

Agenda

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Council

Date: **Monday 2 February 2015**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

**Jennifer Thompson, Committee and Members Services
Officer**

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Council

Membership

Lord Mayor Councillor Mohammed Abbasi

Deputy Lord Mayor Councillor Craig Simmons

Sheriff Councillor Rae Humberstone

| | |
|--------------------------------|------------------------------|
| Councillor Mohammed Altaf-Khan | Councillor Sajjad Malik |
| Councillor Farida Anwar | Councillor Chewe Munkonge |
| Councillor Elise Benjamin | Councillor Michele Paule |
| Councillor Ruthi Brandt | Councillor Susanna Pressel |
| Councillor Susan Brown | Councillor Bob Price |
| Councillor Bev Clack | Councillor Mike Rowley |
| Councillor Mary Clarkson | Councillor Gwynneth Royce |
| Councillor Colin Cook | Councillor Gill Sanders |
| Councillor Van Coulter | Councillor Scott Seamons |
| Councillor Roy Darke | Councillor Christine Simm |
| Councillor Jean Fooks | Councillor Dee Sinclair |
| Councillor James Fry | Councillor Linda Smith |
| Councillor Andrew Gant | Councillor John Tanner |
| Councillor Stephen Goddard | Councillor Richard Tarver |
| Councillor Michael Gotch | Councillor Sian Taylor |
| Councillor Mick Haines | Councillor David Thomas |
| Councillor Tom Hayes | Councillor Ed Turner |
| Councillor David Henwood | Councillor Louise Upton |
| Councillor Sam Hollick | Councillor Oscar Van Nooijen |
| Councillor Alex Hollingsworth | Councillor Elizabeth Wade |
| Councillor Pat Kennedy | Councillor Ruth Wilkinson |
| Councillor Ben Lloyd-Shogbesan | Councillor Dick Wolff |
| Councillor Mark Lygo | |

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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 2 February 2015 at 5.00 pm to transact the business set out below.

Peter Sloman

Proper Officer

AGENDA

| | Pages |
|--|--------------|
| PART 1 - PUBLIC BUSINESS | |
| 1 APOLOGIES FOR ABSENCE | |
| 2 MINUTES Minutes of the ordinary meeting of Council held on 1 December 2014. | 13 - 34 |
| 3 DECLARATIONS OF INTERESTS | |
| 4 APPOINTMENT TO COMMITTEES | |
| 5 ANNOUNCEMENTS Announcements by: (1) The Lord Mayor (2) The Sheriff (3) The Leader of the Council (4) The Chief Executive, Chief Finance Officer, Monitoring Officer | |
| 6 PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11. The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 27 January 2015. Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note. | |

OFFICER REPORTS (7 AND 8)

7 **AFFORDABLE HOUSING CONTRIBUTIONS IN LIGHT OF THE AMENDED NATIONAL PLANNING PRACTICE GUIDANCE**

35 - 50

Report of the Head of City Development.

Council is asked to agree how affordable housing contributions will now be sought in the light of the amended national Planning Practice Guidance

Council is recommended to:

1. endorse the recommended approach set out in the report and Appendix 4; and
2. agree that it is not revoking or modifying Policies HP3 and HP4, that they retain the status of up-to-date adopted development plan policies under s38(6) of the Planning and Compulsory Purchase Act 2004 but the Council is acknowledging the likely effect of the amended national Planning Practice Guidance.

8 **STREET TRADING POLICY**

51 - 86

The attached report and policy have been submitted to the General Purposes Licensing Committee for consideration at their meeting on 27 January.

The report details the responses to the public consultation on the Street Trading Policy review 2014 (attached as Appendix A to the papers for the committee meeting and not reproduced here) and asks the Committee's to agree the revised Street Trading Policy and recommend this to Council for adoption. The policy to be considered by the Committee is attached.

The decision and recommendations of the Committee will be reported in the briefing note along with any additional or replacement recommendations to Council.

Council is recommended to:

consider the recommendations to Council made by the General Purposes Licensing Committee on 27 January 2015.

9 **CITY EXECUTIVE BOARD MINUTES**

87 - 98

Questions to the Board members about the minutes of the Board meetings. This item has a time limit of 15 minutes.

1. Minutes of the meeting held on 10 December 2014.
2. Minutes of the meeting held on 17 December 2014.
3. Minutes of the meeting held on 23 December 2014.
4. Minutes of the meeting held on 29 January 2015 (to follow)

10 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

Questions on notice received in accordance with Council Procedure Rule 11.9(b)

Questions may be asked of the Lord Mayor, a Member of the City Executive Board or a Chair of a Committee.

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 24 November 2014.

Full details of all questions, and written responses where available, will be provided in the briefing note.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

11 PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THIS COUNCIL MEETING

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11.

The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 27 January 2015.

Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note.

12 OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS

99 - 104

- (a) Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, will give notice to the Head of Law and Governance by 1.00 pm on Thursday 29 January 2015 to present a written or oral report on the event or the significant decision and how it may influence future events.

The next programmed report is Environment and Waste (April 2015)

- (b) Each ordinary meeting of Council shall receive a written report concerning the work of one of the partnerships on which the Council is represented.

On behalf of Councillor Sinclair, the Head of Environmental Development has submitted a report on the work of the **Oxford Safer Communities Partnership**.

Council is invited to comment on and note the submitted report.

13 SCRUTINY COMMITTEE BRIEFING

105 - 128

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and other non-executive Councillors since the last meeting of Council.

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

14 MOTIONS ON NOTICE

Motions received in accordance with Council Procedure Rule 11.16.

Motions received by the Head of Law and Governance by the deadline of 1.00pm on Wednesday 21 January 2015, and as amended by the proposer, are below in full.

Substantive amendments to these motions must be received by the Head of Law and Governance by no later than 1.00pm on Friday 30 January. The briefing note will contain any substantive amendments submitted before its publication.

MOTIONS ON NOTICE –motions from Liberal Democrat, Green, Labour groups in turn.

(1) Devolution for Councils (Proposed by Councillor Fooks, seconded by Councillor Gant)

Liberal Democrat member motion.

Council notes:

- a) The strong and enthusiastic participation shown by the people of Scotland in a remarkable democratic process leading to the Referendum on 18 September;
- b) The resulting increased discussion on the devolution of powers from central government in Westminster and Whitehall.

Council believes:

- I. That power should be devolved to the people in all parts of the United Kingdom;
- II. That England is currently ruled by an over-centralised state that fails to reflect localities and regions;
- III. That concentrating more power to English MPs in Westminster is not the answer for English devolution and that passing power down to local areas of England is essential.

Council therefore calls for the leaders of the three political groups on Oxford City Council to ask Oxford's MPs to join them in lobbying Government to plan for urgent major devolution of power, including tax raising and spending, from central government to the regions, counties, boroughs & districts and cities of England.

and that such lobbying should emphasise:

- that the devolution of powers and finance to English councils be carried out in ways that enhance and strengthen local democratic bodies. This must include agreement that it shall be for local people and communities to decide their form of democratic leadership without having a specific model imposed (for example directly elected Mayors) in return for more powers;
- a recognition that English devolution must include both large cities and county areas, as the many councils not within city regions must also gain greater powers and finance in order to build successful and prosperous futures.

Council further asks that this devolution should include consideration of the role that could be played by local elected bodies such as area committees or parish councils within the current district structure.

(2) Reversing NHS privatisation (Proposed by Councillor Hollick)

Green Group member motion

Council notes that at the start of this year the first private company to run a hospital walked away from its contract. This followed critical findings from the Care Quality Commission around inadequate standards for safety and patient care.

Council believes that this example clearly illustrates the dangers of privatisation in the NHS, and is concerned that uncertainty created by private providers could increase now that the Secretary of State's duty to provide has been abolished by the 2012 Health and Social Care Act.

Council welcomes the Private Member's Bill from Clive Efford MP ^[1] as an attempt to tackle privatisation, but notes this Bill's shortcomings - including the failure to re-establish the Secretary of State's duty to provide the NHS.

Council therefore resolves to:

(i) endorse the NHS Reinstatement Bill ^[2] which proposes to:

- reinstate in England the legal duty of the Secretary of State to provide the NHS
- abolish competition;
- abolish the purchaser-provider split;
- re-establish public bodies and public accountability; and
- restrict the role of commercial companies.

(ii) call on the city's two MPs to support the Bill to be introduced in the next parliament.

Notes:

[1] Support from the leader of the council and the Green Group for the Efford Bill was indicated under question 17 at the Council meeting on 1 December 2014

[2] More on the NHS Reinstatement Bill is available here:

<http://www.nhsbill2015.org/>

(3) Voting Reform (Proposed by Councillor Hayes, seconded by Councillor Rowley)

Labour Group member motion

This Council believes:

1. 16 and 17 year olds are knowledgeable and passionate about the world in which they live and are as capable of engaging in the democratic system as any other citizen;
2. Lowering the voting age to 16, combined with strong citizenship education, empowers young people to better engage in society and influence decisions that will define their future;
3. People who can consent to medical treatment, work full-time, pay taxes, get married or enter a civil partnership and join the armed forces should also have the right to vote;
4. Individual registration is affecting the accuracy and completeness of the electoral register, with particular repercussions for young, student, BME, disabled, and disadvantaged people living in social and rented housing.

We call on the Council to:

1. Support the recent proposals to extend the franchise in all elections to 16 and 17 year olds.
2. Ask local MPs and the government to back the policy announced by the Labour Party, in the spirit of their actions in the Scottish Referendum and extend the franchise in all elections to 16 and 17 year olds.
3. Continue working with Oxford Schools and Colleges to enhance citizenship education for all young people in Oxford.
4. Continue working with community groups, faith organisations, residential associations, and other groups and people to make the electoral register as complete as possible.

(4) General Election TV debates (Proposed by Councillor Wolff)

Green Group member motion

Council notes that in an ICM opinion poll conducted between 12 and 16 December 79% of those polled thought that "the leader of the Green Party should be invited to join the leaders debate" in the run-up to the General Election, and that this strong support was reflected across the political spectrum.

Council believes that the criteria used by Ofcom to determine 'major parties', which are based entirely on historic performance at the polls, does not accurately reflect the present volatile state of political opinion in the UK, indicated by the 300% surge in Green Party membership during the past year, making it the third largest party in England & Wales in terms of membership.

Council notes that whilst Ofcom's policies determine the allocation of Party Election Broadcast time "Ofcom has no role in determining the structure, format and style of any broadcast General Election debates that might take place in future" (para 2.6 of their consultation document Review of Ofcom list of major political parties for elections taking place on 7 May 2015). The TV

broadcast companies are therefore not constrained by Ofcom guidelines with regard to their televised election debates.

Council agrees that in at least one of the debates a fuller range of political issues should be explored than those which constitute the policy differences between the three centre parties and one right-wing party of protest.

Council therefore instructs the Chief Executive to write on Council's behalf to the chief executives of the BBC, ITV, Channel 4 and Sky asking that, as a minimum, the Green Party leadership be represented in the forthcoming TV election debates.

