

Agenda

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Council

Date: **Monday 25 February 2013**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

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The meeting will also be available via a webcast. This means that people may choose to watch all or part of the meeting over the internet rather than attend in person. The webcast will be available to view on the City Council's website after the meeting.

Council

Membership

Lord Mayor	Councillor Alan Armitage	
Deputy Lord Mayor	Councillor Mohammed Abbasi	
Sheriff	Councillor Dee Sinclair	
	Councillor Mohammed Altaf-Khan	Councillor Ben Lloyd-Shogbesan
	Councillor Antonia Bance	Councillor Mark Lygo
	Councillor Laurence Baxter	Councillor Sajjad Malik
	Councillor Elise Benjamin	Councillor Stuart McCready
	Councillor Tony Brett	Councillor Joe McManners
	Councillor Jim Campbell	Councillor Mark Mills
	Councillor Anne-Marie Canning	Councillor Helen O'Hara
	Councillor Bev Clack	Councillor Susanna Pressel
	Councillor Mary Clarkson	Councillor Bob Price
	Councillor Colin Cook	Councillor Mike Rowley
	Councillor Van Coulter	Councillor Gwynneth Royce
	Councillor Steven Curran	Councillor David Rundle
	Councillor Roy Darke	Councillor Gill Sanders
	Councillor Jean Fooks	Councillor Scott Seamons
	Councillor James Fry	Councillor Craig Simmons
	Councillor John Goddard	Councillor Val Smith
	Councillor Michael Gotch	Councillor John Tanner
	Councillor Mick Haines	Councillor Ed Turner
	Councillor Sam Hollick	Councillor Oscar Van Nooijen
	Councillor Rae Humberstone	Councillor Ruth Wilkinson
	Councillor Graham Jones	Councillor David Williams
	Councillor Pat Kennedy	Councillor Dick Wolff
	Councillor Shah Khan	

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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 25 February 2013 at 5.00 pm to transact the business set out below.

A handwritten signature in blue ink that reads "Peter Sloman". Below the signature is a long, horizontal blue line.

Proper Officer

AGENDA

Pages

1 **MINUTES**

2 **DECLARATIONS OF INTERESTS**

Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.

3 **APOLOGIES FOR ABSENCE**

4 **APPOINTMENT TO COMMITTEES**

5 **LORD MAYOR'S ANNOUNCEMENTS**

6 **SHERIFF'S ANNOUNCEMENTS**

7 **ANNOUNCEMENTS BY THE LEADER OF THE COUNCIL**

8 **ANNOUNCEMENTS BY THE CHIEF EXECUTIVE, THE CHIEF FINANCE OFFICER AND THE MONITORING OFFICER**

9 **ADDRESSES BY THE PUBLIC**

To hear addresses from members of the public in accordance with Council

Procedure Rule 11.8 for which the required notice (1.00pm on Thursday 21st February 2013) and the full wording of the address has been given to the Head of Law and Governance.

10 QUESTIONS BY THE PUBLIC

To hear questions from the public in accordance with the Council Procedure Rule 11.9 to the Leader or other Members of the City Executive Board for which the required notice (1.00pm on Thursday 21st February 2013) and the full wording of the question has been given to the Head of Law and Governance and to hear responses from those Members.

11 HOMELESS STRATEGY AND ACTION PLAN 2013 TO 2018 AND FUTURE POLICY IN RELATION TO SECURING PRIVATE SECTOR TENANCIES FOR HOMELESS HOUSEHOLDS

1 - 48

The Head of Housing has submitted a report, the purpose of which is to consider the revised Homelessness Strategy and Action Plan 2013-18 following consultation and to review policy following the commencement of additional powers related to the Council fulfilling its duties by securing a private sector tenancy for statutory homeless households.

This report was submitted to the City Executive Board on 13th February 2013. An extract from the minutes of this meeting is attached.

Council is asked to:

- (1) Approve Homelessness Strategy and Action Plan 2013 to 2018;
- (2) Note the commencement of additional powers introduced by virtue of the Localism Act 2011 related to the Council fulfilling its duties by securing a private sector tenancy for statutory homeless households;
- (3) approve the policy as outlined in Appendix D as Council policy;
- (4) Delegate authority to the Head of Housing to implement the policy together with any minor changes that may come forward due to any subsequent revisions or clarifications to Government guidance and any ensuing case law.

12 CITY EXECUTIVE BOARD DECISIONS (MINUTES) AND SINGLE EXECUTIVE MEMBER DECISIONS (MINUTES)

49 - 62

This item has a limit of 15 minutes.

City Executive Board decisions (Minutes)

- (1) Minutes of the meeting held on 19th December 2012.
- (2) Minutes of the meeting held on 13th February 2013.

Single Executive Member decisions (Minutes)

- (1) Minutes of the Single Member Decision Meeting (Board Member, Finance and Efficiency) held on 25th January 2013.

13 RECOMMENDATIONS AND REPORTS FROM SCRUTINY AND OTHER COMMITTEES

14 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

Questions on notice under Council Procedure Rule 11.10(b) may be asked of the Lord Mayor, a Member of the City Executive Board or the Chair of a Committee.

Questions on notice must, by the Constitution, be notified to the Head of Law and Governance by no later than 9.30am on Friday 22nd February 2013.

Full details of any questions for which the required notice has been given will be circulated to Members of Council before the meeting.

15 STATEMENTS ON NOTICE FROM MEMBERS OF COUNCIL

Statements on Notice under Council Procedure Rule 11.10(b) may be made. Statements do not need to be directed to the specific Councillor.

Statements on notice must, by the Constitution, be notified to the Head of Law and Governance by no later than 9.30am on Friday 22nd February 2013.

Full details of any statements for which the required notice has been given will be circulated to Members of Council before the meeting.

16 PETITIONS

17 MOTIONS ON NOTICE

63 - 68

Council Procedure Rule 11.14 refers. The Motions (listed in the order received) that have been notified to the Head of Law and Governance by the deadline of 1.00pm on Wednesday 13th February 2013 are attached to this agenda.

18 REPORTS AND QUESTIONS ABOUT ORGANISATIONS THE COUNCIL IS REPRESENTED ON

19 KEY DECISIONS - ALIGNMENT OF THE FINANCIAL LIMITS WITHIN THE CONSTITUTION

69 - 70

The Head of Law and Governance/Monitoring Officer has submitted a report, the purpose of which is to align the Council's financial definition of a key decision with the financial limits for officer approvals of projects and acceptance of contracts.

Council is asked to approve the change in the Constitution so that the definition of a key decision in financial terms is increased to £500,000 to align with project approval and contract acceptance figures in the Constitution, and to authorise the Monitoring Officer to make the necessary constitutional changes.

**20 REVIEW OF POLLING DISTRICTS AND POLLING PLACES
FOLLOWING A BOUNDARY REVIEW OF OXFORDSHIRE COUNTY
COUNCIL DIVISIONS**

71 - 86

The Head of Law and Governance has submitted a report which seeks approval of the revised schedule of polling districts and polling places (appendix A of the report) for the administrative area of the City Council as required by the Electoral Administration Act 2006, following the review of Oxfordshire County Council division boundaries.

Council is asked to:

- (a) Approve the schedule of polling districts and polling places as in Appendix A of the report;
- (b) Reaffirm its decision to give the Returning Officer the delegated power to make changes to polling stations in emergencies.

21 COUNCIL TAX 2013/14

87 - 100

The Head of Finance has submitted a report to set out the necessary calculations to enable Council to set the 2013/14 Council Tax for Oxford City, in accordance with the Local Government Finance Acts, 1988 and 1992, as amended by The Localism Act 2011.

Council is asked:

- (a) To approve for 2013-14:
 - 1. The City Council's precept and Council Tax requirement of £11,228,070 (inclusive of Parish Precepts). Net of the Parish Precepts, the figure is £11,073,898.
 - 2. The average Band D Council Tax figure (excluding Parishes) of £268.19 a 1.99% increase on the 2012/13 figure of £262.96. Including Parish Precepts the figure is £271.93, a 1.83% increase on the 2012/13 figure of £267.05 (see paragraph 13 of the report).
 - 3. The contribution of £10,000 to the Parish of Old Marston in recognition of the additional expenditure that the Parish incurs as a consequence of maintaining the cemetery (see paragraphs 20 and 21 of the report).
 - 4. The amount of £480,238 to be treated as Special Expenses (see paragraph 24 of the report).

5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's additions) as follows:-

Littlemore	£286.32
Old Marston	£296.33
Risinghurst and Sandhills	£284.37
Blackbird Leys	£265.50
Unparished Area	£270.39

These figures include the Parish Precepts and special expensing amounts as appropriate on top of the City-wide Council Tax of £256.56.

(b) To note:

6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 27 of the report;
7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 28 of the report, and
8. The overall average Band D equivalent Council Tax of £1,614.14 including Parish Precepts.

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.

¹Disclosable 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.

To: City Executive Board

Date: 13th February 2013

Report of: Head of Housing Services

Title of Report: HOMELESSNESS STRATEGY AND ACTION PLAN 2013 TO 2018 AND FUTURE POLICY IN RELATION TO SECURING PRIVATE SECTOR TENANCIES FOR HOMELESS HOUSEHOLDS

Summary and Recommendations

Purpose of report: To consider the revised Homelessness Strategy and Action Plan 2013-18 following consultation and to review policy following the commencement of additional powers related to the council fulfilling its duties by securing a private sector tenancy for statutory homeless households

Key decision? No

Executive lead member: Councillor Scott Seamons

Policy Framework: Corporate Plan, Housing Strategy 2012-15

Recommendation(s): That

- (1) the Homelessness Strategy and Action Plan 2013 to 2018 is recommended to council for approval
- (2) to note the commencement of additional powers introduced by virtue of the Localism Act related to the council fulfilling its duties by securing a private sector tenancy for statutory homeless households
- (3) to approve the policy as outlined in Appendix D as council policy
- (4) to delegate authority to Head of Housing to implement the policy together with any minor changes that may come forward due to any subsequent revisions or clarifications to Government guidance and any ensuing case law.

Background

1. Oxford City Council has a duty to carry out a review of homelessness in the area and to publish a specific Homelessness Strategy to meet needs identified including

- Addressing the causes of homelessness
- Introducing initiatives to prevent homelessness wherever possible
- Securing sufficient accommodation for homeless people or who may become homeless
- Ensuring appropriate support to prevent repeat homelessness

The existing Homelessness Strategy comes to an end in 2013

2. In September 2012, CEB approved a draft homelessness strategy for public consultation. The draft document was evidence based (having regard to data and statistics). It also had regard to the views of partners and stakeholders who were consulted in May 2012.
3. The consultation document noted emerging Government guidance on homelessness and housing needs. This included a Government Consultation document issued in relation to discharge of homelessness duty in the private rented sector and suitability of accommodation on 31 May 2012. It also took into account guidance on allocations policies which may impact on homelessness strategy.
4. Homelessness remains a major issue in Oxford which is one of the least affordable areas of the country to buy or rent housing. The new Homelessness Strategy details the severity of the situation together with the actions to be taken in future years to respond to the challenges ahead.

Public consultation

5. Consultation has now taken place on the draft Homelessness Strategy and details of responses are included at Appendix C Although responses were limited, those who responded considered the draft Homelessness Strategy to be well written, accessible, helpful and comprehensive. Respondents agreed unanimously on the council's future priorities for action but concerns were expressed as to the Council's ability to deliver solutions given the fact that causes of homelessness and current national environment are outside the authority's control.

Final Homelessness Strategy and Action Plan

6. The draft document has been amended and developed to take into account consultation responses. It has also taken into account the 10 local challenges set by Government in August 2012 – 'the national gold standard' for homelessness. A final Homelessness Strategy is attached at Appendix A and a detailed Action Plan at Appendix B
7. The goals of the draft Homelessness Strategy 2013 to 2018 are:
 - Early intervention to prevent homelessness before a crisis point is reached
 - Provision of appropriate accommodation and support if crisis occurs
 - Prevention of repeated homelessness

Discharge of duty – private sector offer

8. In November 2012, sections 148 and 149 of the Localism Act 2011 were implemented enabling suitable 'Private Sector Offers' to be used to end the main homeless duty, without requiring the applicants agreement.
9. The use of 'Private Sector Offers' is a new power, not a duty, so local authorities are expected to develop clear policies on the use of these, and to consider the individual circumstances of each household when deciding if to apply this option. The private sector offer must provide a minimum 12 month tenancy and fulfil standards in relation to the quality of accommodation and housing management.
10. It is proposed that Oxford City Council will *consider* a 'Private Sector Offer' to end our main homeless duty in all cases. If it is appropriate to the needs of the applicant and household members and if suitable accommodation can be secured, then such an offer will be made. This will usually be through the Council's existing Home Choice Scheme. This is detailed in Appendix D and is based on detailed Government guidance. Where possible, the Council will endeavour to secure two year tenancies from private landlords, although it is recognised that landlords and agents may only agree to one year tenancies in many cases. It is proposed that this be approved as council policy and that the Head of Housing is given delegated authority to implement the policy,
11. This approach supplements the other provisions in the Homelessness Strategy Action Plan, in terms of developing effective and robust approaches to prevent and relieve homelessness. Through it's Home Choice Scheme, Oxford City Council secures private sector tenancies – predominantly for people threatened with homelessness. There are over 800 current tenancies provided via the Home Choice scheme. However, demand is high and increasing for private rented properties and it is becoming more difficult to secure such accommodation – although the scheme continues to make a major contribution to preventing and responding to homelessness in the City

Review of allocations scheme

12. A separate report to this CEB considers this issue in more detail and the recommended revised allocations scheme has been brought forward having regard to the Homelessness Strategy and supports the aims of the Strategy.

Wider impacts

13. Corporate Plan The Homelessness Strategy will contribute to the delivery of the Council's Corporate Plan Corporate Objective 'Meeting Housing Needs'. The corporate performance measure relates to the number of households in Oxford in temporary accommodation
14. Level of risk - a risk register is attached as Appendix E

15. Environmental Impact The Homelessness Strategy 2013 to 2018 does not have any explicit environmental impacts
16. Equality Opportunity An equality impact assessment is attached as Appendix F. The Homelessness Strategy is very specifically targeted at meeting the housing needs of the most vulnerable people in Oxford and as such no adverse impacts on any equalities group are expected as a result of this strategy.
17. Financial implications Homelessness has significant financial implications for the council. The net cost of housing needs, which includes homelessness expenditure, is £3, 107,000 for financial year 2012/13. The budget for 2013/14 is currently subject to consultation and, hence, has yet to be approved. The aims of the Homelessness Strategy are to prevent homelessness and thus help minimise the costs of temporary accommodation. The Action Plan that supports the final Homelessness Strategy contains financial and resources implications.
18. Legal Implications:
- (i) The Local Government Act 2003 requires local housing authorities to have in place a Homelessness Strategy for the district.
 - (ii) Homelessness legislation is principally contained within the Housing Act 1996 (as amended by the Homelessness Act 2002). However, the Localism Act 2011 (sections 148 and 149) has amended the 1996 Housing Act, and new statutory regulations have been produced. These provide a new power that allows suitable 'Private Sector Offers' to be used to end the main homeless duty, without requiring the applicants agreement. This applies to new homeless applicants applying as homeless from the 9th November 2012. The regulations require local authorities to take a number of matters into account in determining the suitability of accommodation. Legislation concerning 'Qualifying Offers' has been repealed

Appendices to report:

- A. Homelessness Strategy 2013 to 2018
- B. Homelessness Strategy Action Plan 2013 to 2018
- C. Consultation responses
- D. Policy document - discharge of duty and private sector offer
- E. Risk Register
- F. Equality Impact Assessment

Name and contact details of author:-

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Tel: 01865 252449 e-mail:

List of background papers: None
Version number: 1

Homelessness Strategy for Oxford 2013-18

Introduction from Portfolio holder for Housing Cllr. Scott Seamons

Preventing homelessness is a high priority for Oxford City Council. We recognise that settled housing provides the foundation on which we build our lives.

Our last Homelessness Strategy covered the period 2008-2013. It set out a vision to increase homelessness prevention and reduce the use of temporary accommodation. We have been highly successful in delivering these changes and improvements. However, for all that we have achieved, there are increasing challenges ahead.

The development of our new Homelessness Strategy comes at a time of great change in housing, welfare and social policy. There are continual pressures on housing and an affordability crisis in the City which is likely to increase in future years

Our new Homelessness Strategy is part of a suite of integrated Housing Strategies and Plans that take forward wide ranging housing issues within the City. It is evidence based and has been developed in consultation and partnership with public, partners and stakeholders

The Strategy sets out where we are now and considers the challenges and opportunities that will come forward in the next 5 years.

Above all, it identifies our priorities for future action to ensure we strive towards preventing homelessness as our first priority whilst securing appropriate advice, accommodation and support if crisis occurs.

Our ultimate goal is to ensure people have settled homes which enable them to build settled lives.

Executive summary

Oxford remains one of the least affordable areas of the country for housing. House prices have remained at historical highs in Oxford despite a national trend for a slowdown in the market.

There are continued problems of affordability of housing for many Oxford residents. There has been a marked drop in the level of new housing built in the City to just 200 in 2010/11. The amount of new affordable housing built has decreased - as a consequence just 148 in 2010/11. It has been estimated that just under 2,000 new affordable homes are needed every year in Oxford. Demand for private rented accommodation greatly outstrips supply and rents are rising. Levels of homelessness fell between 2004 and 2008 but there are worrying signs now as the effects of the recession and overall environment begin to become apparent, including mortgage repossessions.

There are vulnerable households who have specific needs for whom specialist housing and/or support is necessary to enable people attain and retain a settled home. There are considerable challenges for the Council in tackling the ongoing housing crisis, This Strategy identifies our local issues and sets out actions to help address them

In developing this Strategy we consulted with public, partners and local stakeholders to listen to their views and concerns. This has helped us in developing a detailed Action Plan to support the Housing Strategy and respond to local needs.

Our goals are

- *Early intervention to prevent homelessness before a crisis point is reached*
- *Provision of appropriate advice, accommodation and support if crisis occurs*
- *Prevention of repeated homelessness to ensure people have settled homes*

The journey ahead 2012-15

Much has been achieved since the last Housing Strategy to address our aims. However, with continuing demands and challenging circumstances, much more remains to be done..

The magnitude and complexity of the issues that face us in the next 5 years must not be under-estimated. Furthermore, many of the issues facing us are outside the direct control of Oxford City Council

Nonetheless we are planning ahead and will work in partnership with others who can help deliver solutions. We have prioritised issues and proposed actions to build on our past success, mitigate the impacts of changing housing markets, social and welfare reform but, above all, prevent homelessness

Our major challenges include

- *Demand for housing greatly outstrips supply and this is likely to increase in the future*
- *High housing costs – whether for rent or purchase*
- *Increasing pressures on household incomes in the current and future economic climate – including welfare reform and household debt*
- *Difficulty in meeting needs of households with more complex needs*
- *Increasing problems in accessing private rented and temporary accommodation for homeless and potentially homeless households*
- *Developing solutions to meet gaps in future funding including accommodation based services for former rough sleepers*
- *Improving communications, knowledge and managing expectations*

Details about how we will deliver our Homelessness Strategy objectives and respond to these pressures are contained within the Homelessness Strategy Action Plan. This sets out clear tasks and targets within the following areas of work:

During the course of this Homelessness Strategy we plan to:

Prevent and Respond to Homelessness

- *Reduce homelessness caused by parental exclusions*
- *Maximise homelessness preventions through Home Options approach*
- *Introduce Private Sector Offers to meet homelessness duties*
- *Maximise the role of the Home Choice scheme*
- *Increase access to private rented homes*
- *Support and develop services to promote financial inclusion*
- *Develop services for young people*
- *Develop social enterprise opportunities in educations, training and employment*
- *Deliver sufficient, appropriate temporary accommodation or accommodation for homelessness prevention at crisis point*

Prevent and Respond to Rough Sleeping

- *Deliver and review the impact of No Second Night Out*
- *Develop services to tackle the issue of entrenched rough sleepers*
- *Improve pathways through supported specialist accommodation for former rough sleepers*
- *Ensure sufficient specialist accommodation and support to meet the needs of single homeless clients in the City*
- *Review anti begging campaigns and messages and support organisations who work to get people off the streets*

Develop partnerships and communications

- *Improve data sharing across organisations including mental health*
- *Ensure that homelessness is recognised as a priority for action within the Health and Well Being Board*
- *Work in partnership to develop supported accommodation projects for those with complex needs*
- *Support partnerships which develop pathways to enable people to attain settled homes*
- *Develop and deliver a Communications Plan with more targeted information about homelessness and housing options*
- *Increase awareness of realistic housing options for those people working with potentially homeless clients*
- *Develop more listening and learning from homeless people and service providers*
- *Develop information and evidence bases for homelessness*
- *Review existing and introduce new pre-crisis protocols*

Deliver excellent homelessness services

- *Review best practice and seek continuous improvement*
- *Ensure homelessness services strive to meet the national Gold standard (10 local challenges)*
- *Prevent households from becoming homeless*
- *Minimise use of temporary accommodation*
- *Avoid the use of bed and breakfast accommodation – especially for families and 16-17 year olds*
- *Reduce homelessness acceptances*

All the above are supported by wider actions to deliver the aims of the Homelessness Strategy

- *Use planning powers and housing enabling role to bring forward new social housing*
- *Develop under-occupation schemes in the social sector to free up family homes*
- *Develop a greater supply of family housing through de-designation of social housing for over 55 year olds*
- *Tackle tenancy fraud to recover social housing for those that need it*
- *Develop empty property strategy to bring homes back into use*
- *Ensure the Allocations Scheme and Annual Lettings Plan supports Homelessness Strategy*
- *Review needs of vulnerable groups such as younger people, older people, BME communities and troubled families in the City*

Homelessness

Not all homeless people live on the street. People may have access to some form of shelter, some of the time but lack a stable, long term, settled home

Rough sleeping is the starkest form of homelessness and is a harmful and risky lifestyle. It is linked to wider social and health issues and living on the streets is likely to increase these problems.

