolio holder confirm this? If so, it appears that our practices are at	

odds with our own planning policies. Could the portfolio holder offer any comment on this?	
Supplementary Question	Verbal Response

26. From Councillor Wolff to Councillor Hollingsworth – Oxpens Meadow

Question	Written Response
When will the temporary plastic surface on Oxpens Meadow be removed and when will the meadow be restored to its pre-existing condition?	
Supplementary Question	Verbal Response

27. From Councillor Landell-Mills to Councillor Hollingsworth– park and ride

Question	Written Response
Can the portfolio holder advise what the City Council is doing directly and indirectly to encourage motorists to use the Park and Ride car parks and take the bus into the city centre?	
Supplementary Question	Verbal Response

28. From Councillor Landell-Mills to Councillor Hollingsworth – train use

Question	Written Response
Can the portfolio holder advise what the City Council is doing directly and indirectly to encourage motorists to leave their cars at Oxford Parkway and take the train into the city centre?	
Supplementary Question	Verbal Response

Board member for Safer, Greener Oxford

29. From Councillor Landell-Mills to Councillor Hayes – planting along highways

Question	Written Response
Can the portfolio holder advise on what if any tree, hedge and shrub planting is proposed by the City Council in the soft estate along the main highways into Oxford to mitigate the impact of NOx and other pollutants and beautify the main roads into town?	
Supplementary Question	Verbal Response

30. From Councillor Landell-Mills to Councillor Hayes – planting to combat NOx

Question	Written Response
Has the portfolio holder considered offering to supply and plant, free of charge, trees and hedging to home-owners and businesses with land along Oxford's main highways, which would help to tackle the impact of NOx and other pollutants, and beautify the city?	
Supplementary Question	Verbal Response

31. From Councillor Landell-Mills to Councillor Hayes – Zero Emissions Zone

Question	Written Response
In light of the sensible changes to the ZEZ vehicle criteria is the term Zero Emissions Zone something of a misnomer and might Ultra Low Emissions Zone be a more accurate description?	
Supplementary Question	Verbal Response

32. From Councillor Landell-Mills to Councillor Hayes – Westgate car park and Zero Emissions Zone

Question	Written Response
Does the portfolio holder think that allowing the Westgate car park to remain outside the ZEZ until the last stage in 2030 provides retailers within the Westgate an unfair competitive advantage over retailers elsewhere in the city centre?	
Supplementary Question	Verbal Response

33. From Councillor Landell-Mills to Councillor Hayes – St Clements

Question	Written Response
Can the portfolio holder advise if the City Council have any specific proposals to address low air quality in St Clements, which has the worst air quality in the city, but is outside the ZEZ?	
Supplementary Question	Verbal Response

34. From Councillor Wolff to Councillor Hayes – Earth Day

Question	Written Response
<p>April 22nd 2020 will mark the 50th anniversary of Earth Day – which will be celebrated around the world. As the preparation for this event will fall within this forthcoming budget year, will the Portfolio Holder consider setting aside some funds so we can mark the occasion in Oxford?</p> <p><i>(Note: Council has previously celebrated Earth Day by flying the Earth Day flag from the Town Hall).</i></p>	
Supplementary Question	Verbal Response

35. From Councillor Goddard to Councillor Hayes - on-street charging points

Question	Written Response
Can the Councillor update Council on plans to supply more on-street charging points for electric vehicles? In particular, is it intended that surplus capacity from	

streetlight circuits (now that large numbers of streetlights have been changed to low-current-draining LED) might be put to this use?	
Supplementary Question	Verbal Response

36. From Councillor Wolff to Councillor Hayes – taxis and ZEZ

Question	Written Response
Can the portfolio elaborate on the support available to taxi drivers, in advance of the Zero Emission Zone implementation, who are told that they need to invest in low or zero emission vehicles?	
Supplementary Question	Verbal Response

37. From Councillor Wolff to Councillor Hayes – taxi drivers

Question	Written Response
What options are there for licenced hackney carriage drivers who are not members of COLTA who wish to present alternative views to Council?	
Supplementary Question	Verbal Response

Board member for Supporting Local Communities

38. From Councillor Gant to Councillor Simm – teachers mortgage scheme

Question	Written Response
Could the Board Member give council an update on uptake of the council's Mortgage scheme for teachers?	
Supplementary Question	Verbal Response

39.From Councillor Roz Smith to Councillor Simm – publication costs

Question	Written Response
What was the cost of producing and printing 'Oxford City Council's Strategy for Children and Young People' as a high-spec glossy publication, compared to a simpler text version adopted by many councils for similar documents? How many copies were produced?	
Supplementary Question	Verbal Response

Deputy Leader of the Council; Board member for Leisure and Tackling Homelessness and Improving the Private Rented Sector
40.From Councillor Wade to Councillor Linda Smith - Oxford Half Marathon

Question	Written Response
Is the Board Member aware that a date has been fixed for the Oxford Half Marathon 2019 without any consultation with Residents in the affected Wards or with their City and County councillors?	
Supplementary Question	Verbal Response

41.From Councillor Wade to Councillor Linda Smith - Oxford Half Marathon 2

Question	Written Response
Does the Board Member share our concern that Virgin Sport are using our 'Oxford' brand with little or no benefit to the city, and considerable inconvenience year after year to local residents and visitors? Will the Board Member ask for a cost benefit analysis, fundamental to any business decision, to be prepared as a matter of urgency?	
Supplementary Question	Verbal Response

42.From Councillor Simmons to Councillor Linda Smith - No Local Connection

Question	Written Response
Following the recommendations made by the No Local Connection Scrutiny Review Group, can the portfolio holder update Council on the progress with amending the Operational Guidelines to incorporate, in particular, the recommendation that 6 months' rough sleeping in Oxford entitles you to a local connection?	
Supplementary Question	Verbal Response

43.From Councillor Wade to Councillor Linda Smith - Rough sleepers SWEP protocol

Question	Written Response
<p>Rough Sleepers are less resilient to severe weather because of health issues caused or made worse by homelessness.</p> <p>Would the Board Member agree that the SWEP requirement of a met forecast of 3 days at zero temperature?</p> <p>(there is a discretion but it is not clear how or when it can be used) should be reduced to a met forecast of ONE night only at FOUR degrees Celsius?</p>	
Supplementary Question	Verbal Response

44.From Councillor Wade to Councillor Linda Smith - Rough sleepers accommodation

Question	Written Response
Will the Board Member commit officer time and funding to the provision of safe, non-dormitory accommodation for especially vulnerable groups: women, LGBT+ and young (under 25) Rough Sleepers?	
Supplementary Question	Verbal Response

45. From Councillor Wade to Councillor Linda Smith - Rough Sleepers Initiative fund

Question	Written Response
Will the Board Member ensure that the City Council makes an early bid to MHCLG for further funding from the Rough Sleepers Initiative fund, since the initial £1,014,000 was ear-marked only for the period 2018-20?	
Supplementary Question	Verbal Response

Leader of the Council, Board Member for Economic Development and Partnerships

46. From Councillor Wolff to Councillor Hollingsworth – OXWED and Oxpens

Question	Written Response
What progress has been made in selecting an OxWed development partner? Can the Portfolio Holder indicate if the development partner is pushing for more parking on the site (as compared to the limited parking on the published outline scheme)?	
Supplementary Question	Verbal Response

47. From Councillor Gant to Councillor Brown - combined authority

Question	Written Response
During the discussion on potential local government reorganisation some years ago, the City Executive Board promoted a Combined Authority as its preferred model. The emerging Cambs/Peterborough CA was regularly held up as an example. In 2017 estimates of the running costs of the Cambs/Peterborough CA were c. £850K p.a. The actual figure has turned out to be £7.6m, and the Mayor has	

apologised. Does the Board stand by its endorsement of the model?	
Supplementary Question	Verbal Response

48.From Councillor Gant to Councillor Brown - letters re People's Vote

Question	Written Response
<p>At its meeting on 23 July 2018, council asked the Leader to write on its behalf to Oxford's MPs with the adopted motion in support of a "People's Vote" on the Brexit deal. The Leader wrote to our MPs on 20 November 2018, and received a reply from Layla Moran MP on 7 December and from Anneliese Dodds MP on 18 December.</p> <p>The Leader circulated the reply from Ms Dodds to all members, but not the reply from Ms Moran.</p> <p>Why?</p>	
Supplementary Question	Verbal Response

49.From Councillor Gant to Councillor Brown - "People's Vote"

Question	Written Response
<p>In her reply, Ms Moran warmly welcomed this council's endorsement of a "People's Vote", and asked you to clarify your own position given that you did not vote for the motion.</p> <p>What answer did she receive?</p>	
Supplementary Question	Verbal Response

To: Council
Date: 28 January 2019
Report of: Assistant Chief Executive
Title of Report: Oxfordshire Partnership update Report

Summary and recommendations	
Purpose of report:	To provide members with the Annual Oxfordshire Partnership update report produced by the County Council for the Oxfordshire Partnership meeting in November 2018.
Key decision:	No
Executive Board Member:	Councillor Susan Brown, Leader of the Council
Corporate Priority:	All Corporate Plan priorities
Policy Framework:	Corporate Plan
Recommendation(s): That the City Executive Board resolves to:	
1.	To note the Oxfordshire Partnership update report.

Appendices
ANNUAL PARTNERSHIPS UPDATE Report to Oxfordshire County Council – NOVEMBER 2018

1. Introduction

- 1.1. The City Council recognises the importance of partnership working in achieving its objectives and plays an active role in the key Oxfordshire wide Partnerships and lead/coordinate many of our own City partnerships.
- 1.2. The Council receives detailed reports on the work of each of the following county-wide and city partnerships on a rolling basis throughout the year.
 - a. Oxfordshire Safeguarding Children Board,
 - b. Oxfordshire Safeguarding Adults Board

- c. Health and Well-being Board
- d. Health Improvement Board
- e. Health Inequalities Commissioning Group
- f. Children's Trust Board,
- g. Oxfordshire Growth Board
- h. Safer Oxfordshire Partnership
- i. Oxford Strategic Partnership.

1.3. In addition, the County Council produce an annual Oxfordshire wide partnership report for the Oxfordshire Partnership which provides summary reports from all the County wide partnerships. This report provides Council with a copy of the 2018 Annual report to the Oxfordshire Partnership meeting in November 2018.

2. Financial implications

2.1. There are no direct financial implications relating to this report. Oxford City Council's input into these partnerships is coordinated and delivered by the Policy and Partnership Team Manager and individual service areas participate in smaller sub groups within existing resources and budgets.

3. Legal issues

3.1. There are no legal implications to this report.

Report author	Daniella Granito
Title	Policy and Partnerships Team Manager
Service area or department	Assistant Chief Executive
Telephone	
e-mail	dgranito@oxford.gov.uk

Background Papers: None

Division(s): N/A

COUNCIL – 6 NOVEMBER 2018

ANNUAL PARTNERSHIPS UPDATE

Report by Policy and Performance Service Manager

Introduction

1. This report provides an update on Oxfordshire-wide partnerships that the County Council is engaged with and their activities over the past year. Each partnership report includes the following information:
 - Current focus for the Partnership;
 - Personnel including Chairman and supporting staff of the Partnership;
 - Governance arrangements;
 - Key achievements over the past year;
 - Aims of the partnership for the forthcoming year;
 - Key challenges for the Partnership and how these will be addressed
2. The report includes updates from partnerships that are particularly important to the overall outcomes for Oxfordshire and this is reported annually to Council in a light touch format.
3. The Annual Partnerships report has been reviewed by the Oxfordshire Partnership at their meeting on 15 October 2018.

Partnerships in Oxfordshire

4. There is a complex landscape of partnerships across Oxfordshire that continues to increase in importance in order to meet the needs of residents across the county. Partnerships bring together representatives from the public sector, private, voluntary and community sectors to collaborate on health and wellbeing, economic growth, safeguarding and safer communities. The key partnerships featured in this report are:
 - Oxfordshire Health and Wellbeing Board (statutory) along with the sub-groups of the Board which are the Children's Trust Board, Health Improvement Board, Joint Management Groups for Adults with Care Needs and the Better Care Fund
 - Oxfordshire Safeguarding Children Board (statutory)
 - Oxfordshire Safeguarding Adults Board (statutory)
 - Thames Valley Emergency Services Collaboration (statutory)
 - Safer Oxfordshire Partnership
 - Oxfordshire Stronger Communities Alliance
 - Oxfordshire Growth Board
 - Oxfordshire Local Enterprise Partnership

- Oxfordshire Environment Partnership
5. These partnerships deliver a number of key strategies including but not limited to the Joint Health and Wellbeing Strategy, Children's Plan, the Oxfordshire Infrastructure Strategy.
 6. The Oxfordshire Early Years Board and Oxfordshire Strategic Schools Partnership Board are currently in the process of reassessing their core roles and so an update has not been included for these Boards this year.