(5) Support Social Housing Under Threat campaign and the 'Yes to Homes' campaign (Proposed by Councillor Seamons, seconded by Councillor Fooks)

Labour Group member motion

This Council supports both the SHOUT (Social Housing Under Threat) campaign and the 'Yes to Homes' campaign. The UK's housing crisis is particularly acute in Oxford as evidenced by the well documented fact that the ratio of house prices to average incomes is higher here than anywhere else in the country. Additionally, there are well over 2000 households inadequately housed or without a home at all on the housing register, and this is likely to be an underestimate for the demand in Oxford for social housing. The unaffordability of owner occupation and lack of social housing has led to unprecedented demand on the private rented sector. Sharp rent rises there have taken rents well above LHA rates pricing many out.

The solution to the nation's (and Oxford's) housing crisis is simple – more homes need to be built. Further the council believes that a new generation of social housing should (and could) play a large role in this increased supply, meeting needs that otherwise the market cannot. Council notes that while this form of housing tenure has been facing multiple threats from government policy, demand continues to vastly outweigh supply. Council calls on the government to change its policy stance and to do more to support the building of social housing.

Council does not accept that the government's 'affordable rent' policy can meet the requirements for social housing since rents at 80% of market level would be unaffordable for most people seeking social housing. In the council's planning policies there is a requirement for 40% of any new residential development (or a financial contribution to be made) to be social housing. The council has only accepted letting new council housing at affordable rather than social rent levels when that has been a condition of grant. In Barton Park, the city's largest housing development for a generation, the council will be delivering over 350 homes for rent at social levels.

In recent years social housing and social housing tenants have faced considerable challenges from government policy, including a renewed 'right to buy', welfare cuts and the introduction of affordable rents and fixed tenancies. The latest government prospectus for bidders for a renewed 'Affordable Homes Programme' states that "social rent provision will only be supported in very limited circumstances." This is an unhelpful prejudice against social housing, which the council has identified as critical to meeting

the housing demands in our city.

This Council resolves:

1. To ask the Chief Executive to write to local Oxford MPs: Andrew Smith and Nicola Blackwood, with the contents of this motion, and ask them for their support in lobbying the Minister for Communities and Local Government to ensure that submissions for grant under any future 'Affordable Homes Programme' that provide social rented housing rather than housing at affordable rents, are not prejudiced against.
2. To further consider how the City Deal can support house building, particularly social housing.
3. To support the Yes to Homes campaign and reaffirm a commitment to deliver affordable housing in Oxford.
4. To actively engage with organisations and local groups campaigning or making the case for new homes.
5. To support the SHOUT campaign and take a lead in affirming the positive value and purpose of social rented housing.

15 MATTERS EXEMPT FROM PUBLICATION

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules – Section 15 of the Council's Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

UPDATES AND ADDITIONAL INFORMATION TO SUPPLEMENT THIS AGENDA ARE PUBLISHED IN THE COUNCIL BRIEFING NOTE.

The Agenda and Briefing Note should be read together. The Briefing Note is available on the Friday before the meeting and can be accessed from the calendar of meetings page on the council's website.

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.

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COUNCIL

Monday 1 December 2014

COUNCILLORS PRESENT: Councillors Abbasi (Lord Mayor), Humberstone (Sheriff), Simmons (Deputy Lord Mayor), Altaf-Khan, Anwar, Benjamin, Brandt, Brown, Clack, Clarkson, Cook, Coulter, Darke, Fooks, Fry, Gant, Goddard, Gotch, Haines, Hayes, Henwood, Hollick, Hollingsworth, Kennedy, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pressel, Price, Rowley, Sanders, Seamons, Simm, Sinclair, Smith, Tanner, Tarver, Taylor, Thomas, Upton, Van Nooijen, Wade, Wilkinson and Wolff.

57. APOLOGIES FOR ABSENCE

Councillors Royce and Turner submitted apologies.

58. MINUTES

Council agreed to approve the minutes of the ordinary meeting held on 29 September 2014 as a true and correct record.

59. DECLARATIONS OF INTERESTS

There were no declarations.

60. APPOINTMENT TO COMMITTEES

Council agreed to appoint:

- Councillor Rowley to the Standards Committee;
- Councillor Smith to the Scrutiny Committee;
- Councillor Henwood to the Licensing and Gambling Acts Committee;

and confirmed the appointment of Councillor Henwood to the Planning Review Committee.

61. ANNOUNCEMENTS

The Lord Mayor welcomed the newly elected councillors, Linda Smith and Sian Taylor, to the Council.

He announced that former councillor Stuart McCready had recently died. Councillor Fooks paid tribute to Mr McCready's service to the Council, and members stood for a minutes' silence in his memory.

The Lord Mayor announced;

- visits from the four twin city mayors or their representatives for the Remembrance Day services;

- he had the honour of meeting HRH Princess Anne when she visited Oxfordshire Youth Offending Service
- a recent multi-faith meeting and service, very well attended by faith and non-faith communities, to show solidarity against extremism.

The Leader of the Council announced:

- the Low Carbon Hub share offer was oversubscribed and the projects would go ahead;
- he would take up the issue of power cuts and their impact on vulnerable people with the energy companies, as there had been several recently;
- awards from Institute of Rating, Revenues and Valuation awards: the welfare reform team won the Excellence in Partnership Working award and a silver in the Excellence in Staff Development category;
- it would be helpful to have shadow portfolio holders for the Crime and Communities portfolio;
- he would invite health partners to take forward the initiatives suggested by the parliamentary group, sent to mark World Aids Day, to tackle HIV rates in the city.

62. PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING

There were no addresses or questions.

63. ASSET MANAGEMENT PLAN REFRESH 2014-15

Councillor Goddard joined the meeting.

Council had before it a report recommending the adoption of the Asset Management Plan Refresh 2014-15, and the relevant minutes of the City Executive Board meeting on 15 October 2014.

Councillor Price moved the report.

Council agreed to adopt the Asset Management Plan Refresh 2014- 2015.

64. WESTGATE AND COMMUNITY INFRASTRUCTURE LEVY

Councillors Brown and Sanders joined the meeting.

Council had before it a report recommending a proposed financial contribution to the Westgate Alliance towards the public realm works associated with the Westgate development, and the relevant minutes of the City Executive Board meeting on 19 November 2014.

Councillor Price moved the report.

Council agreed to apply Community Infrastructure Levy receipts to the value of £1,134,000 in two phases of £567,000 each (50% in Q1 2016/17 and 50% in Q1 2017/18) in order to fund public realm works that fall outside the site covered by the planning application for the Westgate redevelopment scheme.

65. REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014

Council considered a report setting out the schedule of polling districts and polling places (shown at Appendix B) for the administrative area of the City Council as required by the Electoral Administration Act 2006.

Councillor Simmons moved the report.

Council agreed to:

1. approve the Schedule of polling districts and polling places as in Appendix B, subject to recommendation 2;
2. ask the Returning Officer to investigate the alternative polling stations suggested and notify political groups if suitable alternatives can be found; and
3. authorise the Returning Officer to make changes to polling stations in emergencies in order to ensure the effective conduct of any elections.

66. COUNCILLORS' ALLOWANCES - REPORT OF THE INDEPENDENT REMUNERATION PANEL

Councillor Humberstone joined the meeting.

Council had before it a report presenting the recommendations of the Council's Independent Remuneration Panel (IRP) and the full report of the IRP.

Councillor Price moved the recommendations as set out in the report with an amendment to recommendation 7 to provide for carer's allowances to be reimbursed only when these were paid at or above the Oxford Living Wage. Councillor Fooks seconded this.

Councillor Hollick moved an amendment to recommendation 6 (special responsibility allowances) to give:

- Leader's SRA 2.5 x basic allowance
- Deputy Leader's SRA 0.5 x basic allowance.

This was seconded but lost on being put to the vote.

After debate and on being put to the vote, the recommendations in the report with the amendment proposed by Councillor Price were carried unanimously.

Council agreed the recommendations as set out in the officer's report with an amendment to recommendation 7:

1. Members' Basic Allowances (and therefore Members' Special Responsibility Allowances (SRAs)) from 2015/16 onwards are set at a level which compounds the 1% interest that has been available for the last two financial years, but with no backdating, making the Basic Allowance from April 2015 onwards £4,809;

2. the new Members' Allowances Scheme should allow for indexation of Councillors' Allowances in line with the local staff pay deal for the following four years;
3. the Basic Allowance will now cover subsistence, some travel, broadband and incidental costs which are currently claimed separately and that Councillors will no longer be able to claim for those other costs other than travel outside the City within a scheme of duties as set out in paragraphs 32-35 of the IRP's report;
4. the 'maximum of two special responsibility allowances per councillor' rule be retained, but that SRAs for Civic Office Holders will not be included in this rule;
5. to adjust the positions that attract a Special Responsibility Allowance (SRA) to reflect contemporary demands and to include the Civic Office Holders in line with the recommendations at paragraphs 28 (i) – (x)
6. set levels of SRA :-

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| Leader | 3 x Basic | £14,427 |
| Deputy Leader | 1 x Basic | £4,809 |
| Lord Mayor | 1 x Basic | £4,809 |
| Deputy Lord Mayor | 0.25 x Basic | £1,202 |
| Sheriff | 0.25 x Basic | £1,202 |
| Board Members with particular responsibilities | 1.5 x Basic | £7,213 |
| Board Members without particular responsibilities | 0.5 x Basic | £2,404 |
| Chair of Audit & Governance Committee | 0.25 x Basic | £1,202 |
| Chair of Planning Committee | 1 x Basic | £4,809 |
| Chair of Scrutiny Committee | 1 x Basic | £4,809 |
| Chair of Scrutiny Panel | 0.25 x Basic | £1,202 |

Panel must meet at least 5 times to qualify. A maximum of 2 SRAs will be available (£2,404) to be shared by the Chairs of the qualifying Standing Panels

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| Opposition Group Leader | 1 x Basic | £4,809 |
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to be shared between the Group Leaders equally

7. the carer's allowances for children and adults be on the basis of full cost recovery subject to a maximum of £1000 per councillor per year in line with paragraphs 37 – 39 of the IRP's report. Carer's allowances will not be reimbursed if carers had been paid below the Oxford Living Wage.
8. that a mechanism be put in place for dealing with special circumstances in relation to Dependent Carers' Allowances, perhaps the Committee and Members' Services Manager and one other officer;
9. there will be no allowances paid to co-optees other than incidental expenses;
10. where a member of Council is also a member of another Council, that member may not receive allowances from more than one Council in respect of the same duties;

11. where allowances have been paid in advance for a period during which a Councillor is suspended from office or is no longer a Councillor, those allowances will be repaid;
12. remove any reference in the Members' Allowances Scheme to the right for councillors to join the Local Government Pension Scheme;
13. claims must be made on the forms provided and should be accompanied by receipts/invoices;
14. claims will be paid in line with the payment schedule set by the Council's payroll team;
15. a Councillor may elect to forego any part of their entitlement to an allowance under the scheme by providing written notice to the Monitoring Officer;
16. there will be a 15% reduction from future allowances for Councillors who attend less than 2/3rds of the scheduled meetings required within a Special Responsibility;
17. give effect to the recommendations of the IRP in paragraphs 43 and 44 of the IRP Report that there should be a 15% reduction from the payment of future Basic Allowance for non-attendance at Council or the required training by a collective resolution and consequential adjustments to protocols within the constitution;
18. authorise the Head of Law and Governance to draft the new Members' Allowances scheme and to incorporate it into the Council's Constitution before 1 April 2015; and
19. thank the Independent Remuneration Panel for its work.