Some people who can't access housing live in improvised dwellings – tents, sheds.

For others, there are frequently moves from one temporary accommodation/shelter to another (eg emergency accommodation, refuges, friends homes, 'sofa surfing') – people with no settled home. There are also many households that share accommodation eg with relatives or live in unsatisfactory housing.

Anyone can become homeless. However, it is possible to identify people who are most likely to become homeless. Groups at risk of homelessness includes young people leaving the care of a local authority, those leaving prison, people suffering from domestic violence, those with a mental health problem, substance misuse, those from troubled families, people on low incomes and those who are in debt. There is a strong overlap between homelessness and deep social exclusion.

Preventing homelessness goes further than the keys to the door. Particularly for vulnerable and young people, there is a need to provide support to help build life skills, independence and the ability to attain and retain a settled home This can reduce both repeated homelessness and admissions to institutional or residential care.

People in Oxford

Just over 150,000 people live in Oxford. There is a relatively young population – it has been estimated that 36% of the population is aged between 15 and 29 years compared to a UK average of 20%. There is a relatively large black and minority ethnic population. Population turnover is high and Oxford is the fourth fastest growing city in the UK.

Oxford is generally a well educated City and there are 32,000 full time students at Universities. However, there are high levels of people without qualifications in some areas

– mainly those areas with high levels of deprivation. Attainment levels of Oxford schoolchildren are relatively low. The proportion of young people in Oxford not in education, employment and training is above that of Oxfordshire. The largest groups of people not in education, employment or training are those that have learning difficulties and/or disabilities, are teenage parents or care leavers

Median earnings for full time employees resident in Oxford were £26,507 in 2010 – close to the national average.

Unemployment in Oxford is lower than in England and there is a lower level of working age benefit claimants than the national average. However, this figure is depressed by the student population who are not eligible for some benefits.

Just over 11,000 households on lower incomes claim either full or partial housing benefit to help meet rent payments

Housing in Oxford

There are over 58,000 homes in Oxford

Oxford is one of the most unaffordable places to buy or rent accommodation in the Country. There is a chronic shortage of affordable homes available and accessible for many people in Oxford.

House prices are outside the reach of many people – the mean house price in Oxford in 2010 was £341,296 compared with £240,033 in England as a whole. There are low levels of home ownership in Oxford compared to other areas in South East and England as a whole.

There are high levels of private rented accommodation – 24% of all housing is privately rented in Oxford compared to 12% in England. Private rents are high and increasingly Housing Benefit does not cover the cost of even the lowest rents. Oxford has been identified as the most unaffordable location outside London for private renting

Demand for private rented accommodation is also high – buoyed by a limited supply and high costs of home ownership, and the demand for student accommodation. There were 17,113 full time students with accommodation requirements and 13,862 units of university or college provided accommodation at the University of Oxford and 8,105 students and 4,494 places for accommodation at Oxford Brookes. More student accommodation is being developed now and in future years to help balance the housing market in Oxford.

Oxford City Council owns 7,805 homes and Housing Associations provide a further 3,675 homes in the City. Demand for social rented homes is high – there are over 6,000 people on the housing register. Just 565 properties were let in 2011/12 and less than half of these were family sized accommodation. It is planned that 30% are let to homeless households to whom the Council have accepted a statutory homeless duty. In the social rented sector there is a relative over-supply of accommodation for people over 55 years old and an under supply of 2 bedroomed, and very large (4 bed or larger) family accommodation.

The population of the City is growing. There is little land to develop for new homes in Oxford City. There are relatively few opportunities for developing new homes – including affordable housing - to address the high level of demand for housing.

Oxford City Council uses its planning and housing powers to help rebalance the housing market and develop new affordable housing. This is detailed in the Housing Strategy Action Plan 2012-15. However, the reality is that demand for housing far outstrips supply and this is likely to increase in the future.

Homelessness in Oxford

There can be no doubt that homelessness in Oxford is exacerbated by the lack of supply and access to suitable, settled homes.

Of those being accepted as statutory homeless, the main causes are loss of home due to exclusions from family or friends' homes, relationship breakdown or the loss of a private sector tenancy.

The majority of households accepted as homeless are lone, female parents and young households between 16 and 24 years old. It appears that black and minority ethnic households are over-represented in those accepted as homeless.

The number of people being accepted as homeless has decreased over the last 5 years – from 196 households in 2008 to 120 in 2012. This has been achieved due to more homelessness prevention work by Oxford City Council. 637 households were prevented from becoming homeless in 2011/12. 884 households are supported to gain and retain accommodation in the private rented sector through the Home Choice scheme run by the Council. But new Homechoice tenancies have declined from 200 in 10/11 to 130 in 11/12.

Numbers of homeless people in temporary accommodation have reduced – just 129 households were in temporary accommodation secured by Oxford City Council on 31 March 2012 compared to 496 on 31 March 2008. 83% of households in temporary accommodation on 31 March 2012 were families with dependant children or expected babies. 92% of households in first stage temporary accommodation were in receipt of housing benefits.

Many other groups of people are not deemed to be statutory homeless but still have pressing housing needs and no settled home.

People on low incomes, without regular work, lack of proven track record, previous failed tenancies, mental health or substance misuse are unlikely to meet lettings agents/landlords vetting procedures and so cannot obtain a private tenancy.

Poor discharge planning for ex-offenders and those with mental health needs have been cited as further causes for homelessness amongst these groups. Those with complex needs, addiction, negative behaviour, poor parenting and life skills face particular problems in attaining settled homes and can fall through the net of services and accommodation provided.

Welfare benefit reforms, especially the limiting of Housing Benefit to younger people and effect of benefit cap on larger families will increase risks of homelessness for these groups in the future.

Rough sleeping is a constant issue in Oxford. There are 12 – 15 entrenched rough sleepers on the streets of Oxford on any given night, with 2-3 new people every week. The majority of people sleeping rough are aged between 26 and 49. People on the streets come to Oxford to access homeless services, have family or friends in the area, seek work, may have no access to public resources or are excluded from other accommodation.

More information on statistics quoted in this document and sources can be found in the Evidence Base document available on our website.. There may be variations on the information provided during the course of this Homelessness Strategy as new census data becomes available

What we have achieved in last 5 years and where we are now

There have been many successes in the last 5 years in spite of high housing demand in the City. Nationally, homelessness acceptances increased by 16% in the year ended 31 March 2012. In Oxford there was a 2% reduction. Nationally, there has been a 44% increase in use of bed and breakfast accommodation in the same period. On 31 March 2012, there were no homeless households in bed and breakfast accommodation in Oxford. The use of temporary accommodation has also decreased.

This is an outstanding achievement given the intense housing pressures in Oxford. It has been achieved through the high priority placed on preventing homelessness in the City and the continuing work in delivering homelessness solutions – both directly by the City Council and in partnership with others. A strong network of partnerships and services is in place to support homeless people and those threatened with homelessness.

However, we are not complacent. The challenges ahead are enormous and we continue to review and adapt services and provision to prevent homelessness in the most effective way.

Over the last five years, there has been a reduction in the numbers of households who have become statutory homeless.

This has been achieved by changes in the way Oxford City Council has offered a statutory homelessness service. Five years ago the emphasis was on dealing with people who presented themselves as homeless. Now the priority is on preventing homeless occurring by helping people resolve their housing problems and tackling barriers to obtaining accommodation. The Home Choice scheme has been prominent in securing accommodation in the private rented sector and preventing homelessness. The Lord Mayors Deposit Scheme has also assisted over 150 households in securing accommodation.

The use of temporary accommodation, particularly bed and breakfast, has decreased – improving the quality of life for homeless households and reducing costs to the public purse. In 2012, Oxford City Council began a review of temporary accommodation including seeking new forms of provision with private sector providers and the quality of existing temporary accommodation and support with residents.

An independent review of Oxford City Council homelessness services was undertaken by the Chartered Institute of Housing in 2011 which lead to an Action Plan to deliver operational changes to continually improve the homeless service.

Feedback from consultation with the public through the Council's Talkback initiative in 2011 highlighted that there were gaps in general public knowledge and awareness of the work being undertaken in the City to prevent homelessness.

In July 2012, the No Second Night Out initiative was launched in Oxford. Fundamentally, the scheme hopes to prevent a second night on the streets for those sleeping rough. Behind the scenes, street outreach services have been re-configured to meet the new scheme and changes made to arrangements in hostels. The impacts of this including concerns about lack of direct access is planned to start 6 months after the scheme was introduced i.e. in early 2013.

Entrenched rough sleepers do not respond to traditional methods of re-settlement with repeated homelessness and returning back to the streets. Specific responses are needed for this client group – who often have complex problems including substance misuse and mental health issues.

There are a wide range of services and accommodation for homeless people in Oxford – provided by a range of organisations with different funding streams. Investment was secured for homeless hostels and changes made to services in hostels and the advice and training services operated by Crisis at the Old Fire Station.

There is strong partnership working and groups such as Oxford Register of Affordable Housing, Families At Risk of Homelessness, Tenants at Risk, Accommodation Panel, Joint Housing Team, Single Homelessness Team. Pre eviction protocols have been agreed between organisations to prevent homelessness and have been largely successful. There has been an increased focus on education and training, to provide more holistic assistance, with the aim of helping clients in the longer term, thus preventing them going through a 'revolving door' and back to homelessness again. There is strong joint work operationally between Children's Social Care and Oxford City Council to ensure that young people are appropriately supported if they are homeless; families are supported if they are homeless or families are supported to look after children at home.

A fundamental review of homeless services supported through the Supporting People programme started in 2011/12. This continues to develop options and solutions to deliver a £500,000 saving from the £2.3 million countywide funding for homelessness through the scheme. Additionally, in 2012, Oxfordshire County Council implemented changes to governance and administration of the Supporting People Programme.

The City Council will continue to work pro-actively to improve the quality and access to private rented accommodation through licensing of Houses in Multiple Occupation and other initiatives. Surveys of private landlords and tenants are being undertaken in 2012-13..

A Homelessness Review was undertaken in 2012 to inform the new Homelessness Strategy including development of a robust evidence base and review of homelessness issue and services with providers. This identified some gaps in provision including the fact that there is no mediation service and rent deposit schemes are not available to everyone. In relation to specialist groups it was felt that there is a lack of alternatives for people who do not want to enter hostel and other supported housing pathways to secure homes, lack of direct access and self contained accommodation for those with mental health needs, more single person accommodation needed, lack of discharge accommodation and

supported lodgings, services for persons with alcohol or drug addictions and those with dogs. Information from this review has helped shape this Consultation Document.

Details of services for homeless people can be found in Homelessness Survival Guide
The Homelessness Review 2012 and Evidence Base is available on our website?

Future threats and opportunities

We are witnessing fundamental changes in the housing market, housing, social and welfare reform. The successes of the last 5 years will be ever more difficult to replicate in the years ahead.

Access to housing

The goal of home ownership is increasingly out of reach for future generations. The global banking crisis has had a structural impact on the mortgage market. The availability of mortgage lending supported high demand for home purchase and was instrumental in the doubling house prices nationally between 2001-2006. It contrasts sharply with the availability of new loans and the difficulties for households in raising larger deposits to buy houses.

There are few new housing developments being brought forward in Oxford – including social housing. Whilst Oxford City Council is developing schemes for the future, including new council housing, there is an immediate issue with lack of additional new affordable housing being brought forward. Just 10 units of new social rented housing for families will be brought forward in 2012/13, and there are few completions planned until 2015.

The impact of this has been more demand on the private rented sector and this will continue to dominate the homelessness and housing agenda in future years.

Market demand is so high that low to middle income households in Oxford are increasingly priced out of the market – even where housing benefit is payable to households, as the cap on the maximum rent levels is increasing much lower rates than growth in market rents. There are worrying signs that landlords will not join the Home Choice scheme as a consequence. Where they do, Oxford City Council will be faced with the increasing problems of meeting the gap between the rent demanded and the household's ability to meet the cost. The new powers provided to allow Councils to discharge their homelessness duty within the private rented sector will be used appropriately in Oxford to meet the needs of homeless households. However, they do not redress the issue of supply and demand or tackle the affordability crisis for homeless people and the wider population. Various organisations – statutory and voluntary – seek accommodation in the private rented sector for clients and the impacts will go beyond the needs of statutory homeless clients. Lack of move on accommodation for those in hostels and transitional accommodation will mean that supported housing may not be made available for people that need it. This is a major challenge for Oxford City Council and residents alike.

The lack of available, affordable homes in the City may well lead to increasing use made of properties outside of Oxford.

Oxford City Council successfully re-financed its Housing Revenue Account to meet Government policy changes, borrowing some £200m. The majority of this funding had to

be paid to Government as a one-off settlement in lieu of an annual payment, but there remains some capacity to invest in new social housing and our existing housing stock. The Council is already committed to developing 112 new homes in the period to 2015, and has secured a funding contribution through grant support from the Homes and Communities Agency. However, further development does depend on restraining arrears and other costs where we expect increasing pressure. In addition, the re-invigorated Right to Buy may lead to the loss of existing social housing which may not be readily replaced given the lack of development opportunities.

There are also changes taking place in social housing – for both Housing Associations and the Council. New social housing may be let on Affordable Rent levels (up to 80% of market value) and on Flexible (fixed term) tenancies. The Council adopted a Tenancy Strategy in 2012 and will seek to influence Registered Providers in the City to follow their lead to ensure that social housing offers people settled homes at reasonable rent levels.

Welfare reform and household income

Planned national welfare benefit changes will have a negative impact on lower income households. Welfare spending is planned to reduce by £18bn by 2014-15 including housing and council tax plus other welfare benefits and national debate suggests that further reductions could come forward for the future. This has a significant impact on those people on who are partially or totally dependant on benefits for their household income.

Major changes are taking place to Housing Benefits. Young people are particularly affected with the single room rent restrictions on benefit paid being extended from those under 25 to those under 35 years old. This could lead to a need for more shared accommodation – which is already in high demand in Oxford as a University City. Debate is under way on the potential to the ending of Housing Benefit for those under 25 in the longer term. Over accommodation rules within the social rented sector and housing benefit non-dependant charges may mean families cannot offer a spare room to a family member or friend who is homeless. This could be either because they have needed to move to a smaller property and there is no spare bedroom or because they cannot financially afford to accommodate anyone. These regulations will also impact on families who foster children and could again impact on homelessness amongst younger people. Larger families will lose benefits as a result of a cap on total level of benefits paid to one household. Changes to the assessment of benefits for disabled people are likely to negatively affect some households. It is important to recognise that housing benefit changes affect those who claim the benefit due to low incomes and not just those not in work.

The plans to introduce Universal Credit and payments directly to claimants, monthly in arrears is likely to have an adverse impact on household income, budgeting, debt and potentially put households at greater risk of homelessness. Currently Council and social landlords receive rental payments direct from Government. Oxford is part of a Demonstration Project to identify issues related to the direct payment of housing benefit to social tenants. However, this will ultimately impact on all non pensioner households in receipt of benefits. It is likely to have a detrimental effect on accessing private rented housing where landlords require rent in advance – certainly not rent paid in arrears.

Interest rates are at historic lows but any changes would impact both on owner occupiers and landlords who are likely to pass costs onto tenants.

Given the above and general constraint on incomes, individual and household debt is likely to be an increasing problem for the future. Mortgage repossessions have been lower than national averages in Oxford but there were worrying signs in 2012 that this is increasing.

Public sector policy and finance

A wide variety of policy changes will impact on the Homelessness Strategy

The Localism Act offers flexibilities for local authorities to discharge their homelessness responsibilities by securing a good quality, well managed, affordable private rented home. Oxford City Council has already had major successes in working with the private rented sector but as discussed elsewhere, the issues of supply and demand together with affordability are not being addressed within Government policy framework. The sustainability of the Council's work with private rented sector through Home Choice is in question given the unrelenting demand for and escalating rent levels in private rented homes in Oxford.

The Review of Allocations Scheme in Oxford and elsewhere will have an impact on who is being housed and hence homelessness. The stark reality is that the overwhelming majority of people on the Housing Register may never be offered a council or housing association home. Groups to whom Council's will award reasonable preference in allocating social housing is outlined within national policy and now includes ex military personnel. The City Council already recognises a local connection in assessing ex-military personnel and provides tailored information on housing choices for personnel. This preference will be further considered as part of the Allocations Scheme Review in 2013. A national debate has been launched to question whether younger people under 25 should be able to access social housing.

Where households are successful in obtaining a council or housing association home this may be on a higher rent than existing tenants – either as a consequence of new homes at Affordable Rents, or as a condition of grant funding through the Homes and Communities Agency or through the Pay to Stay proposals. The latter plans to produce an income threshold over which social tenants will pay higher costs than neighbours on lower incomes. Government policy is also challenging whether new social tenants should be offered a secure 'tenancy for life.'

The Health and Social Care Act abolishes Primary Care Trusts from April 2013. These are replaced by GP Consortiums who will be responsible for commissioning most health care. New Health and Well Being Boards are being set up to oversee the quality of services, represent the views of local people and draw up a Health and Well Being Strategy – building on Joint Strategic Needs Assessments.

The Comprehensive Spending Review (2010) set out a national reduction of 28% on local authority budgets over the following 3 years. Oxford City Council has identified the necessary budget savings but there is still pressure to achieve planned savings and the outlook is continued austerity.

The Homelessness Prevention Payment from the Department of Communities and Local Government is not guaranteed in the future. This Fund supports £1 million expenditure on preventing homelessness in Oxford – predominantly on rough sleeping and services for single non-statutory homeless persons.

Supporting People funding for homelessness is being cut and savings of £500,000 need to be achieved. This will provide huge challenges and may mean the loss of specialist accommodation based solutions in Oxford for homeless people. This will also put more pressure on other housing which is in high demand. Furthermore, gaps in the market could lead to unregulated supported housing with risk to clients.

The Supporting People funding is no longer ring-fenced so can be spent on non housing support issues. In 2012, Oxfordshire County Council proposed changes to governance and administration in Supporting People funding which reflect this. The implementation of changes may have consequences for housing related support and will need to be carefully monitored.

