

Agenda



Cabinet

This meeting will be held on:

Date: **Wednesday 17 April 2024**

Time: **6.00 pm**

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

For further information please contact:

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Members of the public can attend to observe this meeting and:

- may submit a question about any item for decision at the meeting in accordance with the [Cabinet's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Details of how City Councillors and members of the public may engage with this meeting are set out later in the agenda. Information about recording is set out later in the agenda and on the [website](#)

Please contact the Committee Services Officer to submit a question; to discuss recording the meeting; or with any other queries.

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All public papers are available from the calendar link to this meeting once published

Cabinet Members

Councillor Susan Brown	Leader, Inclusive Economy and Partnerships
Councillor Ed Turner	Deputy Leader (Statutory) - Finance and Asset Management
Councillor Nigel Chapman	Cabinet Member for Citizen Focused Services and Council Companies
Councillor Jemima Hunt	Cabinet Member for Culture and Events
Councillor Mark Lygo	Cabinet Member for Safer and Inclusive Communities
Councillor Chewe Munkonge	Cabinet Member for Leisure and Parks
Councillor Anna Railton	Cabinet Member for Zero Carbon Oxford and Climate Justice
Councillor Linda Smith	Cabinet Member for Housing
Councillor Louise Upton	Cabinet Member for Planning and Healthier Communities

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX

Agenda

Items to be considered at this meeting in open session (part 1) and in confidential session (part 2).

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

	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 Cabinet agenda	
5 Councillor Addresses on Neighbourhood Issues	
6 Items raised by Cabinet Members	
7 Scrutiny Reports	
<p>The Climate and Environment Panel met on 20 March 2024, and the Finance and Performance Panel met on 26 March 2024. The Scrutiny Committee will meet on 11 April 2024. The following reports are expected, together with any other recommendations from those meetings:</p> <ul style="list-style-type: none">• Oxford City Council Annual Business Plan 2024-2025 and Progress of the 2023/24 Priorities• Implementation of Selective Licensing• Housing Ombudsman Complaint Handling Code Self-Assessment• Integrated Performance Report Q3 2023/24• Biodiversity Net Gain• Citywide Retrofit Strategy• Energy Generation / Solar Potential on Council Buildings• Tree Planting	
8 Use of Retained Right to Buy Receipts to increase the	11 - 20

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provision of more affordable housing

Lead Member: Cabinet Member for Housing (Councillor Linda Smith)

The Head of Regeneration and Economy has submitted a report to seek project approval and delegations to enable the spending of Retained Right to Buy Receipts for the purpose of delivering more affordable housing, through new build or acquisition activity.

Cabinet is recommended to:

1. **Grant project approval** to the proposals to purchase and develop accommodation as set out in this report and within the allocated capital budgets (2024/25 to 2028/29), for the purpose of delivering more affordable housing in Oxford; and
2. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance, to agree sites and enter into agreements and contracts relating to the spend of Retained Right to Buy Receipts, for the provision of additional affordable housing, into the Housing Revenue Account, within this project approval.

9 Oxford City Council Annual Business Plan Priorities 2024/25

21 - 84

Lead Member: Leader - Inclusive Economy and Partnerships (Councillor Susan Brown)

The Head of Corporate Strategy has submitted a report to seek approval for Oxford City Council's annual Business Plan Priorities 2024-2025 and to provide an update on delivery of the 2023-2024 Business Plan.

Cabinet is recommended to:

1. **Agree** the draft Oxford City Council Annual Business Plan Priorities 2024-2025, which set out the Council's priority work for the next financial year beginning 1 April 2024;
2. **Delegate authority** to the Head of Corporate Strategy in consultation with the Council Leader to make any further minor amendments to the draft Business Plan priorities before implementation, provided that such amendments do not materially affect substance of the Business Plan; and
3. **Note** the progress made in delivery against the actions set out in the Annual Business Plan 2023-2024.