67. COUNCIL AND COMMITTEE PROGRAMME MAY 2015 TO MAY 2016

Council had before it a report setting out the draft programme of meetings for the 2015/16 council year and an amended programme circulated in the briefing note.

Councillor Price moved the report.

Council agreed to:

1. approve the programme of Council and Committee meetings attached to the briefing note for the council year 2015/16; and
2. delegate the setting of dates for the Standards Committee to the Head of Law and Governance, in consultation with the Chair.

68. CITY EXECUTIVE BOARD MINUTES

Council had before it the minutes of the City Executive Board meetings of 15 October and 19 November.

On Minute 68, Councillor Fooks asked whether any further improvements could be made to cycling and pedestrian spaces at Frideswide Square. Councillor Price outlined the proposals.

On Minute 83, Councillor Hollick asked that the wider risks of encouraging people to purchase property be discussed and fully considered. Councillor Price responded that a range of investments were available in the treasury management strategy and the wider risks were evaluated.

69. QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

Questions were asked of the Board members and Leader and responses given.

Board member for Sports, Events and Parks, Councillor Lygo

1. From Councillor Wilkinson

At Council on 14 July, the Board Member announced there would be a joint event held at the end of September when at least four new flower meadows would be created across the City. Please could the Board Member give a brief progress report on this and outline the action plans and timescales for each of the flower meadows?

Written response

Work undertaken to improve the biodiversity in the city's parks includes:

- The Kidneys planting schemes (undertaken by the Friends Group)
- Cutteslowe Park - we have left large areas of grass to go long this year, next year we will cultivate these areas and add more wild flowers seeds.
- Blackbird Leys – we are introducing wild flower areas.
- Hinksey Park – new wild flower areas are now in place.

We have also introduced wild flower beds at Florence, Bury Knowle and Cutteslowe Parks.

A number of meetings have also been undertaken with partners to look at how we can best use the city's parks to encourage bees; actions from these meetings include bee hotels being constructed in some of the city's parks.

Board member for Leisure Contract and Community Partnership Grants, Councillor Rowley

2. From Councillor Wilkinson

The Council announced recently that the Blackbird Leys pool's wood chip boiler would be fuelled with waste wood from its Parks operations. Can the Board Member please confirm:

- (a) the quantity of waste wood generated from its Parks operations per annum over each of the last 3 years
- (b) the amount of waste wood it estimates will be needed to fuel the Pool each year?

Written response

(a) We generate approximately 500 tonnes each year; further work is being undertaken to see how much of this is suitable for use in a biomass boiler.

(b) Approximately 151 tonnes per year; this needs to be good quality dried wood chip.

Supplementary question

If there is insufficient good quality wood chip from parks, what is the contingency?

Response

Roughly 75% of wood chip should be useable and the boiler can use a wide range of material qualities. Officers will be asked to respond with more detail.

Board member for Culture and Communities, Councillor Simm

3. From Councillor Simmons

Given the unacceptable levels of food poverty in Oxford, will the portfolio holder join me in helping to support and promote the event being run by the youth volunteering charity vInspired in Oxford on 7 December to both raise awareness of the issue of food poverty and collect non-perishable food items for our local foodbanks?

Written response

I welcome the fact that Councillor Simmons has raised this important issue.

I never thought that I would live to see the day when individuals and families had to rely on charitable handouts from food banks in order to survive. To me this is resonant of the 1930s and soup kitchens. Equally shocking is how readily and apparently easily the notion of food banks has been accepted as part of our national life and part of welfare provision.

Around one million people every year now depend on food banks in order to feed themselves and their children.

This is shocking and unacceptable - cuts to welfare benefits and poverty wages have led to the indignity of people having to go on a weekly basis to receive food donated by their fellow citizens. I have read many accounts of how demeaning and embarrassing this feels.

It is an entirely unnecessary humiliation- we are still a wealthy country, but a country riven with grotesque inequality.

I will gladly assist in this project and look forward to receiving further information regarding it from Councillor Simmons.

Supplementary

Councillor Simmons thanked Councillor Simm and said he would send details of the event on 7 December.

Board member for Housing and Estate Regeneration, Councillor Seamons

4. From Councillor Fooks

I see that Ed Balls has said "We believe that protecting the Green Belt is really important in terms of protecting valuable countryside but also allowing communities to keep their integrity, rather than spreading all over the place." Can you assure the citizens of Oxford and surrounding districts that you will be following this policy in targeting areas for housing?

Written response

The Council's strategic land availability assessment identified a large number of sites for housing development within the city's current boundaries including a number of Brownfield sites. This list was expanded somewhat in a recent report

by independent consultants commissioned by the City Council – identifying sites for slightly under 10,500 new homes in the period 2011-31. However this figure is nowhere near the assessed need for that period in the SHMA of around 28000 new homes.

We are clear therefore that needs cannot be met within the current tightly-drawn administrative boundaries and that this is not an issue of prioritisation, but one of the need to have a strategic review of the surrounding greenbelt so total needs can be met. In this regard Mr Balls also said: “We need to make sure that councils like Oxford, where there is a real need for more homes, are not continually blocked by other councils that refuse to pull their weight.” To this end we support the Labour Party proposal to give cities like our own the 'Right to Grow', but also reflect that a Greenbelt review opens up the possibility to designate other areas of land within the county for new Greenbelt. However, the Greenbelt we currently have constrains necessary growth which would likely also prove more sustainable, for example by reducing the levels of commuting into Oxford from further away.

When it comes to new housing, the facts of the matter are clear. We simply have not been building nearly enough to ensure that Oxford continues to be a thriving city with strong communities and a growing economy. To meet the unmet housing need for Oxford would require less than 1% of the Oxford Green Belt to be given over to housing. This in practice looks nothing like the sprawling conurbation that is spuriously suggested by some commentators; rather it would provide opportunity to create exemplary, sustainable city suburbs that provide a great living environment and remarkable gateways to the city. When there is so much at stake – our communities' desperate need for housing, the future health of our City's economy and Universities, and the need to prevent further deterioration of our transport networks – this is a very small price to pay.

Supplementary question

Would you say your answer in fact was 'no'?

Response

While the Shadow Chancellor and I may put a slightly different emphasis on the policy, due to local circumstances, Labour's policies will allow the city to grow and that's something our two groups can agree on.

5. From Councillor Wilkinson

Given that the City Council has identified sites for 8,000 new homes, can the Board Member please confirm:

- (a) how many affordable dwellings did Oxford City Council build last year?
- (b) how many affordable dwellings will it build this year?
- (c) how many dwellings in total will it build next year?

Written response

Most of the sites identified for new homes across the city are not owned by the City Council and their development would be carried out by third parties. A protracted downturn has slowed the pace of development. This has consequently led to there not being any new affordable housing completions in 13/14 as confirmed in the Annual Monitoring report.

It continues to be difficult to estimate the precise number of completions but planning permission has been granted to other housing providers for 620

dwellings (excluding Barton outline permission) but progress with these developments has been slower than anticipated, in part due to delays in the planning process. Consequently, it is anticipated that only 11 affordable units will be delivered by registered social landlords this year and 67 in 15/16.

The City Council however is currently developing 5 sites in order to deliver 113 new Council homes during 14/15 and has committed a further £52m to deliver 354 new Council homes as part of its joint venture with Grosvenor estates over the next 5 years at Barton Park. This represents a level of investment by the council in new council housing not seen for decades.

Further Response

It is not a case of the Council not delivering affordable homes, as we have an extensive programme for new council homes. But many of these are delivered in partnership with other providers and are not therefore under our direct control.

Board member for Cleaner, Greener Oxford, Climate Change and Transport, Councillor Tanner

6. From Councillor Wolff

Of the £367,000 allocated for cycling provision until 31 March 2016, I see that 27% has been allocated to the creation of cycle parking at the Redbridge and Seacourt Park & Rides. Whilst I can see that this might be of some benefit to a few commuters from the County who prefer to leave their bike here overnight and cycle in (rather than taking the bus) I cannot see that it will encourage a single City resident on to a bicycle.

Could Cllr Tanner explain the thinking behind this >£100k investment (given the many useful, quickly implementable and far cheaper suggestions he says he has received) and the reason why it was not more appropriate to fund it from parking revenues? Would he say that the choice of projects to fund reflects, rather, the lack of suitably-qualified staff time to properly assess Oxford's cycling infrastructure needs?

Written response

Every extra cycle journey in Oxford and every fewer car journey is to be welcomed. Providing a Park & Cycle option at Park and Rides in Oxford is an excellent use of taxpayer's money. Some of the alternative possibilities are being held up by the County Council's consultation on a new cycling strategy. But of course the City Council is also making significant financial contributions to cycling improvements at both The Plain and Frideswide Square.

Supplementary question

How many car journeys in Oxford, which would otherwise be undertaken by city residents, will be saved? It is unclear how this will benefit the city?

Response

The number is unknown, but this will improve the P&R network by giving the option to cycle rather than use the bus. Spending the budget allocated on schemes which are deliverable, and the County Council are currently unable to progress their strategy. There are many schemes which could be brought forward with the County, however there are a sensible range of schemes we can deliver now.

7. From Councillor Thomas

I'm sure Councillor Tanner welcomes the recent increase in public debate and scrutiny around the Western Conveyance, so when will he admit that there are genuine concerns that the scheme will fail to meet the Treasury's value for money criteria?

Written response

Oxford residents have experienced regular flooding over recent years notably in 2000, 2003, 2007, 2009, 2011, 2012 and 2013/14. The City Council is keen to see improved flooding protection especially in the longer term as it is acutely aware of the impact upon major arterial roads, the railway line, schools and 4,300 homes and businesses which are at risk in a 1 in a hundred flooding event.

The Oxford & Abingdon Flood Alleviation Scheme does not yet have an approved design. At present there is a strategic outline case advanced as part of a partnership project fully supported by the City Council and led by the Environment Agency. The sponsoring group includes the Environment Agency, Oxfordshire County Council, Vale of White Horse District Council, University of Oxford, the Oxfordshire Local Enterprise Partnership, Oxford Flood Alliance, Thames Water Utilities, Thames Regional Flood and Coastal Committee and the City Council.