In 2012, the Government delivered it's report 'Every Contact Counts' and launched 10 local challenges (the Gold Standard) for local housing authorities such as Oxford City in homelessness prevention – incorporating a range of directly provided services, corporate commitment and partnership working to prevent homelessness

Our priorities to tackle homelessness and the issues identified in the Homelessness Strategy are included in the Homelessness Strategy Action Plan 2013

More information and background documents

Ten Local Authority Challenges or Gold Standard

- 1. Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services**
- 2. Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs**
- 3. Offer a Housing Options prevention service including written advice to all clients**
- 4. Adopt a No Second Night Out model or effective local alternative**
- 5. Have housing pathways agreed or in development with each key partner and client group that includes appropriate accommodation and support**
- 6. Develop a suitable private sector offer for all client group, including advice and support for both client and landlords**
- 7. Actively engage in preventing mortgage repossessions including through the Mortgage Rescue Scheme**
- 8. Have a Homelessness Strategy which sets out a proactive approach to preventing homelessness and is reviewed annually so that it is responsive to changing needs**
- 9. Not place any young person aged 16 or 17 years old in bed and breakfast accommodation**
- 10. Not place any families in bed and breakfast accommodation unless it is an emergency and then for no longer than 6 weeks**

***Making Every Contact Count: A Joint Approach to Preventing Homelessness August 2012
– second Ministerial Working Group report***

Corporate Plan
Housing Strategy 2012-15 and Action Plan
Homelessness Evidence Base 2012
Homelessness Review 2012
Homelessness Survival Guide

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Homelessness Strategy Action Plan 2013-2018

This Action Plan is a tool for delivering our Homelessness Strategy by determining clear actions, performance targets, responsibilities, resources and monitoring arrangements. Also included within this Plan are actions tackling wider housing and support issues which will be taken forward via other Strategies. It has an early focus – concentrating on actions to be achieved in the first 12-18 months of the Strategy. This is considered appropriate given current uncertainties with the outcome of some reviews, projects and impact of new national policy. The Action Plan will be reviewed after the first full year (to 31 March 2014) and revised targets will be set at this stage for later years.

Through robust monitoring we will ensure that our targets are effectively planned, continually delivered and regularly refreshed. The action plan targets will be subject to our established performance management and business planning cycle.

Responsibility for monitoring the Action Plan is as follows:

Level	Frequency	Responsibility
City Executive Board	Annual	Annual review on progress and to determine further actions needed to deliver the plan.
Scrutiny - Housing Panel	As per work programme	Review <i>key performance indicators and statistics showing trends</i> , progress to date
Corporate Performance Monitoring – Housing Board	Quarterly	Review progress of the complete plan and consider any shifts in resources to tackle under/over performance and corrective action needed
Managers	Quarterly	Discuss with relevant team leaders to review progress and resolve any barriers to delivery. To be referred to Departmental Monitoring if unable to resolve.
Team	Quarterly	Meet with team members to review progress on action plans and where possible remove barriers to delivery. Refer to managers if unable to resolve
Individual	6 monthly appraisals and regular one to one meetings	Priorities set in appraisals and review meetings. Review progress and barriers and develop individual solutions to remove barriers.

PREVENTING AND RESPONDING TO HOMELESSNESS

GOAL	KEY ACTIONS/MILESTONES	TIMESCALE	RESOURCES	RESPONSIBILITY
Reduce homelessness caused by parental exclusions	Review homeless mediation services provided by suitably trained and skilled independent mediators with specialist relationship breakdown expertise to ensure maximum effectiveness	Sept 2013	OCC mainstream Homeless Prevention budgets	Options Manager
	Develop and introduce re-housing plans with parents and children	June 2013	Existing resources	Options Manager
	Ensure revised allocations scheme supports homeless prevention initiatives does not provide incentives for parental exclusions	By Sept 2013	Existing resources	Allocations Manager

Maximise homelessness prevention and best use of resources	Develop a case ownership approach to homeless prevention casework in the Council's Options Team	June 2013	Within existing resources	Options Manager
	Adopt policy relating to the new power (in the Localism Act) to discharge full homeless duties into the PRS – Private Sector Offer	February 2013 (CEB)	Within existing resources	Housing Needs Manager
	Revise procedures and staff awareness/training to incorporate any policy change	April 2013	Within existing resources	Options Manager
	Monitor progress (see also linking actions re: Home Choice and role of private rented sector)	Ongoing	Within existing resources	Options Manager

Maximise the role of Home Choice	<p>Produce report and options analysis considering the outcomes of landlord surveys and views of Home Choice to review scope of the scheme and analysis of current activity and performance. Undertake a gaps and options analysis including:</p> <ul style="list-style-type: none"> ➤ Review possibility of creating a social lettings agency ➤ Review extension of deposit schemes ➤ Review incentives offered to landlords ➤ Review advice and support offered to landlords and clients ➤ Out of area moves where appropriate 	December 2013	Within existing resources	Private Rented Team Manager
22 Increase access to private rented sector homes	<p>Building on above and through targeted communications, encourage and support people who don't currently see themselves as landlords but may be prepared to let out property or rooms.</p>	Dec 2013	Within existing resources	Private Rented Team Manager
	<p>Undertake awareness and publicity campaigns through press releases, website, newsletters and targeted approaches e. g. owners of empty homes</p>	Sept 2013	Within existing resources	Private Rented Team Manager supported by Strategy and Enabling team

Support and develop services to promote financial inclusion	Support development of Oxford City Financial Inclusion Strategy, with integrated financial management, budgetary skills and benefit advice	Ongoing and by April 2014	Within existing resources	Head of Policy/ Head of Housing
	Review awareness and role and working with Credit Unions	By Sept 2013	Within existing resources	Head of Housing/ Head of Customer Services
	Prepare report and review lessons learnt from Demonstration Projects for Universal Credit. Implement any new working practices	By Dec 2013	Within existing resources	supported by Housing Needs Manager, Strategy and Enabling Manager, Communities and Neighbourhoods Manager, Housing Benefit Manager and Rents Manager
	Improved referrals and access for debt advice and money management follow review of role of advice agencies (outcome of linked Housing Strategy target due Sept 2013)	By Dec 2013	Within existing resources	
	Develop plans to target large families who are likely to be impacted by welfare changes including the Benefit Cap and those affected by under-occupation changes	Plan by Apr 2013	Plan developed within existing resources	Head of Housing
	Implement plan and monitor progress	Ongoing with review as at end March 2014	Resources to deliver to be identified in plan and agreed before implementation	Housing Needs Manager/Landlord Services Manager

Develop services for young people	To scope, identify opportunities and to develop a plan to improve education and awareness of housing options for young people	Subject to inclusion in JHT workplan	Within existing resources	Housing Needs Manager – but to be developed and delivered through Joint Housing Team with Oxfordshire County Council
	Implementation of plan dependant on resources available – but to commence in Jan 2013 and further detail to be included in revised Action Plan	Jan 2013 start Q1 2014/15 review	Jan 2013 start Q1 2014/15 review	
	Develop a plan to provide awareness and assistance in securing shared accommodation/ Lodger schemes	Dec 2013 Jan 2013 start Q1 2014/15 review	Jan 2013 start Q1 2014/15 review	
	Review options for step down accommodation for young persons needing to move on (gaps around 19-21 year olds)	By April 2014	Within existing resources	Rough Sleeping and Single Homelessness Manager with partners
Develop social enterprise opportunities in education, training and employment to meet the needs of single homeless people in the City	Work with partners including ASPIRE, Crisis Skylight Café and OFS to identify, develop and sustain employment opportunities for homeless and vulnerable people Develop schemes and identify lead agencies to seek funding and take forward with regard to mentoring	Nov 13 Feb 14	Within existing resources	Housing Needs Manager

Deliver sufficient, appropriate temporary accommodation or accommodation suitable for homelessness prevention at crisis point	Review and /or implement new crisis accommodation solutions including with private sector	April 13	To be determined	Housing Needs Manager
	(Dependant on above action) Review existing services and providers, review need for changes to service provision	Sept 13		

PREVENTING AND RESPONDING TO ROUGH SLEEPING

GOALS	KEY ACTIONS/MILESTONES	TIMESCALE	RESOURCES	RESPONSIBILITY
25 Deliver and review impact of Ns Second Night Out	<p>Reduction in number of new rough sleepers spending 2nd night on the streets.</p> <p>Review NSNO after six months of operation to ensure operational procedures are smooth and clear to all agencies.</p> <p>Review any procedures necessary and communicate to partners</p> <p>Rough sleepers with no local connection are reconnected to services in their local area.</p>	<p>Ongoing – measure by PI By June 2012</p> <p>Ongoing</p>	<p>Within existing resources</p> <p>Within existing resources</p> <p>Within existing resources</p> <p>Within existing external contract</p>	<p>Rough Sleeping and Single Homelessness Manager – and through external service provider</p>
Develop services to tackle the issue of entrenched rough sleepers	<p>Implement plans to tackle entrenched rough sleeping to cover:-</p> <ul style="list-style-type: none"> • Assertive outreach • Tasking and targeting • Personalised approaches • Meaningful activity • Alternative accommodation options 	As detailed in plan	Within existing resources	Rough Sleeping and Single Homelessness Manager and with partners

Improve pathways through supported, specialist accommodation for former rough sleeper	<p>MOPPs redeveloped to provide data on gaps in move-on options.</p> <p>Move-on options from hostels constantly reviewed to find on-going solutions</p>	Ongoing	Within existing resources	Rough Sleeping and Homelessness Manager with partners
Ensure sufficient specialist accommodation and support to meet needs of single homeless clients in Oxford City	<p>Full review of rough sleeping/ homeless pathway, including specialist accommodation, with Oxfordshire County Council – including City Council needs to be clearly represented in Supporting People Review</p> <p>Establish full data set on hostels baselines, and data to provide info on gaps in services. Identify and develop all options (and impacts) of any re-modelling of services</p> <p>Implement outcome of review</p>	<p>Review complete Sept 2013 Implementation for April 2014 start</p> <p>Preparation work from Jan 14 or as identified by review</p>	Review within existing resources which will identify resource issues for the future	Rough Sleeping and Single Homelessness Manager
Review anti-begging campaigns and messages support organisations who work to get people off the streets	<p>Evaluate scope, impact and outcomes of anti-begging campaign in 2012 including review of local research</p> <p>Learn from experience in developing any 2013 campaign</p>	By April 2013	Within existing resources	Rough sleeping and single homelessness manager

DEVELOPING PARTNERSHIPS AND COMMUNICATIONS

GOALS	KEY ACTIONS/MILESTONES	TIMESCALE	RESOURCES	RESPONSIBILITY
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Improved data sharing across services including mental health	<p>Review data sharing protocols)</p> <p>Develop the CHAIN system and joint database</p>	<p>by Sept 12</p> <p>Ongoing</p>	Within existing resources	Rough Sleeping and Single Homelessness Manager with partners
Ensure that Homelessness is recognised as a priority for action within the Health and Well Being Board	<p>Contribute to meetings, events and regular reports to Health and Well Being Board</p> <p>Identify opportunities for joint commissioning including with Health, DAAT, probation</p> <p>Work in partnership to develop supported accommodation projects for single adults with very high and complex needs (including people with undiagnosed mental health problems and personality disorders)</p>	<p>Ongoing</p> <p>By Dec 13</p>	<p>Within existing resources</p> <p>Within existing resources</p>	<p>Housing Needs Manager/Strategy and Enabling Manager</p> <p>Housing Needs Manager</p>
Support partnerships which develop effective pathways to enable people to turn their lives around and attain settled homes including adequate housing support when needed	<p>Ensure engagement and involvement in County wide housing and support programmes including</p> <ul style="list-style-type: none"> • Young People • Homelessness • Supported to Independent Living (SIL) • Victims of Domestic Violence • Floating support 	Ongoing	Within existing resources	Housing Needs Managers

Develop and deliver Communications Plan with more targeted information about homelessness and housing options	<p>Annual review of housing communications plan to identify gaps and actions arising from trends and changes and wider public awareness of homelessness, supply and demand for social housing, awareness campaigns including in schools and education, reviewing new ways of engagement)</p> <p>Produce new information as detailed in Annual Plan</p> <p>Produce new/updated information</p> <p>Review new methods of communication e.g. social media</p> <p>Undertake campaigns</p>	Annual review be Dec each year Updating information and campaigns within following financial year as detailed in plan	Within existing resources	<p>Strategy & Enabling Manager :</p> <p>Service Managers</p> <p>Strategy & Enabling Manager</p> <p>as identified in plan</p>
Increase awareness of realistic housing options for those people working with potentially homeless clients	<p>Disseminate regular information</p> <p>Continue joint training and awareness across agencies</p> <p>Deliver messages to partnership groups and through Induction schemes</p>	<p>As above</p> <p>Via regular partnership meetings and special events</p>	Existing resources	Housing Needs Managers
Develop more listening and learning from homelessness people and service users	Review mechanisms to introduce meaningful and cost effective satisfaction and customer experience feedback – including independent facilitation	Nov 2013	Within existing resources	Housing Needs Manager

Develop information and evidence bases for homelessness	Review and maximise efficiency of recording systems to consider secondary causes and effective equalities monitoring	By June 13	Within existing resources	Options Manager
	Monitor and review information and trends to inform future policy and service development Annual review of Evidence Base and publicise on website	By Oct 13	Within existing resources	Strategy and Enabling Manager

Review of existing and introduce new pre-crisis protocols 29	1. Enter into preventative pre-possession agreements with RPs and OCC Landlord Services – including for Flexible Tenancies and supported housing	Dec 13	Within existing resources	Options Manager
	2. Develop sustainment and prevention roles with Private Landlords especially Home Choice Landlords	Dec 13		Options Manager/Private Rented Manager
	3. Work with prison homelessness officers to build on existing pre-release services to ensure ex-offenders are able to make homelessness applications and access advice services prior to release	Apr 13		Options Manager
	4. Review and improve effectiveness of hospital discharge protocols	Aug 13		Options Manager

DELIVER EXCELLENT HOMELESSNESS SERVICES

GOAL	KEY ACTIONS/MILESTONES	TIMESCALE	RESOURCES	RESPONSIBILITY
Review best practice and seek continual improvement	Evaluate local services against Government 'Developing Homelessness Strategies: Local Authority Toolkit' issued in December 2012	By Dec 13	Within existing resources	Housing Needs Manager
	Ensure homelessness services strive to meet the national Gold Standard (10 local challenges)			
	Investigate potential to bid for external expertise in developing partnerships in homelessness by May 2013	Review by Oct 13	Subject to successful bid	Options Manager
	If successful support reviews and implement any changes			
Review performance and cost effectiveness of homelessness services	Participate in national benchmarking schemes Provide data Review results	Sept 13 Jan 14	Within existing resources	Housing Needs Manager/ Finance Manager/ Strategy and Enabling Manager
	Bring forward recommendations to improve via service planning and review of Homelessness Strategy targets	April 14		

We have also set challenging goals and targets to support our Homelessness Strategy aims and to ensure we provide excellent homelessness services

GOAL	TARGET	Measurement	Priority link
Prevent households from becoming homeless	Baseline = 637 in 2011/12 Target = 540	Quarterly	Preventing homelessness
Provide tenancy deposits	Baseline = Home Choice – 131 LMDGS	Quarterly	Preventing

	Target = Home Choice – 130		homelessness
Maintain reduced levels of homeless acceptances	Baseline = 120 Target = 120	Quarterly	Preventing homelessness
Number of households in temporary accommodation (snapshot)	Baseline = 129 2011/12 Target = 120	Monthly	Responding to homelessness
Number of households in bed and breakfast accommodation (snapshot)	Baseline = 0 – 2011/12 Target = 0	Monthly	Responding to homelessness
Number of 16.17 years old in bed and breakfast accommodation (snapshot)	Baseline = 0 (2011/12) Target = 0	Monthly	Responding to homelessness

WIDER ACTIONS TO SUPPORT THE HOMELESSNESS STRATEGY

Supporting Goal	Supporting Strategy, Policy	Lead
Use planning powers and the housing enabling role to bring forward new social housing and ensure that Universities make provision for student accommodation	Housing Strategy Relevant Planning SPD	OCC – S&E and Planning
Develop schemes to tackle under-occupation in social sector to free up family homes	Housing Strategy	OCC – HNT and landlord services
Tackle Tenancy Fraud to recover social housing for those in need of it	Housing Strategy Fraud Policy	OCC – Fraud Team
Develop Empty Property Strategy to bring homes into use	Housing Strategy Empty Homes Strategy	OCC – S&E to be reviewed in 2013
Ensure Allocations Scheme compliments the Homelessness Strategy by assisting with the prevention of homelessness and the use of temporary accommodation for homeless households	Allocations Scheme	OCC – tHNT to be reviewed in 2013
Ensure balance between all housing applicants, homeless households and those moving on from supported housing	Annual Lettings Plan	OCC – Housing Needs Team
Greater supply of family housing through de-designation of accommodation	Council Housing Policy/Business	OCC – landlord

for households over 55 years old	Plan?	services
Review needs of vulnerable groups such as younger people, older people, BME communities and troubled families/families in difficulty	Revised Housing Strategy 2013	OCC – S&E - 2013

Where actions are necessary across Oxford City Council and wider partnerships – **bold** identifies Lead Officer

City Executive Board 13 February 2013 – Appendix C Homelessness Strategy Consultation outcomes

There was a low responses rate with only 7 responses. This may reflect the fact that there was consultation with partners and stakeholders prior to the draft consultation document being developed. Nonetheless, of those that responded, there was overwhelming support for the aims of the Homelessness Strategy. Responses were as follows:

Do you agree with our analysis of housing and homelessness in Oxford?

89% agreed with the analysis of housing and homelessness in Oxford. The remaining respondent (11%) ticked the Don't Know option.

The comments received were very positive;

- A very good insight and research for facts
- Oxford CAB supports the clear evidence based analysis of the existing and increasing pressures on accommodation in Oxford. We would endorse the identification of debt as a serious risk to a security of accommodation.
- Complex information very clearly written and presented - thank you. I now know a lot more about housing and homelessness in Oxford.
- I think most of the major points are covered, though I am not entirely clear on what is meant by "lack of direct access and self contained accommodation for mental health needs"? There isn't ANY direct access accommodation for homeless people any more, now that No Second Night Out has come in to being, since all newcomers are referred and prioritised by Oxford City Outreach team. So, though true that there is a lack of direct access accomm for people with mental health problems, this is the case for the general homeless population. This also applies to lack of self contained – it is the case for ALL homeless people.
- Also, would it be possible to add that the restrictions to Housing Benefit for single people under 35 mean that the pressure on finding shared accommodation is now greater than ever and will only go upwards. There simply aren't enough shared houses. The stock is reducing, if anything, as some landlords are keen to avoid HMO Licensing, and are converting properties to family use.

Do you agree with our analysis of future challenges for housing and homelessness in Oxford?

88% agreed with this statement and 1 person ticked the Don't Know option.

The following issues were raised;

- It will get worse and needs to be strictly controlled. i.e. young single mums, youths. More young girls are having babies as a short cut to benefits and housing.
- High numbers of servicemen who will be returning to Oxfordshire over the next few years prior to leaving the service, and some estimate could be made of additional pressures this could place on homelessness services in Oxford.
- We note the reference to the importance of keeping rent arrears in relation to Oxford City Council stock low and would comment that a build up of rent arrears could be used to trigger referral to a dedicated money advice and financial capability resource.
- In terms of young people, I would suggest that the emphasis of welfare reform on living in shared accommodation rather than self contained units will pose an additional challenge to vulnerable young people who often find it difficult to live in these environments, as well as posing profound questions about delivery models of services and accommodation provided to prepare them.
Access to private rented sector has to be increased although I am not sure how this can be achieved.

How can we sustain our progress in preventing homelessness and acting at crisis point given threats and reduced resources in the future?

- Your plans seem robust and exhaustively thought through. One of the difficulties is the need to respond to the plans put in place by a government fundamentally hostile to lower socio-economic groups.
- Lobbying for a government policy on rent controls in the private sector would probably be fruitless, though such a policy would be enormously advantageous to those in rent poverty.
- Communication with housing authorities; residents and universities; big incentives for under occupied homes; more communal accommodation for single people; encourage youths to remain in family homes with support. Use empty properties.
- Sustaining progress is going to be a significant challenge. Oxford CAB welcomes the reference in the strategy to the creation of a financial inclusion strategy, recognising the contribution made by debt, benefits and financial capability advice to early intervention to try and prevent homelessness.
- Learn more from Best Practice in the sector and more close working with partners.'

