

# Agenda

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## Scrutiny Committee

Date: **Tuesday 4 July 2017**

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Time: **6.00 pm**

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Place: **St Aldate's Room, Town Hall**

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For any further information please contact:

**Sarah Claridge, Committee Services Officer**

Telephone: 01865 529920

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

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# Scrutiny Committee

## Membership

|                   |                                |
|-------------------|--------------------------------|
| <b>Chair</b>      | Councillor Andrew Gant         |
| <b>Vice Chair</b> | Councillor Nigel Chapman       |
|                   | Councillor Mohammed Altaf-Khan |
|                   | Councillor Jamila Begum Azad   |
|                   | Councillor Steven Curran       |
|                   | Councillor James Fry           |
|                   | Councillor David Henwood       |
|                   | Councillor Mark Ladbrooke      |
|                   | Councillor Ben Lloyd-Shogbesan |
|                   | Councillor Mark Lygo           |
|                   | Councillor Jennifer Pegg       |
|                   | Councillor David Thomas        |

The quorum for this Committee is four, substitutes are permitted.

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# AGENDA

Pages

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST**

3 **MINUTES**

7 - 38

Minutes from 12 June 2017 and 14 June 2017.

**Recommendation:** That the minutes of the meetings held on 12 June 2017 and 14 June 2017 be APPROVED as a true and accurate record.

4 **REPORT BACK ON RECOMMENDATIONS**

39 - 42

Contact Officer: Andrew Brown, Scrutiny Officer,  
Tel 01865 252230, [abrown2@oxford.gov.uk](mailto:abrown2@oxford.gov.uk)

|  |
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| Background Information   |
| Scrutiny is empowered to make recommendations to the City Executive Board and the Board is obliged to respond in writing.  |
| Why is it on the agenda?   |
| For the Committee to note and comment on recent executive responses to Scrutiny recommendations. Since the May meeting the Board has responded to recommendations on the following items: <ul style="list-style-type: none"><li>• Local Plan Preferred Options</li><li>• South Oxford Science Village Planning Application</li><li>• Fusion Lifestyle's 2017/18 Annual Service Plan</li><li>• The local impacts of Brexit</li><li>• The Council's use of PSPO powers</li></ul> |
| Who has been invited to comment?   |
| <ul style="list-style-type: none"><li>• Andrew Brown, Scrutiny Officer</li></ul>   |

5 **FUSION LIFESTYLE'S PERFORMANCE REPORT - 2016/17**

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| <b>Background Information</b>  |
| Fusion Lifestyle is the Council's leisure partner. The Committee has requested an annual report on Fusion Lifestyle contract performance.                                      |
| <b>Why is it on the agenda?</b>  |
| For the Committee to scrutinise Fusion Lifestyle contract performance. The Committee is asked to note the report and provide feedback.   |
| <b>Report to follow</b>  |
| <b>Who has been invited to comment?</b>  |
| Councillor Linda Smith, Board Member for Leisure, Parks & Sport;<br>Tim Sadler, Executive Director for Sustainable City;<br>Mark Munday, Divisional Manager, Fusion Lifestyle. |

## 6 WORK PLAN AND FORWARD PLAN

43 - 72

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| <b>Background Information</b>  |
| The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year. The work plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest <a href="#">Forward Plan</a> (which outlines decisions to be taken by the City Executive Board or Council).   |
| <b>Why is it on the agenda?</b>  |
| The Committee is asked to: <ol style="list-style-type: none"> <li>1. Review and note its work plan for the 2017/18 council year.</li> <li>2. Select a priority topic for review, which could be one of the following suggestions: <ol style="list-style-type: none"> <li>I. Impacts of the Westgate Shopping Centre;</li> <li>II. The use of restorative justice to resolve low level cases of antisocial behaviour;</li> <li>III. Implementing the Oxford Living Wage across Oxford;</li> <li>IV. Disabled student's allowance / support for young people with disabilities;</li> <li>V. Childhood obesity.</li> </ol> </li> <li>3. Appoint a Scrutiny Member to lead a review into the chosen topic area.</li> </ol> |
| <b>Who has been invited to comment?</b>  |
| <ul style="list-style-type: none"> <li>• Andrew Brown, Scrutiny Officer</li> </ul>   |

## 7 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

### **Scrutiny Committee**

31 July 2017 – Provisional

7 September 2017  
9 October 2017  
7 November 2017

All meetings start at 6.00 pm.

**Standing Panels**

Housing Standing Panel – 10 July 2017

Finance Standing Panel – 6 July 2017

Shareholder Standing Panel – 11 July 2017

## **DECLARING INTERESTS**

### **General duty**

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

### **What is a disclosable pecuniary interest?**

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

### **Declaring an interest**

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

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

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

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

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

## **Minutes of a meeting of the SCRUTINY COMMITTEE on Monday 12 June 2017**

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### **Committee members:**

Councillor Altaf-Khan

Councillor Chapman

Councillor Fry

Councillor Henwood

Councillor Pegg

Councillor Azad

Councillor Curran

Councillor Gant

Councillor Ladbrooke

Councillor Simmons (for Councillor Thomas)

### **Officers:**

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

Mark Jaggard, Planning Policy Manager

Sarah Harrison, Senior Planner

Andrew Brown, Scrutiny Officer

Catherine Phythian, Committee Services Officer

### **Also present:**

Councillor Alex Hollingsworth, Board Member for Planning and Regulatory Services

### **Apologies:**

Councillor(s) Lygo and Thomas sent apologies.

### **1. Declarations of interest**

There were no declarations of interest.

### **2. Election of Chair for the Council year 2017/18**

The Committee resolved to elect Councillor Gant as Chair for the Council year 2017-18.

### **3. Election of Vice-Chair for the Council year 2017/18**

The Committee resolved to elect Councillor Chapman as Vice-Chair for the Council year 2017-18.

## 4. Minutes

The Committee resolved to **approve** the minutes of the meeting held on 2 May 2017 as a true and accurate record.

## 5. Local Plan Preferred Options

The Chair introduced this item. He said this was an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board to inform their decision to approve the Oxford Local Plan 2036 Preferred Options Document for consultation. He explained that the discussion should focus on establishing that the consultation document was fit for purpose and presented a suitable range of options for the public to consider. The Committee would have further opportunity to discuss the detail of the individual policy proposals.

The following members of the public addressed the Committee:

Jon Ody (representative for the National Bargee Travellers Association – NBTA) expressed his view that the assessment for the needs of travellers described in section 2.3 of the consultation document did not comply with the recent legislation and government guidance. He proposed some revisions to the recommendations in section 2.3(ii) and tabled an alternative Option D. A copy of the material submitted by Mr Ody is attached as an appendix to these minutes.

Sam Dent reiterated the points made by Mr Ody and expressed her concern that the fact that the options contained in the consultation document were potentially non-compliant indicated that, despite the previous assurances given at Full Council in 2016, the views of the boating community had not been considered fully by the team working on the Local Plan consultation document.

Councillor Alex Hollingsworth, Board Member for Planning and Regulatory gave an undertaking to review the consultation document in regard to the points raised by the public and to respond in detail at the City Executive Board meeting. He emphasised that option A was the preferred option and that options B and C were alternative options. The preferred option was for a capacity based policy that applies similar principles to planning applications for new residential moorings that already apply to bricks and mortar.

The Head of Planning, Sustainable Development and Regulatory Services; the Planning Policy and Design, Conservation and Trees Manager; and a Principal Planner attended the meeting to present the detail of the Oxford Local Plan 2036 Preferred Options Document and to answer questions from the Committee.

The Committee commented that consultation materials needed to be clear and concise, specifically in respect of:

- Seeking views on the mix of housing and employment sites in the city.



- Emphasising that social housing is the only category of affordable housing that is genuinely affordable to many people in the city.

The Board Member agreed to circulate drafts of the public consultation documents to scrutiny members on the proviso that they would have the opportunity to comment on but not re-write the material.

The Committee conducted a lengthy and comprehensive review of the policy options detailed consultation document. The Board Member and planning officers highlighted the more significant changes and contentious issues. The Committee welcomed the Council putting the various new proposals out for public discussion and sought assurances on a number of points. Their discussion included, but was not limited to, the following issues:

- A final policy could differentiate between categories of language schools, summer schools and independent colleges for over 16s that the Council would wish to restrict and those it wouldn't wish to restrict.
- Remote working can mitigate housing demand and is a demand-side factor that would be factored into an updated Strategic Housing Market Assessment (SHMA) over the next few years.
- The preferred options continue to prioritise the delivery of new social rented housing while allowing flexibility for more imaginative options for delivering new housing that will remain genuinely affordable over the long term.
- While it is proposed that new purpose-built Houses of Multiple Occupations (HMOs) will be allowed for the first time in areas where there is no over-concentration of HMO accommodation, existing HMO policies would not be watered down.
- New student accommodation would be restricted to certain areas including the city centre and tightly drawn district centres. Student accommodation would not form part of the HMO concentration calculation and the consequences of considering these two categories together (which is not proposed) would need to be carefully thought through.
- The targets for university students living outside of university provided accommodation were realistic, having been being lowered and redefined to exclude groups such as nursing and teaching students.
- The Council does have a legal duty to accommodate travelling communities but a recent needs-based study had identified no requirement for any sites in the city. Option B: 'Do not include a policy on travelling communities' would be rejected.
- The Council was using a common sense definition of outdoor amenity space.
- Green Belt land within the city has been reviewed against the same objective criteria that the Council has asked neighbouring district councils to use and the districts have been consulted as per the duty to cooperate.
- The Council could make a strong case that exceptional circumstances related to housing need and the local economy do warrant development on some identified sites within the Green Belt.

- Carbon emission target standards would require the delivery of onsite renewable energy at new developments.
- Already developed land in the highest risk flood zone areas could be safely redeveloped with very high standards of flood mitigation.
- The new Health Impact Assessments were potentially a very useful tool for assessing the impacts of major developments on health inequality, mental health, etc.
- The proposals relating to building heights were intended to enhance the skyline by allowing an appropriate degree of height variation, as well as allowing for increased densities.
- While few other cities have height limits in place, lots of guidance is available on assessing the visual impacts of higher developments.
- The provision of facilities for tourist coaches outside the city centre would, together with a zero emissions zone, help to improve air quality in the city centre.
- Car free residential developments would only be suitable in areas where a car free zone (CPZ) could be enforced.
- The Oxford Design Review Panel would continue to play an important role, subject to funding.
- The Committee noted the policy approach options for primary and secondary shopping frontages of district and local centres (page 166 of the CEB paperwork) and considered whether the Council would wish to use planning policy to protect and control smaller shopping areas that may not be classified as local centres, such as Magdalen Road and Northway. The Committee heard that the definition of local centre flows from the National Planning Policy Framework.

The Scrutiny Committee made the following recommendations to the City Executive Board:

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

## **6. Dates of future meetings**

The Committee noted the schedule for future meetings.

The Chair thanked the Board Member for Planning & Regulatory Services and the planning officers for attending the meeting and for their clear and concise distillation of the complex and detailed issues pertaining to the Local Plan.

In closing the Chair welcomed the new members of the Committee and thanked them for their contribution to the meeting.

**The meeting started at 6.00 pm and ended at 8.30 pm**

**Chair .....**

**Date: Wednesday 14 June 2017**

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# Minute Item 5

From: "Jon Ody" <[jon@greenboatservices.co.uk](mailto:jon@greenboatservices.co.uk)>

Date: Mon, Jun 12, 2017 at 1:02 PM +0100

Subject: Re: Scrutiny Committee, Monday 12th June, Boat-dwellers

To: Scrutiny Committee

Hi again Andrew, (cc other members of the scrutiny committee)

As the representative for the National Bargee Travellers Association (NBTA) in Oxford, I thought I should follow-up to clarify our specific concerns re Section 2.3 of the Local Plan preferred options ahead of Monday's scrutiny.