The "Western conveyance" option arose earlier from the Oxford Flood Risk Management Strategy but this was not economically viable in 2010, when assessed against the criteria used for flooding protection schemes. However, following the development of the updated flood model for Oxford and further updating to the climate change projections as they are likely to affect the City, a major scheme now appears to be economically viable, subject to the funding being secured once all approvals are in place.

Once the approved design is finalised it will be possible to cost the project and at this point assess it against the Treasury's value for money criteria.

Of course the Western Conveyance is only part of the solution to flooding in Oxford. We are also working with the Environment Agency and land-owners to get streams and ditches cleared and we would like the Government to improve farming practices to avoid water run-off.

Supplementary question

There are questions over affordability. Will the Board Member exercise caution to avoid exposing the Council to the full costs of the scheme given uncertainty over government funding?

Response

There is no risk to the Council as bulk of the money is coming from Treasury and from Network Rail. We are thankful for support from MPs and from the strategic partnership on funding, and expect there to be significant central funding for this. The scheme is not in itself the answer: we need to reduce carbon emissions, encourage landowners to clear ditches and improve drainage. But we presented a convincing case that the economic benefits to the city are clear. Work will start at Abingdon and work upriver, so the funds we have will be put to good use and at no risk.

8. From Councillor Brandt

How is the Council prepared for any winter flooding?

Written response

Oxfordshire County Council became the lead local flood authority (LLFA) under the Flood Risk Regulations and it is the LLFA in conjunction with the Environment Agency that holds the primary responsibility for addressing flooding issues. The City Council has a duty to co-operate with the LLFA and it is also a major land owner in the area with riparian responsibilities.

Whilst the Council does not have a primary duty to address flooding it does take this matter very seriously as it is well aware of the impact of flooding upon local communities. It therefore invests significant resources into operational plans to improve flood protection, combat flood events and aid recovery. The Council chairs the Oxford Area Flood Partnership (OAFP) which includes the Environment Agency, Oxfordshire County Council, Vale of White District Council, Thames Water Utilities, Network Rail and the City Council. It recognised the need for local leadership ahead of even the Pitt Review published in 2008 and the need for all involved organisations to work together closely to optimise response and make the most of existing budgets.

The Partnership has produced integrated operational plans which set out the actions for each organisation including the City Council. These plans have been tested by flooding events and improvements have been made progressively based upon lessons that have been learnt. A key part of the preparedness required is that this response may need to be delivered at any time in the year not just during the winter.

The City Council has a well proven alert system via weather warnings from the Meteorological Office and the Environment Agency which allows us to make necessary preparations in advance of a flood.

The City Council works closely with the Local Resilience Forum and the Regional Flood and Coastal Committee. It has also been key in the drive for greater long term protection and welcomes the Oxford & Abingdon Scheme which should greatly enhance protection in the long term.

More information is available here:

http://www.oxford.gov.uk/PageRender/decC/Flooding_occw.htm

Deputy Leader of the Council, Councillor Turner

9. From Councillor Fooks

It is very welcome news that the Covered Market trialled an extension into Market Street, as was recommended by the Scrutiny Review panel as well as the independent Retail Group review. Can Council be assured that this will be repeated following its success, and that the other recommendations agreed by CEB such as providing more cycle parking nearby and funding, from the now agreed increased rent income, serious improvements to the Market Avenues from the High Street will be actioned in the very near future?

Written response

The independent Retail Group review recommended the extension of the Covered Market into Market Street, and this was endorsed by the Scrutiny Panel

and CEB. The purpose is to strengthen trading by improving the connection between the Cornmarket and the market.

The extension into Market Street follows joint working between the Covered Market Manager and the market traders. It is a pilot and we will need to review the success of this initiative and any lessons, because Market Street is used by many people. In particular, we are very grateful to the wide range of organisations involved who have assisted, including the County Council, the police, retailers, colleges and the public.

There is already a significant programme of investment in the Covered Market, including maintenance and renewal of services, redecoration and proposed further improvements, such as new security gates. The increase in income from the rent reviews is less than inflation and the Council has already assisted tenants by waiving the back rent from the increase. Other improvements will be developed in partnership with the traders and come forward in due course.

Supplementary question

We hope we would see a repeat of the temporary extension of the market into Cornmarket.

Response

We would like to repeat the extension into Cornmarket fairly soon as this was very successful.

10. From Councillor Fooks

Please would you circulate to all members the detailed, costed Action Plan and Programme for improvements to the Covered Market that City Executive Board in February agreed should be produced?

Written response

The draft Action Plan and Programme will be available within the next month. Actions have already been progressed:

- The Market Manager is in post
- The extension of the Covered Market into Market Street has been piloted
- The Market has been deep-cleaned
- Regular trader communications have been set up and a newsletter will be issued shortly
- A draft events and promotion programme is being developed with traders
- A draft proposed signage strategy is pending with the consultants
- The draft leasing strategy has been shared with the traders for comment – remove
- The draft tenants' handbook is to be issued shortly.

In addition drainage works have been completed and improvements to the roof and new security gates commissioned.

Supplementary question

When will the full plan be available?

Response

The date will be confirmed.

To the Leader of the Council, Corporate Strategy, Economic Development and Planning, Councillor Price

11. From Councillor Fooks

Local Government employers have just agreed with trade unions a new pay deal for council workers. They are offering much higher percentage rises for the lower paid staff, ranging from an 8.56% rise for those on Spinal Column point 5 to 2.2% for those on Spinal Column points 11 and above. Would you agree with me that this is a much fairer way to increase pay without just extending the gap between high and low earners, and would you consider using the same approach to City Council staff pay rises?

Written response

The Council is committed to a 5 year pay deal (2013 – 2018). This addressed the scandal of low pay by deleting the lowest spinal column points in the national agreement. This means that no Council employee earns less than £8.98 per hour. The pay deal also provides for incremental progression for those on the bottom of each grade and a Partnership Payment based on the achievement of the Council's agreed annual budget savings. These Partnership Payments are lump sums paid equally to all qualifying employees, thus giving much higher percentage increases to the lower paid. The pay ratio between top and bottom earners is less than 1:8. The Council will enter discussions with trade unions in 2017 for a new pay deal which will of course take full account of the agreements made at national level in the recent period. I should add that I am very pleased that a national pay deal has at last been agreed, following the transfer of control of the LGALGE to Labour after the May 2014 elections.

Supplementary question

Is it fairer to give the lowest paid a higher percentage than the higher paid as giving a uniform percentage just elongates the gap between top and bottom?

Response

Yes

12. From Councillor Wilkinson

Given that Oxford City Council is keen to assist local retailers and small businesses, what plans does the Board Member have to help promote their use (as local retailers) both in the city centre and in district centres over the festive period?

Written response

The City Council is keen to support local retailers and small businesses and is supporting them in a wide range of ways, for example:

- The City Council is supporting Small Business Saturday on Saturday 6th December to encourage shoppers to shop in the city-both locally and in the city centre. The City Council will provide free parking in our Park and Ride sites to support this initiative.
- Oxford Bus Company and Stagecoach have been asked to advertise Small Business Saturday on their buses and use social media in conjunction with the City Council's support of the campaign.
- The open air market in Gloucester Green goes from strength to strength and the Council has supported the new Saturday food and craft market.

- In the Covered Market the Council is actively working with traders on improving trading and the market environment, and we have seen the recent pilot to extend trading into Market Street to link with the shopping in Cornmarket
- Our City Centre Manager and the City Centre Ambassadors are working successfully with retailers across the city centre.
- The Council is also promoting the annual Christmas market in Broad Street and the Christmas Light Festival brought a large number of visitors and families into the city centre.

Supplementary question

Is there anything we can do to encourage Oxfordshire County Council to support this?

Response

I raised this at the Local Enterprise Partnership and Oxfordshire County Council agreed to look at this for next year.

13. From Councillor Ruth Wilkinson

Can the Board Member please indicate what proportion of existing commercial property within the city boundaries is occupied?

Written response

The Council does not monitor as a matter of course general commercial property occupancy in the city. It may review occupancy in the context of planning policy from time to time. There are no unlet properties in the City Council's city centre commercial property portfolio, with the vacant shop in Broad Street let and shopfitting to start shortly. Outside the city centre the Council has one vacant shop at Blackbird Leys.

14. From Councillor Fooks

The Oxford Mail carried a story recently about the amounts of money spent on settlement payments. Oxford City Council was said to be spending almost £500k every year over a 5-year period, far more than any other local council. Can you explain to Council how this was good value for taxpayers' money?

Written response

The figure quoted is an annual average over the period 2009- 13 of £449k. Two-thirds of the aggregate figure was paid in the period 2009-11 when the City Council adapted to the cuts in government grant and restructured by reducing tiers of management. This achieved huge ongoing efficiency savings and helped in the process of improving our services and delivering excellent customer services, leading to this year's accolade as the nationally recognised Best Achieving Council. Where staff have left the Council's employment through voluntary redundancy during this process, a Settlement Agreement is frequently used to ensure that the Council is protected subsequently against future tribunal actions. These agreements end the employment relationship with the staff member on a mutually agreed basis. There is a rigorous process of sign off for each case, with the relevant Director or the Chief Executive granting final approval. The terms for voluntary severance are agreed with the recognised unions. The Council has continued to drive forward with efficiency savings and is proposing a further 4- year balanced budget perspective over the 2015-18 period.

15. From Councillor Fooks

Next year will mark the 800th anniversary of the sealing of Magna Carta. As the foundation for the basic principles of freedom we now enjoy, this resonates with the calls from the Local Government Association, which I believe we all support, to devolve powers from a centralised government to local government. Can you assure Council that Oxford will be celebrating this anniversary in an appropriate and very inclusive way?

Written response

The Museum of Oxford is planning events around the Magna Carta anniversary that will be of particular interest for young people and I expect that other county wide events will also be taking place. The Bodleian Library, as the repository for a number of copies of the Magna Carta, will also be marking the anniversary in their new premises.

Further Response

There will also be a school project including the origins of local government and a series of lectures at Brookes University.

16. From Councillor Hollick

Will the leader condemn the Labour shadow work and pensions secretary's proposal that social security benefits should be withdrawn from EU migrants?