- Mediation and restorative services and tenancy support services which intervene at an early enough point to be effective.
It is critical to engage with other early intervention services and learning/evidence bases including, for example, the Troubled Families (Thriving Families in Oxfordshire) agenda both nationally and locally.
Provision of emergency accommodation which does not sit outside the housing pathways ie not B&B or nightly charge accommodation to ensure cultures of support are fostered and that messages to young people and families are about engaging with services and long-term well-being, not simply about a roof over their head.
Continuing to consider Education. Employment and Training as of equal priority with accommodation in terms of support from services in order to maximise the stabilising and protective factors of engagement in EET and the positive effect this can have in securing and maintaining accommodation. It is ESSENTIAL however that being NEET does not become a barrier to accessing housing as this will significantly and disproportionately disadvantage the most vulnerable

To what extent do you agree or disagree with the priorities in the draft Homelessness Strategy?

Of those who answered this question 100% strongly agreed (71%) or agreed (29%) with the priorities in the draft Homelessness Strategy.

Detailed breakdown for 'Preventing Homelessness'

Option	Results Count
Strongly Agree	71% (5)
Agree	29% (2)
Neutral	0% (0)
Disagree	0% (0)
Strongly Disagree	0% (0)

Detailed breakdown for 'Improved Knowledge and Information'

Option	Results Count
Strongly Agree	50% (3)
Agree	50% (3)
Neutral	0% (0)
Disagree	0% (0)
Strongly Disagree	0% (0)

Detailed breakdown for 'Partnerships that work'

Option	Results Count
Strongly Agree	71% (5)
Agree	29% (2)
Neutral	0% (0)
Disagree	0% (0)
Strongly Disagree	0% (0)

Detailed breakdown for 'Customer focused services'

Option	Results Count
Strongly Agree	50% (3)
Agree	50% (3)
Neutral	0% (0)
Disagree	0% (0)
Strongly Disagree	0% (0)

Detailed breakdown for 'Transition to settled homes'

Option	Results Count
Strongly Agree	67% (4)
Agree	33% (2)
Neutral	0% (0)
Disagree	0% (0)
Strongly Disagree	0% (0)

Detailed breakdown for 'Increased access to housing'

Option	Results Count
Strongly Agree	71% (5)
Agree	29% (2)
Neutral	0% (0)
Disagree	0% (0)
Strongly Disagree	0% (0)

Detailed breakdown for 'Excellent homelessness services'

Option	Results Count
Strongly Agree	71% (5)
Agree	29% (2)
Neutral	0% (0)
Disagree	0% (0)
Strongly Disagree	0% (0)

Further comments

Respondents were broadly supportive of the draft strategy however would like to see

- more partnership working on a district level.
- Use of /reference to Best Practice models

Though nothing on Affordable Housing?

But I would like to see something about sofa surfers – Under prevention of Homelessness.

But would like to see something on partnerships with other districts– Partnerships that work.

Though supportive of the strategic approach not sure how this will be resourced. It would be good to see targets and action plan

Homeless Discharges into the Private Rented Sector

Introduction

Under existing legislation (principally the Housing Act 1996, as amended by the Homelessness Act 2002) local housing authorities are broadly able to discharge their homeless duties (following us accepting someone as statutorily homeless) through securing suitable, available accommodation for the household (s.193 of the Act). This is usually taken to be social housing. An offer of private rented accommodation can be made, although this has usually been through a 'qualifying offer' (with the consent of the applicant). An offer of suitable private rented property can also be made in order to prevent homelessness, for applicants that are threatened with homelessness within 28 days (using s.195 of the Act).

The Localism Act 2011 (sections 148 and 149) has amended the 1996 Housing Act, and new statutory regulations have been produced. These provide a new power that allows suitable 'Private Sector Offers' to be used to end the main homeless duty, without requiring the applicants agreement. This applies to new homeless applicants applying as homeless from the 9th November 2012. The regulations require local authorities to take a number of matters into account in determining the suitability of accommodation. Legislation concerning 'Qualifying Offers' has been repealed.

These changes are part of the Government's wider social housing reforms. They seek to give greater freedoms to local authorities to make better use of good quality private sector accommodation that can provide suitable accommodation for households accepted as homeless. The Government considers that allowing people owed the main homeless duty to turn down offers of suitable accommodation in the private rented sector and wait for an offer of social housing, was unfair to other households on the housing register who would have to wait longer, and to the taxpayer who is funding expensive temporary accommodation. Significant Housing Benefit savings are expected as a result of this measure.

This approach gives local housing authorities greater opportunity to use the private rented sector to satisfy households housing needs. This should reduce Council's need to use temporary accommodation as much. It has long been recognised that placing families in short term temporary accommodation, especially Bed and Breakfast style accommodation, can be very detrimental to all members of the household concerned. In Oxford however, there are considerable difficulties in securing suitable accommodation, at the right cost, for either temporary accommodation use, or for homeless households to access. This is both due to welfare reform changes, especially the LHA rate, and also due to a very buoyant local rental market.

'Private Sector Offers'

The use of 'Private Sector Offers' is a new power, and local authorities are expected to develop clear policies on the use of these, and to consider the individual circumstances of each household when deciding if to apply this option.

The term of an Assured Shorthold Tenancy must be for at least 12 months. If an applicant becomes unintentionally homeless within two years of the tenancy start date, a new 'Reapplication Duty' applies. This is regardless of their Priority Need, although they must remain eligible and be homeless unintentionally. It provides more of a 'safety net' for such applicants for this two year period. This does not have to be a re-application to the same

authority nor from the same property. So we are likely to receive re-applications and be obliged to carry out the associated checks regardless (although the local connection provisions have also been amended)

In making decisions, local authorities shall have regard to the prevailing housing supply and demand pressures in the local area. The existing requirement for local authorities, as far as reasonably practicable, to secure accommodation in their own district, remains, helping applicants to retain established links to schools, doctors, social workers, key services and support.

Accommodation must now only be suitable. The previous requirement that it was also 'reasonable to accept' has now been removed (unless they have specific contractual obligations otherwise). This is a shift to checking issues before an offer, rather than addressing reasons for refusal after it. 'Suitability' in the Order is in two parts. The first concerns location, and the second relates to property condition and management. The detail of this is set out in the following table. The affordability of accommodation must also be taken into account. There are rights of review on suitability and appeal to the County Court.

Oxford City Council Approach

It is proposed that Oxford City Council will *consider* a 'Private Sector Offer' to end our main homeless duty in all cases. If an Options Officer considers that a 'Private Sector Offer' (PSO) is appropriate to the needs of the applicant, and if suitable accommodation can be secured, then such an offer will routinely be made. This will usually be through the Council's existing Home Choice Scheme.

This will send a clear message that homelessness will no longer give any guarantee that homeless households will receive an offer of social housing. This supports the current approaches to prevent homelessness wherever possible, and to encourage applicants to apply for housing through the housing register (part 6) route, rather than through homelessness (part 7).

In considering the individual circumstances of each household, when deciding if to make a PSO, officers will consider the following guidance:

- We would not usually make a PSO if the applicant is vulnerable, requiring supported accommodation, or who is considered unlikely to be able to adequately sustain a private rented tenancy
- We would not usually make a PSO if the applicant or a member of their household requires significant disabled adaptations to make the property suitable
- We would not usually make a PSO if the applicant was previously a social housing tenant (Council or Housing Association) and who has fled domestic violence; other violence; or harassment
- We will also consider the affordability of the accommodation, having regard to Housing Benefit/ Local Housing Allowance rates and the overall Benefit Cap that could be applied to the household. This means that this measure is unlikely to be used often for single persons under 35 years of age (as the single room rent could apply). The Benefit Cap may also make a PSO inappropriate on the grounds of cost, for larger families.

The Council will try to secure two year agreements with landlords, where possible. With regard to the 'suitability' of accommodation, the right hand column of the following table lists

the proposed action that Oxford City Council will take, if Options Officers find it appropriate to make a PSO:

	Statutory Requirement:	Proposed Oxford City Council Measure:
	Suitable location?	
	<p>If outside district, the distance from it</p>	<p>Oxford City Council will always seek to offer private sector accommodation within the district, except:</p> <ul style="list-style-type: none"> • when it considers it beneficial to move the applicant/ household out of area, for example, to reduce the risk of domestic violence, other violence, or harassment; or to assist persons in breaking away from detrimental situations, such as drug or alcohol abuse, or • when the applicant consents to a move away from Oxford, or • when a person has very limited/ no local connection to Oxford (for example, they may have approached having fled violence from another area) <p>However, the private sector market in Oxford is no longer able to produce sufficient suitable accommodation at Local Housing Allowance (LHA) rates. This also impacts on the Council's ability to provide sufficient temporary accommodation, even if this could be resourced and sustained.</p> <p>Therefore, unless any of the following three considerations apply (as set out below), then where suitable accommodation is not available within Oxford, private sector offers will be made in the next nearest location, ideally within Oxfordshire, but in towns beyond that, which have reasonable facilities and transport links.</p>
	<p>The significance of any disruption caused by the location from employment, caring responsibilities, or education of the household</p>	<p>In determining whether a location is suitable, Oxford City Council will consider:</p> <ul style="list-style-type: none"> • If the applicant (or their partner) are in employment (usually taken to be at least 16/ 24 hrs pw). If they are, then the location must be within a reasonable travel to work area of that employment, and have transport links frequent enough to enable this. For employment in Oxford, the 'travel to work' area will include all of Oxfordshire, but could be determined to be further given the high level of commuting into Oxford • If the applicant is verified as the carer for

		<p>another person, who cannot readily withdraw this care without serious detriment to the well-being of the other party, then the location will need to be of sufficient proximity to enable this, although this may require public transport. Although sometimes inconvenient it is not always unreasonable to rely on public transport.</p> <ul style="list-style-type: none"> • If any members of the household are undertaking GCSEs at school (Years 10 & 11 – children aged 14 to 16), or other proven vital examination, then they should not be required to change schools
	The proximity & accessibility to medical facilities & other support which are used by, or essential to the well-being, of the household	If the applicant or any member of the household require <i>specialist</i> medical treatment or support, which can only be provided in Oxford, then the location will need to be of sufficient proximity to enable this, although this may require public transport. Oxford City Council will also have regard to <i>other</i> medical treatment or support required by the applicant or any member of the household, and where health professionals consider that it will be disruptive or detrimental to change provider or location
	The proximity & accessibility to local services, amenities & transport	Regardless of location, Oxford City Council will seek to offer accommodation that is reasonably accessible to local services and amenities, especially for persons on low incomes, and those with a need to rely on public transport.
	Accommodation not suitable?	
	Where the local housing authority are of the view that the accommodation is not in a reasonable physical condition	<p>Oxford City Council officers will either:</p> <ul style="list-style-type: none"> • physically inspect all PRS accommodation before it is offered, or • require a letting agent to physically inspect a property (usually requiring that agent to be a member of a suitable trade body, such as ARLA), or • request another local authority or agent to undertake an inspection on it's behalf (usually for out-of-area property) <p>Inspections will be documented to record condition (using broadly similar categories to the HHSRS approach) and to ensure consistent quality. They will usually be undertaken by Housing staff, but where possible HHSRS category 1 or 2 hazards are identified, then a further inspection by qualified HHSRS assessors</p>

		will be required (usually from Environmental Health)
	Where the local housing authority are of the view that any electrical equipment does not meet the requirements of the Electrical Equipment (Safety) Regs 1994	<p>All landlords/ agents will be asked to supply a satisfactory Electrical Safety Certificate from within the last five years.</p> <p>Any moveable electrical items in the property will require a Portable Appliance Test (PAT) within the last year, with a suitable indication of this usually expected to be identifiable on the inspection on the appliances plug.</p> <p>The physical inspection of the property will seek to identify any broken fittings or obvious electrical defects, such as loose wiring, or electrical faults.</p>
	Where the local housing authority are of the view that the landlord has not taken reasonable fire safety precautions	<p>The physical inspection of the property will check that it is fire safe. Working smoke detectors are expected to be provided (battery or mains) in all accommodation. Should additional fire safety provisions be expected, for example, where a building has common parts, then a copy of the Fire Risk Assessment will be required from the Landlord. If required, expert assistance will be sought from Environmental Health.</p> <p>All furniture and furnishings supplied by the Landlord must also be shown to comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended).</p>
	Where the local housing authority are of the view that the landlord has not taken reasonable precautions to prevent carbon monoxide poisoning	<p>If the property has an active gas supply (for heating or cooking) then should a recent carbon monoxide detector not be provided by the landlord, Oxford City Council will provide a detector and appropriate advice and assistance to ensure it is properly fitted.</p> <p>Gas fires will usually be expected to be removed.</p>
	That there is not a current gas safety record for the property	If the property has a gas supply, then all landlords/ agents will be asked to supply a current Gas Safety Certificate. Lettings will not be started until the Council has receipt of a copy of this.
	That the accommodation does not have a valid Energy Performance Certificate (EPC)	All landlords/ agents will be asked to supply a valid EPC Certificate for the property.
	Where the local housing authority are of the view that the landlord is	Environmental Health will be contacted to check that any landlord or agent used is not deemed a

	not a fit and proper person to be a landlord	'fit and proper' landlord, from the records that they hold.
	That the accommodation is an HMO (inc subject to additional licensing) and is not licensed	HMO properties are not expected to be used for private sector offers. Where they are, Environmental Health will be contacted to ensure that the property is properly licensed and compliant.
	That the landlord has not provided a written tenancy agreement that the local authority considers to be adequate	<p>Oxford City Council offer a model Assured Shorthold Tenancy (AST) for landlords to use. Where this is not used, Officers will ensure that an acceptable, written AST is used, clearly setting out the tenants and landlords obligations, rent and charges, and is free from any unfair or unreasonable terms.</p> <p>Landlords will also be informed of the requirements to use Tenancy Deposit Schemes by officers prior to sign-ups.</p>

Homelessness Strategy and discharge of duty policy(City Executive Board Report 13th February 2013): Appendix E
Risk Register

No.	Risk Description Link to Corporate Obj	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk		
Risk Score Impact Score: 1 =Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic Almost Certain											Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 =					
		I	P		Mitigating Control: Level of Effectiveness: (HML)	I	P	Action: Action Owner: Mitigating Control: Control Owner:	Outcome required: Milestone Date:	Q 1 ⊗ ⊗ ⊗ ⊗	Q 2 ⊗ ⊗ ⊗ ⊗	Q 3 ⊗ ⊗ ⊗ ⊗	Q 4 ⊗ ⊗ ⊗ ⊗	I	P	
2.	Failure to meet the objectives of the Homelessness Strategy	4	3	Ineffective monitoring of the strategic objective action plans.	Establish clear monitoring process within the Council's structure through Housing Board	3	2	.Ensure regular review through Housing Board Housing Strategy and Enabling Manager	Regular monitoring reports							
3.	Changes to housing policy or context and, local, regional and national, making objectives invalid or inappropriate.	3	3	Economic circumstances, government policy and legislation, political changes.	In addition to regular monitoring, review of the strategy and objectives to ensure it remains relevant to current circumstances.	3	3	Establish regular and robust monitoring arrangements for policy, context and legislative changes Housing Strategy and Enabling Manager	Mid point review completed by September 2015							
.4	Negative public and stakeholder understanding / perceptions of homelessness strategy objectives.	3	3	Failure to communicate objectives and impacts on homelessness in Oxford.	Establish clear communication strategy for the homelessness strategy for when it is adopted.	2	3	Implement communication strategy Housing Strategy & Enabling Manager	Communication Strategy in place by March 2013.							

No.	Risk Description Link to Corporate Obj	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk
Risk Score Impact Score: 1 =Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic Almost Certain						Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 =								
5	Lack of suitable private sector accommodation becomes available to enable effective use of discharge of duty policy	3	3	Landlords do not wish to work in partnership with Oxford City Council and make suitable homes available to homeless households at reasonable rents	The Homeless Strategy Action Plan identifies a number of actions to seek to maximise attractiveness of Home Choice scheme to private landlords and to try to increase number of private rented homes	4	4	Implement actions identified in Homelessness Strategy Action Plan, monitor and review	As detailed in Action Plan during 2012/13					

City Executive Board 13 February 2013 Homelessness Strategy and Action Plan/ Discharge of Duty - Appendix F

Equality Impact Assessment

1. Which group (s) of people has been identified as being disadvantaged by your proposals? What are the equality impacts?

No groups have been identified as being disadvantaged by the Homelessness Strategy. The document is targeted at meeting the housing needs of those most vulnerable in Oxford.

The Homelessness Strategy outlines the priority towards preventing homelessness across all client groups to achieve positive outcomes. Vulnerable groups are over-represented within homelessness service as issues such as disability, mental health, drugs/alcohol dependency, poverty have a direct impact on ability to access and retain a home.

Statutory homelessness operates within a legal framework which identifies 'priority need' groups so specific groups such as households with children are over-represented in homelessness acceptances.

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

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

The Homelessness Strategy and Action Plan acknowledges groups who have specific needs and the proposed priorities for action include actions for young people (mediation, preventing parental exclusion, help to access accommodation), those in poverty (financial inclusion, advice, credit unions), BME groups (gaining more knowledge of needs and issues), developing services for clients with mental health needs, drug/alcohol dependency, complex needs in partnership with other services, those with support needs. The proposed policy in relation to discharge of duty in private rented sector specifically identifies groups of people for whom a Private sector offer may not be appropriate i.e. vulnerable households, those requiring supported accommodation, those fleeing domestic violence, disabled households needs special adaptations to housing to meet their needs. It also recognises affordability issues which impact on those with low household incomes.

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

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

The Homelessness Strategy and Action Plan has been produced following discussions and feedback with partners and providers of housing and support services in the City and public consultation in 2012

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

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

Not applicable as no adverse impacts are predicated.

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

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

The Homelessness Strategy Action Plan targets will be subject to annual review.

Lead officer responsible for signing off the EqIA: Sheila Farley
Role: Housing Strategy & Enabling Manager
Date: December 2012

EXTRACT FROM THE MINUTES

CITY EXECUTIVE BOARD

Wednesday 13 February 2013

91. HOMELESSNESS STRATEGY – REVIEW OUTCOME

The Head of Housing submitted a report (previously circulated, now appended) which set out a revised Homelessness Strategy and Action Plan for 2013-18 following consultation, and which asked the Board to review policy following the commencement of additional powers related to the Council fulfilling its duties by securing a private sector tenancy for statutory homeless households.

Resolved to:-

- (1) RECOMMEND Council to adopt the Homelessness Strategy and Action Plan 2013-18 comprised in the report;
- (2) To note the commencement of additional powers introduced by virtue of the Localism Act 2011 related to Council fulfilling its duties by securing a private sector tenancy for statutory homeless households (paragraphs 8-11 of the report refers) and:-
 - (a) To approve the policy as outlined in Appendix D to the report as Council policy;
 - (b) To delegate authority to the Head of Housing to implement the policy together with any minor changes that may come forward due to any subsequent revisions or clarifications to Government guidance and any ensuing case law.

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CITY EXECUTIVE BOARD

Wednesday 19 December 2012

COUNCILLORS PRESENT: Councillors Price (Leader), Turner (Deputy Leader), Cook, Coulter, Curran, Lygo, Seamons, Sinclair and Tanner.

OFFICERS PRESENT: Lois Stock (Democratic and Electoral Services Officer), Lindsay Cane (Law and Governance), Angela Cristofoli (Communities and Neighbourhoods Manager), Nigel Kennedy (Head of Finance), Peter McQuitty (Head of Policy, Culture and Communications), William Reed (Law and Governance), Tim Sadler (Executive Director Community Services) and Steve Sprason (Head of Corporate Assets)

73. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Smith

74. DECLARATIONS OF INTEREST

No declarations of interest were received

75. PUBLIC QUESTIONS

There were no public questions.

76. SCRUTINY COMMITTEE REPORTS

No reports were submitted.

77. MEDIUM TERM FINANCIAL STRATEGY 2013-14 TO 2016-17 AND 2013-14 BUDGET FOR CONSULTATION - A FAIR FUTURE FOR OXFORD

The Head of Finance submitted a report (previously circulated, now appended) concerning the Council's Medium Term Financial Strategy for 2013/2014 to 2016/17. It also presented the 2013/14 Budget for consultation.