RECOMMENDATION

7. **Council is RECOMMENDED to note the report.**

Ben Threadgold
Policy and Performance Manager

Background papers: None

Contact Officer: Lauren Rushen (lauren.rushen@oxfordshire.gov.uk)

November 2018

Oxfordshire Health and Wellbeing Board

Date of completion	1 September 2018
Chairman/ Vice Chairman	Councillor Ian Hudspeth OCC / Dr Kiren Collison OCCG
OCC Lead Member	Councillor Ian Hudspeth
OCC Lead Officer	Strategic Director for People
Last Meeting Date	10 May 2018 (meeting in public), 19 July 2018 (workshop), 3 October 2018 (workshop)
Next Meeting Date	15 November 2018 (meeting in public)
Website Address	https://www.oxfordshire.gov.uk/residents/social-and-health-care/health-and-wellbeing-board
Governance Arrangements	
<p>The Health and Wellbeing Board is a committee of the Council by virtue of the Health & Social Care Act 2012 and the Local Authority (Public Health, Health & Wellbeing Boards and Health Scrutiny) Regulations 2013.</p> <p>The Board is a statutory partnership of Local Government (County, Districts and City), the NHS and Healthwatch.</p> <p>The terms of reference¹ set out the requirement to produce a Joint Strategic Needs Assessment and a Joint Health and Wellbeing Strategy plus additional responsibilities.</p>	
The current focus for the Partnership	
<p><u>Governance Review of the Health and Wellbeing Board (HWB)</u></p> <p>The Health and Wellbeing Board has undergone a major review during 2017-18 and is now reforming with new membership and revised terms of reference. The main changes have been designed to strengthen the Board.</p> <p>Full details of the changes were set out in a paper at the HWB meeting in May and can be seen here: http://mycouncil.oxfordshire.gov.uk/documents/s41669/HWB_MAY1018R01.pdf</p> <p>1. Functions of the Board</p> <ul style="list-style-type: none"> • The HWB will create and own a single unifying vision for the improvement of the Health and Wellbeing of Oxfordshire residents. • The HWB will create, own and monitor a comprehensive high-level health and wellbeing strategy for the improvement of the Health and Wellbeing of Oxfordshire residents. • The HWB will agree a suite of strategies which will be created and owned by its sub-committees. These will flow from the overarching Joint Health and Wellbeing Strategy. • The HWB will monitor the implementation of its strategy and the member organisations will hold one another to account for delivery. The Board will 	

¹ https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/socialandhealthcare/health-and-wellbeing-board/Health_and_Wellbeing_BoardTOR.pdf

receive regular reports from its sub-committees based on outcome measures set by each.

- The HWB will fulfil its statutory duties. These currently include producing an authoritative Joint Strategic Needs Assessment and Pharmaceutical Needs Assessment, and approving plans for the Better Care Fund and the Improved Better Care Fund. The Board already has decision-making powers with respect to these.
- Decision making will also take place through the collective delegated authority of the individual members.
- The HWB will establish a reference group with wide membership including the voluntary sector and patient group representatives. The membership will be flexible depending on current topics of concern. The reference group will discuss these key issues and may propose topics for HWB 'deep-dive' exercises. The HWB will aim to approve two of these per year and agree how they will be taken forward.

Vision:

"To work together in supporting and maintaining excellent health and well-being for all the residents of Oxfordshire"

2. Sub-groups

The HWB will delegate the operational delivery of its strategy to the following sub-committees:

- a. The Children's Trust Board
- b. The Health Improvement Partnership Board
- c. The Adults with Support and Care Needs Joint Management Group
- d. The Better Care Fund Joint Management Group
- e. The Integrated System Delivery Board

3. Membership of the HWB

- Leader of the County Council – chair
- Clinical Chair of Oxfordshire Clinical Commissioning Group - vice-chair
- 2 District and City Council representatives as per the current arrangements
- Cabinet Members of the County Council
- Accountable Officer Oxfordshire Clinical Commissioning Group
- C/E Oxford University Hospitals NHS Foundation Trust
- C/E Oxford Health NHS Foundation Trust
- C/E Oxfordshire County Council
- A Healthwatch representative
- The Director for Children's services
- The Director for Adult Social Care
- The Director of Public Health
- An NHS England representative
- 1 Clinical General Practitioner provider representative from Oxfordshire's General Practice Federations.

4. **Meetings** will be held quarterly, in public. The future meetings of the HWB are:

November 15th 2018
 March 21st 2019
 June 13th 2019
 September 26th 2019
 December 5th 2019
 March 19th 2020

The Partnership's key achievements in the last year

1. Delivering the Joint Health and Wellbeing Strategy

The Health and Wellbeing Board continued to oversee progress across the 11 priorities set out in the Joint Health and Wellbeing Strategy. These priorities were:

Children's Trust

Priority 1: All children have a healthy start in life and stay healthy into adulthood

Priority 2: Narrowing the gap for our most disadvantaged and vulnerable groups

Priority 3: Keeping all children and young people safe

Priority 4: Raising achievement for all children and young people

Joint Management Groups (Better Care Fund JMG and Adults with support and care needs JMG)

Priority 5: Working together to improve quality and value for money in the Health and Social Care System

Priority 6: Living and working well: Adults with long term conditions, physical or learning disability or mental health problems living independently and achieving their full potential

Priority 7: Support older people to live independently with dignity whilst reducing the need for care and support

Health Improvement

Priority 8: Preventing early death and improving quality of life in later years

Priority 9: Preventing chronic disease through tackling obesity

Priority 10: Tackling the broader determinants of health through better housing and preventing homelessness

Priority 11: Preventing infectious disease through immunisation

Details of the work to deliver on these priorities is set out in this report under the headings of the Children's Trust, Health Improvement Board and 2 Joint Management Groups.

2. Other work completed in the last year

- Preparation for the CQC visit in November 2017 and reflection, action planning and monitoring progress following that visit.
- Establishment of the Integrated System Delivery Board, a further sub-group of the HWB. This Board is chaired by the Chief Executive of the Clinical Commissioning Group (CCG) and is charged with developing the Integrated System approach for Oxfordshire.
- Approved and published an annual report on the Joint Strategic Needs Assessment, with an appendix detailing some inequalities data for the

<p>county.</p> <ul style="list-style-type: none"> • Approved and published the statutory Pharmaceutical Needs Assessment for Oxfordshire (three-yearly) • Received and signed up to recommendations from the Director of Public Health Annual Report. • Overseen implementation of recommendations from the Oxfordshire Health Inequalities Commission and monitored progress. • Received the annual reports from the Safeguarding Adults Board and the Safeguarding Children Board. • Discussed progress on the “Digital Roadmap” for improving access to information for patients and professionals across the health and social care system.
<p>The aims for the Partnership in the year ahead</p> <p>The Health and Wellbeing Partnership will cover the following work in the year ahead</p> <ol style="list-style-type: none"> 1. Discuss and approve a new Joint Health and Wellbeing Strategy for Oxfordshire, based on the vision already agreed. 2. Delegate responsibility for devising a suite of strategies, formulating action plans and monitoring progress to the sub-groups of the Board. 3. Set up the Reference Group and set out a programme of work in which a wide range of stakeholders can be involved. 4. Continue to perform its statutory functions in publishing a widely accessible Joint Strategic Needs Assessment
<p>The key challenges for the Partnership and how these will be addressed going forward.</p> <p>The newly formed Board faces the challenge of working well together on a new and fast paced agenda in Oxfordshire. Considerable progress has already been made in enabling the Board members to work together by holding a facilitated workshop in July and this will be further developed in another workshop in early October.</p>

Board Name	Health Improvement Board
Date of completion	12 September 2018
Chairman	Councillor Andrew McHugh (Cherwell DC) The previous Chairman was Councillor Anna Badcock of South Oxfordshire DC
OCC Lead Member	Cabinet Member for Public Health – now Cllr Lawrie Stratford. Previously Cllr Hilary Hibbert-Biles
OCC Lead Officer	Strategic Director for People
Last Meeting Date	13 September 2018
Next Meeting Date	22 November 2018
Website Address	https://www2.oxfordshire.gov.uk/cms/content/health-improvement-board
Governance Arrangements	
The Health Improvement Board (HIB) is a sub-committee of the Health and Wellbeing Board (HWB). It meets in public 4 times a year and also holds workshops not in public to which a wider group of stakeholders are invited.	
The current focus for the Partnership	
The Health Improvement Board (HIB) has maintained a focus on delivering the 4 priorities set out in the Joint Health and Wellbeing Strategy which are delegated to it. These are:	
<p><u>Health Improvement</u></p> <p>Priority 8: Preventing early death and improving quality of life in later years</p> <p>Priority 9: Preventing chronic disease through tackling obesity</p> <p>Priority 10: Tackling the broader determinants of health through better housing and preventing homelessness</p> <p>Priority 11: Preventing infectious disease through immunisation</p> <p>The Board members have reviewed the performance framework linked to these priorities at every meeting and have explored some topics in greater depth when there have been concerns about progress. This has included requesting “report cards” on smoking cessation, bowel cancer screening and immunisations.</p> <p>There is some work underway to reassess the priorities of the Board. This fits in with the revision of the Joint HWB Strategy and the need for a Prevention Framework for Oxfordshire. At its meeting in May 2018 the HIB agreed the principles for taking forward work on preventing ill-health and reducing the need for treatment. A review of the Joint Strategic Needs Assessment and priorities for each member organisation has taken place over the summer of 2018 and the Board will finalise its priorities for work at the meeting in September 2018.</p> <p>The proposal for priority areas of work is set out as follows and may be adopted, subject to agreement at the September meeting:</p>	
<p>1. Keeping Yourself Healthy (Prevent)</p> <ul style="list-style-type: none"> • Reduce Physical Inactivity / Promote Physical Activity <ul style="list-style-type: none"> ○ Promote activity in schools to make it a lifetime habit ○ Promote active travel for all ages 	

- Provide excellent leisure services including access to green spaces and the countryside
- Enable people to eat healthily
 - Starting with breastfeeding
 - Sugar Smart
 - Access to healthy food for all
- Reduce smoking prevalence
 - In community groups with higher smoking rates
 - In pregnancy
- Promote Mental Wellbeing
 - 5 ways to Wellbeing / CLANGERS (Connect, Learn, be Active, Notice, Give, Eat healthily, Relax, Sleep)
 - Adopt the principles of the Mental Wellbeing Prevention Concordat
- Tackle wider determinants of health
 - Housing and homelessness
 - Air Quality
- Immunisation
 - Routine childhood immunisations
 - Seasonal immunisations, such as influenza
 - Immunisations for vulnerable groups such as Pregnant women (including whooping cough) or 'at risk' groups, such as pneumococcal

2. Reducing the impact of ill health (Reduce)

- Prevent chronic disease through tackling obesity
 - Weight management initiatives
 - Diabetes prevention
- Screening for early awareness of risk
 - NHS Health Checks
 - Cancer screening programmes (e.g. Bowel, cervical, breast screening)
- Alcohol advice and treatment
 - Identification and brief advice on harmful drinking
 - Alcohol liaison in hospitals
 - Alcohol treatment services
- Community Safety impact on health outcomes
 - Domestic abuse

3. Shaping Healthy Places and Communities

- Healthy Environment and Housing Development
 - Learn from the Healthy New Towns and influence policy
 - Ensure our roads and housing developments enable safe walking and cycling
 - Ensure spatial planning facilitates social interaction for all generations – giving opportunities for people to meet who might not do so otherwise
- Social Prescribing
 - Referral from Primary Care to non-medical schemes e.g. for physical activity, social networks, support groups
- Making Every Contact Count
 - In NHS settings
 - In front line services run by local authorities e.g. libraries, Fire and