Written response

Our social security system was established by the post World War 2 Labour Government on the principle that people should work and contribute before drawing on the system in periods of illness, disability or unemployment. The integration of Europe within the European Union is based on the free movement of goods and labour, and a future Labour Government, unlike the Tory elements in the Coalition Government, has no wish to change that basic principle. It means however that our social security system has to be adapted to a very different labour market and demographic context to that which prevailed in 1945. A recent ruling by the European Court of Justice, concerning a Romanian migrant worker in Germany, has confirmed that the freedom to move to another EU country does not automatically confer the right to access the same social security benefits as a worker who has either lived or worked gainfully in that country for a period of time. In the UK, the current regulations require workers moving to this country from elsewhere in the EU to observe a waiting period of 3 months before they are eligible for out of work benefits. The Shadow Secretary of State has proposed that this waiting period should be extended to 24 months, reflecting the underlying principle of work and contribution giving an entitlement to support from the social security system. The Shadow Secretary of State also pointed out that the evidence shows that the vast majority of EU migrants are young and in employment, and therefore make comparatively little call on the social security system. However, a proportion of these workers are recruited to low paid jobs by employers that are seeking to undercut wages and working conditions, in the knowledge that the tax credit and social security provisions will top up low incomes. A future Labour Government will raise the NMW, establish a stronger enforcement regime, and will ban recruitment agencies that only hire from outside the UK. Our social security system should not be subsidising low paid and insecure work. A further issue on which the Labour Government will work with EU partners are the regulations which provide for child benefit and

child tax credits to be claimed for children who live in other countries. There are currently 24,000 people receiving these in respect of children living in other countries.

Supplementary question

Is it logical for council leaders to support reduced welfare support for migrants in a city dependant on migrant workers?

Response

Our approach needs to change to reflect economics, the changing nature of the workforce and EU rules

17. From Councillor Simmons

Will the Leader join me, and rest of the Green Group, in celebrating the decision of the House of Commons to agree a second reading for the National Health Service (Amended Duties and Powers) Bill which seeks to reverse the creeping privatisation of the NHS?

In doing so, will he write to those local MPs who opposed it (Ed Vaizey, Tony Baldry) and those others who did not vote or were unable to attend, to express our support for the Bill in the hope that they might yet have the opportunity to vote in favour, and/or lobby for the Bill, in the future?

Written response

Yes. It was encouraging to see that most Tories didn't have the courage of their privatisation convictions to actually turn up and vote against a Bill which commands almost universal support across the country. I hope that they continue to sit on their hands and provide tacit support for the Bill as it progresses through the Parliamentary process. I am happy to write to all the county's MPs and seek their support for this important amendment to the current legislation governing the NHS.

Supplementary question

Will you watch the progress of this bill?

Response

Yes, and please can I ask other members for their support.

18. From Councillor Hollick

Will the Leader support or reject calls from the Castle Mill boatyard developer to scrap this council's affordable homes target?

Written response

A planning application for the Jericho Boatyard site, 14/01441/FUL, has been received. It proposes a mixed use development with 22 residential units, a community centre, a boatyard, a bridge and a public square. The applicant is offering 32% affordable housing. Officers in City Development are continuing to discuss aspects of the application with the developer, including the proportion of affordable housing. The applicant has been reminded of the Council's policy in this respect. The application will come before the West Area Planning Committee for determination in due course with an officer recommendation. The circumstances in which a positive recommendation could be made for an

application that does not meet the affordable homes requirement are set out in our planning regulations.

Supplementary question

Is the 50% affordable homes policy negotiable?

Response

There is no question of not keeping to the policy but this allows for some flexibility in delivering affordable homes and there are different ways of achieving the desired outcome.

19. From Councillor Hollick

Can the portfolio holder confirm whether any financial contribution from the Westgate developers towards affordable housing will contribute to providing more affordable housing, than our policy of 50%, on another site in the city?

Written response

A s.106 agreement was completed with the applicant prior to the grant of Outline Planning Permission. This requires the developer to pay the City Council 15% of the sales value of the 59 flats as an off-site contribution to affordable housing. The value of the contribution will depend on sale prices in 2017/18, so the estimate of a £3 million figure should probably be taken as a minimum if, as seems probable, house prices continue to increase at above the rate of general price inflation.

It follows that we cannot know at this stage how many additional units of affordable housing will be acquired with the commuted sum. It will be included in the Housing Account Capital and used in conjunction with other resources to fulfil our capital programme priorities. With the Barton West/Park development starting to deliver homes in 2015/16, it is highly likely that we will seek to negotiate a higher social housing element in the scheme as it is built out.

Supplementary question

Is there currently a definitive plan for the use of these funds?

Response

I refer to the written answer.

20. From Councillor Brandt

What is the total percentage of affordable housing that have actually been approved in developments which include 10 or more homes across the city in the past two years?

Written response

This information is published annually in the Monitoring Report. The data for these two years show that there were 114 net affordable dwellings approved, compared to 253 dwellings overall; this gives 45% affordable housing provision overall. The data exclude the Council's own Affordable Housing Programme sites as they would skew the results.

Supplementary question

Does the Leader have any comments on how the 50% target may be achieved?

Response

The affordable housing element of the Barton scheme has been discussed, and it is hoped this can extend to other schemes. Deliverability of schemes involves striking a balance between private housing and the rest of the infrastructure and affordable housing, so each scheme is looked at individually. It is feasible to negotiate a percentage higher than 50%.

21. From Councillor Simmons

Now that the Roger Dudman Way environmental impact statement has finally been published, what process will the Council be following to determine which of the mitigation options set out in the EIA to pursue?

Written response

The scheme of mitigation, as indicated by Option 1, is the University of Oxford's response to the City Council's request in April 2013 to bring forward measures to ameliorate the size and visual impact of the development.

Following the close of the public consultation on 19th December 2014 the West Area Planning Committee in the New Year and will be invited to consider whether it accepts the Option 1 scheme of mitigation proposed by the University.

22. From Councillor Simmons

Will the Leader agree with me that, had the Roger Dudman Way EIA been available at the time of the planning application, the nature of the development would have most likely been different?

Written response

It is, of course, impossible to say what difference the Environmental Statement (ES) would have made to either the officer recommendation or the decision of the Planning Committee. The officer report discussed the issue of the height of the proposed buildings at great length, supported by a large number of view cone perspectives and photographs. The Committee's discussion was also very lengthy and focussed almost entirely on the height issue. Both officers and members were aware that this was an 'on balance' decision, in which the impact on the views had to be weighed against the benefits provided by the development to the University and the city's housing stock. The ES covers the same ground but in much greater detail; whether the detail would have led to a different recommendation or outcome can only be a matter of conjecture or speculation.

Supplementary question

On the matter of having an environmental impact assessment in place before making a decision, are there any particular lessons or insights, or improvements we can take from this?

Response

Yes, there are; although while there are aspects of a EIA we need before making a decision, in this particular case it is harder to see how best to proceed.

23. From Councillor Simmons

Will the Roger Dudman Way EIA be referred to the newly established Design Panel for consideration?

Written response

The purpose of the Oxford Design Review Panel is to assess planning applications that are still being developed, and to provide professional feedback and advice to the applicants. This ideally should take place at the pre-application stage. The Design Panel is not equipped to review a technical Environmental Statement (ES).

The Council has commissioned qualified independent consultants to review the ES and to provide members with a report on its soundness in terms of the relevant regulations and whether it is robust and reliable.

Supplementary question

Was this not an appropriate matter for the design review panel?

Response

The panel advised on schemes before construction where they were free to make unconstrained recommendations and were unlikely to want to review a built scheme.

70. PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THIS COUNCIL MEETING

Richard Carpenter, Club Secretary, Oxford City Stars Ice Hockey Club, addressed Council. The text of his address is attached to the minutes.

Nigel Gibson representing Save Temple Cowley Pools - A successful social enterprise in East Oxford, addressed Council. The text of his address is attached to the minutes.

Jane Alexander addressed Council. The text of her address (The Community Interest Company Bid Proposal offers best value to Oxford people) is attached to the minutes.

Councillor Rowley responded to Nigel Gibson and Jane Alexander. He assured members that all of the applications for the Temple Cowley Pools site had been impartially assessed by council officers and external consultants on the same basis to secure best value on quality and price for the people of Oxford. He wanted the commercial and community interest company submission to be assessed on a par with the commercial submissions without its suffering avoidable by comparison due to lack of preparation. To further this goal officers provided additional support to the group and extended the deadline for the community interest company submission beyond the six months provided in law and the group is invited to put their case to the Executive Board to make sure the decision made is based on the fullest possible information and appreciation of all the bids that will be before us.

Sistke Boeles submitted a question to the Leader of the Council but did not attend to ask this.

James Rowland submitted a question to the Leader of the Council but did not attend to ask this.

The text of the questions and written responses supplied after the meeting is attached to the minutes.

71. OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS

Councillor Price moved the report.

Council noted the Annual Report on Oxfordshire Partnerships produced for the Oxford Strategic Partnership by the County Council in October 2014 without comment.

72. SCRUTINY COMMITTEE BRIEFING

Council had before it the report of the Scrutiny Committee Chair.

Councillor Simmons moved the report; thanked Councillor Hayes for chairing the last committee meeting, Councillor Hollick for chairing the Housing Panel, and Councillor Coulter for chairing the Inequalities Panel; and encouraged members to get involved in the committee's work.

Council noted the report without comment.

73. MOTIONS ON NOTICE

Council had before it four motions on notice and amendments submitted in accordance with Council procedure rule 11.16, and reached decisions as set out below.

(1) Making Oxford a Social Enterprise City

Councillor Wolff proposed his submitted motion, accepting the amendment proposed by Councillor Price in writing.

This Council welcomes the announcement that Oxfordshire has become the UK's first Social Enterprise County and congratulates the Oxfordshire Social Enterprise Partnership (OSEP), an innovative new partnership set up by Oxford Brookes University, the University of Oxford and Student Hubs to foster and support social enterprise locally.

This Council recognises the value of Social Enterprises to the Council and the local economy and aspires to join other cities in becoming one of the UK's first Social Enterprise Cities.

Council notes with pleasure the support that the Economic Development team and the OSP Economic Development Steering group have already given to OSEP, and the close working relationship that has been developed. To take the relationship further, and to support the aspirations of the Partnership, Council recommends that the following areas of work should be pursued;

- *The creation of Social Enterprise Zones*
- *The purchasing by the Council and its contractor of goods and services in such a way as to maximise social value under the Social Value Act*
- *Funding opportunities for social enterprises*

- *Methods of stimulating and supporting social enterprise initiatives in the city region*

Council would welcome a policy review paper on social enterprise in the city for OSP and Scrutiny discussion.

Council accepted this amended motion. Councillor Price seconded this.

On being put to the vote, Council agreed to adopt the amended motion as set out above.

(2) Personalised tax summaries

Councillor Paule proposed her submitted motion and Councillor Clack seconded this.

This council believes that Chancellor George Osborne's tax summary offering a personalised breakdown of where taxpayers' money is going is deliberately misleading and aims to support punitive Conservative economic policy. In particular, the items included under welfare - such as pensions, including MP's pensions - aim to create unfounded anxieties about welfare spending (in fact, JSA spending is less than 0.6% of tax revenues). This data is sent out by HMRC which should be a politically neutral body. This is not only a waste of public funds but a blatant abuse of government powers. We condemn this policy and ask the council leader to write to the Treasury expressing our concerns.

Following debate and voting, Council agreed to adopt the motion as set out above.

(3) Improving safety for cyclists

Councillor Gant proposed his submitted motion as set out in the Council agenda, accepting the amendment proposed by Councillor Price in writing.