[Ref <http://mycouncil.oxford.gov.uk/documents/s36349/Appendix%201%20Preferred%20Options.pdf>]

To start with, the paragraph on waterways under Objectives and Strategy, and the set of options on "Protecting and promoting watercourses" (4(ii) p129), and the entire section of flood-plain development (p111) make no mention at all of residential use of the waterways, despite well-established boat-dwelling communities existing throughout the city. The word 'boat' is used 6 times while the word 'flood' appears 122 times. There is a clear deficiency in being overly focused on only one marine-based topic at the expense of another (equally important) one.

The document states "The affordable housing need in Oxford is so great that all options must be explored for addressing it." (p70) and the options on floodplain development describe how to "enable development to come forward on flood zone ... because of the huge need for development in Oxford and the lack of availability of sites in other locations." (p111). If there is budget available and enough political excuse to develop the floodplain then there must therefore be sufficient budget for the development of both temporary and permanent moorings for use by boat-dwellers.

Using boats as homes is a form of attractive, affordable and environmentally-friendly, and most importantly flood-proof housing for Oxford, in line with many of the principles in the document, however the existing and ongoing use of boats as homes seems to be an afterthought. Oxford is an historic hub (and by 2036 it will probably be a 5-way hub) in the waterways network as well as a popular destination for visiting waterways tourists, and the single best place in Oxfordshire for transient boats to seek shelter and services in the otherwise barren county, however this also seems to have been overlooked in the preferred options document.

With all this in mind I must draw your attention to a very serious and pressing matter.

Section 2.3 states that an assessment of traveller needs was carried out by Oxford and the districts in 2017 (p80). However:

- Section 225 of Housing Act 2004 already incorporates boat-dwellers as part of the periodic assessment of accommodation needs (as per Housing Regulations 2006 Paragraph 2b "all other persons of a nomadic habit of life", clarified in a letter from DCLG to NBTA in April 2009).

- Section 124 of the Housing and Planning Act 2016 amends the Housing Act 1985, section 8, subsection 3, to include: "(b) places on inland waterways where houseboats can be moored"; and also subsection 4 to give the definition: "houseboat" means a boat or similar structure designed or adapted as a place to live."

Therefore it seems that the assessment for the needs of travellers described in 2.3 of the preferred options is somewhat lacking, and that Oxford City Council has neglected to complete the statutory requirements contained within the Section 8 of the Housing Act 1985 (as amended 2016), with specific regard to a significant boat-dwelling community within the city and indeed the county.

Obviously it would be a huge waste of resources all round if this mistake were not addressed prior to the inclusion of this statement as part of the options for the Local Plan, and it would be preferable to discuss it at an early stage rather than having to endure the associated costs of later complaints being elevated to the high court, judicial reviews etc etc.

I will point out that NBTA are experts at assisting local authorities in this assessment of needs, in fact they are identified within the draft guidance issued by DCLG as a representative body for boat-dwellers in the section on 'Existing data sources' (p6).

Which brings me onto the next point.

S2.3(ii) of the local plan preferred options gives 3 options, which roughly translate (to a lay person) to A) maintain the status quo; B) do nothing unless forced to; or C) have no policy. We advise both options B and C are non-compliant and should be removed. Since boat-dwellers are now specifically recognised in primary legislation it seems that option C isn't really viable anyway, since the council must have a policy. But it is the wording of option B that is of most concern.

As stated above, the 2016 amendments to the 1985 Housing Act create a very specific statutory obligation to assess the needs of boat-dwellers, and includes a very specific definition. Option B seems to contradict this, and states that boat-dwellers are not included in the assessment. This is untrue, and it would be unlawful and/or immoral of the Council to proceed with this option in the consultation armed with this knowledge. There is specific clarity on the definition of houseboats contained within the amendments and the needs of boat-dwellers must be assessed by OCC.

Also contained within Option 2.3(ii) B are a couple of questionable statements, while it is absolutely true that "it still cannot be assumed that all need can be met through the provision of permanent moorings" however this does not excuse the council of assessing and ensuring the needs are met for all boat-dwellers, whether or not they prefer to have a permanent mooring. There are many sites in Oxford with potential for residential and transient moorings (and it is noted that nearly a page of the preferred options document is dedicated to the development of flood-plain sites), much of which is owned by Oxford City Council or other authorities, some of which are currently heavily restricted with threatening signage and much of which are

currently impractical, impossible or unsafe to moor at, entirely due to previous legally-dubious City Council initiatives.

As also stated above, the NBTA are exactly the right people to talk to about this assessment. With my previous email on the subject I attached (possibly slightly out of context) a copy of the 'Draft guidance to local housing authorities on the periodical review of housing needs, caravans and houseboats'. I also attached a copy of the NBTA comments regarding the guidance. The NBTA are ready and willing to assist in any policy developments which can accommodate the needs of boat-dwellers in cooperation with all other stakeholders. Consultation is a two-way process though, NBTA have not been approached for their input but will respond accordingly when asked.

The DCLG draft guidance begins with "This document aims to provide advice on how to consider the needs of such people where they differ from those of a settled community.", and it goes on to describe the government's recommended methods for carrying out such an assessment. The guidance is not perfect, and NBTA has submitted it's comments on the guidance to the DCLG (attached). Please don't be put off by the title "Draft". As stated on the document's homepage on Gov.uk "It shows how the government would want local housing authorities to interpret the changes ... should the clause [115 of HL Bill 87] receive Royal Assent." [\[https://www.gov.uk/government/publications/review-of-housing-needs-for-caravans-and-houseboats-draft-guidance\]](https://www.gov.uk/government/publications/review-of-housing-needs-for-caravans-and-houseboats-draft-guidance) - The Housing and Planning Act received Royal Assent on 12th May 2016, and hence the document should be read as being current version of government guidance.

As I asked previously, I hope to highlight these points to the scrutiny committee on Monday, but where I seem to be lacking is an alternative proposal which can be put to the CEB by the scrutineers on Thursday without causing too much disruption to the process. Our immediate impression is that you should recommend the rest of the document should be approved but that section 2.3(ii) requires clarification and correction, but it might be that some simple rephrasing could be recommended to be adopted this week without holding up the wider consultation.

Our preferred recommendations for section 2.3(ii), based on the discussion above, would look something like this:

- Option A seems reasonable and a policy developed using input from the wider local plan consultation would be quite acceptable (provided the consultation process is properly followed). NBTA have no objection to option A being consulted on.
- Option B should be rejected outright as it is non-compliant with primary legislation. The text of the option is incorrect and out-dated.
- Option C should be rejected outright as it is non-compliant with primary legislation. Oxford must have a policy regarding boat-dwellers.

Since this leaves no alternative option to go out to consultation with, we would like to propose an alternative option as a revision to or replacing option B and C (here described as option D).

- Option D (for example):

"Oxford City Council should seek to meet the needs of boat-dwellers guided by a periodical assessment of their accommodation needs, published as part of a Supplementary Planning Document on the use of Oxford's Waterways."

"Legislation has recently changed regarding the definition of 'boat dwellers' and 'houseboats' who should be considered in the wider assessment of traveller's needs, and boat-dwellers are to be included in that assessment. If specific needs are assessed then those needs will be met by a Supplementary Planning Document subject to ongoing consultation (eg via the National Bargee Travellers Association and other key stakeholders). The needs of boat-dwellers are varied and very specific, with many but also many differing from the needs of the general population. It cannot be assumed that all needs can be met through the provision of permanent moorings as many boat-dwellers navigate waterways on a permanent basis and a detailed and flexible approach is required."

With regards to Option D, the NBTA are very knowledgeable around the specifics of the needs of boaters on the Oxford Waterways, and would be willing to work closely in partnership with the council in assessing the needs of boat-dwellers, and in proposing solutions to meet those needs.

Lastly I'd like to congratulate the new chair of the scrutiny committee on their appointment, and to congratulate the Labour members of the committee on their recent successes in the general election under Jeremy Corbyn. I'd like to point out a specific paragraph in the recently published Labour party manifesto "We will end racism and discrimination against Gypsy, Roma and Traveller communities, and protect the right to lead a nomadic way of life." (p112) and I hope all Labour members of the council will continue to support their party's manifesto throughout this government (however short-lived it might be) and help to bring about the realities of the manifesto at a local level and to end the discrimination suffered by boat-dwellers in Oxford over recent years.

I hope that helps to clarify the specific concerns. I continue to look forward to speaking to you later.

Best regards,

Jon Ody BEng(Hons)  
07766546645



# The National Barge Travellers Association

## About us

The National Barge Travellers Association (NBTA) is a volunteer organisation formed in 2009 that campaigns and provides advice for itinerant boat dwellers on Britain's inland and coastal waterways. This includes anyone whose home is a boat and who does not have a permanent mooring for their boat with planning permission for residential use.

The NBTA is not a law firm and we do not purport to be lawyers. Our legal resources are provided "as-is" and without warranty or liability.

## What we do

The NBTA is an organisation open to all but is run by and extends a welcome to those who live on their boats and travel, 12 months a year and as part of their lifestyle, in other words not just for the summer and not just for fun. NBTA members have made a choice to live on a boat as opposed to bricks and mortar but this choice is regularly made for them by ever escalating house prices and the oppressive nature of modern life.

Founded in 2009 in the Reading area, the NBTA is seeking to represent the interests of Barge Travellers far and wide and welcomes participants irrespective of location. The NBTA also welcomes contact from other boating interest groups.

The NBTA seeks to represent the interests of all live aboard boat dwellers – "Barge Travellers" – in respect to upholding our chosen way of life. Being a Barge Traveller is not a lifestyle taken on lightly and we seek to ease its additional burdens.

The NBTA seeks to uphold the rights of all Barge Travellers including recognition as a protected minority group both in law and in society. Following from recognition in law grows a range of rights all too regularly trodden underfoot by local and central Government and the NBTA seeks to see the rights of Barge Travellers upheld. The NBTA also engages in lobbying central and local Government to improve conditions for Barge Travellers.

Where a Barge Traveller suffers a marine trauma the NBTA seeks to assist the member to recover from the trauma. Someone else's trauma today could so easily be one's own trauma tomorrow.

NBTA members may be nomadic but are also members of the local community. A significant number of members are artists and displaying artwork engages with the local community and contributes to the cultural mix that any society represents.

# Statutory Review of Housing Needs for Boat Dwellers in Oxford, Document Pack

Prepared for the Oxford City Canal Partnership by the National Bargee Travellers Association, 7th June 2017

## Contents:

1. Department for Communities and Local Government: Draft guidance to local housing authorities on the periodical review of housing needs: Caravans and Houseboats.  
<https://www.gov.uk/government/publications/review-of-housing-needs-for-caravans-and-houseboats-draft-guidance>
2. NBTA comments on the draft guidance to local housing authorities on the periodical review of housing needs for caravans and houseboats.  
<http://www.bargee-traveller.org.uk/wp-content/uploads/2016/09/NBTA-comments-on-draft-guidance-S124-Housing-and-Planning-Act.pdf>
3. HM Government Cabinet Office Guidance on Consultation Principles.  
<https://www.gov.uk/government/publications/consultation-principles-guidance>
4. About the National Bargee Travellers Association.  
<http://www.bargee-traveller.org.uk/about/>

The NBTA expects to be formally consulted as recommended by the DCLG guidance as part of the statutory assessment by Oxford City Council as a local housing authority into the needs of all houseboat dwellers living on or visiting the waterways within the City of Oxford and will provide a formal opinion as part of that consultation process.

This document pack does not constitute any kind of response to any consultation or formal opinion regarding the state of the Oxford Waterways or of Oxford City Council's treatment of its houseboat dwellers. It is provided as-is without warranty or liability.



Department for  
Communities and  
Local Government

# Draft guidance to local housing authorities on the periodical review of housing needs

## Caravans and Houseboats



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March 2016

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# Introduction

The Government is keen to see fairness and transparency in housing with all sections of the community treated equally.

The periodical review of housing needs under section 8 of the Housing Act 1985 is a statutory requirement on local housing authorities. This requires local housing authorities to assess and understand the accommodation needs of people residing or resorting to their district. It includes the duty to consider the needs of people residing in or resorting to a district with respect to sites for caravans and the mooring of houseboats is part of that requirement.