<ul style="list-style-type: none"> ○ Rescue, leisure centres ○ In local communities and through the voluntary sector ● Campaigns and initiatives to inform the public <ul style="list-style-type: none"> ○ Through workplaces including the Workplace Wellbeing Network ○ The media, including social media, or community initiatives using local assets
The Partnership's key achievements in the last year
<p>The HIB performance report shows good progress has been made on the following topics:</p> <ul style="list-style-type: none"> ● NHS Health Checks – there has been excellent coverage across the population of people aged 40-74 in being invited for Health Checks and over half of them have been checked. ● A high proportion of those attempting to quit smoking have succeeded and there are fewer than ever pregnant women who smoke during their pregnancy. ● Oxfordshire now outperforms many other parts of the country in helping people recover from misuse of drugs or alcohol. ● The number of children at the beginning and end of primary school who are overweight or obese is lower than the national averages and is increasing more slowly, though the Board is aware that there are some parts of the County where the proportion is higher. <p>Areas of concern include:</p> <ul style="list-style-type: none"> ● The growing number of people sleeping rough and the additional pressure on the system to prevent homelessness ● Some childhood immunisation rates are dipping ● The measure of physical inactivity among adults shows that nearly one in five adults do not meet the measure of 30 minutes of moderate intensity activity in a week.
The aims for the Partnership in the year ahead
<p>The HIB will establish work on a wider range of priority issues and continue to monitor progress.</p>
The key challenges for the Partnership and how these will be addressed going forward.
<p>Member organisations of the HIB are well placed to address the factors which keep us healthy – from providing services that promote healthy lifestyles, commissioning services to reduce the impact of long term conditions and ensuring wider determinants of health, like housing, planning and economic development, are health improving. There may be some difficulties in finding enough capacity to work on a wider range of topics. This is a challenge recognised by the partners and will need a pragmatic approach.</p>

Board Name	Children's Trust
Date of completion	11 September 2018
Chairman	Cllr Steve Harrod, Cabinet Member for Children and Families
OCC Lead Member	Cllr Steve Harrod, Cabinet Member for Children and Families
OCC Lead Officer	Strategic Safeguarding Partnerships Manager
Last Meeting Date	19 September 2018
Next Meeting Date	12 December 2018
Website Address	https://www.oxfordshire.gov.uk/residents/social-and-health-care/health-and-wellbeing-board/childrens-trust
Governance Arrangements	
<p>The Children's Trust is a sub-group of, and reports to, the Health and Wellbeing Board.</p> <p>We use the Children's Trust performance dataset to monitor progress against the Children and Young People's Plan. The dataset is reported to the Children's Trust Board at their quarterly meetings and actions will be identified from the information supplied in that report.</p>	
The current focus for the Partnership	
<p>The Children's Trust Board primary objectives are to ensure that effective multi agency working is in place at a strategic level across children's services. We want to ensure that the voice of children, young people and their families contribute to these arrangements and to decision making.</p> <p>Over the past 12 months the Trust has developed a new Children and Young People's Plan 2018 – 2021. The new Plan sets the focus for the work of the Children's Trust over the next 3 years, including our Vision, areas of focus and priorities. Included is an implementation plan agreed by the members of the Trust setting out the specific actions they commit to take over the year ahead.</p> <p>Our responsibility as a Trust is to play our part in ensuring the actions included in the plan are delivered, performance is monitored and solutions are found.</p>	
The Partnership's key achievements in the last year	
<p>During 2018 the Children's Trust approved a new Children and Young People's Plan 2018 – 2021.</p> <p>The Plan has been developed through discussion with our partners including asking children and young people what is important to them. We were pleased and encouraged by the strong engagement from our partners in the public sector, voluntary sector and children and young people through the Children in Care Council and Voice of Oxfordshire's Youth.</p> <p>We have developed a more streamlined document, including a poster capturing the main elements of the Plan, that can be easily identified and displayed.</p> <p>The new Plan sets the focus for the work of the Children's Trust over the next 3</p>	

years. Included is an implementation plan agreed by the members of the Trust setting out the specific actions the membership will take over the year ahead.

In addition to the development of the new Children and Young People's Plan the Trust's achievements this year include:

- Oversight of the SEND reforms and SEND action plan following the Ofsted Inspection in September 2017;
- Oversight of Early Intervention/Early Help workstreams including establishment of the LCSS;
- Approval of the development of Community Impact Zones in Banbury and Oxford;
- Supporting Public Health with an event on 'Self-Harm' which was very well attended and received;
- Agreeing the CAMHS Transformation Plan Refresh;
- Establishing a working group to consider risks and concerns raised by the VCS in the OSCB Impact Assessment;
- Highlighting the work being carried out by the local authority in terms of 'Social Media and Children'
- Dissemination of resources and training available for a wide range of topics of importance to members;
- Appointment of 7 VOXY members to the board and addition of a standing agenda item for feedback from the group;
- Establishing a robust 'forward planning system' to clarify governance.

The aims for the Partnership in the year ahead

The Children and Young People's Plan 2018 – 2021 sets out the Vision for the Trust: 'Oxfordshire, a great place to grow up and have the opportunity to become everything you want to be'.

The Trust has four areas of focus to achieve that Vision: Be Successful; Be Healthy; Be Safe; and Be Supported.

The Trust has agreed to set three priorities for their work over the first year of the Plan, to make a difference to the lives of children and young people in Oxfordshire.

The priorities are:

1. Children missing out on education
2. Social and emotional mental health and wellbeing
3. Protect children from domestic abuse

The implementation plan details the actions that the Trust membership will take over the next year to achieve these priorities.

The key challenges for the Partnership and how these will be addressed going forward.

It is crucial in times of limited budgets and increasing demands on services that the Children's Trust continues to enable and encourage partnership working.

We know that Oxfordshire is already a great place to grow up however that is not the case for all. Along with early consultation with private and public sector partners, the Joint Strategic Needs Assessment was analysed to highlight areas of concern and identify the priorities for this year. This piece of work will be completed annually to drive the priorities of the Trust.

The key challenges are the priority areas above and the actions included in the implementation plan will be the driver to address these areas of challenge.

Board Name	Joint Management Group – Adults with Care & Support Needs
Date of completion	12 September 2018
Chairman	David Chapman, Oxfordshire Clinical Commissioning Group
OCC Lead Member	n/a
OCC Lead Officer	Director for Adult Services
Last Meeting Date	20 September 2018
Next Meeting Date	27 November 2018
Website Address	n/a
Governance Arrangements	
<p>The JMG meets bi-monthly, with at least one meeting annually held in public and is chaired by the Clinical Lead from Oxfordshire Clinical Commissioning Group. The JMG reports to the Health and Wellbeing Board, and is supported by the Pooled Budget Officers Group that meets monthly.</p> <p>Decision making in relation to the pooled budgets rests with the Joint Management Group unless delegated appropriately. The JMG is responsible for ensuring that spending is contained within the resources available; where financial pressures arise in year, the JMG must look at options to contain total spending within the resources available.</p>	
The current focus for the Partnership	
<p>The Joint Management Group is responsible for managing and overseeing progress against key outcomes for adults of working age within the Oxfordshire Health and Wellbeing Strategy.</p> <p>See below for the list of outcomes we are trying to achieve. We are working to achieve these outcomes within the funds available. The average spend per person for people with learning disabilities has increased significantly over the last two years due to the increasing needs of individuals. The JMG is working to reduce the resulting budget pressure, while continuing to support vulnerable adults, by commissioning services differently where possible.</p>	
The Partnership's key achievements in the last year	
<ol style="list-style-type: none"> 1. Reduction in the number of people with learning disability and/or autism receiving treatment in specialist inpatient health settings 2. Re-design of the autism pathway (following principles of co-production) and commissioning of a new specialist autism service 3. Better working together on identifying and addressing cross system issues – such as doing good quality Care Treatment Reviews (we have had independent reviewers commending our joint-working to NHSE) and implementing more robust assurance processes. 	
The aims for the Partnership in the year ahead	
<p>Adults living with a physical disability, learning disability, severe mental illness or another long term condition consistently tell us that they want to be independent and to have choice and control so they are able to live “ordinary lives” as fully participating members of the wider community. We are working to achieve Priority 6</p>	

of the Health & Wellbeing Strategy, to support the increasing number of adults with long term conditions to meet their full potential in line with national strategy:

Priority 6: Living and working well: Adults with long-term conditions, physical disabilities, learning disabilities or mental health problems living independently and achieving their full potential.

From that the outcomes we aiming to effect are:

- An increase in the number of people with mild to moderate mental illness accessing psychological therapies, with a focus on people with long-term physical health conditions
- Reduction in number of people with severe mental illness accessing Emergency Departments in acute hospital for treatment for their mental illness
- Reduction in use of Section 136 of the Mental Health Act 1983 so that fewer people are detained in police cells when they are unwell
- Reduction in number of suicides
- An increase in the number of people with severe mental illness in employment
- An increase in the number of people with severe mental illness in settled accommodation
- An Increase in the number of people with learning disability having annual health checks in primary care to 75% of all registered patients by 2019
- A reduction in the number of admissions to specialist learning disability in-patient beds
- A reduction in the number of people with learning disability and/or autism placed/living out of county
- The proportion of people who use services who feel safe

The key challenges for the Partnership and how these will be addressed going forward.

- The increasing needs of people with learning disabilities which are resulting in increased costs
- Ensuring that health and social care work together as effectively as possible to support individuals

Board Name	Better Care Fund Joint Management Group (JMG)
Date of completion	October 2018
Chairman	Cllr Lawrie Stratford
OCC Lead Member	n/a
OCC Lead Officer	Director for Adult Services
Last Meeting Date	27 September 2018
Next Meeting Date	22 November 2018
Website Address	n/a
Governance Arrangements	
<p>The Better Care Fund JMG is chaired by Cllr Stratford and made up of representatives from Oxfordshire Clinical Commissioning Group and Oxfordshire County Council. The JMG reports to the Health and Wellbeing Board.</p> <p>The JMG meets bi-monthly, with at least one meeting annually held in public. The JMG reports to the Health and Wellbeing Board, and is supported by the Pooled Budget Officers Group that meets monthly.</p> <p>Decision making in relation to the pooled budgets rests with the Joint Management Group unless delegated appropriately. The JMG is responsible for ensuring that spending is contained within the resources available; where financial pressures arise in year, the JMG must look at options to contain total spending within the resources available.</p>	
The current focus for the Partnership	
<p>The Joint Management Group is responsible for managing and overseeing progress the Better Care Fund which is a national programme spanning both the NHS and local government which seeks to join up health and social care. Government has allocated money from the Better Care Fund to local systems to encourage integration between local government and Clinical Commissioning Groups resulting in improved integration between services.</p> <p>The JMG monitors strategy, governance, finance, performance and risk regarding the management of the Better Care Fund. This is structured around three key elements – care homes, community resilience and hospital avoidance, prevention and carer support.</p>	
The Partnership's key achievements in the last year	
<ul style="list-style-type: none"> • Reduction in number of people delayed when ready to leave hospital. • Improved performance of the reablement pathway. • Above the national average of good and outstanding providers. 	
The aims for the Partnership in the year ahead	
<p>We aim to provide good quality and safe services in Oxfordshire. This is line with Health & Wellbeing priorities 5 and 7:</p> <p>Priority 5: Working together to improve quality and value for money in the Health and Social Care System</p> <ul style="list-style-type: none"> • Reduce the number of avoidable emergency admissions for acute 	

conditions that should not usually require hospital admission for people of all ages from care homes

- Increase the percentage of people waiting a total time of less than 4 hours in Accident & Emergency (target of 95%)
- Reduction in the average length of “days delay” for people discharged from hospital to care homes
- Reduction in number of people placed out of county into care homes
- Reduction in the number of incidents relating to medication errors, falls and pressure ulcers
- Increase the number of providers described as outstanding or good, by the Care Quality Commission
- The proportion of people who use services who feel safe

Priority 7: Support older people to live independently with dignity whilst reducing the need for care and support

- Increase the proportion of older people with an on-going care package supported to live at home
- Reduce the number of older people placed in a care home
- Reduction in the number of permanent admissions to care homes per 100,000 of population
- Increase the percentage of people who receive reablement who then need no ongoing support (defined as no Council-funded long term service excluding low level preventative service).
- Increase in the number of people still at home 90 days post reablement
- Reduction in the beds days lost to delays in Oxfordshire
- Reduction in the average length of days delay for people discharged from hospital to HART
- Reduction in the average overall length of stay in stepdown pathways
- Increase the number of carers receiving a social care assessment
- 100% of patients with dementia who live are known to the Dementia Support Service

The key challenges for the Partnership and how these will be addressed going forward.