Council notes with great concern the recent accidents involving cyclists and lorries in Oxford.

Council believes that accidents could be reduced by requiring lorries to have safety equipment, to the industry-led standard supported by the Mayor of London in December 2013.

Council notes that it adopted a motion some two years ago which endorsed the need for goods vehicles to incorporate safety equipment of the type referred to.

It now asks the City Executive Board to amend Council policy to

- *require all contractors working on council contracts in the city to have every vehicle over 3.5 tonnes fitted with sideguards to protect cyclists from being dragged under the wheels, and with mirrors giving the driver a better view of cyclists and pedestrians around their vehicles;*
- *urge the County Council to make a Traffic Regulation Order imposing similar conditions on all similar vehicles in Oxford, as proposed by TfL in London.*

Council accepted this amended motion. Councillor Goddard seconded this.

Following debate and voting, Council agreed to adopt the motion as set out above.

(4) Allocating space for council housing

Councillor Hollick proposed his submitted motion and Councillor Thomas seconded this.

Council notes:

- *that Oxford is the least affordable city in the UK for housing.*
- *that the right to housing is a human right.*
- *that Local Development Orders can be made by local planning authorities to grant planning permission to specific types of development.*

Council believes:

- *that a significant increase in the supply of genuinely affordable housing is needed to meet the housing needs of people in our city.*
- *that council housing is the best option of all types of 'affordable' housing because of the low rents and security for tenants to stay in their home.*
- *that brownfield sites (previously built upon) are a limited resource in the city and should be used to supply much needed council homes.*

Council calls for:

- *a report to be considered by CEB that considers brownfield sites for allocation towards developments of council housing. This report would recommend how the use of Local Development Orders, or other tools, could be used to increase the supply of planning permission for quality council housing in the city.*

Following debate and voting, Council did NOT agree to adopt the motion.

74. MATTERS EXEMPT FROM PUBLICATION

None.

The meeting started at 5.00 pm and ended at 8.25 pm

To: Council

Date: 2nd February 2015

Report of: Head of City Development

Title of Report: Affordable Housing contributions in light of the amended national Planning Practice Guidance

Summary and Recommendations

Purpose of report: To agree how affordable housing contributions will now be sought in the light of the amended national Planning Practice Guidance

Report Approved by: David Edwards, Executive Director of City Regeneration

Finance: David Watt

Legal: Michael Morgan

Policy Framework: Relating specifically to Policy HP3 and HP4 of the adopted Sites and Housing Plan

Recommendation(s): That Council:

- 1) Endorses the recommended approach set out in the report and Appendix 4;
- 2) Agrees that it is not revoking or modifying Policies HP3 and HP4, that they retain the status of up-to-date adopted development plan policies under s38(6) of the Planning and Compulsory Purchase Act 2004 but the Council is acknowledging the likely effect of the amended national Planning Practice Guidance.

Appendix 1: Extract from the Planning Practice Guidance

Appendix 2: Brandon Lewis Ministerial Statement - 28th November 2014

Appendix 3: Policies HP3 and HP4 of the Sites and Housing Plan

Appendix 4: Table of planning application scenarios and recommended approach

Background

1. On 28th November, the Government made some amendment to the Planning Practice Guidance (PPG) (**Appendix 1**). There are two changes which are particularly relevant to the Council. The first is that “*contributions for affordable housing...should not be sought from developments of 10-units or less, and which have a maximum combined gross floorspace of no more than 1000sqm*” (PPG, Planning Obligations, Paragraph 012).
2. The second change creates a ‘vacant building credit’. The PPG now states: “*Where there is an overall increase in floorspace in the proposed development, the local planning authority should calculate the amount of affordable housing contributions required from the development as set out in their Local Plan. A ‘credit’ should then be applied which is the equivalent of the gross floorspace of any relevant vacant buildings being brought back into use or demolished as part of the scheme and deducted from the overall affordable housing contribution calculation*” (PPG, Planning Obligations, Paragraph 022).
3. These revisions to the Guidance alongside the accompanying Ministerial Statement (**Appendix 2**) were justified by the Government on the basis that it will reduce the burden on small-scale housing developers, increase housing supply and promote the redevelopment of brownfield sites. The Council strongly objected to the consultation on changes to the PPG in March 2014 because approximately 50% of housing developments in Oxford would likely fall under the threshold and not be required to contribute towards affordable housing.
4. The purpose of this report is to explain what this now means for the implementation of the relevant policies in our Sites and Housing Plan and recommend an approach that the Council should now take when determining planning applications.
5. These amendments to the PPG do not affect the Council’s ability to apply its Community Infrastructure Levy on any site.

Main matters

The PPG exclusion of developments of 10 units or fewer from making affordable housing contributions

6. This change to the PPG conflicts with the Council’s adopted Policy HP4 (**Appendix 3**) of the Sites and Housing Plan where we seek contributions towards affordable housing from developments of between 4-9 dwellings.
7. Whilst the PPG is only guidance and not policy, this removal of contributions from smaller sites is a clear intention of the Government and is likely to be reflected in appeal decisions. If the Council now refused a planning application for 4-9 dwellings with the only reason being the lack of a financial contribution towards affordable housing (Policy HP4), it is very likely that the appeal would be allowed and costs awarded against the Council.

8. It is therefore recommended that, reluctantly, the Council will now not be seeking financial contributions towards affordable housing from housing developments on small sites (<0.25ha) with a gross capacity of 10 or fewer dwellings.
9. The Council consider this to be a hiatus from the requirement for these financial contributions and should the Government's position change again, or other material changes take place, then the City Council may review this approach and revert back to applying HP4 in its entirety. The City Council is lobbying the Government on this matter and may at any point reverse this decision.
10. The Council is not revoking or modifying Policies HP3 and HP4, they retain the status of up-to-date adopted development plan policies under S38(6) of the Planning and Compulsory Purchase Act 2004 but the Council is acknowledging that the Secretary of State Inspectors appointed by him can be expected to treat the new policy as carrying greater weight.
11. Policy HP4 would continue to be applied where a development's maximum combined floorspace exceeded 1,000sqm. This approach would accord with the amended PPG. It is expected that the 1,000 sqm measurement would be Gross Internal Area (GIA) similar to the approach for the Community Infrastructure Levy however this has not yet been confirmed by the Government. The Council would consider this further when guidance emerges.
12. For all proposals, the Council would continue to ensure that developments make efficient use of land (Policy HP9) and that sites are not artificially subdivided (Policy HP3) to avoid on-site provision of affordable housing.

The PPG's 'Vacant Building Credit'

13. This change conflicts with the Council's approach of consistently calculating the required affordable housing contribution based on the gross number of units in the development. The Council's approach has been to not allow existing dwellings on the development site to be netted off the final affordable housing requirement whether it be a financial contribution under HP4 or an 'in kind' (on site provision) contribution under HP3 (see Appendix 3 for these policies).
14. The PPG is clear that any relevant building being brought back into use or demolished as part of the new housing development can class as a credit against the affordable housing contribution required.
15. As with the issue of threshold above, this change is a clear intention of the Government and is likely to be reflected in appeal decisions. If the Council now refused a planning application with the only reason being that it does not provide enough of an affordable housing contribution (financial or in kind) to reflect the gross development, it is very likely that the appeal would be allowed and costs awarded against the Council. It is therefore recommended that the Council will now consider any existing buildings as 'vacant building credit' and that contributions will be calculated on the net additional development not gross.

16. It should be noted that the vacant credit rule is invoked only at the stage of calculating the final contribution/provision, not the initial determination of whether or not a development exceeds a threshold.

Scenarios and how the PPG changes should be applied to planning applications

17. There are a wide variety of permutations of development proposals so it is not possible to set out a scenario for each one but **Appendix 4** summarises the likely main scenarios and a recommendation as to the Council should now deal with them.

Conclusion

18. These changes to the PPG have been brought in by the Government. As the new approach to contributions is a clear intention of Government, it is considered that the Council would lose appeal decisions if it sought to go against the PPG.

19. It should be noted that Reading Borough Council and West Berkshire Council are legally challenging the Government on the changes to the PPG. The City Council is likely to provide a witness statement in support of their legal challenge to demonstrate the likely impact on affordable housing delivery in Oxford.

Legal issues

20. The PPG does not alter the core approach to determining planning applications in accordance with the Development Plan unless material considerations indicate otherwise (under s38(6) of the Planning and Compulsory Purchase Act 2004).

Financial Issues

21. Endorsing this approach is likely to result in a significant reduction in financial contributions towards affordable housing. Since the adoption of Policy HP4 in the Sites and Housing Plan in 2013, the Council has secured an average of about £550,000 towards affordable housing per year for the past two years. However, this is a relative new source of income and not one that the Council had been relying upon prior to 2013.

22. This approach would reduce the likelihood of costs awarded against the Council at appeal and of costs being incurred in unsuccessfully defending appeals.

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Appendix 1: Extract from the Planning Practice Guidance as updated on 28th November 2014

Paragraph: 012 Reference ID: 23b-012-20141128

Are there any circumstances where infrastructure contributions through planning obligations should not be sought from developers?

There are specific circumstances where contributions for affordable housing and tariff style planning obligations (section 106 planning obligations) should not be sought from small scale and self-build development.

- contributions should not be sought from developments of 10-units or less, and which have a maximum combined gross floorspace of no more than 1000sqm
- in designated rural areas, local planning authorities may choose to apply a lower threshold of 5-units or less. No affordable housing or tariff-style contributions should then be sought from these developments. In addition, in a rural area where the lower 5-unit or less threshold is applied, affordable housing and tariff style contributions should be sought from developments of between 6 and 10-units in the form of cash payments which are commuted until after completion of units within the development. This applies to rural areas described under section 157(1) of the Housing Act 1985, which includes National Parks and Areas of Outstanding Natural Beauty
- affordable housing and tariff-style contributions should not be sought from any development consisting only of the construction of a residential annex or extension to an existing home

Revision date: 28 11 2014

Paragraph: 013 Reference ID: 23b-013-20141128

Do the restrictions on seeking planning obligations apply to Rural Exception Sites?

The restrictions on seeking planning obligations contributions do not apply to development on Rural Exception Sites – although affordable housing and tariff-style contributions should not be sought from any development consisting only of the construction of a residential annex or extension within the curtilage of the buildings comprising an existing home.

Revision date: 28 11 2014

Paragraph: 014 Reference ID: 23b-014-20141128

What are tariff-style contributions?

Some authorities seek planning obligations contributions to pooled funding 'pots' intended to provide common types of infrastructure for the wider area.

Planning obligations mitigate the impact of development which benefits local communities and supports the provision of local infrastructure. In applying the planning obligations local planning authorities must ensure that these meet the three tests that are set out as statutory tests in the Community Infrastructure Levy Regulations 2010, and as policy tests in the National Planning Policy Framework. These are: that they are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind. For sites where the threshold applies, planning obligations should not be sought to contribute to pooled funding 'pots' intended to fund the provision of general infrastructure in the wider area.