This guidance aims to provide advice on how to consider the needs of such people where they differ from those of the settled community. While we recommend that the basic principles outlined here should be followed, the exact approach will need to be adapted to local circumstances.

An understanding of the need for caravan sites and moorings for houseboats is essential to make properly planned provision and avoid the problems associated with ad-hoc or unauthorised provision. A comprehensive consideration of needs and strategy to meet the need identified will greatly strengthen the ability of local authorities to respond swiftly and firmly to inappropriate unauthorised developments and encampments.

## Who should use the guidance?

The guidance is provided for those within local housing authorities who have responsibility for undertaking, arranging or commissioning the accommodation needs assessments.

## Assessing the need for caravans and houseboats

When considering the need for caravans and houseboats local authorities will need to include the needs of a variety of residents in differing circumstances, for example:

Caravan and houseboat dwelling households:

- who have no authorised site anywhere on which to reside;
- whose existing site accommodation is overcrowded or unsuitable, but who are unable to obtain larger or more suitable accommodation;
- who contain suppressed households who are unable to set up separate family units and
- who are unable to access a place on an authorised site, or obtain or afford land to develop on.

Bricks and mortar dwelling households:

- Whose existing accommodation is overcrowded or unsuitable ('unsuitable' in this context can include unsuitability by virtue of a person's cultural preference not to live in bricks-and-mortar accommodation).

## Are there particular groups who have a need for caravans and houseboats?

This guidance is concerned with all those who have a need to live in a caravan or houseboat whatever their race or origin. It includes, but is not restricted to, bargees, Romany Gypsies, Irish and Scottish Travellers, new-age travellers and travelling show people.

Romany Gypsies and Scottish and Irish Travellers are recognised ethnic groups who have needs relevant to their ethnicity and culture, and all the duties on public bodies under the Equalities Act 2010, Human Rights Act 1998 and relevant case law apply.

## How will assessing the needs of particular groups differ from the needs of the rest of the community?

The needs of those residing in caravans and houseboats may differ from the rest of the population because of:

- their nomadic or semi-nomadic pattern of life;
- their preference for caravan and houseboat-dwelling;
- movement between bricks-and-mortar housing and caravans or houseboats;
- their presence on unauthorised encampments or developments.

Mobility between areas may have implications for carrying out an assessment. Local authorities will need to consider:

- co-operating across boundaries both in carrying out assessments and delivering solutions;
- the timing of the accommodation needs assessment;
- different data sources .

Travelling show people also have different accommodation needs. Account should be taken of the need for storage and maintenance of equipment as well as accommodation. The transient nature of many travelling show people should be considered.



# Carrying out the Accommodation Needs Assessment

## Engagement

We strongly recommend close engagement with the community throughout the whole process. Many members of these communities are hard to reach and have poor levels of literacy.

It is important therefore that the purpose of the work is fully explained to travelling communities before the assessment begins. A community liaison group could be formed for this purpose, with the help of representatives or a steering group, which could also provide advice on other matters, including the conduct of the assessment itself. They could also help interpret and comment on the results emerging from the assessment, the conduct of a specialist survey where undertaken, and generally help encourage greater trust and community buy-in for the overall process.

## Existing data sources

The data available for those residing in caravans and houseboats may not be readily available in other data sources for the rest of the community. The following may assist local housing authorities in identifying caravans and houseboats:

- Caravan count data maintained by the Department for Communities and Local Government – eg number of caravans and the types of site on which they are located
- Site management information – e.g. site waiting lists; pitch turnover; length of licenses; transfer applications; mooring licenses.
- Information on private authorised sites and moorings – numbers permitted on each site; type of planning permission; restrictions on occupancy
- Information from recent applications, whether successful or unsuccessful, or enforcement action
- Data from other service providers – e.g. health and education
- Information gathered by traveller groups or representative bodies e.g. the Showmen's Guild, the Traveller Movement, or National Bargee Travellers Association.
- Data from surveys of accommodation needs.

## Conducting a specialist survey

A crucial objective of the survey process is to identify and interpret those aspects of caravan and houseboat accommodation need that are less well understood. This can often manifest itself in the case of unauthorised and private authorised sites and bricks-and-mortar housing. Special effort may be needed to ensure that a similar amount of evidence is available as for local authority owned sites for which more information may already be available. This may imply higher percentage sample size coverage.

We therefore recommend that the local housing authority or partnership conduct a specialist survey and / or qualitative research to obtain further more detailed information.

## Making use of the Accommodation Needs Assessment

### Current need

The data collected through the accommodation needs assessment process should enable the local housing authority or partnership to derive overall figures by which to identify accurately the current levels of households and the accommodation needs for caravans and houseboats existing in their area.

It should be possible to identify:

- the number of households that have or are likely to have a specific need to be addressed, either immediately, or in the foreseeable future;
- a broad indication of where there is a demand for additional pitches or moorings;
- the level and types of accommodation required for this need to be suitably addressed (e.g. socially rented / private site provision, transit sites or stopping places, bricks-and-mortar housing);
- the level of unauthorised development, which, if planning permission is not approved, is likely to swell the scale of need.

### Future Need

It should be possible to identify:

- the intentions of those households planning to move, which may free up spare pitch, mooring or bricks-and-mortar capacity;
- the likely rate of household formation and annual population increase;
- travelling patterns of particular groups within the survey area and in and out of surrounding areas.

## How to use the outcome of the assessment

Once the accommodation needs assessment has been completed, the local housing authority will need to begin considering how to meet the accommodation needs identified in the assessment. Needs can be met in a variety of ways, through the socially rented or commercially rented sectors (be it for sites or bricks-and-mortar accommodation), or through private ownership of sites or bricks-and-mortar housing, moorings and houseboats. The assessment will provide the data on which decisions about the appropriate mix of provision can be made.

The local housing authority will need to disseminate the results of the accommodation needs assessment to all relevant people and departments within the local authority (including planning colleagues) and partner organisations (such as other social landlords), and begin the process of facilitating or providing the necessary provision. This could for example require the identification of land for sites, or the allocation of tenancies in existing properties. As with the assessment itself, it will be important to involve the right people at a sufficiently high level to drive the agenda forward.

## Consultation Principles 2016

### **A. Consultations should be clear and concise**

Use plain English and avoid acronyms. Be clear what questions you are asking and limit the number of questions to those that are necessary. Make them easy to understand and easy to answer. Avoid lengthy documents when possible and consider merging those on related topics.

### **B. Consultations should have a purpose**

Do not consult for the sake of it. Ask departmental lawyers whether you have a legal duty to consult. Take consultation responses into account when taking policy forward. Consult about policies or implementation plans when the development of the policies or plans is at a formative stage. Do not ask questions about issues on which you already have a final view.

### **C. Consultations should be informative**

Give enough information to ensure that those consulted understand the issues and can give informed responses. Include validated assessments of the costs and benefits of the options being considered when possible; this might be required where proposals have an impact on business or the voluntary sector.

### **D. Consultations are only part of a process of engagement**

Consider whether informal iterative consultation is appropriate, using new digital tools and open, collaborative approaches. Consultation is not just about formal documents and responses. It is an on-going process.

### **E. Consultations should last for a proportionate amount of time**

Judge the length of the consultation on the basis of legal advice and taking into account the nature and impact of the proposal. Consulting for too long will unnecessarily delay policy development. Consulting too quickly will not give enough time for consideration and will reduce the quality of responses.

### **F. Consultations should be targeted**

Consider the full range of people, business and voluntary bodies affected by the policy, and whether representative groups exist. Consider targeting specific groups if appropriate. Ensure they are aware of the consultation and can access it. Consider how to tailor consultation to the needs and preferences of particular groups, such as older people, younger people or people with disabilities that may not respond to traditional consultation methods.

### **G. Consultations should take account of the groups being consulted**

Consult stakeholders in a way that suits them. Charities may need more time to respond than businesses, for example. When the consultation spans all or part of a holiday period, consider how this may affect consultation and take appropriate mitigating action.

### **H. Consultations should be agreed before publication**

Seek collective agreement before publishing a written consultation, particularly when consulting on new policy proposals. Consultations should be published on gov.uk.

### **I. Consultation should facilitate scrutiny**

Publish any response on the same page on gov.uk as the original consultation, and ensure it is clear when the government has responded to the consultation. Explain the responses that have been received from consultees and how these have informed the policy. State how many responses have been received.

**J. Government responses to consultations should be published in a timely fashion**

Publish responses within 12 weeks of the consultation or provide an explanation why this is not possible. Where consultation concerns a statutory instrument publish responses before or at the same time as the instrument is laid, except in exceptional circumstances. Allow appropriate time between closing the consultation and implementing policy or legislation.

**K. Consultation exercises should not generally be launched during local or national election periods.**

If exceptional circumstances make a consultation absolutely essential (for example, for safeguarding public health), departments should seek advice from the Propriety and Ethics team in the Cabinet Office.

This document does not have legal force and is subject to statutory and other legal requirements.

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# Minutes of a meeting of the SCRUTINY COMMITTEE on Wednesday 14 June 2017

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## Committee members:

|                            |   |
|----------------------------|---|
| Councillor Gant (Chair)    | Councillor Chapman (Vice-Chair)           |
| Councillor Altaf-Khan      | Councillor Brandt (for Councillor Thomas) |
| Councillor Curran          | Councillor Fry                            |
| Councillor Henwood         | Councillor Ladbrooke                      |
| Councillor Lloyd-Shogbesan | Councillor Pegg                           |

## Officers:

Andrew Brown, Scrutiny Officer  
Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services  
Cathy Durance, Lawyer  
Daniella Granito, Safeguarding Officer  
David Growcott, Communities Team Leader  
Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy  
Val Johnson, Policy and Partnerships Team Leader  
Jennifer Thompson, Committee and Members Services Officer

## Also present:

Councillor Alex Hollingsworth, Board Member for Planning and Regulatory Services

## Apologies:

Councillors Azad, Lygo and Thomas sent apologies.

## 7. Declarations of interest

There were no declarations of pecuniary interest made.

On Minute 11, Councillors stated for the record that they were members or had involvement in community associations although these were not pecuniary interests:

|                      |  |
|----------------------|--|
| Councillor Henwood   | Florence Park Community Association                        |
| Councillor Ladbrooke | Barton Community Association                               |
| Councillor Pegg      | Rosehill advice centre                                     |
| Councillor Gant      | North Oxford Association, Cutteslowe Community Association |

|                            |  |
|----------------------------|--|
| Councillor Fry             | North Oxford Association                         |
| Councillor Lloyd-Shogbesan | Bullington Community Association                 |
| Councillor Altaf Khan      | Asian Cultural Centre                            |
| Councillor Curran          | Donnington Doorstep; Donnington community centre |

## **8. Report back on recommendations**

The Chair deferred this item as the paperwork attached to the agenda was incorrect.

## **9. Planning and Regulatory Services improvement plan**

The Head of Planning and Regulatory introduced the report and answered questions. She highlighted the very positive improvements for the service area over the past year including the introduction of career grades, the recruitment of good staff and five apprentices who were proving to be an asset to the service.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, also answered questions.

The Committee noted in answer to questions:

1. The service had invested in the introduction of career grades, apprenticeships and improved recruitment and retention. The vacancy rate was now much lower and remaining vacancies were being filled.
2. The number of complaints about customer service had reduced.
3. Building control provided a statutory service and sought work in competition with the private sector, successfully bidding for a number of large contracts. The changes to recruitment and retention policies would hopefully improve the service's ability to recruit permanent staff, as there was a shortage of suitable skilled staff and a competitive recruitment market.
4. Enforcement action was taken when breaches were brought to the service's attention, in line with usual practice across the country. It was not possible to provide a proactive inspection and enforcement service unless this was resourced.
5. The ability to enforce planning permission had to be balanced against the resources this involved, and against the reasonable expectation that developers would comply with their permissions and conditions. There was an added complication with an inspection regime that developments can start at any point within the three-year permission period. Reported breaches were taken seriously, and action taken.
6. A risk-based approach was taken to pro-actively inspecting particularly sensitive or controversial works on listed buildings and conservation areas, but there were strong incentives to carry the work out correctly given the liabilities if this was sub-standard.
7. There was a project to review the list of requirements to be met before an application was accepted. This would improve the quality and completeness of applications before submission – at present only half of applications provided



information to the required standard. Better quality and complete applications would reduce the workload on staff; the number of conditions required; the time taken to issue permission; and the work involved for both parties in discharging conditions. There was a related project reviewing all standard conditions to ensure these were adequate and comprehensive.