Councillor Ed Turner introduced the Budget and explained the background. He highlighted the fact that the Council has delivered £7 million of efficiency savings, which was a testament to the hard work and commitment of staff across the organisation. Overall, officers had now done a great job in preparing a budget that reflected priorities laid out by Councillors.

Councillor Price pointed out that the Budget before the Board was a budget until 2016/17, and that of necessity it contained assumptions about Government funding. It contained some contingencies and aimed to be realistic. As well as being about money, the budget reflected political priorities, in that it sought to

tackle the worst problems of deprivation within the City, and to defend poorer communities in an effective manner.

Councillors Coulter, Sinclair and Curran all commended the budget for its commitment to both the elderly and the young within Oxford.

Councillor Jean Fooks asked for further information about the Dial A Ride Scheme. Councillor Turner explained that the money in the budget for this was a contingency to enable officers to negotiate an increased service for Oxford – the City Council would invest only for services additional to those provided by the County Council.

In answer to a question, Lindsay Cane (Legal Services) confirmed that any agreement between the County Council and District Councils about the Dial a Ride service was a contractual one – there was no statutory duty for District Councils to be involved with this.

In answer to further questions from Councillor Fooks, Councillor Turner explained that it was not possible to provide outturn figures for the current year's budget because the year had not yet finished. Councillor Curran added that, as far as Educational Attainment was concerned, it had been intended to have 10 schools participate, however 12 had shown interest, of which 3 had not yet signed up to the scheme (mostly because of personal changes at the school). A briefing about the Youth Ambition Programme had recently gone out, and bids for the Social inclusion Fund would open shortly.

Councillor Turner further explained the various means (both electronic and other) by which the Council would consult with residents and stakeholders about this budget.

Resolved

That the following is recommended to Council:-

- a) Agree the Council's Medium Term Financial Strategy for 2013-14 to 2016-17 and the 2013-14 General Fund, Housing Revenue Account and Capital budgets for consultation as set out in Appendices 1-7 of the report;
- b) Agree to consult on an increase in Council Tax of 2% for 2013/14 as set out in paragraph 28 of the report;
- c) Agree to consult on an increase in council housing rents for 2013/14 of 4.61% utilising the national convergence formula, as set out in paragraph 61 of the report;
- d) Agree to consult on an increase in council house service charges for 2013/14 of 3% and remove the service charge limiter subject to a cap on the increase of £1 per week per annum on the increase as set out in paragraph 61 of the report;
- e) Agree to consult on amendments to fees and charges as laid out in Appendix 7 to this report
- f) Agree to consult on the level of exemptions and discounts on empty homes and unoccupied properties as outlined in paragraph 21,

noting that Exemption Class C is amended (as shown in bold below) so that the proposal is as follows:-

25% exemption for a time limit of **3 months**, then full charge.

78. CONSULTATION CORPORATE PLAN 2013-17

The Head of Policy, Culture and Communications submitted a report (previously circulated, now appended) concerning the Corporate Plan 2013/17, and seeking approval to authorise its release for consultation.

Councillor Bob Price presented the report to the Board, explaining that the consultation period would run from 20th December 2012 until 30th January 2013. He thanked Peter McQuitty for his work on this document. Councillor Price also offered Councillor Fooks, as Leader of the Liberal Democrat Group, the opportunity to add her signature to the final version.

Resolved to:-

- (1) Agree copy and targets for the main body of the Corporate Plan 2013/2017;
- (2) Authorise its release for consultation.

79. ROSE HILL COMMUNITY FACILITY

The Head of Corporate Property, the Communities and Neighbourhoods Manager and the Head of Leisure and Parks submitted a report concerning the preferred option for the future delivery of community, recreation and associated facilities at Rose Hill.

Councillor Ed Turner presented the report to the Board. He explained that a consultation day had been arranged at Rose Hill, it attracted a total of 587 votes from all age groups, and that there was overwhelming support for a new community facility at Rose Hill (Option 1 in the ballot).

Councillor Curran thanked Ward Councillors for their valuable input. He also paid tribute to the Communities and Neighbourhoods Team that had worked so hard. It had been refreshing to see young people, in particular, so interested and so involved with the consultation day.

Resolved:-

- 1) To note the contents of this Report, particularly the preferences expressed by the Community in terms of the future provision of Community facilities in Rose Hill;
- 2) To approve Option 1, the provision of a new build and integrated Community Centre, Pavilion and Advice Centre as detailed herein as the preferred option for the reprovion of an integrated community facility for Rose Hill;

- 3) That the approved new build option be on the basis that it contains a social club provision on the ground floor, in a location and to a specification to be agreed;
- 4) To note that detailed due diligence in respect of the existing Community Centre and Advice Centre sites will progress with a view to the obtaining of planning consent for residential development.

80. FUTURE ITEMS

Nothing was raised under this item.

81. MATTERS EXEMPT FROM PUBLICATION

None

The meeting started at 5.00 pm and ended at 5.45 pm

CITY EXECUTIVE BOARD

Wednesday 13 February 2013

COUNCILLORS PRESENT: Councillors Price (Leader), Turner (Deputy Leader), Cook, Coulter, Curran, Lygo, Seamons, Sinclair and Tanner.

82. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Smith.

83. DECLARATIONS OF INTEREST

No declarations of interest were received

84. PUBLIC QUESTIONS

One written question was submitted by the Chair of the Trap Grounds Allotment Association. That question and the answer to it was distributed at the start of the meeting. The details are attached to the signed copy of the minutes as an appendix.

85. SCRUTINY COMMITTEE REPORTS

Two Scrutiny reports were submitted. These are referred to in minutes 86 (BUDGET AND MEDIUM TERM FINANCIAL STRATEGY) and 92 (GREEN SPACES STRATEGY – CONSULTATION OUTCOME).

86. BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

The Head of Finance submitted a report (previously circulated, now appended), which presented the Council's Medium Term Financial Strategy for 2013/14 to 2016/17 and the Council's 2013/14 Budget. The Finance and Performance Scrutiny Panel also submitted a report (previously circulated, now appended).

Resolved:-

(1) to RECOMMEND Council to:-

- (a) Approve the Council's General Fund Budget Requirement of £25,027,000 for 2013/14 and in doing so to approve an increase in the Band D Council Tax of 1.99% or £5.23 per annum representing a Band D Council Tax of £268.19 per annum;
- (b) Approve the Council's General Fund Medium Term Financial Strategy for 2013-14 to 2016-17 and indicative budgets as set out in Appendices 1-5 of the report;

- (c) Approve the Housing Revenue Account budget for 2013/14 as set out in Appendix 5 to the report and in doing so to approve an increase in average dwelling rent of 4.62% (£4.27 per week) resulting in an annual average rent of £96.83;
 - (d)
 - (i) Approve the Capital Programme for 2013/14 -2016-17 as set out in Appendix 6 to the report;
 - (ii) To vire £65,000 from underspends in the current year's Capital Programme for the purpose of providing and improving floodlights, seating and dugouts at the Oxford City Football Club's stadium at Court Place Farm;
 - (e) Approve the Fees and Charges schedule as set out in Appendix 7 to the report;
 - (f) Approve the level of exemptions and discounts on empty homes and unoccupied properties as outlined in paragraphs 18-19 of the report;
- (2) On the Scrutiny recommendations, to agree the recommendations in the following terms:-
- (a) That the Business Rate Retention Scheme should become the focus of more robust modelling and detailed forecasting within the Medium Term Financial Strategy;
 - (b) That the trading strategy should continue to have a high level of contingency held against it, noting that it was subject to periodic review and that as experience in winning and successfully delivering traded work became embedded, the risk profile associated with the income stream would reduce;
 - (c) That the opportunity to pool contingencies in the light of experience would be considered as part of next year's Medium Term Financial Plan refresh;
 - (d) That there should be a clear recognition of structural and operational needs to deliver on increased income and trading targets and that those Service Areas most affected should continue to be reviewed to ensure best practice;
 - (e) To record that equality impact assessments were required for all budget changes and that they should be available at the earliest opportunity;
 - (f) To ask that a briefing note be provided to all councillors as soon as possible outlining the use of the various pots of money within the Green Deal;
- (3) To record the Board's thanks for all the work that Directors, Service Heads and Finance staff had put in to the formulation and presentation of the Budget.

87. CORPORATE PLAN - CONSULTATION OUTCOME

The Head of Policy, Culture and Communications submitted a report (previously circulated, now appended) which informed the Board of the consultation on the Corporate Plan 2013-2017.

Resolved to:-

- (1) RECOMMEND Council to agree the Corporate Plan 2013-2017;
- (2) To note that the Plan contained new text and targets in the light of consultation;
- (3) Delegate authority to the Head of Policy, Culture and Communications to make minor textual amendments where necessary in preparation for formal publication of the Corporate Plan.

88. TREASURY MANAGEMENT STRATEGY 2013/14

The Head of Finance submitted a report (previously circulated, now appended) which presented the Treasury Management Strategy for 2013/14 with the Prudential Indicators for 2013/14 – 2016/17.

Resolved to RECOMMEND Council to:-

- (1) Adopt and approve the Prudential Indicators and limits for 2013/14 to 2016/17 as set out in paragraphs 62 to 86 of the report;
- (2) Approve the Minimum Revenue Provision statement at paragraphs 25-27 of the report which sets out the Council's policy on the repayment of debt;
- (3) Approve the Treasury Management Strategy 2013/14 and the treasury prudential indicators at paragraphs 17-39 of the report;
- (4) Approve the Investment Strategy for 2013/14 contained in the Treasury Management Strategy and the detailed investment criteria as set out in paragraphs 40-60 of and Appendix 1 to the report.

89. COMMUNITY GRANT ALLOCATIONS FOR 2013/2014

The Executive Director, Community Services submitted a report (previously circulated, now appended) concerning grant allocations for 2013/14.

Resolved, subject to Council subsequently agreeing the grants budget for 2013/14 as set out in Table 1 to the report, to:-

- (1) Approve the extension of the Commissioning Programme for a further year, in accordance with and as amended by the provisions of Appendix 1 to the report;
- (2) Approve the recommendations for the rest of the grants commissioning programme as set out in Appendix 2 to the report;

- (3) Approve the recommendations for the applications received to the grants 2013/14 open bidding programme as set out in Appendix 3 to the report;
- (4) In relation to grant aid to advice centres, to ask the Executive Director, Community Services to report back to members later in the year on how the work of the advice centres had changed in the light of changes to the welfare benefits system.

90. HOUSING ALLOCATIONS SCHEME - CONSULTATION DRAFT

The Head of Housing submitted a report (previously circulated, now appended) which sought approval for consultation on a new draft Housing Allocations Scheme.

Resolved:-

- (1) To note the proposed changes to the existing Housing Allocations Scheme;
- (2) To approve for consultation the draft new Housing Allocations Scheme.

91. HOMELESSNESS STRATEGY - REVIEW OUTCOME

The Head of Housing submitted a report (previously circulated, now appended) which set out a revised Homelessness Strategy and Action Plan for 2013-18 following consultation, and which asked the Board to review policy following the commencement of additional powers related to the Council fulfilling its duties by securing a private sector tenancy for statutory homeless households.

Resolved to:-

- (1) RECOMMEND Council to adopt the Homelessness Strategy and Action Plan 2013-18 comprised in the report;
- (2) To note the commencement of additional powers introduced by virtue of the Localism Act 2011 related to Council fulfilling its duties by securing a private sector tenancy for statutory homeless households (paragraphs 8-11 of the report refers) and:-
 - (a) To approve the policy as outlined in Appendix D to the report as Council policy;
 - (b) To delegate authority to the Head of Housing to implement the policy together with any minor changes that may come forward due to any subsequent revisions or clarifications to Government guidance and any ensuing case law.

92. GREEN SPACES STRATEGY - CONSULTATION OUTCOME

The Head of Leisure and Parks submitted a report (previously circulated, now appended) which sought approval for a Green Spaces Strategy for Oxford that had been updated to reflect responses from public consultation. The Communities and Partnership Scrutiny Committee also submitted a report (previously circulated, now appended).

Resolved:-

- (1) To approve the Green Spaces Strategy for Oxford that forms Appendix 4 to the report;
- (2) In relation to the Scrutiny recommendation, to note that the Head of Leisure and Parks would be undertaking work to understand the usage and usage needs of Oxford's green spaces by all the City's sectors and groups with a view to enabling the beneficial outcomes from green spaces to be enjoyed by all.

93. CITY DEAL

The Executive Director, City Regeneration submitted a report (previously circulated, now appended) which provided a briefing on the City Deal Expression of Interest submitted to Government on 15th January 2013.

Resolved:-

- (1) To note the report;
- (2) To formally support the submission;
- (3) In the event of the submission being successful, to delegate authority to the Executive Director, City Regeneration to lead on developing the bid and negotiations with partners and Government.

94. ARISTOTLE LANE FOOTPATH OVER RAILWAY - CLOSURE

The Head of City Development submitted a report (previously circulated, now appended) which explained that Network Rail was proposing to make substantial investment in Oxford Station and the main line network between Southampton and the Midlands and that to support this investment, Network Rail was seeking agreement from the City Council to close the footpath crossing the railway at Aristotle Lane.

With the agreement of the Board, Tony Hollander (Chair, Trap Grounds Allotment Association), Corinna Redman (Chair of Governors, SS Philip and James Primary School) and a representative of Network Rail addressed the meeting.

Resolved to:-

- (1) Surrender such rights the City Council had in respect of the footpath crossing the railway between Aristotle Lane and the Trap Ground allotments by a Deed of Release subject to the City Executive Board being satisfied that Network Rail had provided, in consultation with local stakeholders, the promised improvements to the Aristotle Lane footbridge, the provision of a new car park on Council land at Aristotle Lane, the provision of a permissive footpath over its land to the Trap Grounds (Town Green) and had made satisfactory progress on the Oxford Station development including the completion of a Master Plan;
- (2) Instruct the Head of Corporate Assets to complete negotiations with the County Council to transfer part of the City Council's land to the Saint Philip and Saint James Primary School.

95. FUTURE ITEMS

Nothing was raised under this item.

96. MINUTES

The minutes of the meetings held on 5th and 19th December 2012 were approved as a correct record and signed by the Chair.

The meeting started at 5.00 pm and ended at 7.15 pm

DELEGATED DECISIONS OF THE BOARD MEMBER, FINANCE AND EFFICIENCY

Friday 25 January 2013

COUNCILLORS PRESENT: Councillors Turner.

OFFICERS PRESENT: Mathew Metcalfe (Democratic and Electoral Services) and Jane Winfield (Corporate Assets)

10. DECLARATIONS OF INTEREST

No declarations of interest were made at this meeting.

11. PUBLIC ADDRESSES

The Chair received two public addresses/questions. Mark Pitt submitted questions regarding agenda item 4 (Freehold disposal of Bury Knowle Stables and Barn). Clinton Pugh addressed the Committee on agenda item 5 (Disposal of St. Clements Car Park – Variation of Terms).

Questions from Mark Pitt – Concerning agenda item 4 – Freehold Disposal of Bury Knowle Stables and Barn

Thank you for your kind reply to my efforts to save Bury Knowle Barn and Stables, I will not repeat already voiced concerns, but only address the grounds you gave me for the decision.

To your first point, that this is a conversion and not demolition, which you quite rightly recognised as fundamental – you must be very clear that in this case, conversion is tantamount to demolition, entailing irreversible change to its open internal space that defines its heritage and community value and very character – therefore the first argument falls away?

Moving on the second argument that the receipts are required – the barn can be sold for a reasonable consideration for any purpose that does not destroy its internal space and give a community space, so surely this weakens the strength of argument to the small differential between residential and commercial purpose receipts?

The Asset Management Plan gives you unambiguous policy backing for its retention on heritage and community grounds, so why are you proceeding with this sale?

Officer Response: The Asset Management does not provide such an obligation. Instead the policy on “Heritage and Environment” (page 17 – 3.2(d)) provides an obligation on the Council to retain ownership of an asset where the historic or environmental fabric of the city may be prejudiced otherwise. This property is surplus to operational requirements of the Council and has deteriorated into a semi-derelict state. The Council believes that a sympathetic restoration of the buildings will ensure their continued existence for future generations. This is

most likely to occur of the Council disposes of its interest and, through the planning process, the buildings are developed into an appropriate economic use. The Council therefore believes that the test outlines in the Asset Management Plan has been satisfied.

Address from Clinton Pugh on behalf of himself and Sietske Boeles – Concerning agenda item 5 – Disposal of St. Clements Car Park – Variation of Terms

We understand that the terms and conditions for sale of St. Clements Car Park are being reviewed today. We regret that Members of the public and traders were excluded from these discussions as the new arrangements are confidential.

This is an opportunity to walk away from this sale. The development of St. Clements car park for student housing is hugely unpopular which will have a devastating impact on the local economy and the amenity of local residents. We believe that there is a surplus of student accommodation due to falling student numbers at Brookes University whilst Oxford University has stabilised its intake. We understand that over 500 student units (including postgraduate accommodation) stand empty at the Headington Hill Campus of Oxford Brookes University. Furthermore two hundred units are being constructed at the Travis Perkins site and another 100 or so, on the Cowley Road near the former bus depot.

The car park with its current capacity is essential for the viability of the local businesses. Last Monday at a meeting at the East Area Forum traders expressed their deep concern about the current economic climate and its impact in businesses at St. Clements and the lower end of the Cowley Road and the High Street. The development with its consequent loss of parking will be a further blow for the viability of local businesses. We urge you to use this opportunity to terminate the contract with the developers and save St. Clements car park.

12. COUNCILLOR ADDRESSES

Councillor Dick Wolff submitted a number of questions relating to agenda item 5 – Disposal of St. Clements Car Park – Variation of Terms.

As the questions contained confidential information, the Chair agreed to take them in closed session and agreed to exclude the press and public from the meeting during consideration of these questions in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 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.

13. FREEHOLD DISPOSAL OF BURY KNOWLE STABLES AND BARN

The Head of Corporate Property submitted a report along with a confidential appendix (previously circulated, now appended).

The Board Member resolved:

- (a) To approve the sale of Bury Knowle Stables and Barn, Headington, Oxford, on the terms as detailed in the “Not for Publication” confidential Appendix 4 to this report and otherwise on terms and conditions to be approved by the Head of Corporate Property;
- (b) To give authority to the Head of Corporate Property to vary the proposed sale or purchasing party as detailed within the report provided the transaction continues to represent best consideration.

14. DISPOSAL OF ST CLEMENT'S CAR PARK - VARIATION OF TERMS

The Head of Corporate Property submitted a report along with a confidential appendix (previously circulated, now appended).

The Board Member resolved:

- (a) To approve the variation of terms of the disposal of St. Clements Car Park, on the terms as detailed in the “Not for Publication” Confidential Appendix 3 of the report;
- (b) To give authority to the Head of Corporate Property to make nay further variations to the disposal provided the transaction continues to represent best consideration.

15. MATTERS EXEMPT FROM PUBLICATION

The Board Member noted the confidential appendices to agenda items 4 and 5 and heard the questions from Councillor Wolff concerning agenda item 5.

The meeting started at 5.00 pm and ended at 5.30 pm

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XX. MOTIONS ON NOTICE

(1) **Winter fuel poverty** – (Proposer Councillor Anne-Marie Canning, seconder Councillor Van Coulter)

The Council notes:

1. Already 1 in 4 households in the UK are in fuel poverty, meaning they need to spend more than 10% of their income on keeping their homes warm. Average bills over £1,247 per annum. The problem is likely to get worse, with 1 in 3 households projected to be in fuel poverty by 2016. Council notes that this will affect thousands of households in Oxford.
2. The main reasons for this crisis are that gas, oil and coal prices are high, and the UK's homes are some of the most energy inefficient in Europe – leaking heat from their doors, walls and windows.
3. Cold homes are damaging the health of vulnerable members of society, including children, older people and people with disabilities. Diseases such as asthma are made worse, and people are more likely to have strokes and heart attacks. Illnesses caused by cold homes cost the NHS nearly one billion pounds each year.
4. Over the next 15 years the Government will raise an average of £4 billion every year in carbon taxes through the European Emissions Trading Scheme and the Carbon Floor Price. Recycling this revenue back into households could bring 9 out of 10 homes out of fuel poverty, lower people's bills, cut carbon emissions and create jobs.