- The increasing numbers and needs of older people which are resulting in increased costs
- Ensuring that health and social care work together as effectively as possible to support individuals

Oxfordshire Safeguarding Children Board

Date of completion	1 September 2018
Chairman	Richard Simpson (independent chairman)
OCC Lead Member	Councillor Harrod
OCC Lead Officer	Strategic Safeguarding Partnerships Manager
Last Meeting Date	26 September 2018
Next Meeting Date	4 December 2018
Website Address	www.oscb.org.uk (OSCB Annual report is on this site)
Governance Arrangements	
<p>The Oxfordshire Safeguarding Children Board (OSCB) is led by an independent chair and includes representation from all six local authorities in Oxfordshire, as well as the National Probation service, the Community Rehabilitation Company, Police, Oxfordshire Clinical Commissioning Group, Oxford University Hospitals NHS Trust, Oxford Health NHS Foundation Trust, CAFCASS (Children and Family Court Advisory and Support Service), schools and Further Education colleges, the military, the voluntary sector and lay members.</p> <p>The Board meets 4 times per year and is supported by an Executive Group that meets 4 times per year. The board has two joint meetings with the Safeguarding Adults board per year.</p> <p>There are three area groups to ensure good communication lines to frontline practitioners. There are a further six themed subgroups.</p>	
The current focus for the Partnership	
<p>The OSCB remit is to co-ordinate and ensure the effectiveness of what is done by each agency on the Board for the purposes of safeguarding and promoting the welfare of children in Oxfordshire. This is done in two ways.</p> <p>(1) Co-ordination of local work by:</p> <ul style="list-style-type: none"> • Developing robust policies and procedures. • Participating in the planning of services for children in Oxfordshire. • Communicating the need to safeguard and promote the welfare of children and explaining how this can be done. <p>(2) To ensure the effectiveness of that work:</p> <ul style="list-style-type: none"> • Monitoring what is done by partner agencies to safeguard and promote the welfare of children. • Undertaking Serious Case Reviews and other multi-agency case reviews and sharing learning opportunities. • Collecting and analysing information about child deaths. <p>Publishing an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Oxfordshire.</p>	

<p>The Partnership's key achievements in the last year</p> <p>Partnership work: The board's partners have worked well together and individually to safeguard children. This has included the successful conviction of a predatory offender through the actions of a taxi driver, who had undertaken local safeguarding training; the successful prosecution of a perpetrator of historical abuse through the use of multi-agency guidance for responding to non-recent abuse (example from Oxford Health NHS Foundation Trust); identified improved attendance at Core Groups and timely responses to requests for information from the Multi Agency Safeguarding hub (example from Community Rehabilitation Company); increased recording of children's information when attending domestic abuse incident by Thames Valley Police; increased involvement of the hospital's young people's group (Yippee) in decision making meetings; new material and video to promote the work on neglect (Children's Social Care); self-assessment in 'Excellence when working with boys on CSE (child sexual exploitation) (Kingfisher) as well as the development of a new exploitation group to address broader issues of child exploitation (all OSCB partners).</p> <p>The OSCB has worked with the Oxfordshire Safeguarding Adults Board on improving transitions for young people; raise the quality of domestic abuse services and training provision as well as improving safeguarding connections with housing providers.</p> <p>The OSCB has worked with voluntary and community sector (VCS) partners to ensure VCS representation on all key groups and to develop a plan for action in 2018/19. VCS partners have joined the training pool; they have worked with the OSCB to develop a template Safeguarding policy for local partners and a Self-assessment. OSCB board members have had regular input in to Children, Young People's Forum.</p> <p>Serious Case Reviews have been analysed to arrive at the ten most common learning points for the children's workforce which are outlined in the annual report. See Appendix A.</p> <p>Training: In 2017/18 the OSCB delivered over 150 free safeguarding training and learning events plus online learning. The training reached over 9000 members of the Oxfordshire workforce:</p> <ul style="list-style-type: none"> ✓ 2040 multi-agency practitioners trained core safeguarding ✓ 417 multi-agency practitioners trained on early help assessments ✓ 451 multi-agency practitioners trained on mental health, child sexual exploitation, working with men and boys, drugs and alcohol and sexual abuse ✓ 38 multi-agency practitioners trained on female genital mutilation ✓ 697 early years multi-agency practitioners trained on safeguarding ✓ 3854 multi-agency practitioners trained on abuse and neglect; safeguarding and think family <p>Learning and improvement: The OSCB delivered termly newsletters to over 4000 members of the workforce and e-bulletins to educational settings across the county. Learning and improvement events for approximately 150 delegates each time have covered:</p>

- Ten learning points from Oxfordshire case reviews
- Fathers and male care givers
- Working with neglect

Safeguarding procedures: work has taken place on updating the online manual. The new version is easy to access and navigate.

Scrutinising the effectiveness of services: The OSCB reviewed the work that is done to support vulnerable groups and held lead officers to account with respect to:

- Domestic abuse
- Working with neglect
- Disabled Children

The aims for the Partnership in the year ahead

The annual report directs the OSCB towards the following aims for 2018/19:

1. Improve the effectiveness of the board; collaboration with Oxfordshire Safeguarding Adults Board (OSAB) and engagement with local communities including the voluntary and community sector
2. Improve practice in tackling neglect and safeguarding adolescents at risk of exploitation
3. Ensure continuous improvement and assess risk and capacity across the partnership

The annual report presents the following messages for multi-agency work going forward:

- ensure that the early help process is improved and that partners in the safeguarding system understand early help, their role in it and the thresholds for statutory services
- ensure that partners know how to see and name neglect and use multi-agency chronologies when working with children
- improve multi-agency responses to safeguarding vulnerable adolescents from different forms of criminal exploitation and peer on peer abuse in particular those children with special educational needs
- maintain an emphasis on risks identified through 'safeguarding in education': attendance, exclusions, part-time timetables, elective home education, attainment and achievement of pupils with special educational needs and disabilities
- improve connections with safeguarding leads in housing
- ensure that the workforce is competent, confident and capable and able to deal with:
 - parental issues such as substance misuse, mental health problems and domestic abuse are addressed as part of this problem.

- adolescent issues of substance misuse, mental health, healthy relationships as well as online well-being.

The key challenges for the Partnership and how these will be addressed going forward.

Quality assurance work highlights the following challenges presenting in safeguarding work. The abovementioned aims and messages for multi-agency work will help address them.

Challenges in the system:

- Overall pressures across the sector in the context of reduced budgets and increased activity and demand
- Threshold awareness by the workforce in general and, in particular, at the level of early help
- Safeguarding front-door effectiveness and the need for better co-ordination of the routes for referral and assessment between early help and the multi-agency safeguarding hub
- Complexity of cases not only within the children's safeguarding arena but also in relation to adults in those children's lives
- The need for stable, appropriate and secure housing
- Supporting vulnerable adolescents to develop protective behaviours
- Young people exploited in crime-related activity: response and provision
- Placement Sufficiency for children in care and children with acute mental health problems
- Young people's domestic abuse pathway: knowledge and application
- Links between safeguarding risk and safeguarding in education.
- Young people's mental health and self-harm: increasing risks and long waiting times for CAMHs (child and adolescent mental health services)

Oxfordshire Safeguarding Adults Board

Date of completion	14 September 2018
Chairman	Pamela Marsden, Independent Chair
OCC Lead Member	Cllr Lawrie Stratford
OCC Lead Officer	Kate Terroni
Last Meeting Date	26 September 2018
Next Meeting Date	19 December 2018
Website Address	www.osab.co.uk
Governance Arrangements	
<p>The board includes members from all statutory agencies, including: Oxfordshire County Council, Thames Valley Police, NHS Oxfordshire, Oxford Health NHS Foundation Trust and the Oxford University Hospitals NHS Trust.</p> <p>The Board has working relationships with other Boards and partnerships across the County detailed in the Joint Working Protocol covering the Health & Wellbeing Board, the Oxfordshire Safeguarding Children Board and the Community Safety Partnerships (district and county level).</p> <p>Within OCC, the Annual Report goes to:</p> <ul style="list-style-type: none"> • Performance Scrutiny • Cabinet • Health & Wellbeing Board • Annual Briefing for all Councillors 	
The current focus for the Partnership	
<p>The purpose of the Oxfordshire Safeguarding Adults Board is to create a framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse and a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of anxiety. Safeguarding Adult Boards became statutory bodies on 1st April 2015 following the implementation of the Care Act 2014.</p> <p>Aims:</p> <ul style="list-style-type: none"> • Ensure that all incidents of suspected harm, abuse or neglect are reported and responded to proportionately, and in doing so: • Enable people to maintain the maximum possible level of independence, choice and control • Promote the wellbeing, security and safety of vulnerable people consistent with their rights, capacity and personal responsibility, and prevent abuse occurring wherever possible • Ensure that people feel able to complain without fear of retribution • Ensure that all professionals who have responsibilities relating to safeguarding adults have the skills and knowledge to carry out this function • Ensure that safeguarding adults is integral to the development and delivery of services in Oxfordshire. <p>There are six sub groups which report to the Safeguarding Adults Board:</p>	

- **Policy and Procedures** – Its purpose is to oversee the development and implementation and review of local policies and procedures that ensure: the abuse of vulnerable adults is identified where it is occurring; there is a clear reporting pathway; that there is an effective and coordinated response to abuse where it is occurring; that the needs and wishes of the vulnerable adult are central to the adult protection process
- **Training** – Its purpose is to provide a comprehensive multi agency training programme to support single agency training in the areas of prevention, recognition and responsiveness to abuse and neglect. This is shared with the Children's Board
- **Safeguarding Adult Review** – Its purpose is to provide assurances to the OSAB that recommendations and learning from all relevant serious case reviews (with multi agency characteristics) have been considered, and that the relevant learning and recommendations are being implemented.
- **Performance, Information & Quality Assurance** – Its purpose is to receive data on agencies' performance and to undertake audits to establish agencies' effectiveness in safeguarding adults at risk.
- **Vulnerable Adults Mortality Review** – The formation of this group was in response to the concerns raised through the Mazars report (and supported by central government) regarding how deaths of adults living with a learning disability were scrutinised. Its purpose is to oversee the reviews carried out under the LeDeR ([Learning Disabilities mortality Review](http://www.osab.co.uk/wp-content/uploads/OSAB-Annual-Report-17-18-PUBLISHED-VERSION.pdf)) programme. This programme is to support local areas to review the deaths of people with learning disabilities aged 4 years and over, irrespective of whether the death was expected or not, the cause of death or the place of death. This is to enable us to identify good practice and what has worked well, as well as where improvements to the provision of care could be made.

See <http://www.osab.co.uk/wp-content/uploads/OSAB-Annual-Report-17-18-PUBLISHED-VERSION.pdf> for full details.

The Partnership's key achievements in the last year

Their key achievements against the 2017-18 strategy are listed below:

Full Board - As part of the Peer Review carried out in January 2017, the Board requested a report from Oxfordshire County Council, requesting they provide an assurance report on the changes made to the Safeguarding Service. The report was received in Autumn 2017 and provided both qualitative and quantitative assurance that the creation of a central team had produced a positive impact on the safeguarding work undertaken by the County Council.

Training - 2017-18 was the first full year of the Board running Frontline Worker training. This has led to over 600 delegates receiving face-to-face training from the Safeguarding Board, delivered by a Safeguarding Social Worker and a Health professional. Feedback on the training has been excellent, with a 98.5% satisfaction rating. Safeguarding Training for Managers/Team Leaders went live in February

2018.

Performance, Information & Quality Assurance Group (PIQA) - To ensure the Board is fully aware of the current safeguarding issues and is working effectively, the PIQA group have developed and improved its dataset throughout the year, resulting in a performance dashboard that partners agree shows the breadth of safeguarding work underway across partner agencies throughout Oxfordshire.

Policy & Procedures Group - The group has increased its membership from care providers, both at the group and at its temporary working groups that complete specific tasks. This has led to policy and procedures being much more user-friendly from the perspective of care providers and other professionals. The best example of this is the review of the thresholds document, which was significantly rewritten as a result of the feedback from frontline professionals. The thresholds document is being used by the Care Quality Commission (CQC) as an example of good practice throughout the region.

Joint working with the Children's Board – the two Boards meet together biannually to discuss issues that affect both groups. The priorities for 2017-18 were transitions, housing and domestic abuse. Progress has been made across all three areas and the Board has agreed to continue to monitor these areas for 2018-19.

See <http://www.osab.co.uk/wp-content/uploads/OSAB-Annual-Report-17-18-PUBLISHED-VERSION.pdf> for full details.

The aims for the Partnership in the year ahead

A business planning meeting of the OSAB in May 2018 agreed the following interim strategic priorities, which will be finalised after consultation with service users, carers, community groups and other stakeholders. The priorities detailed below are based on feedback from Board Members on those matters which are of most concern to the range of agencies working within Oxfordshire. They also include feedback from front line practitioners.