8. The recent neighbourhood planning bill set out changes to the pre-commencement conditions that could be applied.
9. The contract for the Oxford Design Review Panel had ended and was under review. A design panel was part of a quality planning process for the city and the current providers were the national lead.
10. The key indicators for performance were those set by government: currently over a rolling 24-month period 70% of non-major applications had to be determined within the time limits. Internal targets to exceed these could be set if appropriate.

The Committee asked for information about the numbers of complaints and why 2015/16 was chosen as a baseline.

The Committee asked for a further update in twelve months, and congratulated the Head of Planning and Regulatory and her staff on their hard work and resulting improvement in performance.

## **10. Oxford Railway Station Supplementary Planning Document (SPD)**

The Interim Assistant Chief Executive for regeneration and economy introduced the report. The Head of Planning and Regulatory and the Board Member for Planning and Regulatory Services, Councillor Hollingsworth, answered questions.

Councillors asked for the milestones and times in the document to be updated before it was issued for consultation.

They noted that the consultation on this SPD would run concurrently with that for the Local Plan, and noted the steps taken to ensure that the SPD was appropriately publicised as a separate document and to relevant special-interest groups.

The Committee made no recommendations and commended the document to the City Executive Board.

## **11. Community Leases**

The Acting Communities Manager and the Council's lawyer with responsibility for leases introduced the report and answered questions.

The Committee noted in answer to questions:

1. Two different types of lease are being offered: eight community associations currently operate a community centre on a licence and the Council is offering these associations an 'unprotected lease'.
2. Protected leases had been given to some community associations about 15-20 years ago and this type of lease could not be rescinded: such leases would not

be offered now as they were no longer the preferred means of achieving the good management of council property.

3. Unprotected leases offer a 25 year term with a rolling twelve month rolling break for either tenant or landlord. This gives flexibility to both the council (to manage its assets in the best interests of the city) and the community associations (to provide activities and management to best support the changing needs of their growing communities) with sufficient control by both parties.
4. Performance measures allowed both parties to work to make the centres effective.
5. The poor state of repair of three of the buildings, and Florence Park community centre in particular, was known. The protected leases had break clauses which allowed either party to terminate the lease at fixed points. There was a clause permitting the council to terminate the lease if the cost of repairs exceeded £100,000 but this was not intended as a mechanism to avoid the Council's responsibilities.
6. The community centres' opening hours and activities relied on demand; volunteers; and paid staff. The Communities team was helping the associations to manage centres and attract and retain volunteers which should help improve the centres' activities and increase their opening hours. However, while the council should make good use of valuable assets, expectations of the associations and the use of the centres had to be realistic.

The Committee commented that they would want all community associations to be satisfied with their lease arrangements and received assurances that the Council was actively supporting community associations to help them ensure that the centres were accessible to all of the diverse communities they served.

The Committee asked for information about the reason for the large grant given to offset all of the rent paid by Museum of Modern Art, and the benefit this offered to the wider community in the city. They suggested that, to distinguish between those organisations actually paying a low rent and those where the rent was off-set by grants, the information on rents should show the actual rent charged; the grant (if any) off-setting this; and the residual rent (if any) paid.

The Committee made no recommendations to the City Executive Board.

## **12. Safeguarding Report 2017/18**

The Policy and Partnership Manger, the Safeguarding Co-ordinator, and the Board Member for Community Safety, Councillor Hayes, introduced the report and answered questions.

The Committee noted in answer to questions:

1. The full Self-Assessment Audit had been completed and the full report was available. The action plan was not fixed for the year but would be updated as necessary.
2. There had been a significant investment in safeguarding training.

3. In state schools, teachers and other staff had detailed training and the schools completed a safeguarding audit. There were monitoring and reporting systems in place to report concerns, including absences, involving the home and then a multi-agency panel and the police. The communities team worked directly with schools on some issues.
4. Independent schools were not subject to the same requirements as state schools and did not participate in the same reporting or monitoring regime. There was no mechanism by which local authorities could oblige them to do so.
5. Licensing authorities across the county now contributed to monitoring, information sharing and joint working on taxi licensing, and with other councils through shared service arrangements.
6. Targeted mental capacity training had been offered to nearly 130 key staff.
7. Information sharing across IT systems was complicated: the proposed corporate system would help but may not interface well with existing systems.
8. Training in safeguarding for the voluntary sector (such as community associations and parish councils) could be provided through the safeguarding boards rather than this council, although there may be a cost for this. The council had offered awareness training to its own volunteers.
9. It was currently too early to assess the full effectiveness of the training.
10. The team were working on how to ensure adults and mental health referrals were always adequately followed through.
11. The team were working with county council and community centre colleagues to ensure that the most effective service possible was offered within the resources available and without duplication. Staff were aware of the impacts of cuts to services.

The Committee asked for:

- the next report to set out how far the councils' ability to intervene where issues and concerns were identified has been compromised by the changes to the supporting and surrounding service provision, and on the risks that raised.
- as well as the annual report, any key issues that arise should be put before the committee mid-year
- the action plan to be clear and readable for a wide audience.

The Committee thanked the Policy and Partnerships Manager for her work on this.

The Committee made no recommendations to the City Executive Board.

### **13. Performance Monitoring - quarter 4**

The Committee noted the report and made the following observations:

- The quarter 4 report was an improvement on previous reports.

- It was not clear how the targets were set and who was involved.
- It would be helpful to know which (if any) targets were set by government.
- CE002 – The level of commercial property income achieved significantly exceeded target but it seemed odd that Financial Services were unable to provide figures that exclude VAT.
- It would be useful to have more targets for ICT.
- CS054 – This needed to be clearer as it looked like targets had not been set.
- LG002 – Jeremy Thomas’s name should have been removed.
- CS025 & BV009 – Is the Council being penalised for missing the collection rates targets?
- WR002 & WR003 – Why is under-recording taking place; what’s wrong?
- NI195a-c – These targets were not useful to the Committee and there could be a more useful target around responding to reports of graffiti.
- NI008 – Will we drop the Sport England measure?
- BI001 – An estimate would have been useful in the absence of information on the tower block project.
- It would be useful to see some key Fusion Lifestyle measures in this report as that information is collated quarterly for other forums.
- Column headers should appear at the top of every page.
- It would be useful to see some historical context in this report.
- There should be a role for Scrutiny in sense checking the performance measures for the year ahead before they are set in stone.

The Committee agreed that Cllr Fry would continue as lead member for performance monitoring and would select performance measures for Scrutiny to monitor in the year ahead.

## **14. Scrutiny Operating Principles 2017/18**

The Committee considered and agreed the operating principles as set out in the report.

## **15. Preparation of the 2017/18 Scrutiny Work Plan**

The Committee considered the list of topics and schedule for the 2017/18 work plan.

### **The Scrutiny Committee resolved to:**

1. Re-establish the Finance and Housing standing panels.
2. Re-establish the Shareholder Panel as a third standing panel to scrutinise issues and decisions relating to Council-owned companies.
3. Appoint to the panels as follows:

- a) Finance (4 members): Councillors Fry, Landell Mills, Simmons & Taylor.
  - b) Housing (6 members): Councillors Goff, Henwood, Pegg, Sanders, Thomas & Wade.
  - c) Shareholder (5 members): Councillors Chapman, Fry, Gant, Henwood & Simmons.
4. Include all suggested items rated 6 or higher in the work plan.
5. Agree priority topics for review in 2017/18 including:
- a) A Finance Panel review of the Council's annual budget and medium term financial plan (December to February)
  - b) One other review topic (August to December), the topic itself to be agreed at the July meeting which could be one of the following suggestions: child obesity, Disabled Students' Allowance, the use of restorative justice to resolve low level instances of antisocial behaviour, impacts of the Westgate Centre, implementing the Oxford Living Wage across Oxford.
6. Note the meeting agenda schedules for July 2017.

## **16. Dates of future meetings**

The Committee noted the dates.

**The meeting started at 6.00 pm and ended at 8.35 pm**

**Chair .....**

**Date: Tuesday 4 July 2017**

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## Scrutiny recommendation tracker 2017/18 – July 2017

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

### 15 JUNE 2017 CITY EXECUTIVE BOARD

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

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## Scrutiny recommendation tracker 2016/17

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

## 11 MAY 2017 CITY EXECUTIVE BOARD

### South Oxford Science Village Planning Application

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

### Fusion Lifestyle's 2017/18 Annual Service Plan

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



### The local impacts of Brexit

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

### The Council's use of PSPO powers

| <b>Recommendation</b> | <b>Agree?</b> | <b>Comment</b> |
|-----------------------|---------------|----------------|
|-----------------------|---------------|----------------|

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

# SCRUTINY WORK PLAN

## June 2017 – April 2018

Published on: 16/06/17

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

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

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

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

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

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

**Scrutiny Committee and Standing Panel responsibility and membership**

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

**Current and planned review groups and one-off panels**

| Topic                 | Scope  | Nominated councillors  |
|-----------------------|--|------------------------|
| Budget review 2018/19 | To review the Council’s draft budget for 2018/19 and medium term financial strategy. | Finance Panel members. |
| TBC                   | TBC  | TBC                    |

**Indicative timings of 2016/17 review panels**

| Scrutiny Review       | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April |
|-----------------------|------|-----|------|-----|-----|-----|-----|-----|-------|-------|
| TBC                   |      |     |      |     |     |     |     |     |       |       |
| Budget review 2018/19 |      |     |      |     |     |     |     |     |       |       |

|  |                    |
|--|--------------------|
|  | Scoping            |
|  | Evidence gathering |
|  | Reporting          |

## SCRUTINY COMMITTEE

### 4 JULY 2017 - PROVISIONAL REPORTS

| Agenda item  | Decision | Description  | CEB Portfolio  | Report Contact   |
|--|----------|--|--|--|
| Fusion Lifestyle – Performance Report 2015/16                      | No       | To monitor an annual Fusion Lifestyle contract performance dashboard.  | Leisure, Parks and Sport                                 | Lucy Cherry, Leisure and Performance Manager                                       |
| Grant Allocations to Community and Voluntary Organisations 2017/18 | Yes      | A monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in July 2017.                             | Customer and Corporate Services, Culture and Communities | Jackie Yates, Executive Director Organisational Development and Corporate Services |
| Review of Community Grants Programme                               | Yes      | To inform the CEB of the review and request agreement for an approach which expands our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018 | Culture and Communities                                  | Julia Tomkins, Grants & External Funding Officer                                   |

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### 31 JULY 2017 - PROVISIONAL MEETING

### 7 SEPTEMBER 2017 - PROVISIONAL REPORTS

| Agenda item                                | Decision | Description   | CEB Portfolio                               | Report Contact  |
|--|----------|---|---|---|
| Assessing disabled impacts in planning     | No       | To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing. | Planning and Regulatory Services            | Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services |
| Oxford Design Review Panel                 | No       | To consider the work and effectiveness of the Oxford Design Review Panel.   | Planning and Regulatory Services            | Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services |
| City Centre Strategy                       | Yes      | To approve the proposed City Centre Strategy.   | Corporate Strategy and Economic Development | Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy   |
| East Oxford Community Centre - Improvement | Yes      | To present an improvement scheme for the East Oxford Community Centre following public  | Culture and Communities                     | Vicky Trietline, Development Project  |

|  |     |  |   |  |
|--|-----|--|---|--|
| Scheme   |     | consultation.  |   | Management Surveyor                                |
| Commissioned Advice Strategy 2018-2021 - Progress report | Yes | To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18   | Customer and Corporate Services             | Paul Wilding, Programme Manager Revenue & Benefits |
| Sustainability Strategy 2017                             | Yes | The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. | A Clean and Green Oxford                    | Mai Jarvis, Environmental Quality Team Manager     |
| Scrutiny Committee Annual Report                         | No  | To update the Council on the work of the Scrutiny Committee for the year 2016/17.  | Corporate Strategy and Economic Development | Andrew Brown, Scrutiny Officer                     |