Revision date: 28 11 2014

Paragraph: 015 Reference ID: 23b-015-20141128

Can planning obligations be pooled where the threshold does apply?

For sites where the threshold applies, planning obligations should not be sought to contribute to pooled funding 'pots' intended to fund the provision of general infrastructure in the wider area.

Revision date: 28 11 2014

Paragraph: 016 Reference ID: 23b-016-20141128

How does the 10-unit threshold relate to the statutory definition of major development?

For the purposes of section 106 planning obligations only the definition of 10-units or less applies. This is distinct from the definition of major development in article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Revision date: 28 11 2014

Paragraph: 017 Reference ID: 2a-017-20141128

Are there any exceptions to the 10-unit threshold?

Local planning authorities may choose to apply a lower threshold of 5-units or less to development in designated rural areas being areas as described under section 157 of the Housing Act 1985, which includes National Parks and Areas of Outstanding Natural Beauty. No affordable housing or tariff-style contributions should then be sought from these developments.

Where this lower threshold is applied, local planning authorities should only seek affordable housing contributions from developments of between 6 to 10-units as financial contributions and not affordable housing units on site. Any payments made (whether as an affordable housing contribution or contribution to a pooled funding pot for general infrastructure provision) should also be commuted until after completion of units within the development.

Revision date: 28 11 2014 [See revisions](#)

Paragraph: 019 Reference ID: 23b-019-20141128

What is the procedure for claiming a commuted contribution under a planning obligation?

The terms of commuted contributions should form part of the discussions between a developer and a local planning authority and be reflected in any planning obligations agreement. Agreements should include clauses stating when the local planning authority should be notified of the completion of units within the development and when the funds should be paid. Both parties may wish to use the issue of a building regulations compliance certificate (called a completion certificate when given by a local authority and a final certificate when given by an approved inspector) as a trigger for payment.

Revision date: 28 11 2014

Paragraph: 020 Reference ID: 23b-020-20141128

Does this mean that no planning obligations can be sought for development under these 5 or 10-unit thresholds?

Some planning obligations may still be required to make a development acceptable in planning terms. For sites where a threshold applies, planning obligations should not be sought to contribute to affordable housing or to pooled funding 'pots' intended to fund the provision of general infrastructure in the wider

area. Authorities can still seek obligations for site specific infrastructure – such as improving road access and the provision of adequate street lighting – where this is appropriate, to make a site acceptable in planning terms. They may also seek contributions to fund measures with the purpose of facilitating development that would otherwise be unable to proceed because of regulatory or EU Directive requirements.

Revision date: 28 11 2014

Paragraph: 021 Reference ID: 23b-021-20141128

What is the vacant building credit?

Where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building, the developer should be offered a financial credit equivalent to the existing gross floorspace of relevant vacant buildings when the local planning authority calculates any affordable housing contribution which will be sought. Affordable housing contributions would be required for any increase in floorspace.

Revision date: 28 11 2014

Paragraph: 022 Reference ID: 23b-022-20141128

What is the process for determining the vacant building credit?

Where there is an overall increase in floorspace in the proposed development, the local planning authority should calculate the amount of affordable housing contributions required from the development as set out in their Local Plan. A 'credit' should then be applied which is the equivalent of the gross floorspace of any relevant vacant buildings being brought back into use or demolished as part of the scheme and deducted from the overall affordable housing contribution calculation.

Revision date: 28 11 2014

Paragraph: 023 Reference ID: 23b-023-20141128

Does the vacant building credit apply to any vacant building being brought back into use?

The vacant building credit applies where the building has not been abandoned.

Revision date: 28 11 2014

Source: <http://planningguidance.planningportal.gov.uk/blog/guidance/planning-obligations/planning-obligations-guidance/>

Appendix 2: Copy of Ministerial Statement 28th November 2014

COMMUNITIES AND LOCAL GOVERNMENT

Small-scale Developers

The Minister of State, Department for Communities and Local Government

(Brandon Lewis): *I would like to update hon. Members on the action that the Coalition Government have taken to free up the planning system and the further new measures we are now implementing to support small-scale developers and help hard-working people get the home they want by reducing disproportionate burdens on developer contributions.*

Section 106 obligations imposed on small-scale developers, custom and self-builders

We consulted in March this year on a series of measures intended to tackle the disproportionate burden of developer contributions on small-scale developers, custom and self-builders. These included introducing into national policy a threshold beneath which affordable housing contributions should not be sought. The suggested threshold was for developments of ten-units or less (and which have a maximum combined gross floor space of no more than 1,000 square metres).

We also proposed a similar policy for affordable housing contributions be applied to all residential extensions and annexes. Rural exception sites would be exempted from any threshold introduced following consultation. Our consultation asked whether the threshold should be extended to include the tariff style contributions that some authorities seek in order to provide general funding pots for infrastructure. We also consulted on restricting the application of affordable housing contributions to vacant buildings being brought back into use (other than for any increase in floor space). This latter proposal was to boost development on brownfield land and provide consistency with exemptions from the community infrastructure levy.

We received over 300 consultation responses many of which contained detailed submissions and local data. After careful consideration of these responses, the Government are making the following changes to national policy with regard to Section 106 planning obligations:

28 Nov 2014 : Column 55WS

Due to the disproportionate burden of developer contributions on small-scale developers, for sites of 10-units or less, and which have a maximum combined gross floor space of 1,000 square metres, affordable housing and tariff style contributions should not be sought. This will also apply to all residential annexes and extensions.

For designated rural areas under Section 157 of the Housing Act 1985, which includes national parks and areas of outstanding natural beauty, authorities may choose to implement a lower threshold of 5-units or less, beneath which affordable housing and tariff style contributions should not be sought. This will also apply to all residential annexes and extensions. Within these designated areas, if the 5-unit threshold is implemented then payment of affordable housing and tariff style contributions on developments of between six to ten units should also be sought as a cash payment only and be commuted until after completion of units within the development.

These changes in national planning policy will not apply to rural exception sites which, subject to the local area demonstrating sufficient need, remain available to support the delivery of affordable homes for local people. However, affordable housing and tariff style contributions should not be sought in relation to residential annexes and extensions.

A financial credit, equivalent to the existing gross floor space of any vacant buildings brought back into any lawful use or demolished for re-development, should be deducted from the calculation of any affordable housing contributions sought from relevant development schemes. This will not however apply to vacant buildings which have been abandoned.

We will publish revised planning guidance to assist authorities in implementing these changes shortly.

By lowering the construction cost of small-scale new build housing and home improvements, these reforms will help increase housing supply. In particular, they will encourage development on smaller brownfield sites and help to diversify the house building sector by providing a much-needed boost to small and medium-sized developers, which have been disproportionately affected by the Labour Government's 2008 housing crash. The number of small-scale builders has fallen to less than 3,000—down from over 6,000 in 1997.

We estimate that the policy will save, on average, £15,000 in Section 106 housing contributions per new dwelling in England—some councils are charging up to £145,000 on single dwellings. Further savings will be made from tariffs, which may add additional charges of more than £15,000 per dwelling, over and above any housing contributions. Taken together, these changes will deliver six-figure savings for small-scale developers in some parts of the country.

The Home Builders Federation confirmed that these changes will provide a boost to small and medium builders, stating:

"This exemption would offer small and medium-sized developers a shot in the arm. The time and expense of negotiating Section 106 affordable housing contributions on small sites, and the subsequent payments, can threaten the viability of small developments and act as another barrier to the entry and growth of smaller firms"

Similarly, the Federation of Master Builders said:

28 Nov 2014 : Column 56WS

"The new ten unit threshold for affordable housing contributions is a sensible and proportionate approach to help alleviate the pressure on SME house builders who have been squeezed out of the housing market in recent years. This is important because without a viable SME house building sector we won't be able to build the number of new homes that are needed to address the housing crisis"

Promoting custom and self-build housing

These changes to Section 106 policy complement the Coalition Government's wider programme of reforms to get Britain building, including measures to actively support the custom and self-build sector that will help people design and build their own home.

Specifically, we have exempted custom and self-builders from paying the Community Infrastructure Levy. The £30 million investment fund for custom build homes has so far approved or is currently considering loan funding of £13 million. We have launched a new £150 million investment fund to help provide up to 10,000 serviced building plots. The first bidding round closed in September and applications received are currently being assessed by the Homes and Communities Agency.

In addition we continue to work in partnership with industry to provide better support and information to custom and self-builders and we are helping community-led custom projects by enabling them to apply for £65 million under the affordable housing guarantee programme and £14 million of project support funding.

We are also providing £525 million through the Builders' Finance Fund (2015-16 to 2016-17) to provide development finance to unlock stalled small housing sites. A shortlist of 165 small housing schemes was announced on 8 September. We are also opening up the Builders Finance Fund to support small building firms schemes, from five units in size upwards.

We also published a consultation on the Right To Build in October. The idea is simple: prospective custom builders will have a right to purchase a plot of land from their local Council to build their own home. To underpin the consultation we are working with a network of 11 Right to Build vanguards to test how the Right can work in practice and we are supporting the hon. Member for South Norfolk (Richard Bacon) Self-Build and Custom Housebuilding Private Members' Bill which has now passed its Second Reading in this House.

Getting empty and redundant land and property back into use

We have introduced a range of measures to help communities get empty and surplus land and property back into productive use.

We have reformed permitted development rights to cut through complexity, free up the planning system and encourage the conversion of existing buildings. The changes help support town centres, the rural economy and provide much-needed homes.

Changes to Community Infrastructure Levy rules now provide an increased incentive for brownfield development, through exempting empty buildings being brought back into use. To assist extensions and home improvements, we have also exempted them from Community Infrastructure Levy, stopped plans for a so-called 'conservatory tax', stopped any council tax revaluation which would have taxed home improvements, and introduced a new national council tax discount for family annexes.

28 Nov 2014 : Column 57WS

Conclusion

We expect implementation of these measures to have a significant positive impact on housing numbers by unlocking small-scale development and boosting the attractiveness of brownfield sites. This will provide real incentive for small builders and to people looking to build their own home. They will increase house building and help reduce the cost of such housing.

These latest policy changes illustrate how this Government continue to deliver the reform to our planning system which will enable more houses to be built, giving more power to local communities, helping people move on to and up the housing ladder.

Source:

<http://www.publications.parliament.uk/pa/cm201415/cmhansrd/cm141128/wmstext/141128m0001.htm#14112842000008>

Appendix 3: Extract from the Council's adopted Sites and Housing Plan (Policies HP3 and HP4)

Affordable homes

- A2.16 Meeting housing need is a key priority of the City Council. New affordable housing has a vital role in delivering sustainable, inclusive and mixed communities, both within a site, and across Oxford as a whole.
- A2.17 Core Strategy Policy CS24 – Affordable Housing states that generally a minimum of 50% of residential developments must be provided as affordable housing. The City Council generally expects affordable housing to be provided as part of the same development ('on-site'), to ensure a balanced community on the site.
- A2.18 Policies HP3 and HP4 set out the detail of how residential developments should contribute to affordable housing. The policy applies to all types of self-contained dwelling. This includes retirement homes, sheltered housing, Extra Care Housing, key worker housing, and all parts of any development that fall within Use Class C3. The policy does not apply to residential institutions such as care homes, nursing homes or hospitals, or to secure residential institutions, but will apply to any self-contained staff accommodation within these developments.