Service User and Community Engagement

1. Establish an Engagement & Communications Group to:
 - a. Oversee a series of meetings with services users, carers, community groups and other stakeholders.
 - b. Investigate the development of a Phone App and a shared multi-agency safeguarding website
 - c. Produce flyers/posters/promotional material/briefings to share with existing communication networks.
 - d. Raise awareness of safeguarding issues amongst the general public.
 - e. Co-ordinate a community awareness week.

Early Help Strategies & Initiatives

1. Refine the annual self-assessment to understand more about the challenges around Prevention & Early Intervention
2. Monitor the enquiries made to the safeguarding consultation services operating across all partner organisations to establish the themes and range of issues.

Improving Multi-agency Working

1. Develop further multi-agency awareness of Mental Capacity Act best practice, including the issues raised by the concept of Executive Capacity.
2. Review current Making Safeguarding Personal (MSP) training sessions. Consider models of delivery in order to maximise practitioners knowledge and confidence.

Monitoring Key Issues

1. Continue to monitor the thematic priorities identified by Board Members that remain at the forefront of safeguarding work:
 - a. Prevention and early intervention work
 - b. Mental health service provision
 - c. Domestic abuse
 - d. Alcohol and drug abuse
 - e. Exploitation
 - f. Housing

Specific work is already underway to address these key issues. The governance of them falls to other strategic groups to manage so our role is to scrutinise and challenge these arrangements to ensure that safeguarding is kept at the forefront of any new developments. Public Health are already reviewing pathways for children to access Children and Young People Services, especially for drug and alcohol abuse, as some who are eligible are not accessing this support. Further development of the 'Think Family' approach to address inter-related safeguarding issues, including domestic abuse and exploitation, is also welcomed. Prevention has become a focus for the Health Improvement Board and Housing is now a joint priority for both safeguarding boards.

See <http://www.osab.co.uk/wp-content/uploads/OSAB-Annual-Report-17-18-PUBLISHED-VERSION.pdf> for full details.

The key challenges for the Partnership and how these will be addressed going forward.

The Children's and Adults' Boards undertook an Impact Assessment whereby we asked partners what they foresaw as the key challenges.

The resulting report recommendations formed the basis of our priorities for the year going forward (see above).

See <http://www.osab.co.uk/wp-content/uploads/OSAB-Annual-Report-17-18-PUBLISHED-VERSION.pdf> for full details.

Thames Valley Emergency Services Collaboration

Date of completion	29 August 2018
Chairman	Chief Fire Officer Trevor Ferguson (Royal Berkshire Fire and Rescue)
OCC Lead Member	Councillor Judith Heathcoat
OCC Lead Officer	Chief Fire Officer Simon Furlong
Last Meeting Date	28 August 2018
Next Meeting Date	22 November 2018
Website Address	n/a
Governance Arrangements	
<p>The Emergency Services Thames Valley Collaboration is overseen by the Thames Valley Executive Board working to an agreed Terms of Reference. These principles highlight the intention of all partners to demonstrate compliance with the duty to collaborate under the Policing and Crime Act 2017.</p> <p>Fire and Rescue Collaboration across the Thames Valley is governed by a Memorandum of Understanding (MOU) created in 2015.</p>	
The current focus for the Partnership	
<p>The partnership is currently focused on several areas across all the emergency services. The main areas of joint focus for the partnership are working together with procurement, estates (linking to One Public Estate), specialist operational capabilities and demand and risk. There also six projects being implemented across the three Fire and Rescue Services.</p>	
The Partnership's key achievements in the last year	
<p>Following the introduction of the Policing and Crime Act in 2017, the partnership has developed the required formal governance to ensure that all collaborative arrangements are being considered. This had led to the creation of a framework which includes meetings of Directors, Executives and Elected Members and a shared programme management approach. The framework is now fully embedded across the partnership.</p> <p>This process has led to the production of a Thames Valley Emergency Services Collaboration Report. This will be finalised shortly and details all the collaborative work to date as well as outlining current projects. This has led to a shared public collaboration register capturing all projects including areas which have been considered but not taken forward as they do not meet the required tests of improved efficiency, effectiveness or public safety under the Policing and Crime Act.</p> <p><i>Training</i></p> <p>September has seen the graduation of the new wholetime firefighters from a collaborative development course between Oxfordshire and Royal Berkshire facilitated by the Fire Service College. By both services working together there was cost saving to Oxfordshire of £27,000.</p> <p><i>Procurement</i></p> <p>Other key success's this year have included joint procurement including fire engines,</p>	

equipment and high reach appliances. Collaboration on the procurement of the high reach appliance has saved an estimated £50,000. We have also saved a further £50,000 through the collaborative purchase of front line operational equipment made possible partly by the standardisation of our fire engines. One example is battery operated road traffic collision rescue equipment which is not only more effective, but safer for our firefighters.

Estates

There are also several estate projects that are being taken forward including the design of the new Community Safety hub in Carterton and a leasing agreement for the Police to be based at Chipping Norton Fire Station.

New Ways of Working

We have also trialled a revised emergency response to patients collapsed behind closed doors by transferring the response from the Police to Fire crews. This has seen a better response to patients, a reduction in time that emergency services are involved on scene and a reduction in the physical damage of effecting entry.

Fire Collaboration Projects

Six Collaborative projects between the Fire and Rescue Services are currently being managed within the programme with agreed Project Implementation Documents.

These are:

- I. Operational Alignment of Emergency Response
- II. Joint Fire Protection Function
- III. Fire Cover Risk Modelling
- IV. Strategic Manager Duty Rota (Level 4)
- V. Workforce Reform; Apprenticeships
- VI. Workforce Reform; Recruitment & Selection

The aims for the Partnership in the year ahead

The partnership will focus on the delivery of the current projects, development of the working groups and the continuous review of all collaborative opportunities.

The next year will see the significant progress against all the projects with the most notable outcomes expected to be;

- Continued delivery of new Collaborative Fire Engines across the three services and the new high reach platforms in Oxfordshire, Royal Berkshire and Staffordshire.
- Completion of the physical improvements at Chipping Norton Fire Station which will allow co-location of Police and Fire.
- Implementation of further joint working in Fire Protection ensuring consistency to business across the Thames Valley and sharing of technical expertise across services.
- Thames Valley single approach to the roll out of National Operational Guidance for Fire and Rescue services leading to seamless working across county borders. This will simplify our attendance at incidents across borders and reduce the unnecessary additional mobilisations under the

current system.
The key challenges for the Partnership and how these will be addressed going forward.
<p><i>Resourcing</i></p> <p>Collaborative projects will always require additional work for implementation and this is largely completed by people in existing roles. Effective programme management is making sure additional resources are identified in the planning stage and provided as required.</p> <p><i>Strategic Drivers</i></p> <p>All the collaborative stakeholders have different strategic drivers which are susceptible to change. The collaboration governance structure makes sure changes in commitment are discussed early and projects adjusted as required.</p>

Safer Oxfordshire Partnership

Date of completion	September 2018
Chairman	Councillor Kieron Mallon
OCC Lead Member	Councillor Kieron Mallon
OCC Lead Officer	Chief Fire Officer Simon Furlong
Last Meeting Date	19 September 2018
Next Meeting Date	TBA February 2019
Website Address	https://www.oxfordshire.gov.uk/cms/content/safer-oxfordshire-partnership

Governance Arrangements

The Safer Oxfordshire Partnership consists of an elected member-led Oversight Committee which provides support and challenge to an officer-led Coordination Group. The partnership delivers the statutory community safety requirements at the county level. The Oversight Committee meets twice a year, and the Coordination Group meets six times a year. Organisations represented on Safer Oxfordshire include the county and district councils, health, police, the national probation service, the community rehabilitation company, the prison service and the voluntary sector.

The partnership works closely with the four city/ district level Community Safety Partnerships (CSPs), as well as alongside the other countywide partnerships including the Safeguarding Boards, Health & Wellbeing Board and the Children's Trust.

The partnership attends the Oxfordshire County Council Performance Scrutiny, when requested.

The terms of reference for both the Oversight Committee and the Coordination Group can be found on the partnership webpage.

The partnership supports an officer-led Partnership Working Group which includes representatives from the Safeguarding Boards, the Children's Trust, the Health and Wellbeing Board and the district level CSPs to ensure there is clear accountability for cross-cutting issues that impact on the work of each of these groups. Further details below.

The current focus for the Partnership

The partnership publishes its annual Community Safety Agreement which sets out the countywide community safety priorities.

Partnership activities are prioritised to support delivery of the Police and Crime Commissioner's (PCC) Thames Valley Police and Crime Plan 2017 - 2021. The partnership receives funding from the PCC each year, this is the only funding received by the partnership. This year the partnership received the same funding as the previous year of £694k.

Our strategic priorities for 2018/19 are similar to previous years but with a stronger emphasis on tackling violent crime and exploitation by serious organised crime gangs – these priorities are listed under the aims of the partnership for the year

ahead (see below).

The Partnership's key achievements in the last year

Last year, the partnership allocated £694k of funding from the Police and Crime Commissioner (PCC) to support the strategic objectives set out in the PCC's Police and Crime Plan.

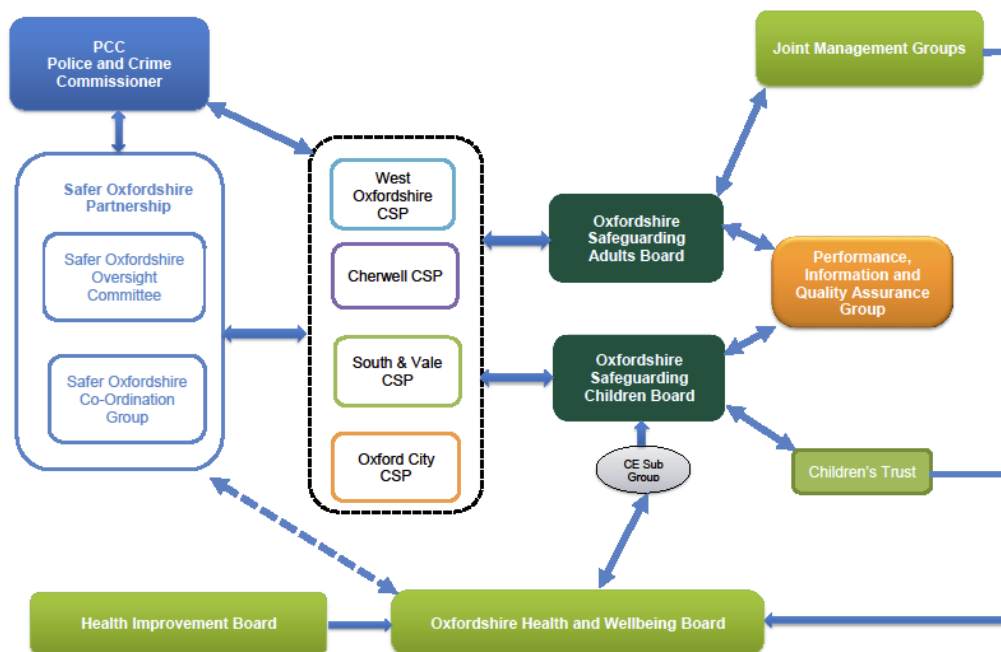
The following highlights some of the activities that were delivered using this funding:

- **Domestic Violence** – support and training for up to 1000 Domestic Abuse Champions operating across the Oxfordshire. The Domestic Abuse Champions Network spans across all areas of the county geographically and across a diverse range of agencies, including schools, colleges and a range of health settings.
- **Community Safety Partnerships (CSPs)** - delivered a broad range of youth diversionary projects to reduce Anti-Social Behaviour (ASB). They also delivered activities to prevent Child Sexual Exploitation (CSE), such as Hotel Watch which provides training for front line staff in the hotel industry to spot the signs of possible CSE and report it. In addition, CSPs have raised awareness of Female Genital Mutilation (FGM) and worked with partners and community groups to support victims of this practice. They have also raised awareness of and provided interventions to support victims of domestic abuse, reduce re-offending, support vulnerable people (e.g. Safe Places scheme), support safer town centres – further details can be found in the local CSP Community safety plans which are published on CSP websites.
- **Public Health** -the grant received by the Drugs and Alcohol service commissioners in Public Health last year was spent in 2 areas of work – Reducing Reoffending and Reducing Alcohol Related Harm. This work is continuing in 2018-19 thanks to further grant funding. Drugs treatment services in Oxfordshire are provided by Turning Point, commissioned and contract managed by Public Health at the County Council. As part of this contract treatment is provided for offenders on Drugs Rehabilitation Requirements (DRRs) and Alcohol Treatment Orders (ATOs) as part of their sentence. These clients undergo treatment for their addictions, with regular drugs tests, and also have opportunities to gain work experience, qualifications and other support to sustain their recovery. One of the settings for this work is the Refresh Café on Cowley Road in Oxford. PCC funding is used to employ 2 workers for that venue, working with a range of clients, many of whom are on court orders.
- **Youth Justice Service (YJS)** - Reducing the number of first time entrants (FTE's) to the youth justice system to 250 in 2017-18, the numbers are indicating a steady reduction in FTE's, and are well below the national average of 304. YJS has embedded a robust screening process for exploitation, and every case supervised by the YJS is screened in line with National Standards. This work has enabled the service to better understand the trends, risks, vulnerabilities of children that are either at risk or high-risk of exploitation. This data is shared with partners and will help to shape a countywide strategy. The YJS has also played an integral role in revising the