#### 9 OCTOBER 2017 - PROVISIONAL REPORTS

| Agenda item                                    | Decision | Description   | CEB Portfolio                    | Report Contact                                     |
|--|----------|---|----------------------------------|--|
| Discretionary Housing Payments spend           | No       | To monitor Discretionary Housing Payments spend mid-way through the year.   | Customer and Corporate Services  | Paul Wilding, Programme Manager Revenue & Benefits |
| Review of Discretionary Housing Payment Policy | Yes      | To propose changes to the Discretionary Housing Payment Policy  | Customer and Corporate Services  | Paul Wilding, Programme Manager Revenue & Benefits |
| Annual Monitoring Report 2016-17               | Yes      | Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme. | Planning and Regulatory Services | Rebekah Knight, Planner                            |

#### 7 NOVEMBER 2017 - PROVISIONAL REPORTS

| Agenda item            | Decision | Description  | CEB Portfolio                   | Report Contact                            |
|------------------------|----------|--|---------------------------------|---|
| Air quality            | No       | To consider the annual status report for 2016, progress in addressing poor air quality and partnership working | A Clean Green Oxford            | Jo Colwell, Environmental Quality Manager |
| Equality and Diversity | No       | To consider an update following the recommendations of the Equality and Diversity Review Group.                | Customer and Corporate Services | Chris Harvey, OD & Learning Manager       |

## 5 DECEMBER 2017 - PROVISIONAL REPORTS

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

## 15 JANUARY 2018 - PROVISIONAL MEETING

## 6 FEBRUARY 2018 - PROVISIONAL REPORTS

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

## 6 MARCH 2018 - PROVISIONAL REPORTS

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

## 5 APRIL 2018 - PROVISIONAL REPORTS

| Agenda item                     | Decision | Description   | CEB Portfolio                             | Report Contact                                  |
|---------------------------------|----------|---|---|---|
| Graffiti prevention and removal | No       | To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term. | Climate Change and Cleaner Greener Oxford | Liz Jones, Interim ASBIT Team Leader            |
| Public Spaces Protection Orders | No       | To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions. | Community Safety                          | Richard Adams, Community Safety Service Manager |

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

### SCRUTINY COMMITTEE - TO BE SCHEDULED

| Agenda item                             | Decision | Description   | CEB Portfolio                               | Report Contact  |
|---|----------|---|---|---|
| Recycling rates                         | No       | To consider annual recycling rates data and incentives aimed at increasing recycling, including any proposals for continued funding of incentive schemes. | A Clean and Green Oxford                    | Stuart Pohler, Recycling & Waste Operations Manager                         |
| Streetscene services                    | No       | To consider the performance of Streetscene services, including the issue of dog fouling.  | A Clean and Green Oxford                    | Doug Loveridge, Streetscene Services Manager                                |
| Impacts of the Westgate Shopping Centre | No       | To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.                       | Corporate Strategy and Economic Development | Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy   |
| Restorative justice                     | No       | To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.     | Community Safety                            | Richard Adams, Community Safety Service Manager                             |
| Isolation in older people               | No       | To consider the issue of loneliness and social isolation among older people in Oxford and how the Council can provide support and add value.              | Culture and Communities                     | Ian Brooke, Head of Community Services                                      |
| Oxford Town Hall                        | No       | To consider how to improve the profile and accessibility of the Town Hall.  | Finance, Asset Management                   | Ian Brooke, Head of Community Services                                      |
| Oxford Living Wage                      | No       | To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done.   | Corporate Strategy and Economic Development | Caroline Green, Assistant Chief Executive                                   |
| Planning enforcement                    | No       | To consider how planning compliance is monitored, what enforcement action is taken and whether this is relayed to the appropriate Planning Committee.     | Planning, Transport and Regulatory Services | Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services |



## FINANCE PANEL

### 6 JULY 2017 - PROVISIONAL REPORTS

| Agenda item                              | Decision | Description  | CEB Portfolio                   | Report Contact                                     |
|--|----------|--|---------------------------------|--|
| Budget monitoring - quarter 4            | No       | To monitor the Council's finances at the end of each quarter.  | Finance, Asset Management       | Nigel Kennedy, Head of Financial Services          |
| Council Tax Reduction Scheme for 2018/19 | Yes      | CEB July 2017: To obtain approval to consult residents on alternative proposals for a Council tax Reduction Scheme | Customer and Corporate Services | Paul Wilding, Programme Manager Revenue & Benefits |

### 11 SEPTEMBER 2017 - PROVISIONAL REPORTS

| Agenda item  | Decision | Description  | CEB Portfolio   | Report Contact                                     |
|--|----------|--|---|--|
| Budget monitoring - quarter 1  | No       | To monitor the Council's finances at the end of quarter 1 (June 2017).   | Finance, Corporate Asset Management and Public Health | Nigel Kennedy, Head of Financial Services          |
| Local impacts of Brexit  | No       | To monitor the impacts of Brexit on the Council and the local economy.   | Finance, Corporate Asset Management and Public Health | Nigel Kennedy, Head of Financial Services          |
| Building Control   | No       | To consider an internal audit report on the competitiveness of the Council's Building Control service.                                   | Finance, Corporate Asset Management and Public Health | Nigel Kennedy, Head of Financial Services          |
| Review of Financial Inclusion Strategy 2017                            | Yes      | To update the Financial Inclusion Strategy 2014-2017   | Customer and Corporate Services                       | Paul Wilding, Programme Manager Revenue & Benefits |
| Treasury Management Performance: Annual Report and Performance 2016/17 | Yes      | The Treasury Management Performance Report 2016/17 is submitted twice a year:<br>- Sept 2017 – the position at 31 March 2017 (Full Year) | Finance, Asset Management                             | Bill Lewis, Financial Accounting Manager           |

### 7 DECEMBER 2017 - PROVISIONAL REPORTS

| Agenda item  | Decision | Description  | CEB Portfolio   | Report Contact                            |
|--|----------|--|---|---|
| Budget monitoring - quarter 2  | No       | To monitor the Council's finances at the end of quarter 2 2016-17 (September).   | Finance, Corporate Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Budget Review 2017/18 - recommendations update                       | No       | To agree recommendations following the annual scrutiny budget review.  | Finance, Asset Management                             | Nigel Kennedy, Head of Financial Services |
| Budget 2018/2019   | Yes      | A new Budget for the period 2018/2019.<br>· The pre-consultation draft report will be submitted to CEB in December 2017.             | Finance, Asset Management                             | Section 151 Officer                       |
| Treasury Management Performance: Annual Report & Performance 2017/18 | Yes      | The Treasury Management Performance Report 2017/18 is submitted twice a year:<br>- December 2017 – the position at 30 September 2017 | Finance, Asset Management                             | Bill Lewis, Financial Accounting Manager  |

### 31 JANUARY 2018 - PROVISIONAL REPORTS

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

### 14 MARCH 2018 - PROVISIONAL REPORTS

| Agenda item                   | Decision | Description   | CEB Portfolio             | Report Contact                            |
|-------------------------------|----------|---|---------------------------|---|
| Budget monitoring - quarter 3 | No       | To monitor spend against budgets and projected outturn on a quarterly basis.  | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |
| Fundamental service reviews   | Yes      | To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |

## FINANCE PANEL - TO BE SCHEDULED

| Agenda item                                | Decision | Description  | CEB Portfolio  | Report Contact                                     |
|--|----------|--|--|--|
| Monitoring social value                    | No       | To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.  | Finance, Asset Management                                  | Nigel Kennedy, Head of Financial Services          |
| Discretionary Business Rates Relief Scheme | Yes      | At the Budget on 8 March the Chancellor announced that the Government would provide £300m to support those businesses most affected by the revaluation. The Council has been allocated an amount of grant to cover the next 4 years. | Customer and Corporate Services, Finance, Asset Management | Tanya Bandekar, Service Manager Revenue & Benefits |

## HOUSING PANEL

### 10 JULY 2017 - PROVISIONAL REPORTS

| Agenda item                     | Decision | Description  | CEB Portfolio                               | Report Contact                           |
|---------------------------------|----------|--|---|--|
| Housing performance - quarter 4 | No       | To consider year-end Council performance against a set of housing service measures chosen by the Panel.      | Housing                                     | Stephen Clarke, Head of Housing Services |
| University housing needs        | No       | To invite representatives of universities to discuss their approach to land management in the City.          | Corporate Strategy and Economic Development | Andrew Brown, Scrutiny Officer           |
| Tower block refurbishment       | No       | To receive a progress update on the Tenant Scrutiny Panel's review of the tower block refurbishment project. | Housing                                     | Stephen Clarke, Head of Housing Services |

### 12 OCTOBER 2017 - PROVISIONAL REPORTS

| Agenda item                     | Decision | Description  | CEB Portfolio | Report Contact                           |
|---------------------------------|----------|--|---------------|--|
| Housing performance - quarter 1 | No       | To consider Council performance against a set of housing service measures chosen by the Panel. | Housing       | Stephen Clarke, Head of Housing Services |

|  |     |  |         |   |
|--|-----|--|---------|---|
| Leaseholder relationships                                      | Mo  | To consider Council relationships with leaseholders including the views of individual leaseholders.              | Housing | Stephen Clarke, Head of Housing Services              |
| Tenant Involvement   | No  | Joint session with the Tenant Scrutiny Panel to consider how tenants are involved in decisions that affect them. | Housing | Simon Warde, Tenant Involvement Manager               |
| Oxford City Council's Tenancy Strategy & Policy Statement 2018 | Yes | To request CEB approval to go out to public consultation on the draft Tenancy Strategy                           | Housing | Frances Evans, Strategy & Service Development Manager |

### 13 NOVEMBER 2017- PROVISIONAL REPORTS

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

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### 8 MARCH 2018 - PROVISIONAL REPORTS

| Agenda item  | Decision | Description   | CEB Portfolio | Report Contact  |
|--|----------|---|---------------|---|
| Housing performance - quarter 3                        | No       | To consider a report on Council performance against a set of housing service measures chosen by the Panel.                            | Housing       | Stephen Clarke, Head of Housing Services                  |
| Allocation of Homelessness Prevention Funds in 2018/19 | Yes      | To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. | Housing       | Ossi Mosley, Rough Sleeping & Single Homelessness Officer |

### 9 APRIL 2018 - PROVISIONAL REPORTS

| Agenda item          | Decision | Description  | CEB Portfolio | Report Contact                         |
|----------------------|----------|--|---------------|--|
| Great Estates update | No       | To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes. | Housing       | Martin Shaw, Property Services Manager |

## HOUSING PANEL - TO BE SCHEDULED

| Agenda item   | Decision | Description   | CEB Portfolio                    | Report Contact  |
|---|----------|---|----------------------------------|---|
| Tenant satisfaction                                 | No       | To monitor tenant satisfaction survey results.  | Housing                          | Bill Graves, Landlord Services Manager                |
| Tenancy Management                                  | No       | To consider tenancy management functions including the management of void properties and changes to the management of issues in sheltered housing schemes.  | Housing                          | Bill Graves, Landlord Services Manager                |
| Building the housing for the future                 | No       | To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.                                      | Housing                          | Frances Evans, Strategy & Service Development Manager |
| Impacts of absent owners on housing availability    | No       | To consider the impacts of foreign investors and other absent owners on housing availability in the city.   | Housing                          | Stephen Clarke, Head of Housing Services              |
| Draft Housing and Homelessness Strategy 2018 - 2021 | Yes      | To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21 which incorporates the strategy for bringing empty properties back into use.                  | Housing                          | Frances Evans, Strategy & Service Development Manager |
| Review of Home Choice Pilot                         | Yes      | To update CEB on the 1st year's operation of the Home Choice Pilot.   | Housing                          | Paul Wilding, Programme Manager Revenue & Benefits    |
| Regulating the Private Rented Sector                | Yes      | To consider options to designate a Selective Licensing scheme in the City to improve the management of properties in the private rented sector.   | Planning and Regulatory Services | Adrian Chowns, Team Leader HMO Enforcement Team       |
| Flexible tenancies                                  | Yes      | To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances. | Housing                          | Bill Graves, Landlord Services Manager                |