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10	Oxfordshire Health & Wellbeing Strategy 2024-2030	85 - 152
	Lead Member: Cabinet Member for Planning and Healthier Communities (Councillor Louise Upton)	
	<p>The Head of Corporate Strategy has submitted a report to present the Oxfordshire Health and Wellbeing Strategy 2024-30, as a key partner in developing and delivering the strategy.</p>	
	<p>Cabinet is recommended to:</p>	
	<ol style="list-style-type: none"> 1. Note the Oxfordshire Health and Wellbeing Strategy 2024-30; and 2. Note the draft Health and Wellbeing Action Plan 2024 at Appendix 2. 	
11	Zero Emission Zone Pilot Income and Cost Sharing Agreement	153 - 160
	Lead Member: Cabinet Member for Zero Carbon Oxford and Climate Justice (Councillor Anna Railton), Cabinet Member for Planning and Healthier Communities (Councillor Louise Upton)	
	<p>The Head of Corporate Strategy has submitted a report to seek support for Oxfordshire County Council’s proposed income and costs sharing agreement in relation to the Zero Emission Zone (ZEE) Pilot Scheme.</p>	
	<p>Cabinet is recommended to:</p>	
	<ol style="list-style-type: none"> 1. Endorse the proposed legal agreement on income and costs sharing with Oxfordshire County Council with regards to the revenue that is being generated by the ZEE Pilot, in the terms that are laid out in this report and in Appendix 1; and 2. Delegate authority to the Executive Director (Development), in consultation with the Head of Financial Services, the Head of Corporate Strategy and the Head of Law and Governance, to enter into the legal agreement proposed by the County Council (as set out at Appendix 1) on behalf of the Council. 	
12	Approval of a Vexatious Behaviour Policy	161 - 170
	Lead Member: Leader - Inclusive Economy and Partnerships (Councillor Susan Brown)	
	<p>The Head of Law and Governance has submitted a report to seek approval for a Vexatious Behaviour Policy to enable the Council, in</p>	

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exceptional circumstances, to control or place restrictions on the way a citizen interacts with the Council, its officers and councillors.

Cabinet is recommended to:

1. **Approve** the Vexatious Behaviour Policy attached at Appendix 1 and agree its implementation.

13 **Migration from Data Centre to Microsoft Azure**

171 - 186

Lead Member: Cabinet Member for Citizen Focused Services and Council Companies (Councillor Nigel Chapman)

The Executive Director (Corporate Resources) has submitted a report to seek project approval and delegated authority for the Executive Director (Corporate Resources) to award a five-year contract for the migration and running of business applications out of the data centre into a Microsoft Azure cloud hosting environment.

Cabinet is recommended to:

1. **Grant project approval** to the proposal to use the HealthTrust Europe (THE) Framework to undertake a compliant process to make a direct award of a five-year contract to migrate systems and services from the SCC data centre to an Azure-centric hosting environment;
2. **Delegate authority** to the Executive Director (Corporate Resources) in consultation with the Head of Law and Governance, the Head of Financial Services, and the Cabinet Member for Citizen Focused Services and Council Companies to use the (HTE) Framework to finalise terms and enter into a contract with the preferred supplier; and
3. **Approve** the waiver of the Contract Rules in respect of sections 19.18 and 19.19 of the Constitution where the terms of the contract, due to the rules of the framework, cannot be amended to conform with the requirements of the Contract Rules.

14 **Minutes**

187 - 194

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 13 March 2024 as a true and accurate record.

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15 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

12 June 2024
10 July 2024
14 August 2024
11 September 2024
16 October 2024
13 November 2024

All meetings start at 6.00pm.

Matters Exempt from Publication

If Cabinet 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 Cabinet 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.

Cabinet 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	Zero Emission Zone Pilot Income and Cost Sharing Agreement - Appendices 1 and 3	195 - 218
17	Migration from Data Centre to Microsoft Azure - Appendices 1, 2, 4, 5 and 7	219 - 230

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Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". 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.

Members' Code – Other Registrable Interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing** of one of your Other Registrable Interests*** then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Members' Code – Non Registrable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

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

** Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

*** Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

How Oxford City Councillors and members of the public can engage at 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 working days 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 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 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.