OSCB Child Sexual Exploitation Screening tool to incorporate wider drugs exploitation concerns, and in shaping a draft local definition of Child Drug Exploitation (CDE) in the absence of a national one.
The aims for the Partnership in the year ahead
<p>The partnership has set out its priorities for 2018/19 which are similar to last year's but they have a particularly strong emphasis on tackling violent crime and exploitation by serious organised crime gangs. The 2018/19 priorities are as follows:</p> <ul style="list-style-type: none"> • To provide support for people living on the street and their vulnerability's through mental health • To support the development of a strategic group for Organised Crime Groups (OCG's) and county lines • To protect vulnerable people through reducing the risk of abuse and human exploitation • To reduce violence • To reduce ASB • To reduce the harm caused by alcohol and drugs misuse • To reduce the level of reoffending, especially by young people • To support a countywide approach to tackling serious organised crime • To reduce the risk of radicalisation and hate crime • To reduce the number of incidents of rural crime • To adopt and implement a Crowded Spaces Policy
The key challenges for the Partnership and how these will be addressed going forward.
<ul style="list-style-type: none"> • Crime levels in Thames Valley have increased during the last 12 months with increases occurring across almost all crime types. This is a picture that has been seen nationally, with increases in Thames Valley generally lower than or similar to those observed in England and Wales. • The recent HMICFRS Crime Data Integrity inspection of Thames Valley established that while Thames Valley Police identified domestic incidents and looked after the victims appropriately, offences were not always correctly identified as a crime. Whilst this does not change the total number of domestic incidents, it does impact on the number shown as a crime. Processes have been put in place to ensure that these are correctly recorded as crimes and this is starting to show in the levels recorded. • Nationally there has been a large increase (24%) in sexual offences (including rape), above the 9% seen in the Thames Valley. There are a number of factors that will be affecting this increase; continuing publicity about historical offending (whether this be celebrity figures - including overseas, sports coaches, historic institutional offences) making people more aware that they may have been victims and giving them the courage to report them, as well as new forms of offending (i.e. – online grooming etc.). • Hate Crime levels in Thames Valley have increased for a number of reasons. In 2017/18 there were a number of terrorist attacks across England and

Wales. This may have resulted in rises in hate crime. In addition, officers and staff have received additional training to help them correctly understand and identify hate crime. Due to low numbers recorded under some of the individual strands of hate crime, small increases in numbers can result in large percentage changes.

- The level of knife crime in Thames Valley is similar to the level seen in England and Wales
- Given the focus on protecting those who are most vulnerable to becoming a victim of crime, it is important to have strong engagement with other countywide partnerships, such as the Safeguarding Boards, the Health & Wellbeing Board and the Children's Trust. Keeping our communities safer through safeguarding is everybody's business and lies at the heart of successful community safety partnership working. Our commitment to wider engagement beyond community safety is reflected in the diagram below which shows our relationship with the core statutory organisations supported by the County Council.



Oxfordshire Stronger Communities Alliance

Date of completion	September 2018
Chairman	Rt Revd Bishop Colin Fletcher & Cllr Mark Gray
OCC Lead Member	Councillor Mark Gray
OCC Lead Officer	Assistant Chief Executive
Last Meeting Date	18 June 2018
Next Meeting Date	January 2019
Website Address	https://www.oxfordshire.gov.uk/cms/content/oxfordshire-stronger-communities-alliance (Public meetings - minutes are online)

Governance Arrangements

The Oxfordshire Stronger Communities Alliance (OSCA) brings together partners from public sector, voluntary sector support providers, faith groups, representatives of local councils, the NHS, military and police.

The aims of the partnership are to build a:

- Sustainable voluntary, community and faith sector
- Stronger and empowered community

OSCA Partnership meetings are held three times a year with the dates published on the website.

The current focus for the Partnership

The current focus for the partnership has been:

- To continue to work in partnership across the infrastructure organisations avoiding duplication and sharing resources to manage capacity ie Charity Triage.
- To maintain the momentum of the new county wide Volunteering Strategy and put actions into practice.
- The partnership continues to maintain a watching brief on the children's centre and the day services review.
- The partnership is also now regularly receiving updates from other networks and partnerships that support a sustainable sector.

The Partnership's key achievements in the last year

OSCA has continued to build capacity amongst the voluntary and community sector organisations it represents. It has been supporting more smaller organisations that are experiencing financial difficulties and lack appropriate governance to withstand changes in the sector. The triage system has been working well although there are still issues with organisations acknowledging they are in difficulties until it is too late.

The sector is finding it increasingly difficult to access funding and some are using reserves whilst they seek a sustainable solution, however when this is not possible it is leaving them perilously close to the edge with some tipping over.

The Children & Young Peoples Forum is proving popular and continues to grow,

bringing a wider awareness to the sector of disseminating good practice and understanding each sectors requirements and service provision. In addition to this there are new forums organised by the food banks and Cherwell have organised two events with the infrastructure organisations to support the sector in their area.

The county wide Volunteering Strategy group continue to meet to look at ways of raising the profile of volunteering and to improve the opportunities. The new system seems to be working well and has a much friendlier interface between volunteers, volunteer brokerages and opportunities. Find out more here: [OxonVolunteers](#).

The partnership had been following the changes in relation to supported transport and where possible identifying community solutions and supporting community transport schemes and volunteer drivers. The partnership has been hearing about some of the more successful schemes and the challenges faced by those that are struggling.

The partnership has also been keeping a watching brief on devolution in Oxfordshire and what this might mean for communities.

The aims for the Partnership in the year ahead

The focus for OSCA for the forthcoming year is:

- Raising the profile of volunteers and increasing the numbers
- Building resilience in communities
- Challenges in retaining Infrastructure support and being responsive to the changes in the sector.
- Community Transport.

There was a desire to see more work focussed on Homelessness, however with the work now being led by Jane Cranston, the partnership have not set this as an aim but remain interested in the outcomes.

The infrastructure organisations are seeking more innovative, integrated ways in which to collaborate to avoid duplication and maximise opportunities.

The OSCA members continue to secure the maximum funding available for the county and will continue its strong links with the Oxfordshire Local Enterprise Partnership (LEP), Oxfordshire Community Foundation and other funders.

OSCA will continue to be a 'critical friend' to public sector organisations implementing policy changes, providing advice and challenge in relation to the impact on the sector and the wider community.

Many of the OSCA members were involved in the LGA Peer Review and this will continue to be on the agenda going forward.

The key challenges for the Partnership and how these will be addressed going forward.

- Funding streams for the VCS are continually being reduced at a time when there is an increasing demand for their services. OSCA will address this challenge by

promoting access to new funding streams and closer partnership working.

- As the public sector shrinks and the voluntary and community sector increases this places additional demands on the infrastructure organisations' capacity. The partnership will need to prioritise areas either geographically or thematically so as to not spread resources too thin and not achieve outcomes.
- The partnership continues to not meet the expectations of all partners round the table due to the varied nature of the sector they represent. A thematic deep dive approach such as community transport will provide a more targeted stakeholder grouping.

Oxfordshire Growth Board

Date of completion	11 September 2018
Chairman	Councillor Jane Murphy – Leader SODC
OCC Lead Member	Councillor Ian Hudspeth
OCC Lead Officer	Strategic Director for Communities
Last Meeting Date	25 September 2018
Next Meeting Date	27 November 2018
Website Address	www.oxfordshiregrowthboard.org
Governance Arrangements	
<p>The Growth Board is a Statutory Joint Committee with a core membership (with voting rights) comprising Leaders from each of the Oxfordshire local authorities. The Board also includes non-voting members such as the Oxfordshire Local Enterprise Partnership and the Skills Board. It is supported by a scrutiny advisory panel of members drawn from across the councils and three advisory sub groups whose function is to oversee the delivery of the Oxfordshire housing and growth deal- see below. At officer level the Board is supported by a programme manager and an executive of senior officers from the six member local authorities, the Homes & Communities Agency (HCA), the Environment Agency and other partners.</p> <p>Growth Board meetings and chairmanship are held every two months. The meetings are administered and hosted on an annual rota basis and currently South Oxfordshire DC is the chairing authority.</p>	
The current focus for the Partnership	
<p>The Growth Board provides leadership for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure across Oxfordshire.</p> <p>The purpose of the Oxfordshire Growth Board to provide governance over planning and infrastructure in Oxfordshire and associated investment funding streams (for example the Oxfordshire Housing and Growth Deal, City Deal and the Local Growth Funds).</p> <p>The programme of projects it oversees is currently dominated by the Housing and Growth Deal which includes the Oxfordshire Joint Spatial Plan, major transport infrastructure upgrades and a programme of additional affordable housing.</p>	
The Partnership's key achievements in the last year	
<p>The major achievement of the past year has been the agreement with Government of the Oxfordshire Housing and Growth Deal, the first of its type in the country and a trailblazer for similar Deals that Government are developing elsewhere.</p> <p>On 22 November 2017 it was announced in the budget that Oxfordshire and Government would collaborate in the Oxfordshire Housing and Growth Deal (the Deal). As part of the Deal Oxfordshire, through the delivery agent of the Oxfordshire Growth Board would receive up to £215m of new funding in order to support Oxfordshire's ambition to plan for and support the delivery of 100,000 homes by 2031. Of this total, £150m of this funding focuses on infrastructure delivery that when</p>	

completed will help us to accelerate the delivery of these planned homes, whilst a further £60m is ring fenced to deliver a programme of up to 1320 additional affordable housing units by March 2021.

Oxfordshire and the Government have made specific commitments in the Deal as follows;

Oxfordshire commits to:

- Plan for and support the delivery of 100,000 new homes between 2011 - 2031 - backed up with a credible plan for delivery outlining interim milestones and targets and agreed with Homes England and Government.
- Deliver at least 1322 additional affordable homes by March 2021
- The submission and adoption, subject to the examination process, of a Joint Statutory Spatial Plan (JSSP) covering all five districts, by 2021, and submission of the current suite of Oxfordshire Local Plans
- Work with Government to explore further opportunities to drive innovation in partnership, design and construction
- Work to secure additional public and private funding to plan for and support delivery of 100,000 homes by 2031
- Consider the introduction of a Strategic Infrastructure Tariff.

This year the key milestones we have met to date are:

- Agreement of a detailed delivery plan, showing the additional affordable homes we will deliver and the number of homes secured through infrastructure investment
- A review of the governance arrangements and Terms of Reference for the Growth Board to reflect its expanded role, including the establishment of a Scrutiny panel and three Advisory Sub Groups to oversee the key elements of the Deal.
- The Principle of Joint Statutory Spatial Plan agreed together with a Draft Oxfordshire-wide Statement of Common Ground and the establishment of a Joint JSSP Project Board.

By the end of September 2018, we need to have established a programme for years 2-5 of the Homes from Infrastructure Programme and years 2-3 of the Affordable Housing Programme.

The aims for the Partnership in the year ahead

The year ahead will be a busy time for the partnership. It will continue to oversee the completion of the commitments in the Housing and Growth Deal including the year 2 programme for Homes from Infrastructure and Affordable Housing and the second year of the JSSP project. The Deal also commits us to a review of the Oxfordshire Infrastructure Strategy (OxIS).

In addition, the Board will be exploring how its agenda should be expanded to encompass its ambition to be the champion of good growth in Oxfordshire by building on work already in place to explore the counties environmental assets and how they can best be managed and the challenges to our energy structures that the

growth agenda faces

The key challenges for the Partnership and how these will be addressed going forward.