## SHAREHOLDER PANEL

### 13 JULY 2017 - PROVISIONAL REPORTS

| Agenda item                                       | Decision | Description   | CEB Portfolio  | Report Contact                               |
|---|----------|---|--|--|
| Oxford Housing Company Business Plan              | No       | To consider a sensitivity-analysis of Oxford City Housing Limited's business plan.  | Housing  | Nigel Kennedy, Head of Financial Services    |
| Direct Services Trading Company - progress report | No       | Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following: <ul style="list-style-type: none"><li>• Which services should be transferred, and if so into which part of the structure principally having regard to the financial impact on the Council.</li><li>• Which if any staff should transfer from the Council to the Local Authority Trading Company.</li><li>• Client side arrangements as appropriate and to request an additional working capital loan from the Council.</li></ul> | Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services | Simon Howick, Service Transformation Manager |

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### SHAREHOLDER PANEL - TO BE SCHEDULED

| Agenda item      | Decision | Description   | CEB Portfolio             | Report Contact                            |
|------------------|----------|---|---------------------------|---|
| Companies review | No       | To consider an internal audit report on whether the objectives set out in establishing new companies have been achieved with regards to financial and quality measures. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |

# FORWARD PLAN - Extract

## July 2017 – September 2017

Published on: 26/06/17

www.oxford.gov.uk



### What is the Forward Plan?

The Forward Plan gives information about all the decisions (key and non-key) that the City Executive Board (CEB) is expected to take over the next year. For completeness, the Forward Plan also includes important decisions which will be taken by the full Council.

Each item on the Forward Plan shows either a provisional or confirmed date for when it will be considered by CEB. Where possible, report authors will keep to the dates shown, however, it may be necessary for some provisional items to be rescheduled.

The Forward Plan is published on the Council's website on the first working day of the month. However, it is subject to regular revision and new issues or changes to existing issues will be posted on the website as soon as they are known.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- details of the planned consultation with local people and other stakeholders
- contact details for further information

### What is a Key decision?

A key decision is an executive decision which is likely:

- to result in the council incurring expenditure of more than £500,000; or
- to be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

### Inspection of documents

The agenda papers (including the reports and background papers) for CEB meetings are available 5 working days before the meeting on the council website:

<http://www.oxford.gov.uk>

The Forward Plan is available to view at the Town Hall.

### Private meetings

The majority of the decisions taken by the CEB are made in the "open session" of a meeting when the press or public have the right to attend. However, some or all, of the information supporting decisions in the Forward Plan may be confidential and as such it will be taken in the "private session" a meeting when the press or public are excluded. Items that will be taken in "private session" are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made:

T: 01865 252191

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

### **The Council's decision-making process**

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

### **City Executive Board Members and Senior Officers**

| <b>City Executive Board Member</b> | <b>Portfolio</b>                            |
|------------------------------------|---|
| <b>Bob Price, Council Leader</b>   | Corporate Strategy and Economic Development |
| <b>Ed Turner, Deputy Leader</b>    | Finance and Asset Management                |
| <b>Susan Brown</b>                 | Customer and Corporate Services             |
| <b>Alex Hollingsworth</b>          | Planning and Regulatory Services            |
| <b>Tom Hayes</b>                   | Community Safety                            |
| <b>Linda Smith</b>                 | Leisure, Parks and Sport                    |
| <b>Mike Rowley</b>                 | Housing                                     |
| <b>Dee Sinclair</b>                | Culture and Communities                     |
| <b>John Tanner</b>                 | A Clean and Green Oxford                    |
| <b>Marie Tidball</b>               | Young People, Schools and Public Health     |

| <b>Senior Officer</b>  | <b>Job Title</b>  |
|------------------------|---|
| <b>Gordon Mitchell</b> | Interim Chief Executive   |
| <b>Tim Sadler</b>      | Executive Director, Sustainable City                                  |
| <b>Jackie Yates</b>    | Executive Director, Organisational Development and Corporate Services |
| <b>Caroline Green</b>  | Assistant Chief Executive   |
| <b>Fiona Piercy</b>    | Interim Assistant Chief Executive – Regeneration and Economy          |
| <b>Helen Bishop</b>    | Head of Business Improvement  |
| <b>Ian Brooke</b>      | Head of Community Services  |
| <b>Graham Bourton</b>  | Head of Direct Services   |
| <b>Nigel Kennedy</b>   | Head of Financial Services/Section 151 Officer                        |
| <b>Stephen Clarke</b>  | Head of Housing Services  |
| <b>Lindsay Cane</b>    | Acting Head of Law and Governance / Monitoring Officer                |
| <b>Patsy Dell</b>      | Head of Planning, Sustainable Development and Regulatory Services     |



## KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

|   |  |
|---|--|
| <b>ITEM 1:<br/>ID: I014681</b>  | <b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/18</b><br><br><b>Report Status: Provisional</b> |
| <p>CEB resolved at its meeting on 9 February 2017 to <b>Delegate authority</b> to the Executive Director for Organisational Development and Corporate Services in consultation with the Board Members for Customer and Corporate Services and Culture and Communities to allocate the residual funding in the Advice and Money Management commissioning theme</p> <p>A further monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in June 2018.</p> |  |
| <b>Is this a Key Decision?</b>  | Not Key  |
| <b>Is this item open or exempt to the public?</b>   | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>  | None   |
| <b>Decision Taker</b>   | Executive Director for Organisational Development and Corporate Services Not before 14 Jul 2017                    |
| <b>Executive Lead Member</b>  | Customer and Corporate Services, Culture and Communities   |
| <b>Lead Executive Director</b>  |  |
| <b>Report Contact</b>   | Jackie Yates, Executive Director Organisational Development and Corporate Services<br>jyates@oxford.gov.uk         |

|   |  |
|---|--|
| <b>ITEM 2:<br/>ID: I014800</b>  | <b>HOMELESSNESS ACCOMMODATION PROPERTY INVESTMENT</b><br><br><b>Report Status: Provisional</b> |
| <p>At its meeting on 9 March 2017, CEB delegated authority to the Chief Executive, having notified in advance the Board Members for Finance, Asset Management and Public Health, and Housing, to approve any property purchases over £500,000 for the Homeless Accommodation Property Investment project.</p> |  |
| <b>Is this a Key Decision?</b>  | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000 |
| <b>Is this item open or exempt to the public?</b>   | Part exempt -  |
| <b>Will this decision be preceded by any form of consultation?</b>  | None   |
| <b>Decision Taker</b>   | Interim Chief Executive Not before 1 Aug 2017  |
| <b>Executive Lead Member</b>  | Housing, Finance, Asset Management   |
| <b>Lead Executive Director</b>  |  |
| <b>Report Contact</b>   | Gordon Mitchell, Interim Chief Executive<br>gmitchell@oxford.gov.uk                            |

|   |  |
|---|--|
| <b>ITEM 3:<br/>ID: I014979</b>  | <b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2017/18</b><br><br><b>Report Status: Provisional</b> |
| On 9 March 2017, the City Executive Board <b>delegated authority</b> to the Head of Housing and Property, in consultation with the Board Member for Housing and the Chief Finance Officer, the discretion to revise the intended programme of use associated with the 2017/18 Homelessness Prevention budget. |  |
| <b>Is this a Key Decision?</b>  | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000         |
| <b>Is this item open or exempt to the public?</b>   | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>  | None   |
| <b>Decision Taker</b>   | Head of Housing Services Not before 1 Aug 2017   |
| <b>Executive Lead Member</b>  | Housing  |
| <b>Lead Executive Director</b>  | Head of Housing Services   |
| <b>Report Contact</b>   | Stephen Clarke, Head of Housing Services Tel: 01865 252447 sclarke@oxford.gov.uk                       |

## REPORTS TO CEB AND COUNCIL

### CEB 18 JULY 2017

|  |   |
|--|---|
| <b>ITEM 4:<br/>ID: I016720</b>   | <b>COUNCIL TAX REDUCTION SCHEME FOR 2018/19</b><br><br><b>Report Status: Confirmed</b>                                |
| CEB July 2017: To obtain approval to consult residents on alternative proposals for a Council tax Reduction Scheme |   |
| CEB Dec 2017: To recommend that Full Council adopt a new Council Tax Reduction Scheme from 2018/19                 |   |
| Council Jan 2017: To adopt a new Council Tax Reduction Scheme from 2018/19   |   |
| <b>Is this a Key Decision?</b>   | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards |
| <b>Is this item open or exempt to the public?</b>  | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>   | No  |
| <b>Decision Taker</b>  | City Executive Board 18 Jul 2017<br>City Executive Board 20 Dec 2017<br>Council 29 Jan 2018                           |
| <b>Executive Lead Member</b>   | Customer and Corporate Services   |
| <b>Lead Executive Director</b>   | Executive Director for Organisational Development and Corporate Services  |
| <b>Report Contact</b>  | Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461<br>pwilding@oxford.gov.uk                        |

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| <b>ITEM 5:<br/>ID: I016124</b>   | <b>DIRECT SERVICES TRADING COMPANY - PROGRESS REPORT</b><br><br><b>Report Status: Provisional: Decision needs further consideration or information</b> |
| Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following:   |  |
| <ul style="list-style-type: none"> <li>• Which services should be transferred, and if so into which part of the structure principally having regard to the financial impact on the Council.</li> <li>• Which if any staff should transfer from the Council to the Local Authority Trading Company.</li> <li>• Client side arrangements as appropriate</li> </ul> |  |
| and to request an additional working capital loan from the Council.  |  |
| <b>Is this a Key Decision?</b>   | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards                                  |
| <b>Is this item open or exempt to the public?</b>  | Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)    |
| <b>Will this decision be preceded by any form of consultation?</b>   | Trade union colleagues on a monthly basis  |
| <b>Decision Taker</b>  | City Executive Board 18 Jul 2017<br>Council 20 Jul 2017  |
| <b>Executive Lead Member</b>   | Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services   |
| <b>Lead Executive Director</b>   | Executive Director for Sustainable City  |
| <b>Report Contact</b>  | Simon Howick Tel: 01865 252547<br>showick@oxford.gov.uk  |

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| <b>ITEM 6:<br/>ID: I016499</b>  | <b>LOW EMISSIONS TAXI INFRASTRUCTURE SCHEME</b><br><br><b>Report Status: Confirmed</b>               |
| Oxford City Council has been awarded capital funding for the provision of electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis. |  |
| <b>Is this a Key Decision?</b>  | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000       |
| <b>Is this item open or exempt to the public?</b>   | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>  | No   |
| <b>Decision Taker</b>   | City Executive Board 18 Jul 2017   |
| <b>Executive Lead Member</b>  | A Clean and Green Oxford   |
| <b>Lead Executive Director</b>  | Head of Planning, Sustainable Development and Regulatory Services                                    |
| <b>Report Contact</b>   | Jo Colwell, Service Manager Environmental Sustainability Tel: 01865 252188<br>jcolwell@oxford.gov.uk |

## **COUNCIL 20 JULY 2017**

to include any reports from CEB

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| <b>ITEM 7:<br/>ID: I012135</b>  | <b>HEADINGTON NEIGHBOURHOOD PLAN</b><br><br><b>Report Status: Confirmed</b>   |
| Following on from a successful referendum, Oxford City Council is now required to adopt, or 'make' the Headington Neighbourhood Plan. |   |
| <b>Is this a Key Decision?</b>  | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards |
| <b>Is this item open or exempt to the public?</b>   | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>  | 6 weeks consultation  |
| <b>Decision Taker</b>   | Council 20 Jul 2017   |
| <b>Executive Lead Member</b>  | Planning and Regulatory Services  |
| <b>Lead Executive Director</b>  | Head of Planning, Sustainable Development and Regulatory Services   |
| <b>Report Contact</b>   | Richard Wyatt, Senior Planner<br>rwyatt@oxford.gov.uk   |