The Council therefore resolves to:

1. Council encourages the City Executive Board to focus upon reducing fuel poverty in Oxford by any means possible and to develop fuel poverty action plan.
2. Support the Energy Bill Revolution campaign calling for the Government to recycle revenues from carbon taxes into improving the energy efficiency of UK homes.

(2) **Bee Colony Collapse** – (Proposer Councillor David Williams, seconder Councillor Elise Benjamin)

In line with the current petition to Government by Friends of the Earth, and the ever growing scientific evidence this Council is concerned that the Government has not followed the lead of a large numbers of European states such as France and Germany and banned the pesticides neonicotinoides .

The recently published European Food Safety Authority report that concludes that there is a clear link between falling bee populations and the use of neonicotinoides adds even more scientific evidence that these chemicals should be banned.

With the recent publication of evidence from scientists at the US Department of Agriculture Bee Research Laboratory, the French National Institute for Agricultural Research and the UK's Keele University indicating strongly that the major cause of Bee Colony Collapse Disorder (BCCD) is the range of chemicals known as neonicotinoides this Council believes that there is an urgent need to protect bees in Oxfordshire from these potentially dangerous chemicals which are now being used in the UK.

The issue is of great concern in Oxfordshire for the area is known for its high quality bee keeping and breeding, the local honey firms and the large acreage that is under cultivation that requires pollination by bees.

Given that bees nationally and internationally play a vital role in maintaining food stocks this Council calls on the Secretary of State to impose an immediate ban on the pesticides sold as imidacloprid and clothianidin which are believed by the scientific community to be behind the phenomena known as BCCD. In following this approach the Minister will bring the UK in line with very large numbers of European states that have already banned the named neonicotinoid chemicals?

(3) Road Deaths of Cyclists – (Proposer Councillor David Williams, seconded by Councillor Craig Simmons)

Although there has been a decline in the number of deaths of cyclists over the last ten years on UK roads by 49% the figures for Oxfordshire are not so encouraging with a corresponding figure of only 23%? (Office of National Statistics). From the County Council's own figures the majority of the decline in the County was in the first 5 years with the numbers of those killed or seriously injured remaining essentially static for the following five.

There is no doubt a number of reasons as to why this figure is so out of line with the national average figure, especially 2011 when the annual figure increased dramatically, virtually doubling.

With this in view the City Council will work with the County Council with three clear objectives in the short, medium and long term and take into consideration the Western European models of urban traffic management that generally see half the number of fatal injuries to cyclists .

The Council cycle plan will include:

In the short term, identification of accident black spots that keep occurring in the accident statistics and make recommendations for

alterations in the traffic management that will improve safety for cyclists.

In the medium terms, recognise that a primary reason for deaths and serious injuries to cyclists is integrated urban traffic especially the mix of cyclists and very heavy vehicles and to move to limiting speed, weight restrictions and other planned traffic management proposals that will cut the number of fatalities in the City and surrounding towns.

In the long term, seek to improve existing cycle lanes by removing gaps that leave cyclists unsure where they should go, maximising the provision of clearly marked separate cycle lanes on the road or on pavements if necessary and space permits, and investigating where off-road cycle tracks could be.

(4) Break the Bag Habit Campaign – (Proposer Councillor Graham Jones)

This Council welcomes the increasing emphasis on reducing litter and protecting the environment.

However, it

- . * notes with dismay that last year eight billion 'thin-gauge' plastic bags were issued in the UK, an increase of more than 5% over 2010;
- * notes with interest that in Wales, where there is a 5p levy on bags, there has been a drop of up to 90%, similar to that achieved in the Republic of Ireland, that Northern Ireland is to follow suit, and that Scotland has put a similar policy out to public consultation;
- * and notes that the Campaign to Protect Rural England, Keep Britain Tidy, and the Marine Conservation Society have launched the Break the Bag Habit Campaign, calling on the Government to introduce a levy on single-use plastic in England.

Council would like to congratulate those retailers in Oxford who have switched to issuing paper or biodegradable plastic bags to reduce damage to the environment.

In keeping with Council policy, to reduce litter as well as to limit environmental damage, Council asks the Leader to write to the City's two MPs requesting them to support the Campaign.

(5) **Badger Cull – (Proposer David Williams, seconder Councillor Craig Simmons)**

The Council is concerned that although the Government has temporarily suspended its proposed cull of badgers the commitment to kill these creatures may be taken up again.

This is an important issue for Oxford where the badger is one of our largest native wildlife mammals and an important animal in the bio diversity of the City.

During this period of extended consultation the Council would submit to the relevant Government Minister the conclusion that a cull of badgers is not the most cost effective way to resolve the issue of bovine TB and certainly not the most humane.

The Government should be aware of a new vaccine that is now available for cattle that safeguards against TB and does not transfer antibodies into the food chain. Such a vaccine makes culling unnecessary and a waste of public funds.

The Council believes that the monies allocated to staffing the extermination units should now be directed to an inoculation programme which would be easier to conduct, ultimately far cheaper to deliver and would save one of the gentlest animals in the Oxfordshire countryside.

Council asks the Chief Executive to write to the relevant Minister expressing these opinions on behalf of the Council.

(6) **Setting a carbon target – (Proposer Councillor Van Coulter, seconder Councillor Jean Fooks)**

Council notes that the long-awaited Energy Bill has at last been published by the Coalition Government.

It welcomes the establishment of a new legislative framework to deliver secure, affordable and low carbon energy and the availability of the £110 billion investment needed to replace current generating capacity and upgrade the national grid by 2020. Council notes that Government will triple the support available for electricity generation from renewables, nuclear and carbon capture and storage.

However, Council regrets that the Government has decided to defer setting a decarbonisation target until after the next general election.

This risks distracting focus from the pressing need to reduce greenhouse gas emissions and for the urgent need to increase energy efficiency to reduce demand.

The delay in target setting will make it hard for our nation to meet our long-term emissions targets under the Climate Change Act. The implications of climate risk are clear. In many respects these risks are greatest for the most vulnerable, the poor and the elderly in our communities.

Council is concerned at the immediate impact of rising energy prices while noting that Government expects that average household bills will be 7% or £94 lower by 2020.

Council reaffirms its wish to be a lead authority in tackling climate change and reducing carbon emissions. It resolves to do all it can to improve the energy efficiency of its own property and to assist home-owners and private tenants to reduce their energy usage and costs with advice and grants, including taking advantage of the Green Deal proposals.

Council instructs the Chief Executive to write to the local MP's and the Prime Minister expressing Council's concern at the omission of a decarbonisation target from the Energy Bill, putting at risk the Government's claim to be the greenest Government ever.

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To: COUNCIL

Date: 25th February 2013

Report of: Head of Law and Governance / Monitoring Officer

**Title of Report: KEY DECISIONS – ALIGNMENT OF FINANCIAL LIMITS
WITHIN THE CONSTITUTION**

Summary and Recommendations

Purpose of report: To align the Council's financial definition of a key decision with the financial limits for officer approvals of projects and acceptance of contracts.

Report Approved by:

Finance: Nigel Kennedy

Legal: Jeremy Thomas

Policy Framework: Not applicable

Recommendation(s): That the definition of a key decision in financial terms be increased to £500,000 to align with project approval and contract acceptance figures in the Constitution, and to authorise the Monitoring Officer to make the necessary constitutional changes.

1. A key decision is an executive decision which is likely:-
 - (a) To result in a local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates, or
 - (b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the local authority.
2. At present the City Council's financial limits, above which executive decisions are key decisions, are £150,000 for General Fund and £200,000 for Housing Revenue Account.

3. The key decision financial limit does not align to the Council's finance and contract rules. Those rules were changed and updated in February 2012. The rules set a limit of up to £500,000 for officers to agree project approvals and the same limit for officers to accept contracts. Project approvals and contracts over £500,000 must be agreed by the City Executive Board.
4. This report recommends Council to change the financial definition of a key decision so that the limit is £500,000. Approvals and acceptances above that sum will represent key (Board) decisions and below that sum will not represent key decisions.

Name and contact details of author:

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Background papers: None

Version number: 1

Report of: Head of Law and Governance

To: Council

Date: 25th February 2013

Title of Report: REVIEW OF POLLING DISTRICTS AND POLLING PLACES FOLLOWING A BOUNDARY REVIEW OF OXFORDSHIRE COUNTY COUNCIL DIVISIONS

Summary and Recommendations

Purpose of report: To ask Council to approve the revised schedule of polling districts and polling places (shown at Appendix A) for the administrative area of the City Council as required by the Electoral Administration Act 2006, following the review of Oxfordshire County Council division boundaries.

Key decision: No

Portfolio Holder: Councillor Bob Price

Report Approved by: Jeremy Thomas (Head of Law and Governance) and Jackie Yates (Executive Director, Organisational Development and Corporate Services)

Policy Framework: Not applicable

Recommendation(s): Council is RECOMMENDED to:

- (i) approve the schedule of polling districts and polling places as in Appendix A;
- (ii) reaffirm its decision to give the Returning Officer the delegated power to make changes to polling stations in emergencies;

Background

1. The Council is required under the Electoral Administration Act 2006, to keep under review its scheme of polling districts and polling places, with a formal review being undertaken every five years.
2. The last such formal review was carried out in 2011.
3. Council will be aware that Oxfordshire County Council has been the subject of an electoral review by the Local Government Boundary Commission for England. The new division boundaries have now been approved by Parliament. The scheme means that the total number of county councillors elected for the Oxford City divisions falls from 16 (in

eight two-member divisions) to 14 (in fourteen single-member divisions).

4. The new scheme means that various changes are needed to the polling district structure, as approved by Council in 2011. The new boundaries take effect at the County Council elections on 2nd May 2013.
5. Once agreed by Council the schedule cannot be altered without a subsequent resolution of Council. This can cause problems in the lead up to elections when polling stations can become unavailable for various reasons (e.g. flooding/vandalism – as was the case last year at Cardinal House) and an alternative is needed. This would necessitate an extraordinary meeting of Council to approve any change. In 2011 Council sensibly delegated power to the Returning Officer to change polling places in emergency situations and this report makes the same recommendation.

What the Council needs to do

6. The Council must amend its polling district scheme to reflect the new division boundaries.
7. As a result the following polling districts have been split – BB, DA, FB, LA, SA, XC. This has created the following new polling districts – BD, DC, FC, LD, SC, XD.
8. I have made the necessary changes to the schedule agreed in 2011 and these are contained in Appendix A.

Recommendation

9. Council is RECOMMENDED to:
 - (i) approve the revised schedule of polling districts and polling places (as shown at Appendix A) for the administrative area of the City Council as required by the Electoral Administration Act 2006, following the review of Oxfordshire County Council division boundaries;
 - (ii) authorise the Returning Officer to make changes to polling stations in emergencies.

Name and contact details of author:-

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List of background papers: None

OXFORD CITY COUNCIL

APPENDIX A

REPRESENTATION OF THE PEOPLE ACT 1983

Parliamentary Polling Districts and Polling Places

Oxford East Constituency (Whole)

Oxford West and Abingdon Constituency (Part)

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NOTICE IS HEREBY GIVEN that Oxford City Council, in exercise of its powers in accordance with Section 18 of the Representation of the People Act 1983, and following a boundary review carried out by the Local Government Boundary Commission, has divided the Oxford East Constituency which falls wholly within its district into polling districts and designated polling places and also for the part of Oxford West and Abingdon constituency that falls within its district.

Particulars of the polling districts and designated polling places are set out in the attached schedule.

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Wolvercote					
AA	Baptist Church , Godstow Road	1	859	Elmthorpe Road, Godstow Road, Home Close, Meadow Prospect, Mill Road, Rosamund Road, Rowland Close, Webbs Close	Accessible
AB	Wolvercote Young People's Club, St Peter's Road	2	1467	Banbury Road, Bladon Close, Blandford Avenue, Blenheim Drive, Church Lane, Churchill Place, Cyprus Terrace, Davenant Road, Dovehouse Close, Field House Drive, First Turn, Godstow Road, Goose Green Close, Mere Road, Millway Close, Osborne Close, Pixey Place, Plough Close, Rawson Close, Sheriffs Drive, St Peter's Road, Sunderland Avenue, Ulfgar Road, Wolvercote Green, Woodstock Close, Woodstock Road, Wyndham Way	Accessible
AC	Five Mile Drive Recreation Ground (temporary unit)	1	712	Banbury Road, Carey Close, Five Mile Drive, Foxton Close, Jordan Hill, Kirk Close, Lakeside, Linkside Avenue, Linkside, Rotha Field Road, Sunderland Avenue, Woodstock Road	Accessible (with ramp provided)
AD 74	Cutteslowe Park Pavilion	1	782	Banbury Road, Bourne Close, David Walter Close, Elsfield Way, Harbord Road, Harefields, Haslemere Gardens, Hayward Road, Holt Weer Close, Kendall Crescent, Lovelace Road, Marriott Close, Millers Acre, Park Close, Pennywell Drive, Priors Forge, Riddell Place, Sparsey Place, Talbot Road, Templar Road	Accessible
Summertown					
BA	Summertown URC Church Hall, Banbury Road	2	1897	Apsley Road, Banbury Road, Beech Croft Road, Bishop Kirk Place, Capel Close, Grove Street, Hobson Road, Hyde Place, Middle Way, Oakthorpe Road, Osberton Road, Oxford Canal, Paddox Close, Richards Lane, Ridgemont Close, Rogers Street, South Parade, Squitchey Lane, Stratfield Road, Summerhill Road, The Paddox, Thorncliffe Road, Upland Park Road, Woodstock Road	Accessible
BB	Cutteslowe Community Centre, Wren Road	1	1124	Aldrich Road, Banbury Road, Bodley Place, Buckler Road, Carlton Road, Cavendish Road, Hawksmoor Road, Jackson Road, Salisbury Crescent, Scott Road, Southdale Road, , Wentworth Road, Wolsey Road, Wren Road, Wyatt Road	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
BC	Summertown URC Church Hall, Banbury Road	1	1028	Banbury Road, Hamilton Road, Hawkswell Gardens, Hernes Close, Hernes Crescent, Hernes Road, Kings Cross Road, Lonsdale Road, Lucerne Road, Mayfield Road, Portland Road, Summerfields, Victoria Road	Accessible
BD	Cutteslowe Community Centre, Wren Road	1	826	Grimbly Place, Harpes Road, Islip Road, Water Eaton Road	Accessible
St. Margaret's					
CA	St Margaret's Centre, Polstead Road	2	2517	Bainton Road, Banbury Road, Brindley Close, Burgess Mead, Canterbury Road, Chalfont Road, Clear Water Place, Complins Close, Cox's Ground, Elizabeth Jennings Way, Frenchay Road, Hayfield Road, Kingston Road, Lark Hill, Lathbury Road, Moreton Road, Navigation Way, Polstead Road, Rackham Place, Rawlinson Road, Ryder Close, St Margaret's Road, Staverton Road, Stone Meadow, Woodstock Road	Accessible
CB 75	St Andrew's Church Centre, Linton Road Entrance	1	1422	Banbury Road, Bardwell Road, Belbroughton Road, Chadlington Road, Charlbury Road, Cunliffe Close, Ewert Place, Ferry Pool Road, Garford Road, Linton Road, Marston Ferry Road, Northmoor Place, Northmoor Road, Staverton Road, Woodstock Road	Accessible
North					
DA	Oxford Centre for Mission Studies, Woodstock Road	1	1656	Farndon Road, Kingston Road, Leckford Place, Leckford Road, Longworth Road, Plantation Road, Rutherway, Southmoor Road, St Bernard's Road, Tackley Place, Walton Street, Walton Well Road, Warnborough Road,	Accessible
DB	St Giles' Parish Room, Woodstock Road	1	1322	Adelaide Street, Banbury Road, Bevington Road, Norham Gardens, Observatory Street, St Anne's College, Walton Street, Woodstock Road,	Accessible
DC	Oxford Centre for Mission Studies, Woodstock Road	1	1418	Acer Walk, Aristotle Lane, Balliol Court, Banbury Road, Benson Place, Bradmore Road, Butler Close, Canterbury Road, Church Walk, Crick Road, Fyfield Road, Merrivale Square, Merton Court, Norham Gardens, Norham Mews, Norham Road, North Parade Avenue, Park Town, Plater Drive, Walton Street, William Lucy Way, Winchester Road, Woodstock Road	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Jericho and Osney					
EA, EB	Jericho St Barnabas Centre, Canal Street	1	2160	Albert Street, Allam Street, Canal Street, Cardigan Street, Combe Road, Cranham Street, Cranham Terrace, Great Clarendon St, Great Mead, Hart Street, Hythe Bridge Arm Moorings, Hythe Bridge Street, Jericho Street, Juxon Street, King Street, Mount Place, Mount Street, Nelson Street, Rewley Abbey Court, Rewley Road, Richmond Road, Rickyard Close, School Court, St Barnabas Street, Stable Close, Upper Fisher Row, Venables Close, Victor Street, Walton Crescent, Walton Lane, Walton Street, Wellington Street, William Lucy Way, Worcester Place, Worcester Street	Accessible.
EC 76	West Oxford Community Centre, Botley Road	2	2516	Abbey Road, Alexandra Road, Arthur Street, Barrett Street, Binsey, Binsey Lane, Botley Road, Bridge Street, Bullstake Close, Cripsey Road, Doyley Road, Duke Street, Earl Street, East Street, Ferry Hinksey Road, Gibbs Crescent, Harley Road, Helen Road, Henry Road, Hill View Road, Lamarsh Road, Mill Street, Millbank, North Street, Oatlands Road, Osney Lane, Prestwich Place, Riverside Road, Roger Dudman Way, Russell Street, South Street, Swan Street, Venneit Close, West Street	Accessible
Carfax					
FA	Deaf & Hard of Hearing Centre, St. Ebbe's Street	1	829	Albion Place, Brewer Street, Butterwyke Place, Cambridge Terrace, Clark's Row, Faulkner Street, Littlegate Street, Luther Street, Norfolk Street, Oxford Castle, Paradise Square, Paradise Street, Pembroke Street, Pennyfarthing Place, Pike Terrace, Queen Street, Roger Bacon Lane, Rose Place, Speedwell Street, St Aldate's Street, St Ebbe's Street, Tidmarsh Lane, Turn Again Lane	Accessible See also polling district HC
FB	Wesley Memorial Hall, New Inn Hall Street	1	1996	Blackhall Road, Broad Street, High Street, Market Street, Museum Road, Parks Road, Radcliffe Square, Ship Street, Street, Turl Street	Accessible
FC	Wesley Memorial Hall, New Inn Hall Street	1	1670	Beaumont Buildings, Beaumont Ln, Beaumont St, Becket St, Bulwarks Ln, Cornmarket St, Frewin Court, Friars Entry, George St, George St Mews, Gloucester Grn, Gloucester St, Hamel Walk, Hollybush Row, Little Clarendon St, Lower Fisher Row, Magdalen St, New Inn Hall St, New Rd, Osney Ln Oxpens Rd, Park End St, Pusey Ln, Pusey St, Rowland Hill Ct, Shoe Ln, St Giles's, St John St, St Michael's St, St Thomas's St, The Hamel, Walton St, Wellington Pl, Wellington Sq, Woodbine Pl	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Holywell					
GA	Magdalen Auditorium, Longwall Street	2	2964	Bath Place, Catte Street, High Street, Holywell Street, Jowett Walk, Longwall Street, Manor Place, Manor Road, Mansfield Road, New College Lane, Parks Road, Queen's Lane, Savile Road, South Parks Road, St Cross Road	Accessible
GB	St Columba's United Reformed, Church	1	1320	Alfred Street, Bear Lane, Blue Boar Street, High Street, King Edward Street, Kybald Street, Logic Lane, Magpie Lane, Merton Street, Oriel Square, Rose Lane, St Aldate's Street, Folly Bridge, St Aldate's Street	Accessible
Hinksey Park					
HA	St Matthew's Parish Centre, Marlborough Road	2	1799	Abingdon Road, Brook Street, Buckingham Street, Chilswell Road, Cobden Crescent, Edith Road, Hodges Court, Jubilee Terrace, Kineton Road, Long Ford Close, Marlborough Road, Newton Road, Salter Close, Western Road, White House Road	Accessible
HB 7	South Oxford Baptist Church, Wytham Street	1	2003	Abingdon Road, Bertie Place, Canning Crescent, Chatham Road, Egrove Close, Fox Crescent, Gordon Street, Gordon Woodward Way, Green Place, Iffley Lock, Isis Close, Lake Street, Leander Way, Lincoln Road, Monmouth Road, Norreys Avenue, Northampton Road, Oswestry Road, Peel Place, School Place, Stewart Street, Summerfield, Sunningwell Road, Varsity Place, Vicarage Lane, Vicarage Road, Weirs Lane, Wytham Street	Accessible
HC	Deaf & Hard of Hearing Centre, St. Ebbe's Street	1	476	Blackfriars Road, Dale Close, Folly Bridge, Friars Wharf, Preachers Lane, Sadler Walk, Shirelake Close, Thames Street, Trinity Street	Accessible See also polling district FA

