

Agenda

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Cabinet

Date: **Wednesday 9 October 2019**

Time: **6.00 pm**

Place: **The Old Library - Oxford Town Hall**

For any further information please contact:

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Details of how City Councillors and members of the public may engage with this meeting may be found on page 8 of this agenda.

As a matter of courtesy, if you intend to record the meeting please let the Committee Services Officer know how you wish to do this before the start of the meeting.

Cabinet

Membership

Chair/ Leader	Councillor Susan Brown	Leader of the Council, Cabinet Member for Economic Development and Partnerships
Vice Chair/ Deputy Leader	Councillor Linda Smith	Deputy Leader (Statutory), Cabinet Member for Leisure and Housing
	Councillor Ed Turner	Deputy Leader, Cabinet Member for Finance and Asset Management
	Councillor Nigel Chapman	Cabinet Member for Safer Communities and Customer Focused Services
	Councillor Mary Clarkson	Cabinet Member for Culture and City Centre
	Councillor Tom Hayes	Cabinet Member for Zero Carbon Oxford
	Councillor Alex Hollingsworth	Cabinet Member for Planning and Sustainable Transport
	Councillor Mike Rowley	Cabinet Member for Affordable Housing
	Councillor Marie Tidball	Cabinet Member for Supporting Local Communities
	Councillor Louise Upton	Cabinet Member for Healthy Oxford

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the Cabinet can be found on the Forward Plan which is available on the Council's [website](#)

Copies of this agenda

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

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

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

AGENDA

PART ONE PUBLIC BUSINESS

Pages

- 1 APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF INTEREST
- 3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC
- 4 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA
- 5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES
- 6 ITEMS RAISED BY BOARD MEMBERS
- 7 SCRUTINY COMMITTEE REPORTS

Scrutiny Committee meets on 01 October 2019. Any recommendations to Cabinet from that meeting will be published as a supplement to this agenda.

8 WOLVERCOTE NEIGHBOURHOOD PLAN

11 - 174

Lead Member: Planning and Sustainable Transport (Councillor Alex Hollingsworth)

The Head of Planning Services has submitted a report to consider the Examiner's Report, approve modifications to the Wolvercote Neighbourhood Plan and agree that the Wolvercote Neighbourhood Plan is submitted to a referendum.

Recommendations: That Cabinet resolves to:

1. **Approve** the Modifications to Policies in the Wolvercote Neighbourhood Plan as recommended by the Examiner's Report (July 2019);
2. **Approve** the factual modifications that have been made for the purpose of correcting errors and approve the factual modifications relating to textual changes in the Wolvercote Neighbourhood Plan; and
3. **Agree** that the Wolvercote Neighbourhood Plan (as modified in the form at Appendix 4) is submitted to a referendum.

9	INTEGRATED PERFORMANCE REPORT FOR QUARTER 1 2019/20	175 - 186
	<p>Lead Member: Deputy Leader - Finance and Asset Management (Councillor Ed Turner)</p> <p>The Heads of Financial Services and Business Improvement have submitted a report to update Members on Finance, Risk and Performance as at 30 June 2019.</p> <p>Recommendation: That Cabinet resolves to:</p> <p>Note the projected financial outturn, the current position on risk and performance as at the 30 June 2019.</p>	
10	MODERNISING LEISURE CONCESSIONS	187 - 204
	<p>Lead Member: Deputy Leader (Statutory) - Leisure and Housing (Councillor Linda Smith)</p> <p>The Head of Community Services has submitted a report to present recommendations to improve how leisure concessions are used.</p> <p>Recommendations: That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Approve use of the Council Tax Reduction Scheme and or the housing element of Universal Credit as the primary criteria for concessions; 2. Approve implementation of the changes shown in Appendix 2 in parallel with promotion of alternative memberships and discounted prices; 3. Agree that the age that someone is able to qualify for an older person concession should be increased from 60 to 65, and then until it reaches 66 in October 2020 and 67 between 2026 and 2028; 4. Instruct officers to conduct an annual review of concessionary categories alongside the annual fees and charges process; 5. Instruct officers to look to implement improvements to the leisure concessions offer from 1st April 2020; and 6. Instruct officers to review the target groups and decide any changes for when the leisure contract is retendered in 2023. 	
11	LETTING OF 24-26 GEORGE STREET	205 - 210
	<p>Lead Member: Deputy Leader - Finance and Asset Management (Councillor Ed Turner)</p> <p>The Executive Director- Development has submitted a report to seek approval for the letting of 24-26 George Street.</p>	

Recommendations: That Cabinet resolves to:

1. **Approve** the letting of 24-26 George Street on the terms set out in the NOT FOR PUBLICATION appendix; and
2. **Delegate** authority to the Executive Director - Development , to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable.

12 OXFORD SPORTS PARK - ASSIGNMENT OF LEASE

211 - 228

Lead Member: Deputy Leader (Statutory) - Leisure and Housing
(Councillor Linda Smith)

The Executive Director Customer & Communities and the Regeneration & Major Projects Service Manager have submitted a report to seek Cabinet approval to assign the lease that the Council currently has in place with Fusion Lifestyle for the operation and management of Oxford Sports Park to Oxford United Football Club.

Recommendations: That Cabinet resolves to:

1. **Approve** the proposal that Oxford United Football Club manage and operate the Oxford sports park;
2. **Approve** the assignment of the lease to the Oxford sports park from Fusion Lifestyle to Oxford United FC;
3. **Grant** delegated authority to the Executive Director Customer and Communities in consultation with the Head of Finance to agree the terms of a new management agreement with Oxford United FC, in line with the existing Development agreement and lease for the Sports Ground, including: a community use agreement; business plan; and governance arrangements for running the Sports park; and
4. **Note** that the agreement will deliver a saving of £50k for the 19/20 and 20/21 financial years and £25k per year thereafter.

13 MINUTES

Recommendation: That Cabinet resolves to APPROVE the minutes of the meeting held on 03 October 2019 as a true and accurate record. **These minutes will be published as a supplement.**

14 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 13 November
- 11 December
- 22 January
- 12 February
- 11 March

All meetings start at 6pm.

15 MATTERS EXEMPT FROM PUBLICATION

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

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

PART TWO
MATTERS EXEMPT FROM PUBLICATION

16 LETTING OF 24-26 GEORGE STREET - APPENDIX 2

229 - 232

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.

Member's 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.

HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CABINET

Addresses and questions by members of the public, (15 minutes in total)

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (to cabinet@oxford.gov.uk).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

Councillors speaking at meetings

Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.

Councillors speaking on Neighbourhood issues (10 minutes in total)

Any City Councillor can raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

Items raised by Cabinet members

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet