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| <b>ITEM 8:<br/>ID: I013537</b>  | <b>QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q4</b><br><br><b>Report Status: Confirmed</b>    |
| Quarterly reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2016/17 and may include recommendations on consequential changes to the budget. |  |
| <b>Is this a Key Decision?</b>  | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000 |
| <b>Is this item open or exempt to the public?</b>   | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>  | No   |
| <b>Decision Taker</b>   | Council 20 Jul 2017  |
| <b>Executive Lead Member</b>  | Finance, Asset Management  |
| <b>Lead Executive Director</b>  | Head of Financial Services   |
| <b>Report Contact</b>   | Anna Winship, Management Accountancy Manager<br>Tel: 01865 252517<br>awinship@oxford.gov.uk    |

## CEB 15 AUGUST 2017

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| <b>ITEM 9:<br/>ID: I016513</b>  | <b>APPROVAL OF INCREASES IN PLANNING APPLICATION FEES AND RING FENCING OF ADDITIONAL INCOME GENERATED TO DEVELOPMENT MANAGEMENT SERVICE IMPROVEMENTS</b><br><br><b>Report Status: Confirmed</b> |
| This report deals with the recent announcement that to planning application fees can be increased in line with new provisions from Government where the additional income raised is ring-fenced for investment in the Development Management (DM) function. The report seeks authority to increase fees and invest the income in the DM service |   |
| <b>Is this a Key Decision?</b>  | Not Key   |
| <b>Is this item open or exempt to the public?</b>   | Open -  |
| <b>Will this decision be preceded by any</b>  | No  |

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| <b>form of consultation?</b>   |  |
| <b>Decision Taker</b>          | City Executive Board 15 Aug 2017   |
| <b>Executive Lead Member</b>   | Planning and Regulatory Services   |
| <b>Lead Executive Director</b> | Head of Planning, Sustainable Development and Regulatory Services                                  |
| <b>Report Contact</b>          | Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services<br>pdell@oxford.gov.uk |

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| <b>ITEM 10:<br/>ID: I016781</b>   | <b>DISCRETIONARY BUSINESS RATES RELIEF SCHEME</b><br><br><b>Report Status: Provisional: Awaiting further information, advice or input.</b>            |
| At the Budget on 8 March the Chancellor announced that the Government would provide £300m to support those businesses most affected by the revaluation. The Council has been allocated an amount of grant to cover the next 4 years. This Scheme is additional to the existing ability to award Discretionary Rate Relief in accordance with the Discretionary Rate Relief Policy |   |
| <b>Is this a Key Decision?</b>  | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards                                 |
| <b>Is this item open or exempt to the public?</b>   | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>  | The Government anticipates consultation with major precepting authorities, Oxfordshire County Council and Thames Valley Police and Crime Commissioner |
| <b>Decision Taker</b>   | City Executive Board 15 Aug 2017  |
| <b>Executive Lead Member</b>  | Customer and Corporate Services, Finance, Asset Management  |
| <b>Lead Executive Director</b>  | Head of Financial Services  |
| <b>Report Contact</b>   | Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281<br>tbandekar@oxford.gov.uk   |

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| <b>ITEM 11:<br/>ID: I016498</b>   | <b>LITTLEMORE NEIGHBOURHOOD PLAN AREA APPLICATION</b><br><br><b>Report Status: Confirmed</b> |
| Submitting an area application is the first step in preparing a neighbourhood plan. The report will set out the neighbourhood area proposed by Littlemore Parish Council and their reasons for proposing this. The report will also set out the results of the statutory six week consultation on the area application. The report will then ask CEB to approve the area application. |  |
| <b>Is this a Key Decision?</b>  | Not Key  |
| <b>Is this item open or exempt to the public?</b>   | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>  | Statutory consultation period of six weeks. Likely to be 1 May – 11 June 2017.               |
| <b>Decision Taker</b>   | City Executive Board 15 Aug 2017   |
| <b>Executive Lead Member</b>  | Planning and Regulatory Services   |
| <b>Lead Executive Director</b>  | Head of Planning, Sustainable Development and Regulatory Services                            |
| <b>Report Contact</b>   | Rebekah Knight, Planner Tel: 01865 252612<br>rknight@oxford.gov.uk                           |

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| <b>ITEM 12:<br/>ID: I012213</b>   | <b>MONITORING GRANTS ALLOCATED TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2016/17</b><br><br><b>Report Status: Confirmed</b> |
| To monitor progress and report achievements resulting from those grant allocated to Community and Voluntary Organisations 2016/17 |  |
| <b>Is this a Key Decision?</b>  | Yes  |
| <b>Is this item open or exempt to the public?</b>   | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>  | N/A  |
| <b>Decision Taker</b>   | City Executive Board 15 Aug 2017   |
| <b>Executive Lead Member</b>  | Culture and Communities, Customer and Corporate Services   |
| <b>Lead Executive Director</b>  | Executive Director for Sustainable City  |
| <b>Report Contact</b>   | Julia Tomkins, Grants & External Funding Officer<br>Tel: 01865252685 jtomkins@oxford.gov.uk                                |

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| <b>ITEM 13:<br/>ID: I011611</b>   | <b>NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- FINAL</b><br><br><b>Report Status: Provisional: Awaiting further information, advice or input</b> |
| To approve the North Oxford Victorian Suburb Conservation Area Appraisal following public consultation. |   |
| <b>Is this a Key Decision?</b>  | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards   |
| <b>Is this item open or exempt to the public?</b>   | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>                                      | Public consultation in Spring 2017  |
| <b>Decision Taker</b>   | City Executive Board 15 Aug 2017  |
| <b>Executive Lead Member</b>  | Planning and Regulatory Services  |
| <b>Lead Executive Director</b>  | Executive Director for Regeneration and Housing   |
| <b>Report Contact</b>   | Gill Butter, Conservation and Urban Design Officer gbutter@oxford.gov.uk  |

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| <b>ITEM 14:<br/>ID: I016964</b>   | <b>PURCHASE THE LONG LEASEHOLD INTEREST IN 12-16 ST.MICHAEL'S STREET, OXFORD</b><br><br><b>Report Status: Provisional: Decision reliant on another action or process</b> |
| The City Council has been offered an off market opportunity to purchase the long leasehold interest in 12-16 St. Michael's Street, Oxford and has submitted an offer to the vendor.<br><br>The offer was subsequently accepted and authority is now sought to purchase the long leasehold subject to:<br>Due diligence<br>External valuation<br><br>The report will also discuss other property investment opportunity in the city. |  |
| <b>Is this a Key Decision?</b>  | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000   |

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| <b>Is this item open or exempt to the public?</b>                  | Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| <b>Will this decision be preceded by any form of consultation?</b> | No  |
| <b>Decision Taker</b>  | City Executive Board 15 Aug 2017  |
| <b>Executive Lead Member</b>                                       | Finance, Asset Management   |
| <b>Lead Executive Director</b>                                     | Interim Assistant Chief Executive Regeneration and Economy  |
| <b>Report Contact</b>  | Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551<br>jwinfield@oxford.gov.uk  |

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| <b>ITEM 15:<br/>ID: I016718</b>  | <b>REVIEW OF COMMUNITY GRANTS PROGRAMME</b><br><br><b>Report Status: Confirmed</b>             |
| To inform the CEB of the review and request agreement for an approach which expands our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018 |  |
| <b>Is this a Key Decision?</b>   | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000 |
| <b>Is this item open or exempt to the public?</b>  | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>   | No   |
| <b>Decision Taker</b>  | City Executive Board 15 Aug 2017   |
| <b>Executive Lead Member</b>   | Culture and Communities  |
| <b>Lead Executive Director</b>   | Head of Community Services   |
| <b>Report Contact</b>  | Julia Tomkins, Grants & External Funding Officer<br>Tel: 01865252685 jtomkins@oxford.gov.uk    |

## CEB 19 SEPTEMBER 2017

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| <b>ITEM 16:<br/>ID: I017002</b>  | <b>ADDITIONAL FUNDING FOR FEASIBILITY STUDIES FOR INVESTMENT PROPERTY DEVELOPMENT OPPORTUNITIES</b><br><br><b>Report Status: Confirmed</b> |
| To update CEB on feasibility studies in relation to the investment property development opportunities and seek additional funding commitment to development stage.   |  |
| A number of investment properties were identified by the City Council as requiring capital expenditure to carry out development work. Initial feasibility studies were undertaken on each to support the draft budget request of £10.3m. Authority was sought from the Head of Financial Services in 2015 and details were included within OCC's Budget Report in December 2015. |  |
| Subsequently detailed feasibility has been undertaken and the scope of work enlarged to increase revenue projections. As a result the projects require an increased capital budget provision over that originally included within the 2017/2018 Budget.  |  |
| <b>Is this a Key Decision?</b>   | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000   |
| <b>Is this item open or exempt to the public?</b>  | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>   |  |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017   |

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|                                | Council 2 Oct 2017   |
| <b>Executive Lead Member</b>   | Finance, Asset Management  |
| <b>Lead Executive Director</b> | Interim Assistant Chief Executive Regeneration and Economy                                     |
| <b>Report Contact</b>          | Nick Twigg, Major Projects & Development Manager<br>Tel: 01865 25 2294<br>ntwigg@oxford.gov.uk |

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| <b>ITEM 17:<br/>ID: I016594</b>   | <b>DRAFT HOUSING AND HOMELESSNESS STRATEGY 2018 - 2021</b><br><br><b>Report Status: Provisional: Awaiting further information, advice or input.</b>  |
| To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21, which incorporates the strategy for bringing empty properties back into use. |  |
| <b>Is this a Key Decision?</b>  | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards  |
| <b>Is this item open or exempt to the public?</b>   | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>  | Workshops have already taken place in March and April 2017 to consult housing and homelessness stakeholders, service providers and internal City Council Officers, on the priorities for housing and homelessness over the next few years. The consultation has helped to inform the development of the strategy. Public consultation is now required on the draft document. |
| <b>Decision Taker</b>   | City Executive Board Not before 19 Sep 2017  |
| <b>Executive Lead Member</b>  | Housing  |
| <b>Lead Executive Director</b>  | Head of Housing Services   |
| <b>Report Contact</b>   | Frances Evans, Strategy & Service Development Manager fevans@oxford.gov.uk   |

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| <b>ITEM 18:<br/>ID: I015324</b>  | <b>COMMISSIONED ADVICE STRATEGY 2018-2021 - PROGRESS REPORT</b><br><br><b>Report Status: Provisional: Awaiting further information, advice or input.</b> |
| To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18 |  |
| <b>Is this a Key Decision?</b>   | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000   |
| <b>Is this item open or exempt to the public?</b>  | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>                                       | To be discussed with advice organisations the Council currently funds in October.  |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017   |
| <b>Executive Lead Member</b>   | Customer and Corporate Services  |
| <b>Lead Executive Director</b>   | Executive Director for Organisational Development and Corporate Services   |
| <b>Report Contact</b>  | Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461<br>pwilding@oxford.gov.uk   |



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| <b>ITEM 19:<br/>ID: I015275</b>  | <b>EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME</b><br><br><b>Report Status: Provisional : Decision needs further consideration or information</b> |
| To present an improvement scheme for the East Oxford Community Centre following public consultation. |   |
| <b>Is this a Key Decision?</b>   | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000  |
| <b>Is this item open or exempt to the public?</b>  | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>                                   | Public Consultation   |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017  |
| <b>Executive Lead Member</b>   | Culture and Communities   |
| <b>Lead Executive Director</b>   | Executive Director for Sustainable City   |
| <b>Report Contact</b>  | Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk   |