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
St. Clement's					
JA	St Clement's Family Centre, Cross Street	2	2534	Alan Bullock Close, Alma Place, Bath Street, Boulter Street, Caroline Street, Cave Street, Chapel Street, Cherwell Street, Cowley Road, Cross Street, Dawson Street, Dudley Gardens, Glebe Street, Jeune Street, Little Brewery Street, London Place, Marston Road, Morrell Avenue, Parsons Place, Penson's Gardens, Princes Street, Rectory Road, St Clement's Street, Stone Street, Tawney Street, The Plain, Tyndale Road, Union Street, Wilson Place, York Place	Accessible
JB	East Oxford Games Hall, Collins Street	1	2491	Ablett Close, Bartlemas Road, Cosin Close, Cowley Road, Divinity Road, East Avenue, Hill Top Road, Manzil Way, Minster Road, Nye Bevan Close, Southfield Road, Warneford Road,	Accessible
St. Mary's					
KA	James Street Church	2	3439	Alhambra Lane, Aston Street, Bannister Close, Bramwell Place, Bullingdon Road, Circus Street, Cowley Place, Cowley Road, Crown Street, Denmark Street, Galpin Close, Green Street, Hawkins Street, Henley Street, Hurst Street, Iffley Road, James Street, Leon Close, Leopold Street, Marston Street, Moberly Close, Randolph Street, Regent Street, St Mary's Road, Stockmore Street, Temple Street	Accessible
KB	The Gladiator Club, 263 Iffley Road	1	904	Aston Street, Cowley Road, Hurst Street, Iffley Road, Magdalen Road, St Mary's Road, Stanley Road	Accessible
Iffley Fields					
LA	Donnington Community Centre, Townsend Square	1	660	Addison Crescent, Arnold Road (part), Donnington Bridge Road (part), Swinburne Road.	Accessible
LB	Greyfriars, Iffley Road	1	1199	Argyle Street, Bedford Street, Chester Street, Daubeny Road, Eyot Place, Fairacres, Fairacres Road, Iffley Road, Meadow Lane, Parker Street, Stratford Street, Warwick Street	Accessible
LC	St Alban's Hall, Charles Street	2	1962	Barnet Street, Boundary Brook Road, Catherine Street, Charles Street, Cricket Road, Drove Acre Road, Essex Street, George Moore Close, Golden Road, Harold Hicks Place, Hertford Street, Howard St, Iffley Rd, Leys Pl, Percy St, Pipkin Way, Quartermaine Cl, Ridgefield Rd, Sidney St, Silver Rd, Whitson Pl	Accessible
LD	Donnington Community Centre, Townsend Square	1	352	Arnold Road (part), Cornwallis Road, Donnington Bridge Road (part), Freeland's Road, Iffley Road, Meadow Lane (part), Nixon Road, Radcliffe Road, Townsend Sq.	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Rose Hill and Iffley					
MA, MD	Iffley Church Hall, Church Way	1	855	Abberbury Avenue, Abberbury Road, Anne Greenwood Close, Aubrey Court, Bay Tree Close, Bears Hedge, Cavell Road, Church Way, Cordrey Green, Eastchurch, Fitzherbert Close, Iffley Road, Iffley Turn, Iffley Turn, Meadow Lane, Mill Lane, Sheepway Court, Stone Quarry Lane, Tree Lane, Wootten Drive	Accessible
MB, ME	Rose Hill Methodist Church, Rose Hill	1	1145	Annesley Road, Church Hill Road, Court Place Gardens, Courtland Road, Egerton Road, Ellesmere Road, Henley Avenue, Hunsdon Road, Iffley Turn, Rose Hill, Villiers Lane, Westbury Crescent, Wykeham Crescen	Accessible
MC	Rose Hill Community Centre, The Oval	2	1987	Ashhurst Way, Asquith Road, Clinton Close, Cottesmore Road, Court Farm Road, Danvers Road, Dashwood Road, Desborough Crescent, Devereux Place, Fiennes Road, Jersey Road, Lambourn Road, Lenthall Road, Mortimer Road, Newlin Close, Nowell Road, Oxford Road, Pattison Place, Radford Close, Rivermead Road, Rowney Place, Spencer Crescent, St Martin's Road, Thames View Road, The Oval, Williamson Way, Wymbush Road	Accessible
Littlemore					
NA, NC	Cardinal House, Newman Road	1	1729	Addison Drive, Bodley Road, Cardinal Close, Compass Close, Cowley Road, Eastern Ave, Fairlie Road, Goodey Close, Herschel Crescent, Hillsborough Close, Hillsborough Road, Kelburne Road, Littlemore Road, Long Lane, Mayfair Road, Newman Rd, Orchard Way, Oxford Road, Pulker Close, Rahere Road, Sheldon Way, Van Diemens Lane,	Accessible
NB1	Littlemore Village Hall, Railway Lane	1	922	Brocklesby Road, Chapel Lane, David Nicholls Close, Dudgeon Drive, Gwyneth Road, Kempson Crescent, Lanham Way, Mandelbrote Drive Marlborough Close, Medhurst Way, Morrell Crescent, Oxford Road, Railway Lane, Sandford Road, Swinbourne Road, Thomson Terrace	Accessible
NB2	Littlemore Community Centre, Giles Road	1	1415	Alice Smith Square, Bampton Close, Blewitt Court, Broadfields, Carpenter Close, Champion Way, College Lane, Cowley Road, Elm Tree Close, Faber Close, Giles Close, Giles Road, Grange Road, Hardings Close, Lakefield Road, Longwall, Minchery Farm Cottages, Minchery Farm Lane, Minchery Road, Newman Road, Northfield Close, Pipleay Furlong, Priory Road, Redmoor Close, Sandy Lane West, Spring Lane, St Mary's Close, St Nicholas Road, Upton Close, Vicarage Close,	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Northfield Brook					
OA	Blackbird Leys Community Centre, Blackbird Leys Road	1	1512	Birchfield Close, Blackbird Leys Road, Brambling Way, Costar Close, Falcon Close, Kestrel Crescent, Knights Road, Linnet Close, Little Field, Mallard Close, Merlin Road, Monks Close, Nunnery Close, Overmead Green, Pegasus Road, Peregrine Road, Skylark Place, Spindleberry Close, Whitethorn Way, Willow Way, Windale Avenue	Accessible
OB	The Barn, Nightingale Avenue	1	2527	Acacia Avenue, Anemone Close, Appletree Close, Aspen Square, Avens Way, Bergamot Place, Blacksmith's Meadow, Bluebell Court, Brake Hill, Brooklime Walk, Buttercup Square, Champion Close, Celandine Place, Chaffinch Walk, Cherry Close, Choswell Spring, Cleaver Square, Coltsfoot Square, Columbine Gardens, Coriander Way, Cotton Grass Close, Cranesbill Way, Deer Walk, Dunnock Way, Elder Way, Emperor Gardens, Farm Close, Fieldfare Road, Firs Meadow, Forget-Me-Not Way, Foxglove Close, Fry's Hill, Grebe Close, Greenfinch Cl, Hawlings Row, Helleborine Cl, Hobby Court, Hyacinth Walk, Jack Argent Close, Jane Seaman Court, Kingfisher Green, Long Ground, Marigold Close, Mistletoe Green, Mole Place, Moorhen Walk, Nettlebed Mead, Nightingale Avenue, Norman Smith Rd, Nuthatch Cl, Oxeye Court, Partridge Walk, Peartree Close, Pipit Close, Plover Drive, Pochard Place, Potter's Court, Pottery Piece, Primrose Place, Robin Place, Rowan Grove, Sage Walk, Saxifrage Square, Shepherd's Hill, Sparrow Way, Spinney Field, Spruce Gardens, Swallow Close, Swift Close, Tarragon Drive, Teal Cl, Tern Walk, Thistledown Cl, Verbena Way, Violet Way, Warbler Walk, Wayfaring Cl, Woodpecker Green, Yarrow Close	Accessible
Blackbird Leys					
PA	Sacred Heart Church Hall, Sawpit Road	1	1732	Allin Close, Ashmole Place, Balfour Road, Blackbird Leys Road, Blay Close, Cuddesdon Way, Druce Way, Furlong Close, Garsington Road, Haldane Road, Jourdain Road, Kent Close, Ladenham Road, Longlands Road, Moorbank, Poulton Place, Sandy Lane, Sawpit Road, Tucker Road, Warburg Crescent, Watlington Road, Wesley Close, Wingate Close	Accessible
PB	Pegasus Primary School, Field Avenue	2	2147	Andromeda Close, Angelica Close, Berry Close, Briar Way, Brook View, Bryony Close, Bulrush Road, Butterwort Place, Centaury Place, Clematis Place, Clover Place, Comfrey Road, Crowberry Rd, Cuddesdon Wy, Erica Cl, Field Ave, (cont...)	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
PB (cont...)	Pegasus Primary School, Field Avenue			(cont...) Flaxfield Road, Gentian Road, Green Hill, Harebell Road, Honeysuckle Grove, Hornbeam Drive, Jasmine Close, Juniper Drive, Little Bury, Lobelia Road, Marjoram Close, Mercury Road, Overbrook Gardens, Pegasus Road, Pennycress Road, Periwinkle Place, Pimpernel Close, Pine Close, Prunus Close, Rampion Close, Redwood Close, Reedmace Close, Rest Harrow, Samphire Road, Sorrel Road, Starwort Path, Strawberry Path, Sundew Close, Thistle Drive, Three Corners Road, Timothy Way, Trefoil Place, Vetch Place, Watlington Road, Woodruff Close, Yew Close	
Cowley					
QA	Florence Park Community Centre, Cornwallis Road	1	1861	Campbell Road, Church Cowley Road, Church Cowley Road, Cleveland Drive, Clive Road, Cornwallis Close, Cornwallis Road, Eleanor Close, Florence Park Road, Gerard Place, Havelock Road, Henley Avenue, Kames Close, Lawrence Road, Littlehay Road, Lytton Road, Maidcroft Road, Outram Road, Rymers Lane, St Omer Road, Trevor Place	Accessible
QB	St James Church Centre, Beauchamp Lane	2	2164	Amory Close, Bailey Road, Barns Road, Bartholomew Road, Beauchamp Lane, Beauchamp Place, Between Towns Road, Boswell Road, Burgan Close, Cholsey Close, Coleridge Close, Crowell Road, Dodgson Road, Eleanor Close, Frederick Road, Gaisford Road, Garsington Road, Hampden Road, Hockmore Street, Kersington Crescent, Knolles Road, Liddell Road, Lockheart Crescent, Napier Road, Oxford Road, Phipps Road, Pound Way, St Luke's Road, The Grates, Upper Barr	Accessible
Cowley Marsh					
RA	Regal Area Community Centre, Ridgefield Road	2	2322	Barracks Lane, Bartlemas Close, Belvedere Road, Bhandari Close, Catwell Close, Cowley Road, Cricket Road, Cumberland Road, Don Stuart Place, Gillians Way, Glanville Road, Herbert Close, Kenilworth Ave, Milton Road, Morris Crescent, Reliance Way, Ridgefield Road, Saunders Road, Shelley Road, Westfield Close, Weymann Terrace	Accessible
RB	City of Oxford Silver Band Hall, Temple Road	2	2310	Badger's Walk, Barracks Lane, Bennett Crescent, Crescent Close, Crescent Road, Don Bosco Close, Edmund Road, Hendred Street, Hollow Way, Junction Road, Kirby Place, Leafield Road, Marsh Road, Owens Way, Oxford Road, Purland Close, Salegate Lane, Silkdale Close, St Christopher Place, Temple Road, Turner Close	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Lye Valley					
SA	St. Francis Primary School, Horspath Road	1	1475	Brasenose Driftway, Burton Place, Corunna Crescent, Cranmer Road, Craufurd Road, Fairfax Road, Fanshawe Place, Fletcher Road, Hollow Way, Horspath Road, Ivy Close, Normandy Crescent, Paget Road, Ridley Road, Rupert Road, White Road, Yeats Close	Accessible
SB	St. Francis' Church Centre, Hollow Way	2	2336	Acre Close, Awgar Stone Road, Benouville Close, Benson Road, Brasenose Driftway, Bulan Road, Cinnaminta Road, Coverley Road, Cranmer Road, Dene Road, East Field Close, Eastern Bypass, Fair View, Glebelands, Hollow Way, Hundred Acres Close, Hunter Close, Inott Furze, James Wolfe Road, Kennedy Close, Lambton Close, Lye Valley, Meyseys Close, Nether Durford Close, Old Barn Ground, Peat Moors, Shorte Close, The Slade, Town Furze, Troy Close	Accessible
SC	St. Francis Primary School, Horspath Road	1	984	Bleache Place, Burbush Road, Fern Hill Road, Marshall Road, Oliver Road, Sunnyside, Wilkins Road.	Accessible
Churchill					
TA, TD 82	Wood Farm Community Centre, Titup Hall Drive	2	2008	Abbots Wood, Atkyns Road, Blackstock Close, Bonar Road, Bracegirdle Road, Broad Oak, Calcot Close, Chillingworth Crescent, Godfrey Close, Holland Place, Horspath Driftway, Joan Lawrence Place, Leiden Road, Long Close, Mascall Avenue, Masons Road, Nuffield Road, Old Road, Palmer Road, Pauling Road, Peppercorn Avenue, Pether Road, Pickett Avenue, Rede Close, Slade Close, Stansfeld Place, Stubbs Avenue, The Slade, Three Fields Road, Titup Hall Drive, Wood Farm Road	Accessible Temporarily at Atkyns Court, Atkyns Road while the Community Centre is rebuilt.
TB	The Launderette, Girdlestone Road Shops	1	679	Atwell Place, Churchill Drive, Churchill Hospital, Coolidge Close, Dynham Place, Everard Close, Flexney Place, Girdlestone Close, Girdlestone Road, Goslyn Close, Heath Close, Massey Close, Old Road, Shelford Place, Warren Crescent, Wylie Close	Accessible
TC	Cheney Community Hall, Cheney School	2	1789	Acland Close, Cardwell Crescent, Cheney Hall, Cheney Lane, Cheney Lane, Demesne Furze, Finch Close, Gipsy Lane, Grays Road, Harcourt Terrace, Headington Hill, Headington Road, Highfield Avenue, Mileway Gardens, Old Road, Roosevelt Drive, Skene Close, Stonor Place, Valentia Road, Warneford Lane	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Quarry & Risinghurst					
UA, UE	The Coach House, Quarry Road	1	781	Binswood Avenue, Cummings Close, Dorchester Close, Douglas Downes Close, Larkfields, Margaret Road, Mark Road, Old Road, Old Road, Quarry Road, Quarry Road, Stansfield Close, Upper Meadow, Weyland Rd, York Avenue, York Road,	Accessible
UB	Headington Community Centre, Gladstone Road	1	1760	Bankside, Beaumont Road, Burrows Close, Bushnell Close, Chequers Place, Colemans Hill, Cooper Place, Coppock Close, Gladstone Road, Green Road, Hedges Close, Holley Crescent, Holyoake Road, John Snow Place, London Road, Margaret Road, New Cross Road, Pitts Road, Quarry High Street, Quarry Hollow, Quarry School Place, Ramsay Road, Scrutton Close, Spooner Close, St Leonard's Road, Stile Road, Tilehouse Close, Toot Hill Butts, Trafford Road, Trinity Road, Wharton Road, William Kimber Crescent	Accessible
UC, UD 83	Risinghurst Community Centre, Kiln Lane	1	1695	Baker Close, Carter Close, Collinwood Close, Collinwood Road, Collinwood Road, Downside End, Downside End, Downside Road, Downside Road, Forest Road, Green Road, Green Road, Grovelands Road, Harold White Close, Kiln Lane, Lewis Close, London Road, Netherwoods Road, Pond Close, Ridgeway Road, Ringwood Road, Sermon Close, Shelley Close, Slaymaker Close, Spring Lane, Stanway Road, Stanway Road, The Larches, The Link, The Roundway, Wychwood Lane	Accessible
Barton and Sandhills					
VA	Viking Sports Club, Table Tennis Room	1	924	Ash Grove, Barton Lane, Barton Road, Blackthorn Close, Chestnut Avenue, Gurden Place, Hawthorn Avenue, London Road, Lyndworth Close, Lyndworth Mews, North Way, Northfield Road, Sefton Road, Stowood Close, The Beeches	Accessible
VB, VC	Barton Neighbourhood Centre, Underhill Circus	1	2070	Aldebarton Drive, Alden Crescent, Atkinson Close, Barton Village Road, Bassett Road, Bayswater Road, Bernwood Road, Brampton Road, Brome Place, Burchester Avenue, Bushey Leys Cl, Cress Hill Place, Edgecombe Road, Fettiplace Road, Gurl Close, Handlo Place, Harolde Close, Hengrove Close, Henry Taunt Close, High Cross Way, Hubble Close, Ilsley Road, Mather Road, Northway, North Way, Overdale Close, Pound Field Close, Shaftesbury Road, Sherwood Place, Stowford Road, Sturges Close, Taggs Gate, Underhill Circus, Wick Close, Wilcote Road	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
Barton and Sandhills (cont...)					
VD	Bayards Hill School, Waynflete Road Entrance	1	1018	Bayswater Farm Rd, Bayswater Rd, Claymond Road, Colwell Drive, Cranley Rd, Green Ridges, Humfrey Rd, London Road, Lydia Close, Malford Road, Routh Road, Waynflete Road	Accessible
VE	Sandhills Primary School Nursery, Terret Avenue	1	677	Burdell Avenue, Burlington Crescent, Bursill Close, Delbush Avenue, Elton Close, Hill View, Hosker Close, London Road, Merewood Avenue, Roberts Close, Sweet Green Close, Terrett Avenue	Accessible
Headington					
WA	The Scout Hall, Perrin Street	2	2017	All Saints Road, Barrington Close, Bateman Street, Bickerton Road, Brookside, Cecil Sharp Place, Gardiner Street, Gathorne Road, Kennett Road, Langley Close, Latimer Road, Lime Walk, London Road, Margaret Road, Mattock Close, New High Street, Norton Close, Nursery Close, Old Road, Perrin Street, Piper Street, Rock Edge, St Anne's Road, Stapleton Road, Wilberforce Street, Windmill Road, Windsor Street, York Road	Accessible
WB 404	The Baptist Church Hall, New High Street	1	741	Dunstan Road, Ethelred Court, Horwood Close, Larkins Lane, Laurel Farm Close, London Road, North Place, Old High Street, Osler Road, St Andrew's Lane, St Andrew's Road, Stephen Road, Stoke Place, The Croft, William Orchard Close	Accessible
WC	St Anthony of Padua RC Church, 115 Headley Way	1	1077	Beech Road, Fortnam Close, Franklin Road, Headley Way, Ivy Lane, London Road, Sandfield Road, Staunton Road, Woodlands Close, Woodlands Road	Accessible
Headington Hill & Northway					
XA	Northway Community Centre, Dora Carr Close	1	1100	Alesworth Grove, Borrowmead Road, Broadhead Place, Dora Carr Close, Foxwell Drive, Gorse Leas, Gouldland Gardens, Grunsell Close, Halliday Hill, Ingle Close, John Buchan Road, Maltfield Road, Meaden Hill, Milne Place, Saxon Way, Stainfield Road, Steep Rise, Stockleys Road, Sutton Road, Upway Road, Westlands Drive	Accessible
XB	St Anthony of Padua RC Church, 115 Headley Way	1	1214	Ambleside Drive, Ashlong Road, Bowness Avenue, Brookfield Crescent, Cherwell Drive, Colterne Close, Coniston Avenue, Copse Lane, Derwent Avenue, Eden Drive, Headley Way, Marsh Lane, Snowdon Mede	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	Comments
XC	New Marston Pastoral Centre, Jack Straws Lane	1	1056	Crotch Crescent, Doris Field Close, Feilden Grove, Hadow Road, Harberton Mead, Headington Hill, Headington Road, Holmes Park, Jack Straw's Lane, , Lynn Close, Marston Road, Pullens Field, Pullens Lane, Rolfe Place	Accessible
XD	New Marston Pastoral Centre, Jack Straws Lane	1	1297	John Garne Way	Accessible
Marston					
YA	Mortimer Hall, Oxford Road	2	2427	Arlington Drive, Ashlong Road, Barns Hay, Beechey Avenue, Boults Close, Boults Lane, Broughtons Close, Cannons Field, Cavendish Drive, Cherwell Drive, Church Lane, Clays Close, Cotswold Crescent, Cromwell Close, Cumberlege Close, Dents Close, Elms Drive, Elsfield Road, Ewin Close, Fairfax Avenue, Fane Road, Gordon Close, Harlow Way, Haynes Road, Horseman Close, Jessops Close, Lewell Avenue, Little Acreage, Lodge Close, Marsh Lane, Mill Lane, Mortimer Drive, Nicholas Avenue, Oxford Road, Park Way, Ponds Lane, Raymund Road, Rimmer Close, Rippington Drive, Rylands, Salford Road, Southcroft, St Nicholas Park, The Butts, Wards Mobile Home Park, Windsor Crescent	Accessible
YB	Marston United Reformed Church, (Room Adjoining)	1	542	Croft Close, Croft Road, Farmer Place, Heather Place, Marston Road, Old Marston Road, Ouseley Close, Stainer Place, Taverner Place	Accessible
YC	The Scout Hut, Marston Road	1	1306	Edgeway Road, Ferry Road, Goodson Walk, Harberton Mead, Hayes Close, Hugh Allen Crescent, John Garne Way, Marston Road, Moody Road, Nicholson Road, Parry Close, Peacock Road, Prichard Road, Purcell Road, Weldon Road, Westrup Close, William Street,	Accessible

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Report of: Head of Finance

To: Council

Date: 25 February 2013

Item No:

Title of Report: Council Tax 2013/14

Summary and Recommendations

Purpose of report: To set out the necessary calculations to enable Council to set the 2013/14 Council Tax for Oxford City, in accordance with the Local Government Finance Acts, 1988 and 1992, as amended by The Localism Act 2011.