- To deliver the year two commitments of the Oxfordshire Housing and Growth Deal
- To oversee the completion of a refresh of the Oxfordshire Infrastructure Strategy

Oxfordshire Local Enterprise Partnership Ltd

Date of completion	19 September 2018
Chairman	Jeremy Long
OCC Lead Member	Councillor Hudspeth
OCC Lead Officer	Strategic Director for Communities
Last Meeting Date	25 September 2018
Next Meeting Date	11 December 2018
Website Address	www.oxfordshirelep.com
Governance Arrangements	
<p>The strategic leadership and direction of the Oxfordshire Local Enterprise Partnership (OxLEP) is provided by its Board of Directors. All Board Directors are registered as directors of the company 'OxLEP Ltd' with Companies House.</p> <p>In addition, its Section 151 Officer from the accountable body (Oxfordshire County Council) and the Department for Business, Energy and Industrial Strategy (BEIS) Area Lead for Oxfordshire both have the right to attend and speak at Board meetings, but not vote.</p> <p>OxLEP's Board meets at least quarterly, with additional meetings as required.</p>	
The current focus for the Partnership	
<p>As one of 37 local enterprise partnerships in England, it is OxLEP's role to champion Oxfordshire's economic potential, driving a dynamic, sustainable and growing economy.</p> <p>LEPs act as business-led partnerships between local authorities and businesses with the aim of playing a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of jobs.</p> <p>OxLEP – working with partners – has made considerable progress in strengthening the county's economy by establishing robust and effective relationships between businesses, academia and the public sector.</p> <p>Highlight achievements include:</p> <ul style="list-style-type: none"> • Together with our partners, around £600 million-worth of central government and European funds has been secured for the Oxfordshire economy • OxLEP has supported the creation of around 43,000 new jobs between 2012 and 2016 – representing close to 50% of a 2031 target of 85,600 new jobs • OxLEP has secured £142.5m for Oxfordshire through the Local Growth Fund 1, 2 and 3 – funded projects include; the Oxfordshire Flood Risk Management Scheme and Oxpens development programme in Oxford city centre 	

- OxLEP has secured £55.5m for Oxfordshire through the City Deal Fund – funded projects include; the Harwell Innovation Hub, Culham Advanced Manufacturing Hub and Begbroke Innovation Accelerator

The Partnership's key achievements in the last year

In terms of OxLEP's direct achievements during the 2017/18 financial year, the following activity has taken place:

Start-up and growth businesses:

- £2m European Regional Development Fund (ERDF)-funded ELEVATE programme launched
- 51 start-up and growth workshops held
- 400 individuals/businesses attended workshops
- 1600 hours of face-to-face support provided
- £200K ELEVATE start-up and growth grants launched
- Three competitive grant competitions – totalling a value in excess of £85,000 – being offered to 20 businesses
- 212 businesses have received one-to-one support equating to 636 hours of direct face-to-face support

Inward investment:

- 93 foreign direct investment 'projects' secured in Oxfordshire, a rise of 181% on 2016/2017's figures
- 1,315 new jobs for the county as a result of this, and the safeguarding of 403 in the process
- 66% of investments in Oxfordshire were new investments
- 9% of all English foreign direct investment took place in Oxfordshire
- Five 'multi-region' foreign direct investment projects secured by OxLEP

Apprenticeships:

- 41 employers introduced to apprenticeships
- 24 new young apprenticeship ambassadors recruited
- 28 apprenticeship workshops delivered in schools
- 16 drop-in events held to raise awareness of apprenticeships
- 12 employer events attended, promoting the benefits of apprenticeships

Work experience and careers:

- 4,986 work experience allocated placements
- 1,567 attendees and 54 exhibitors engaged at Careers Fest 2018
- 40 secondary schools engaged during academic year
- 131 school careers events, apprenticeship assemblies and workshops
- Five Community Employment Plans in place (including Westgate Oxford)

The aims for the Partnership in the year ahead

Working with partners, our key 'headline' aims for the next year will include:

Oxfordshire Local Industrial Strategy (LIS):

- Our ambition for Oxfordshire's LIS is to position the county as one of the top-three innovation ecosystems globally, building on the region's world-

leading science and technology clusters

- To provide a framework for delivery and investment for 'UK PLC' and will avoid 'more of the same', nurturing radical and transformational ideas

Oxford-Cambridge Corridor:

- Working with neighbouring LEPs, local authorities, academia and private sector businesses, to pioneer emerging transformative technologies and sectors, as part of the wider 'Oxford-Cambridge Corridor'

Science and Innovation Audit:

- Build on the global potential emphasised in the 2017 Oxfordshire Transformative Technologies Alliance's Science and Innovation Audit (SIA).
- Through the four emerging transformative technologies – identified in the SIA of digital health, space-led data applications, autonomous vehicles and technologies underpinning quantum computing – to support Oxfordshire to become a 'global leader' and fully-utilise up to £180billion (six per cent of the global economy in these technologies)

Oxfordshire Housing and Growth Deal:

- Working with the Oxfordshire Growth Board, to utilise the £215million Oxfordshire Growth Deal helping to boost productivity, invest in infrastructure to support the delivery of up to 100,000 new homes across the county by 2031 and allow Oxfordshire to utilise world-class science and innovation assets, as well as making full-use of our two government-backed enterprise zones.

The key challenges for the Partnership and how these will be addressed going forward.

As well as challenges relating to aims for the year ahead, additional challenges also include creating and delivering strategies in relation to government reports:

LEP Review – 'Strengthening Local Enterprise Partnership':

- Ensuring that OxLEP is in a strong position to remain independent and are private sector-led organisations
- Ensuring OxLEP is in a position to further underpin national and local collaboration
- Develop and deliver a Local Industrial Strategy that has a focus on enhancing productivity

Mary Ney Review – 'Review of Local Enterprise Partnership Governance and Transparency':

- Ensuring OxLEP fully implements requirements for appropriate governance and transparency

Oxfordshire Environment Partnership

Date of completion	7 September 2018
Chairman	Councillor Pickford, Cherwell District Council
OCC Lead Member	Councillor Yvonne Constance
OCC Lead Officer	Environment and Heritage Manager/Waste Strategy Manager
Last Meeting Date	13 July 2018
Next Meeting Date	2 November 2018
Website Address	N/A
Governance Arrangements	
<p>Oxfordshire Environment Partnership (OEP) is a meeting of Cabinet members and officers of the six local authorities, with other groups with responsibility for the environment, to share best practice and ideas and discuss policy.</p> <p>Membership comprises 1 elected member representative from the County Council, the City Council and each of the District Councils.</p> <p>The Chairmanship of the partnership rotates every two years, and is currently held by West Oxfordshire District Council.</p>	
The current focus for the Partnership	
<p>The Partnership's terms of reference are to help coordinate shared action on Oxfordshire 2030 pledges relating to waste, energy, climate change and biodiversity including the monitoring of commitments and actions outlined via:</p> <ul style="list-style-type: none"> • Climate Local Commitments • The Joint Municipal Waste Management Strategy 	
The Partnership's key achievements in the last year	
<p><u>Waste Management</u></p> <p><u>ANAEROBIC DIGESTION AND BIOGAS AWARD</u> Agrivert presented an award to the OEP in March 2018 for their work and achievements on food waste outlined in the 2017 report.</p> <p><u>JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY</u> Waste authorities in two tier local government areas are legally required to have a Joint Municipal Waste Management Strategy in place, bringing together the waste disposal and waste collection authorities, and this must be regularly reviewed.</p> <p>In 2007 the Oxfordshire Waste Partnership, the forerunner of the Oxfordshire Environment Partnership, agreed the first Joint Municipal Waste Management Strategy (JMWMS), and was reviewed again in 2012. These strategies have been successful in moving Oxfordshire from a recycling rate of 33% to 60% in 2016. A refresh of the strategy has been a key focus for OEP in 2018.</p> <p>A public Strategy Review Consultation gained 2200 responses, a very high response rate, which helped to inform the strategy. Key points that came out of the consultation with residents:</p>	

- Don't like the concept of a restriction on residual waste
- Embrace the concept of recycling, although can find it frustrating
- Confusion about what can be recycled
- Interested about where the waste goes.

The strategy is still in final draft stages and in the process of being signed off. The draft 2018 revision includes recycling and composting targets of:

- 65% by 31 March 2025
- 70% by 31 March 2030

Waste analysis shows that it should be possible to reach an 80% recycling rate if residents placed all their food waste and recyclable materials into the correct bin and that this would save around £3 million/year. However, in 2017/18, our countywide recycling and composting rate was 58%, and Oxfordshire still has amongst the highest recycling rates in the country. The targets were chosen to be stretching and ambitious.

The Waste Prevention Strategy will form part of the Joint Municipal Waste Management Strategy, with an overarching aim to “stop waste growth per person per year by encouraging people to think about the products that they buy and how materials can be reused, recycled and composted”. The accompanying document will set out how we can prevent and reduce waste in the first place, working with residents. For every tonne of waste prevented, it is estimated that OCC (as the disposal authority) saves around £80, for every tonne of waste recycled, OCC saves around £50, so waste prevention services represent good value for taxpayers. The strategy will set out our priority areas and how we will support the Joint Strategy aim.

WASTE MANAGEMENT GUIDE

A Waste Management Guide for Planners has been developed by officers which is available for each district to use if helpful to address issues such as bin storage and bin collection in new developments.

WASTE PERFORMANCE

Waste performance across Oxfordshire has generally been very good and has been the best performance in the Country. In recent years we have had challenges with a 59.5% recycling rate in 2017, but the projected performance is likely to be 56.5% in 2018. A range of measures were suggested to help raise rates, and an agreement was made to consider improving communication measures.

JOINT WASTE COMMUNICATIONS

At the March OEP meeting it was agreed in principal that each partner authority would contribute to a joint budget which would be used to increase recycling rates across the county. Communications Officers and Recycling Officers from each partner authority have discussed how to best utilise these funds for maximum impact. A countywide campaign was felt to be the best way to change behaviours and result in long term recycling rate increases. The two material streams which are considered the most important to target are plastics and food waste. The budgets and focus for the campaign are in the process of being signed off via Cabinets as required.

WASTE AT REDBRIDGE HOLLOW

Waste has now been cleared and site being secured. Playground equipment has been ordered and should be installed soon. Residents have been cooperative but anecdotally there has been more fly tipping in the local area. There is an increase in fly tipping nationally so this may be the subject of a future report to OEP.

COMMUNITY ACTION GROUPS

Kerry Lock from Oxfordshire's Community Action Groups presented a report on the work of the core team and the work being undertaken by some of the 65 community groups operating across the county. Appendix 1 provides an infographic from the 17/18 annual CAGS report summarising some of the work.

Energy, climate change and low carbonCOUNTY-WIDE ENERGY STRATEGY

OEP in 2017 supported the idea of county-wide energy strategy; a grant was secured for £40,000 from BEIS to deliver a strategy through OXLEP in 2017/18. Two workshops were held in 2018 with a broad range of participants from the public, private, academic and third sectors and the work has been overseen by a steering group comprising OXLEP, local authorities and other key players. The strategy will be signed off by the OXLEP Board on 25 September and endorsed by the Growth Board in Oct.

LOW CARBON HOMES ENERGY WORKSHOP

Councillors felt strongly that Local Plan policies should be consistent with our low carbon ambitions. Officers provided assurance that Local Plan policies were ambitious, but there is a national policy and planning gap around low carbon homes that means it is difficult to implement the policies. A workshop is being set up with planners and energy officers and OEP members to help understand the issues and what OEP can do support low carbon homes.

GREENHOUSE GAS REPORTING

Officers reported that emissions of greenhouse gases from the estates and activities of the six Oxfordshire Local Authorities fell by 10% during 2015/16 and 2016/17, and are now 43% below 2010/11 levels, the baseline for this measure. This means that emissions have fallen by an average of 7% per year, exceeding the local target of an average reduction of 3% per year.

DIMES PROJECT

OEP heard about the DIMES (Distributed Integrated Multi-Use Energy System) project in Bicester. Fuel Cell Systems Limited is leading the project alongside partners from the University of Oxford, Oxfordshire County Council, Cherwell District Council and Metropolitan Infrastructure Limited. This is a unique project for the UK looking at how a high-tech Fuel Cell system could heat, electrically power and provide hydrogen transport fuel for new developments. The study has received £60,000 from Innovate UK and aims to show that the technology, potentially the first of its kind at this size in the UK, is a viable and clean energy source. The project is being based on a real development, Himley Village, a P3Eco development of 1700 dwellings with some small retail units.