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| <b>ITEM 20:<br/>ID: I015077</b>  | <b>SUSTAINABILITY STRATEGY 2017</b><br><br><b>Report Status: CEB: Provisional: Decision needs further consideration or information</b><br><b>Council: Provisional: Decision needs further consideration or information</b> |
| 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. |  |
| <b>Is this a Key Decision?</b>   | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards  |
| <b>Is this item open or exempt to the public?</b>  | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>   | 6 weeks Online public consultation required  |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017<br>Council 2 Oct 2017   |
| <b>Executive Lead Member</b>   | A Clean and Green Oxford   |
| <b>Lead Executive Director</b>   | Executive Director for Sustainable City  |
| <b>Report Contact</b>  | Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk   |

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| <b>ITEM 21:<br/>ID: I015283</b>  | <b>QUARTERLY INTEGRATED PERFORMANCE 2017/18 - Q1</b><br><br><b>Report Status: Confirmed</b> |
| These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2017/18 and may include recommendations on consequential changes to the budget:<br><ul style="list-style-type: none"> <li>· Q1, 30 June 2016 – report in September 2017</li> <li>· Q2, 30 September 2016 - report in December 2017</li> <li>· Q3, 31 December 2016 - report in March 2018</li> <li>· Q4, 31 March 2017- report in June 2018</li> </ul> |   |
| <b>Is this a Key Decision?</b>   | Not Key   |
| <b>Is this item open or exempt to the public?</b>  | Open -  |

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| <b>Will this decision be preceded by any form of consultation?</b> | No   |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017<br>City Executive Board 19 Dec 2017<br>City Executive Board 20 Mar 2018<br>City Executive Board 19 Jun 2018 |
| <b>Executive Lead Member</b>                                       | Finance, Asset Management  |
| <b>Lead Executive Director</b>                                     | Head of Financial Services   |
| <b>Report Contact</b>  | Anna Winship, Management Accountancy Manager<br>Tel: 01865 252517<br>awinship@oxford.gov.uk  |

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| <b>ITEM 22:<br/>ID: I014684</b>  | <b>TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17</b><br><br><b>Report Status: Confirmed</b> |
| The Treasury Management Performance Report 2016/17 is submitted twice a year: <ul style="list-style-type: none"> <li>· Dec 2016– the position at the 30 September 2016 (Half Year)</li> <li>· Sept 2017 – the position at 31 March 2017 (Full Year)</li> </ul> |  |
| <b>Is this a Key Decision?</b>   | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000                       |
| <b>Is this item open or exempt to the public?</b>  | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>   | None   |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017   |
| <b>Executive Lead Member</b>   | Finance, Asset Management  |
| <b>Lead Executive Director</b>   | Head of Financial Services   |
| <b>Report Contact</b>  | Bill Lewis, Financial Accounting Manager<br>Tel: 01865 252607<br>blewis@oxford.gov.uk                                |

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| <b>ITEM 23:<br/>ID: I017121</b>  | <b>THE USE OF EMPTY BUILDINGS AS TEMPORARY ACCOMMODATION FOR HOMELESS PEOPLE</b><br><br><b>Report Status: Confirmed</b> |
| To discuss the processes and procedures that could be used to make empty buildings available for use as temporary homeless shelters. |   |
| <b>Is this a Key Decision?</b>   | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards   |
| <b>Is this item open or exempt to the public?</b>  | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>   |   |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017  |
| <b>Executive Lead Member</b>   | Housing   |
| <b>Lead Executive Director</b>   | Head of Housing Services  |
| <b>Report Contact</b>  | Nerys Parry, Rough Sleeping and Single Homelessness Manager<br>nparry@oxford.gov.uk                                     |

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| <b>ITEM 24:<br/>ID: I017123</b>   | <b>OPTIONS PAPER ON ADDITIONAL HOMELESSNESS PROVISION FOR THE CITY</b><br><br><b>Report Status: Confirmed</b>         |
| An options paper on additional homelessness provision for the City to meet needs following the closure of Simon House, and the authority to commission services accordingly |   |
| <b>Is this a Key Decision?</b>  | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards |
| <b>Is this item open or exempt to the public?</b>   | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>  |   |
| <b>Decision Taker</b>   | City Executive Board 19 Sep 2017  |
| <b>Executive Lead Member</b>  | Housing   |
| <b>Lead Executive Director</b>  | Head of Housing Services  |
| <b>Report Contact</b>   | Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk                                      |

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| <b>ITEM 25:<br/>ID: I017158</b>  | <b>IMPACT OF THE HOMELESSNESS REDUCTION ACT 2017</b><br><br><b>Report Status: Provisional: Awaiting further information, advice or input.</b> |
| To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan. |   |
| <b>Is this a Key Decision?</b>   | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards                         |
| <b>Is this item open or exempt to the public?</b>  | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>   |   |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017  |
| <b>Executive Lead Member</b>   | Housing   |
| <b>Lead Executive Director</b>   | Head of Housing Services  |
| <b>Report Contact</b>  | Dave Scholes, Housing Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk   |

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| <b>ITEM 26:<br/>ID: I016723</b>                                    | <b>REVIEW OF FINANCIAL INCLUSION STRATEGY 2017</b><br><br><b>Report Status: Confirmed</b>                             |
| To update the Financial Inclusion Strategy 2014-2017               |   |
| <b>Is this a Key Decision?</b>                                     | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards |
| <b>Is this item open or exempt to the public?</b>                  | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b> |   |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017  |
| <b>Executive Lead Member</b>                                       | Customer and Corporate Services   |
| <b>Lead Executive Director</b>                                     | Executive Director for Organisational Development and Corporate Services  |

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| <b>Report Contact</b> | Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461<br>pwilding@oxford.gov.uk |
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| <b>ITEM 27:<br/>ID: I015539</b>   | <b>CITY CENTRE STRATEGY</b><br><br><b>Report Status: Provisional: Decision needs further consideration or information</b> |
| To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> <li>•create and promote a strong investment proposition by informing the future role and direction of the city centre</li> <li>• facilitate ongoing dialogue with those involved in the management and future of the city centre</li> <li>• provide a framework for collaboration and action</li> <li>•assist in the allocation of resources and prioritise actions</li> </ul> |   |
| <b>Is this a Key Decision?</b>  | Not Key   |
| <b>Is this item open or exempt to the public?</b>   | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>  | None  |
| <b>Decision Taker</b>   | City Executive Board 19 Sep 2017  |
| <b>Executive Lead Member</b>  | Planning and Regulatory Services, Corporate Strategy and Economic Development   |
| <b>Lead Executive Director</b>  | Interim Assistant Chief Executive Regeneration and Economy  |
| <b>Report Contact</b>   | Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy Tel: 01865 252185<br>fpiercy@oxford.gov.uk      |

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| <b>ITEM 28:<br/>ID: I011508</b>  | <b>DEVELOPMENT OF NEW CEMETERY SITE</b><br><br><b>Report Status: Confirmed</b>  |
| Report on options for a new cemetery site at Wick Farm within South Oxfordshire District Council boundary. |   |
| <b>Is this a Key Decision?</b>   | Yes It is likely to result in the Council incurring expenditure which is greater than £500,000  |
| <b>Is this item open or exempt to the public?</b>  | Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| <b>Will this decision be preceded by any form of consultation?</b>   | No  |
| <b>Decision Taker</b>  | City Executive Board 19 Sep 2017  |
| <b>Executive Lead Member</b>   | Leisure, Parks and Sport  |
| <b>Lead Executive Director</b>   | Head of Community Services  |
| <b>Report Contact</b>  | Ian Brooke, Head of Community Services Tel: 01865 252705<br>ibrooke@oxford.gov.uk   |

## COUNCIL 2 OCTOBER 2017

to include any reports from CEB

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| <b>ITEM 29:<br/>ID: I015281</b>   | <b>SCRUTINY COMMITTEE ANNUAL REPORT</b><br><br><b>Report Status: Provisional: Decision needs further consideration or information</b> |
| To update the Council on the work of the Scrutiny Committee for the year 2016/17. |   |
| <b>Is this a Key Decision?</b>  | Yes   |
| <b>Is this item open or exempt to the public?</b>                                 | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>                | No  |
| <b>Decision Taker</b>   | Council 7 Sep 2017  |
| <b>Executive Lead Member</b>  | Councillor Andrew Gant  |
| <b>Lead Executive Director</b>  | Executive Director for Organisational Development and Corporate Services  |
| <b>Report Contact</b>   | Andrew Brown, Scrutiny Officer Tel: 01865 252230 abrown2@oxford.gov.uk  |

## CEB 16 OCTOBER 2017

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| <b>ITEM 30:<br/>ID: I015521</b>   | <b>ANNUAL MONITORING REPORT 2016-17</b><br><br><b>Report Status: Provisional: Decision needs further consideration or information</b> |
| Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme. |   |
| <b>Is this a Key Decision?</b>  | Not Key   |
| <b>Is this item open or exempt to the public?</b>   | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>  | None  |
| <b>Decision Taker</b>   | City Executive Board 16 Oct 2017  |
| <b>Executive Lead Member</b>  | Planning and Regulatory Services  |
| <b>Lead Executive Director</b>  | Executive Director for Regeneration and Housing   |
| <b>Report Contact</b>   | Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk   |

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| <b>ITEM 31:<br/>ID: I016722</b>                                    | <b>REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY</b><br><br><b>Report Status: Provisional: Decision reliant on another action or process</b> |
| To propose changes to the Discretionary Housing Payment Policy     |   |
| <b>Is this a Key Decision?</b>                                     | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards                         |
| <b>Is this item open or exempt to the public?</b>                  | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b> |   |

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| <b>Decision Taker</b>          | City Executive Board 16 Oct 2017   |
| <b>Executive Lead Member</b>   | Customer and Corporate Services  |
| <b>Lead Executive Director</b> | Executive Director for Organisational Development and Corporate Services                       |
| <b>Report Contact</b>          | Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461<br>pwilding@oxford.gov.uk |

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| <b>ITEM 32:<br/>ID: I015325</b>                                     | <b>REVIEW OF HOME CHOICE PILOT</b><br><br><b>Report Status: Provisional: Awaiting further information, advice or input.</b> |
| To update CEB on the 1st year's operation of the Home Choice Pilot. |   |
| <b>Is this a Key Decision?</b>                                      | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards       |
| <b>Is this item open or exempt to the public?</b>                   | Open -  |
| <b>Will this decision be preceded by any form of consultation?</b>  |   |
| <b>Decision Taker</b>   | City Executive Board 16 Oct 2017  |
| <b>Executive Lead Member</b>  | Housing   |
| <b>Lead Executive Director</b>                                      | Executive Director for Organisational Development and Corporate Services  |
| <b>Report Contact</b>   | Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461<br>pwilding@oxford.gov.uk                              |

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| <b>ITEM 33:<br/>ID: I016584</b>  | <b>OXFORD CITY COUNCIL'S TENANCY STRATEGY &amp; POLICY STATEMENT 2018</b><br><br><b>Report Status: Provisional: Awaiting further information, advice or input.</b>   |
| To request CEB approval to go out to public consultation on the draft Tenancy Strategy |  |
| <b>Is this a Key Decision?</b>   | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards  |
| <b>Is this item open or exempt to the public?</b>                                      | Open -   |
| <b>Will this decision be preceded by any form of consultation?</b>                     | Consultation with Registered Providers and Stakeholders has taken place to inform the drafting of the tenancy strategy. Further consultation on the draft strategy will include stakeholders, Registered Providers and the Public and will run from October 2017 to early December 2017. Feedback obtained from the consultation will inform amendments to the draft strategy and the amended report will be presented to CEB for approval in February 2018 and to Council thereafter. |
| <b>Decision Taker</b>  | City Executive Board 16 Oct 2017<br>City Executive Board 19 Dec 2017<br>Council 29 Jan 2018  |
| <b>Executive Lead Member</b>   | Housing  |
| <b>Lead Executive Director</b>   | Head of Housing Services   |

**Report Contact**

Frances Evans, Strategy & Service Development  
Manager [fevans@oxford.gov.uk](mailto:fevans@oxford.gov.uk)

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