Key decision: No

Executive lead member: Councillor Ed Turner

Policy Framework: None

Recommendation(s): Council is asked to approve for 2013/14: -

1. The City Council's precept and Council Tax requirement of £11,228,070 (inclusive of Parish Precepts). Net of the Parish Precepts, the figure is £11,073,898.
2. The average Band D Council Tax figure (excluding Parishes) of £268.19 a 1.99% increase on the 2012/13 figure of £262.96. Including Parish Precepts the figure is £271.93, a 1.83% increase on the 2012/13 figure of £267.05 (see paragraph 13).
3. The contribution of £10,000 to the Parish of Old Marston in recognition of the additional expenditure that the Parish incurs as a consequence of maintaining the cemetery (see paragraphs 20 and 21).
4. The amount of £480,238 to be treated as Special Expenses (see paragraph 24).
5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's additions) as follows:-

Littlemore	£286.32
Old Marston	£296.33
Risinghurst and Sandhills	£284.37
Blackbird Leys	£265.50
Unparished Area	£270.39

These figures include the Parish Precepts and special expensing amounts as appropriate on top of the City-wide Council Tax of £256.56.

The Council is also asked to note:

6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 27 below.
7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 28 below, and
8. The overall average Band D equivalent Council Tax of £1,614.14 including Parish Precepts.

Appendix 1 Statutory Calculations Required for Setting of the Council Tax

Appendix 2 Council Tax Amounts per Band 2013/14

Appendix 3 Risk Management Implications

BACKGROUND

9. The Localism Act, 2011 has made significant changes to the Local Government Finance Act 1992, and now requires authorities to calculate a council tax requirement for the year, not a budget requirement as previously. The City Council's calculation of this figure including the Parish Precepts is £11,228,070. The council tax requirement for the Council's own purposes is £11,073,898. The detailed calculation is shown in Appendix 1.

CALCULATION OF BASIC AMOUNT OF COUNCIL TAX

10. The tax bases for the various parts of the City were approved at Council on 17th December 2012 and totalled 41,290.8. This allows 3.0% for non-collection and represents a 12.4% reduction on the 2012/13 figure of 47,133.9. The reason for this significant reduction is due to the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (see paragraphs 11 and 12).

11. Changes to the tax base calculation from April 2013
From April 1st 2013 the national scheme of Council Tax Benefit is being replaced by local “*council tax reduction schemes*”. Full details were reported to Council on Dec 17th 2012 when the “Setting of the Council Tax Base 2013-14” report was considered. The Council Tax Reduction Scheme reduces the authority’s Tax Base by the value of Council Tax support against individual property Council Tax bands. This is then equated to the number of Band D equivalent properties. In Oxford City this equates to a reduction of 6,447 band D properties or 14% of the Tax Base.
12. In addition the 2013/14 Tax Base also reflects the technical changes to Council Tax that will take effect from April 2013. At City Executive Board on 22nd November 2012 it was agreed to make changes to these discounts and exemptions and to consult on such changes through the Council’s budget consultation process. These changes include:
- giving Billing Authorities the power to levy up to full Council Tax on second homes
 - the replacing of former Exemption Classes A and C (Vacant dwellings where major repair works or structural alterations are required, and empty and substantially unfurnished dwellings) with discounts to be determined by the Billing Authority and
 - allowing Billing Authorities to levy an ‘empty homes premium’ in respect of dwellings which have been left empty for two years or more

These changes to discounts and exemptions partially offset the reduction in the Tax Base caused by the local Council Tax Reduction Scheme. The financial effect is that they will generate additional income of around £145k. This together with a one-off transitional grant will largely compensate for the 10% reduction in funding.

13. The Basic Amount of Tax is calculated under Sections 31B of the Local Government Finance Act 1992. Details are shown in Appendix 1 and summarised below.

Table 1 Basic amount of Band D Council Tax 2013/14

Requirement from Council	
Tax	£11,073,898
<i>(including Parishes)</i>	£11,228,070
Tax Base	41,290.8
Basic Amount of Council	
Tax Band D	£268.19
<i>(including Parishes)</i>	£271.93

14. The Basic Amount of Council Tax (exclusive of Parish precepts) represents a 1.99% increase on the 2012/13 figure of £262.96 and an annual increase of £5.23 or 10p per week.
15. The Basic Amount of Council Tax is calculated by dividing the Council Tax Requirement by the Tax Base. This amount of tax is calculated purely to comply with statutory requirements.

CALCULATION OF ACTUAL AMOUNTS OF COUNCIL TAX

16. The calculation of the City Wide tax is set out below:-

Table 2 City Wide Band D Council Tax 2013/14

Council Tax	
Requirement	£11,228,070
Less Parish Precepts	£154,172
Less Unparished Area Special	
Expenses	<u>480,238</u>
City Wide	
Requirement	£10,593,660
Divided	
by Tax	
Base	41,290.8
City Wide Council Tax	
at Band D	£256.56

The City Wide Tax is payable by all dwellings throughout the Authority's area.

17. The Parishes have issued the City Council with their precepts. These, and the respective additions for the special expensing of cemeteries, are as shown below.

Table 3 Band D Special Expenses Addition 2013/14

	Parish Precept (net of funding)	Unparished Area Special Expenses (net of Cemeteries)	Special Expense for Cemeteries	Total	Tax Base Numbers	Average Band D
	£		£	£		£
Littlemore	47,176.37		803.00	47,979.37	1,612.3	29.76
Old Marston *	47,645.22			47,645.22	1,197.9	39.77
Risinghurst and Sandhills	37,499.45		683.95	38,183.40	1,373.1	27.81
Blackbird Leys	21,850.96		1,289.19	23,140.15	2,587.6	8.94
Unparished Area		460,266.00	17,195.86	477,461.86	34,519.9	13.83
TOTAL	154,172.00	460,266.00	19,972.00	634,410.00	41,290.8	

18. Table 4 shows the distribution of the £24,053 funding received from Central Government to compensate Parish Councils for their loss of Council Tax Income arising from the implementation of the Council Tax Reduction Scheme. This payment to the parishes is provided for within the Council's 2013/14 budget. The funding has been apportioned to parishes by ensuring that those parishes who have been hit the hardest by the reduced Tax Base receive the greater share.

Table 4 Amounts Paid to Parishes

	Precept £	Funding £	Total payable to Parish £
Littlemore	47,176.37	8,823.63	56,000.00
Old Marston *	57,645.22	3,579.78	61,225.00
Risinghurst and Sandhills	37,499.45	3,500.55	41,000.00
Blackbird Leys	<u>21,850.96</u>	<u>8,149.04</u>	<u>30,000.00</u>
	164,172.00	24,053.00	188,225.00

(* this includes the £10,000 contribution – see paragraph 21).

19. **LITTLEMORE PARISH**

It should be noted that Littlemore have reduced their precept demand by £5,000 from the 2012/13 figure (the figure has decreased from £61,000 to £56,000). This has resulted in a reduction in the Littlemore precept of 6.81% when compared with 2012/13.

20. **OLD MARSTON PARISH**

The May 2002 Guidance Note issued by Central Government (DTLR) on Financial Arrangements with Parish and Town Councils outlined principles that should be followed in financial arrangements between District and Parish Councils. These include:

- Fairness in the provision of services (and access to them) by the principal authority between different parts of their area
- Democratic control and accountability – to let local councils support additional services with additional expenditure

21. Old Marston Parish Council has made a case for a contribution to the Parish in recognition of the additional expenditure that the Parish incurs in relation to maintaining their cemetery; this has been ongoing since 2008/09. The Parish maintains the cemetery the use of which is not restricted to residents of that Parish, hence a contribution has been made to reduce the parish precept in recognition of this fact. For 2013/14 the Old Marston parish precept has been calculated as £61,225 and a recommendation is made to Council to reduce this by £10,000 to £51,225.

22. **UNPARISHED AREA OF THE CITY**

Only part of the City area is covered by parishes. In the Unparished Area the City Council itself undertakes the parish functions. Section 35 (2) of the Local Government Finance Act 1992, states that 'special expenses' should be calculated when there are "any expenses incurred by a billing authority in performing in a part of its area a function performed elsewhere in its area bya parish".

23. Within the City area the services shown in the table below are currently provided by at least one Parish Council. To avoid double counting the cost of providing these services (equated to a Band D equivalent) in the parished areas providing them, a special expense - equivalent to the cost of providing these services elsewhere in the City - is levied on those areas not providing them.

24. The following table sets out the Special Expenses Account:

Table 5 Special Expenses Estimate 2013/14

	Special Expenses for Cemeteries £	Special Expenses 2013/14 £	Total Special Expenses 2013/14 £	Total Special Expenses 2012-13 £
Community Recreation Parks Management		217,909	217,909	211,289
Grounds		12,531	12,531	10,655
Allotments		43,665	43,665	45,341
Ditches and Streams		23,952	23,952	8,503
Cemeteries		68,209	68,209	85,424
Street Furniture	19,972		19,972	24,939
		94,000	94,000	104,152
Total Special Expenses	19,972	460,266	480,238	490,303
Tax Base	40,093	34,520		
Band D Special Expenses	£0.50	£13.33		
(Special Expenses / Tax Base)				

25. The calculation of Special Expenses is based on an assessment of the types of work undertaken in parishes as a whole. The services are provided in at least one if not all the parishes. However, in the case of cemeteries there is only one cemetery in the parished areas, which is based at Old Marston. As outlined above in (paragraph 19) Old Marston have put forward a strong case that the cemetery is available for use by people living outside of the parish - particularly in respect of interment of ashes. The Council has previously accepted this case and approved a contribution to the Old Marston precept. The total expenditure on the three remaining cemeteries has been charged across all areas except for the Old Marston Parish.
26. Further details of the calculations, as required by the Act are shown at Appendix 1. Taxes by area and by Band are shown at Appendix 2.

27. **Oxfordshire County Council:** The County Council's likely precept figure for 2013/14 is £48,922,579 giving a Band D Council Tax of £1,184.83. The latter represents a 1.99% increase on the 2012/13 figure of £1,161.71. The figures are due to be finalised on Feb 19th 2013.
28. **Police and Crime Commissioner for Thames Valley:** The precept figure for 2013/14 was confirmed on Feb 1st 2013 and will be £6,498,378 giving a Band D Council Tax of £157.38. The latter is a 2% increase on the 2012/13 figure of £154.30.
29. **Risk Implications:** A risk assessment has been undertaken and the risk register is attached at Appendix 3.
30. **Equalities Impact Assessment:** There are no Equalities Impact Assessment implications relating to the setting of the Council Tax as detailed in this report.
31. **Financial Implications:** These are all included within the main body of the report.
32. **Legal Implications:** The Billing Authority is required under section 30 of the Local Government Finance Act 1992 to set the Council Tax before the 11th March in the preceding financial year.

Name and contact details of author:

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Performance Officer
Finance
Telephone Number 01865 252619

Background papers:

DTLR Guidance Note (May 2002) on Financial Arrangements with Parish and Town Councils

Appendix 1

Statutory Calculations Required for Setting of the Council Tax

1. On December 17th 2012 the Council calculated:
 - a. the Council Tax Base 2013/14 for the whole Council area as **41,290.8** (Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended) and,
 - b. for dwellings in those parts of its area to which a Parish precept, or Special Expenses relates as:

Blackbird Leys	2,587.6
Littlemore	1,612.3
Old Marston	1,197.9
Risinghurst and Sandhills	1,373.1
Unparished Area	34,519.9

2. The Council Tax requirement for the Council's own purposes for 2013/14 (excluding Parish precepts) is £11,073,898
3. The following amounts have been calculated for the year 2013/14 in accordance with Sections 31 to 36 of the Act:
 - (a) £171,238,301 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - (b) £160,010,231 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £11,228,070 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax Requirement for the year (item R in the formula in Section 31A(4) of the Act). This figure includes the Parish Precepts.
 - (d) £271.93 being the amount at 3(c) above (Item R), all divided by item T (1(a) above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

- (e) £634,410 being the aggregate amount of all special items (Parish precepts and Unparished area special expenses) referred to in Section 34(1) of the Act.
- (f) £256.56 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept/Special Expenses relates.

Appendix 2

Council Tax Amounts Per Band 2013/14

Page 1

<u>Littlemore</u>	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Special Expenses	19.84	23.15	26.45	29.76	36.37	42.99	49.60	59.52
City Wide Tax	171.04	199.55	228.05	256.56	313.57	370.59	427.60	513.12
City Total	190.88	222.70	254.50	286.32	349.94	413.58	477.20	572.64
PCC for Thames Valley	104.92	122.41	139.89	157.38	192.35	227.33	262.30	314.76
Oxfordshire County	789.89	921.53	1,053.18	1,184.83	1,448.13	1,711.42	1,974.72	2,369.66
Total	1,085.69	1,266.64	1,447.57	1,628.53	1,990.42	2,352.33	2,714.22	3,257.06
<u>Old Marston</u>	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Special Expenses	26.51	30.93	35.35	39.77	48.61	57.45	66.28	79.54
City Wide Tax	171.04	199.55	228.05	256.56	313.57	370.59	427.60	513.12
City Total	197.55	230.48	263.40	296.33	362.18	428.04	493.88	592.66
PCC for Thames Valley	104.92	122.41	139.89	157.38	192.35	227.33	262.30	314.76
Oxfordshire County	789.89	921.53	1,053.18	1,184.83	1,448.13	1,711.42	1,974.72	2,369.66
Total	1,092.36	1,274.42	1,456.47	1,638.54	2,002.66	2,366.79	2,730.90	3,277.08
<u>Risinghurst and Sandhills</u>	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Special Expenses	18.54	21.63	24.72	27.81	33.99	40.17	46.35	55.62
City Wide Tax	171.04	199.55	228.05	256.56	313.57	370.59	427.60	513.12
City Total	189.58	221.18	252.77	284.37	347.56	410.76	473.95	568.74
PCC for Thames Valley	104.92	122.41	139.89	157.38	192.35	227.33	262.30	314.76
Oxfordshire County	789.89	921.53	1,053.18	1,184.83	1,448.13	1,711.42	1,974.72	2,369.66
Total	1,084.39	1,265.12	1,445.84	1,626.58	1,988.04	2,349.51	2,710.97	3,253.16

Council Tax Amounts Per Band 2013/14

Page 2

<u>Blackbird Leys</u>	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Special Expenses	5.96	6.95	7.95	8.94	10.93	12.91	14.90	17.88
City Wide Tax	171.04	199.55	228.05	256.56	313.57	370.59	427.60	513.12
City Total	177.00	206.50	236.00	265.50	324.50	383.50	442.50	531.00
PCC for Thames Valley	104.92	122.41	139.89	157.38	192.35	227.33	262.30	314.76
Oxfordshire County	789.89	921.53	1,053.18	1,184.83	1,448.13	1,711.42	1,974.72	2,369.66
Total	1,071.81	1,250.44	1,429.07	1,607.71	1,964.98	2,322.25	2,679.52	3,215.42
<u>Unparished Area</u>	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Special Expenses	9.22	10.76	12.29	13.83	16.90	19.98	23.05	27.66
City Wide Tax	171.04	199.55	228.05	256.56	313.57	370.59	427.60	513.12
City Total	180.26	210.31	240.34	270.39	330.47	390.57	450.65	540.78
PCC for Thames Valley	104.92	122.41	139.89	157.38	192.35	227.33	262.30	314.76
Oxfordshire County	789.89	921.53	1,053.18	1,184.83	1,448.13	1,711.42	1,974.72	2,369.66
Total	1,075.07	1,254.25	1,433.41	1,612.60	1,970.95	2,329.32	2,687.67	3,225.20

Appendix 3

Risk Register

Council Report – Council Tax 2013-14

Date – February 25th 2013

Author – Adrian Wood (Finance)

No.	Risk Description Link to Corporate Obj	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk																	
Risk Score Impact Score: 1 =Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic Almost Certain																Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 =															
		I	P		Mitigating Control: Level of Effectiveness: (HML)	I	P	Action: Action Owner: Mitigating Control: Control Owner:	Outcome required: Milestone Date:	Q 1 ☹ ☺ ☺	Q 2 ☹ ☺ ☺	Q 3 ☹ ☺ ☺	Q4 ☹ ☺ ☺	I	P																
	COUNCIL TAX BASE A reduced debit (and lower tax base) would mean the City Council having to borrow to meet the Precept demands of the County Council and the Thames Valley Police. Also the City Council would have less Council Tax Income to fund services.	4	3	There could be less new builds than estimated in 2013/14. In addition there could be increased numbers of exemptions/discount cases.	Assumptions used in numbers of new builds are conservative. The base for the number of Exemptions was the peak of 2012/13. Customer Services review existing exemption and discount cases to ensure these should still be granted. Assumptions are based on prior years/historical trends and take account of external impacts.	3	2	Continuing monitoring of external trends (Adrian Wood). Monthly position on actual tax base is calculated and reported to the Head of Customer Services. Significant changes to be reported to CEB (Adrian Wood). Mitigating control owner: Nigel Kennedy	Assumptions remain as accurate as possible to minimise the possibility of shortfall. Monthly reviews.																						

	COUNCIL TAX PERCENTAGE INCREASE The Council has assumed a 1.99% increase on 2012/13 in the General Fund budget calculations for 2013/14.	4	3	Members may opt for a lower rate reduction, or indeed a freeze in the Band D Council Tax rate.	The financial implications would be that for each 0.5% reduction on the proposed 2013/14 Band D charge, the loss of income is approximately £54k.	3	2	Monthly position on the cost of service provision during 2013/14 will be monitored and reported on the CORVU system). Significant changes will be highlighted (Heads of Services). Mitigating control owner: Nigel Kennedy	That the cost of service provision remains in line with the agreed budget.						
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