ONE PLANET LIVING

This exciting sustainability initiative is being run by Bioregional with support from Oxfordshire County Council, Oxford City Council, and via OEP. Bioregional has developed a simple framework which helps to translate the international sustainable development goals for use in organisations or by individuals. It has been used by local authorities, large retailers such as B&Q, and for planning new developments such as Bicester Eco Town and BedZed. With grant funding from the KR Foundation, Bioregional have run training workshops for those interested in developing their own One Planet Living strategies, and will be running workshops in November to develop a One Planet Living Action Plan for Oxfordshire.

Natural Environment

OEP received a paper on Oxfordshire's AONBs, and the current proposals to seek National Park Status for the Cotswolds AONB and the Chilterns AONB. Oxfordshire has three separate Areas of Outstanding Natural Beauty, covering in total 25% of the county, highlighting Oxfordshire's special landscapes and places. The AONBs are The Cotswolds, The Chilterns and The North Wessex Downs. The DEFRA 25 year plan, published in January 2018, sets out proposals for reviewing AONB boundaries, and potentially creating new national parks. The Cotswolds Board and the Chilterns Board are currently exploring whether they could become national parks. This would involve submitting a request for consideration by the Secretary of State. It is a long process and would require considerable local consultation and input by local authorities.

The aims for the Partnership in the year ahead

- Continue to support share best practice, and support action and initiatives within all authorities.
- Finalise the Joint Municipal Waste Management Strategy, waste prevention strategy and develop an action plan.
- Agree and implement joint communications to residents to help improve recycling rates.
- Continue to support and monitor the latest Greenhouse Gas reporting figures from all authorities.
- Support implementation of the county wide energy strategy where appropriate and review carbon reduction targets.

The key challenges for the Partnership and how these will be addressed going forward.

The partnership remains without dedicated officer support, which continues to present resource challenges for the hosting authority.

Appendix 1: Community Action Groups Annual Report 17/18 Infographic





To: Council

Date: 28 January 2019

Report of: Chair of the Scrutiny Committee

Title of Report: Scrutiny briefing

Summary and recommendations	
Purpose of report:	To update Council on the activities of the scrutiny function
Key decision:	No
Corporate Priority:	Strong and Active Communities; An Efficient and effective Council
Policy Framework:	Not applicable
Recommendation: That Council resolves to note the update report.	

Appendices: Appendix 1: Scrutiny work plan – January 2019

Introduction

1. Since my last update, I can report that the No Local Connection Review Group has concluded its review into this important Homelessness Policy, and the Committee has asked for a 6 month update on progress against the agreed recommendations later this year. Starting only this month, the Budget Review Group has been established and made significant progress in its independent review of the City Executive Board's budget proposals. Recommendations will be presented to the City Executive Board on 12 February 2019. The work of the Tourism Management Review Group starts on 21 February 2019, for which a number of external guests have been secured.
2. Looking already to the next Council Year, the Scrutiny Officer will soon be looking to collate a longlist of suggestions from Councillors and Officers for the 2019/20 Scrutiny Work Plan, for the Committee to consider in May/June.

Scrutiny Committee

3. Since my last update, the Scrutiny Committee has held two meetings on 4 December 2018 and 21 January 2019. The following items were considered at these meetings:
 - Impacts of the Westgate Shopping Centre Development

- Quarter 2 Council Performance 2018/19
- Annual Monitoring Report 2017/18
- Housing Panel Report Concerning the Severe Weather Emergency Protocol
- JSSP Regulation 18 Consultation Document

4. At its meeting on 4 December 2018, the Committee considered a report it requested earlier in the year concerning the impact the Westgate Centre redevelopment has had on the City Centre, since it opened one year ago. The Committee's consideration of this issue concerned how the opening of the Centre had affected the local economy, local traders, and the number of visitors to the City. Given the high profile of the redevelopment, the Committee agreed to invite various guests to contribute to the discussion:

- Brendan Hattam, Westgate General Manager
- Sara Fuge, Westgate Development Manager
- Elaine Philip, Markets Manager, Oxford City Council
- Matt Peachey, Economic Development Manager, Oxford City Council
- Graham Jones, Oxford High Street Association and ROX

5. The Committee's discussion focussed on how the uptake of the Oxford Living Wage (OLW) by employers in the Westgate Centre could be improved. This issue remains a priority for the Committee, particularly in light of the recent OLW Review Group which completed its work in March 2018. The Committee has asked for an update on progress against these recommendations for later this year.

6. The Committee made a number of recommendations concerning the promotion of the OLW, and improving our understanding of the wider impacts the Westgate Centre may have had on secondary retail areas. I am pleased to report that a number of the Committee's recommendations were accepted by the City Executive Board.

7. The next Committee meeting will be held on 5 February where it will consider the Council's role in graffiti prevention and removal; an item carried over from last year's Work Plan. It will also consider an annual update on the Council's Corporate Plan, and the Quarter 3 Report on Council performance. The most recent addition to the Committee's Work Plan is Recycling Rates, in which Oxford Direct Services has been invited to present to the Committee on 5 March 2019, following a discussion with members of the Companies Scrutiny Panel.

Housing Panel

8. The Housing Panel has not held any meetings since my last update. The next meeting of the Panel is on 4 March, where it will consider:

- Options for a Council Owned Letting Agency
- A review of the operation of the Severe Weather Emergency Protocol (SWEP) during Winter 2018/19.
- Quarter 3 Housing Services Performance Report

Finance Panel

9. The Finance Panel met on 6 December, and considered the following items:

- The Budget Review Group Scoping Document

- Achieving Social Value through Procurement report
- Quarter 2 Integrated Finance Report

10. The Panel requested last year to receive a report on how social value could be achieved through the Council's procurement process. Having heard about the practice at other local authorities, the Panel supported the principle of providing a weighting to tender bids which could demonstrate social value. The Panel will be recommending to the City Executive Board that it considers introducing a 5% social values weighting for smaller contracts that are not bound by European regulations.
11. Recommendations will also be made to speed up payments from the Council to smaller businesses and voluntary organisations, and to heighten environmental standards for commissioned works. The Finance Panel's draft report and recommendations will go to the Scrutiny Committee for endorsement first, and subsequently to the City Executive Board.
12. The Finance Panel also met on 16 January to consider the Council Tax Reduction Scheme. The Next meeting of the Finance Panel is on 30 January, where it will consider Council Tax Exemption Monitoring and the Quarter 3 Finance Report.

Companies Panel

13. The Companies Panel met on 12 December, and considered the following items:
 - The Future Strategic Direction of Oxford City Housing Limited
 - The Oxford City Housing Limited (OCHL) Development Programme
14. The Panel heard that changes in Government policy and funding for affordable housing, including the abolition of the Council's Housing Revenue Account borrowing limit, required changes to OCHL's Business Plan. The Panel made two recommendations to the Shareholder Group concerning the reporting of slippage in the 5 year plan, and making clear in financial reports which housing units are intended for direct sale to the Council's Housing Revenue Account. Each of these recommendations were accepted by the Shareholder Group.
15. The Companies Panel's next meeting is on 6 March.

Councillor Andrew Gant – Chair of the Scrutiny Committee
 Email: cllragant@oxford.gov.uk; Tel: 07545122560

Stefan Robinson – Scrutiny Officer
 Email: srobinson@oxford.gov.uk; Tel: 01865 252191

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SCRUTINY WORK PLAN

November 2018 - April 2019

Published on: 17/01/19

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 2018-19 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 consideration of the issue timely?
- Is it a corporate priority?
- Is the issue of significant public interest?
- Can Scrutiny influence and add value?
- Is it an area of high expenditure, income or savings?

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	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Steve Curran, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Joe McManners (Vice Chair), Craig Simmons, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, Tiago Corais, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; Lubna Arshad, Nadine Bely-Summers, Richard Howlett, Mike Gotch, Dick Wolff and Geno Humphrey (tenant co-optee).
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; James Fry (Chair), Tiago Corais, Richard Howlett, Tom Landell-Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

Topic	Remit	Membership
No Local Connection Review Group	To review the Council's Local Connection Policy in relation to homelessness, and how services could be improved for those without a local connection.	Councillors; Nadine Bely-Summers (Chair), Shaista Aziz, Paul Harris, Richard Howlett, Tom Landell-Mills, Craig Simmons
Budget Review 2019/20	To review the 2019/20 budget proposals.	Finance Panel Membership
Tourism Management	To review how increasing tourism is being managed in the City, and new ways of improving the Oxford experience for both tourists and residents.	Councillors; Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

Indicative timings of review groups

	Nov	Dec	Jan	Feb	March	April	May	June
No Local Connection	Reporting							Consideration and scoping of review groups for 2019/20
Budget review		Scoping	Evidence Gathering	Reporting				
Tourism Management				Evidence Gathering			Reporting	

SCRUTINY COMMITTEE

14 JANUARY 2019 – RESCHEDULED FOR 21 JANUARY

21 JANUARY 2019 – CONFIRMED REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
JSSP Regulation 18 Consultation Document	Yes	This document sets out issues and options for the draft JSSP in a format ready for a meaningful consultation.	Planning and Transport	Sarah Harrison, Team Leader (Planning Policy)

5 FEBRUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal 2018	No	To consider the issue of graffiti including removal and preventative projects.	Safer, Greener, Environment	Liz Jones, Interim ASBIT Team Leader
Corporate Plan Update	Yes	To consider an update on progress against the Councils Corporate Plan.	Leader of the Council	Caroline Green, Assistant Chief Executive
Oxford Rent Guarantee Scheme	Yes	To consider a review of the two year pilot, and whether to continue.	Leisure and Housing	David Rundle, Private Rented Team Leader

5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recycling in Oxford	No	At the request of the Committee, Oxford Direct Services have been invited to give a brief presentation outlining their work, and current recycling rates within the City.	Customer Focussed Services	Maria Warner – Oxford Direct Services / Stefan Robinson, Oxford City Council
Fusion Lifestyle Audit Report	No	To consider a report on the outcome of the Scrutiny Committee recommendation concerning an audit of Fusion Lifestyle's performance data.	Housing and Leisure	Lucy Cherry, Leisure and Performance Manager
Quarter 3 Council Performance Report	No	To consider the Council's performance for Quarter 3 of 2018/19.	Various	Liz Godin, Corporate Governance Manager

The Sustainability Strategy	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. The report will recommend approval of the draft strategy for public consultation.	Safer, Greener, Environment	Mai Jarvis, Environmental Quality Team Manager
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2 APRIL 2019 – PROVISIONAL REPORTS

NONE

15 MAY 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Town Hall Accessibility	No	To receive a report on the recent audit which evaluated the accessibility of the Town Hall.	Culture and City Centre	David Hunt, Town Hall Manager
Oxford Living Wage Review group – 12 Month Update	No	To receive an update made on progress made on the recommendations made by the Oxford Living wage Review Group and accepted by CEB.	Leader of the Council	Matt Peachey, Economic Development Manager
Scrutiny Committee Operating Principles	No	To review and agree the Committee's Operating Principles for 2019/20	Deputy Leader, Leisure and Housing	Stefan Robinson, Scrutiny Officer
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor
Customer Services, Digital and ICT Strategy	Yes	To consider the draft Customer Services, Digital and ICT Strategy.	Customer Focused Services	Rocco Labellarte, Chief Technology and Information Officer

FINANCE PANEL

16 JANUARY 2019 - CONFIRMED REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Reduction Scheme for 2019/20 (post consultation)	Yes	To review the Council Tax Reduction Scheme	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits

30 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Exemption Monitoring	No	To consider a report on the effectiveness of council tax exemption monitoring, and understand how rigorous the process is.	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits
Capital Strategy	Yes	To consider the Capital Strategy, with an additional invitation to the Head of Housing Services and the Chief Technology and Information Officer.	Finance / Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Report, Finance & Performance Q3	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

4 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Breaches in Building Regulations	No	To consider a report on enforcement action taken against breaches in building regulations.	Housing	Ian Wright, Environmental Health Manager
Options for a Council Owned Letting Agency	No	To consider options for the establishment of a council owned letting agency.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing

Severe Weather Emergency Protocol (SWEP) review	No	To consider how well SWEP has worked for rough sleepers, and any lessons learnt and areas for improvement.	Leisure and Housing	Stephen Clarke, Head of Housing
Q3 Housing Performance	No	To consider performance against a set of housing indicators for the period October - December.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing Services

8 APRIL 2019 – PROVISIONAL REPORTS

None

COMPANIES PANEL

The Companies Panel will meet prior to meetings of the Shareholder Groups. Provisional dates for the Companies Panel are outlined below.

6 March 2019