Provision of affordable housing on-site (10 or more homes)

- A2.19 Most sites in Oxford that have capacity for 10 or more homes can provide 50% affordable housing whilst remaining viable. Where a developer considers that meeting the 50% target will make a site unviable, they must provide robust evidence of this in the form of an independent viability appraisal. The City Council will expect the developer to negotiate on an "open book" basis which relates to the particular site circumstances that have resulted in the development's nonviability. The City Council will always expect developers to have considered the financial implications of affordable housing policy requirements, and local market indicators, when purchasing the land for development.
- A2.20 If the City Council is satisfied that the site would be unviable, a cascade approach will be used to determine an appropriate contribution. Policy HP3 builds on Core Strategy Policy CS24 by setting out how this cascade approach will operate.
- A2.21 Affordable housing must be truly affordable to those that need it. The City Council will require at least 80% of affordable housing provided on-site to be social rented. Due to exceptionally high private rents in Oxford, the alternative 'affordable rented' tenure will not be accepted as a substitute for social rented homes. Up to 20% of the affordable homes provided on-site may be provided as affordable rented or as other types of intermediate housing.
- A2.22 The City Council maintains the Housing Register for Oxford, and also monitors and manages allocations. The Council will use this and other available evidence to advise on the strategic mix of dwelling sizes required on new housing developments, including for key workers, to meet Housing Strategy objectives. The strategic mix currently set out in the Affordable Housing SPD (July 2006) will be updated in a future planning document. Affordable dwellings of 2 or more bedrooms should provide enough space within at least two bedrooms for at least two people to comfortably share. This allows for children to share bedrooms, and ensures that there is some extra space for expanding family households.

Policy HP3

Affordable Homes From Large Housing Sites

Planning permission will only be granted for residential development on sites with capacity for 10 or more dwellings, or which have an area of 0.25 hectares or greater, if generally a minimum 50% of dwellings on the site are provided as affordable homes.

*A minimum 80% of the affordable homes must be provided as social rented, with remaining affordable homes provided as intermediate housing.**

Exceptions will be made only if it can be robustly demonstrated that this level of provision makes a site unviable, in which case developers and the City Council will work through a cascade approach in the following order until a scheme is made viable:

- firstly, reduce the percentage of affordable housing provided (to a minimum of 40% of all homes) by reducing the intermediate housing element only;*
- secondly, at 40% affordable housing, reintroduce an element of intermediate housing incrementally up to a maximum 8% of all homes;*
- thirdly, make a financial contribution in lieu of on-site provision, to be calculated using the approach set out in Appendix 2.*

The applicant must demonstrate that the mix of dwelling sizes meets the City Council's preferred strategic mix for affordable housing.

Developers may not circumvent this policy by artificially subdividing sites.

** See Glossary for definitions*

Provision of affordable housing through financial contributions (4–9 homes)

- A2.23 Much of Oxford's supply of new housing comes from small sites of less than 10 homes, or less than 0.25 hectares. It is important that these sites contribute to achieving a balanced community in Oxford. It is often not possible for these sites to provide 50% of homes as affordable without becoming unviable. It is difficult for a Registered Provider to efficiently manage individual households in dispersed locations.
- A2.24 The Affordable Housing Viability Study showed that most small sites of less than 10 homes can however make a financial contribution towards achieving a more balanced tenure mix across Oxford. This will be required on sites of 4 to 9 dwellings, and will specifically be used to deliver affordable housing elsewhere in Oxford. If it can be robustly demonstrated to the City Council that the full contribution would make the development unviable, the Council will expect any alternative sum to be negotiated on an "open book" basis, using the same principles as for on-site affordable housing.
- A2.25 In appropriate circumstances, provision may be made as on-site affordable housing. The City Council and the applicant must agree that on-site provision is inappropriate. On-site provision would be expected to make up generally a minimum of 50% of dwellings on the site, unless viability evidence demonstrates a need to reduce this.
- A2.26 Where homes are proposed as part of a mixed-use scheme, together with student accommodation and/or commercial development, account will be taken of the overall floorspace of all development on the site. Even if different uses each fall under the threshold for applying the relevant policy, the development as a whole may still trigger a requirement to contribute to affordable housing.

- A2.27 Sites that have capacity to provide only 3 homes or less (gross) will be exempt from the requirement, so that conversions of large homes to smaller dwellings are able to come forward, whilst meeting other important requirements such as Lifetime Homes.

Policy HP4

Affordable Homes From Small Housing Sites

Planning permission will only be granted for residential development on sites with capacity for 4 to 9 dwellings, if a financial contribution is secured towards delivering affordable housing elsewhere in Oxford. The contribution required will be 15% of the total sale value of the development, and will be calculated using the formula set out in Appendix 2.

Where both the City Council and the applicant agree that on-site affordable housing is appropriate, planning permission will be granted if generally a minimum 50% of dwellings on the site are provided as affordable homes.

If it can be demonstrated to the City Council that the full contribution would make the development unviable, the City Council will accept a lower contribution, in accordance with Appendix 2 (paragraph 6).

Developers may not circumvent this policy by artificially subdividing sites. For mixed-use residential developments that include student accommodation and/or commercial floorspace, the overall development floorspace will be used to determine the contribution required.

Appendix 4: Table of planning application scenarios and recommended approach

| Scenario | Recommended approach |
|--|---|
| Proposal for 4-9 dwellings where the gross floor space is less than 1,000m ² | No financial contribution sought for affordable housing. Particular attention should be paid to whether the proposal makes efficient use of land (Policy HP9, CS24), considers the Balance of Dwellings SPD and whether the site is an artificial subdivision (Policy HP3, CS24) to potentially avoid on-site provision of affordable housing. |
| Proposal for 4-9 dwellings where the gross floor space exceeds 1,000m ² | Financial contribution towards affordable housing sought. Provision calculated in line with Policy HP4 (unless 'Vacant Building Credit' applies). |
| Proposal for 10 dwellings where the gross floor space is less than 1,000m ² | No financial contribution or on-site provision sought for affordable housing. Particular attention should be paid to whether the proposal makes efficient use of land (Policy HP9, CS24), considers the Balance of Dwellings SPD and whether the site is an artificial subdivision (Policy HP3, CS24) to potentially avoid on-site provision of affordable housing. |
| Proposal for 10 dwellings where the gross floor space is greater than 1,000m ² | 50% on-site provision of affordable housing sought (Policy HP3). Provision calculated in line with Policy HP3 (unless 'Vacant Building Credit' applies). |
| Proposal for housing development on a site of 0.25ha or greater regardless of the number of dwellings | 50% on-site provision of affordable housing sought (Policy HP3) because it is expected that a site of 0.25ha is capable of accommodating at least 10 dwellings. Provision calculated in line with Policy HP3 (unless 'Vacant Building Credit' applies). |
| Proposal for housing development of 11 or more dwellings | 50% on-site provision of affordable housing sought (Policy HP3). Provision calculated in line with Policy HP3 (unless 'Vacant Building Credit' applies). |
| Vacant (but not abandoned) buildings on the development site are to be demolished or reused. e.g. 12 new dwellings are proposed on a site where 4 vacant dwellings are to be demolished. | Invoke the 'Vacant Building Credit'. In this example, as the development is for 12 dwellings it exceeds the Council's threshold for on-site affordable housing provision (Policy HP3). The affordable housing will therefore be expected to be provided on-site. With the change to PPG, the 4 dwellings to be demolished would be netted off the development. The PPG indicates that it is the floorspace rather than the number of dwellings that should be netted off. The precise mechanism for this would need to be worked through but potentially this example would result in the netting off of about 4 dwellings resulting in a net increase of 8 dwellings. By then applying the Council's policy of 50% affordable housing provision, the development would be expected to provide 4 dwellings on site (50% of 8 rather than 50% of 12 dwellings as |

| | |
|---|--|
| | would have been the case prior to the PPG change). |
| Commercial development | <p>The Ministerial Statement is clear that the purpose of the changes to the PPG are to help small-scale house builders and self-builders. The PPG changes do not relate to contributions from commercial development.</p> <p>Continue to apply Core Strategy Policy CS24 and the Affordable Housing and Planning Obligations SPD in relation to contributions from commercial development</p> |
| Student accommodation | <p>The Ministerial Statement is clear that the purpose of the changes to the PPG are to help small-scale house builders and self-builders. The PPG changes do not relate to contributions from student accommodation.</p> <p>Continue to apply Sites and Housing Plan Policy HP6.</p> |
| Should the Government's position change again, or other material changes take place e.g. through appeal decisions or legal challenges | The Council may review the approach set out in this report and revert back to applying HP4 in its entirety. |

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To: General Purposes Licensing Committee

Date: 27 January 2015

Report of: Head of Environmental Development

Title of Report: Review of the Street Trading Policy and Policy Consultation Responses

Summary and Recommendations

Purpose of report: To report to Committee on the responses to the public consultation on the Street Trading Policy review 2014. To seek Committee's agreement to the revised Street Trading Policy and to recommend the revised Policy to Council.

Report Approved by:

Finance: Paul Swaffield

Legal: Daniel Smith

Policy Framework: A vibrant and sustainable economy
Street Trading Policy 2010

Recommendations: That the Committee:

1. Approves the revised Street Trading Policy 2015
2. Recommends to Council the adoption of the Street Trading Policy 2015.

Appendices:

Appendix A – Copy of responses to the consultation

Appendix B – Copy of the proposed Street Trading Policy

Introduction

1. The current Street Trading Policy was approved by the General Purposes Licensing Committee at its meeting on 8th February 2010 and adopted by Council on 19th April 2010. At its meeting on 19th April 2010 Council delegated subsequent revisions of the Policy to the General Purposes Licensing Committee.
2. At its meeting on 10th June 2014, General Purposes Licensing Committee received a report on the Street Trading Policy review 2014. Committee resolved to carry out public consultation on a revised Street Trading Policy. This report summarises the responses to the consultation and gives comments from officers.

Consultation

3. The Council has completed an eight week consultation on the review of its Street Trading Policy and General Conditions. The consultees included the following:
 - Thames Valley Police
 - Oxfordshire Fire and Rescue Service
 - Oxfordshire County Council Highways
 - Central, South and West Area Committee
 - Oxford City Centre Manager
 - Nightsafe
 - Oxford Covered Market traders
 - Gloucester Green Market traders
 - All current Consent Holders
 - The general public
 - Relevant departments within Oxford City Council
4. 58 people responded to the consultation document. The responses were generally positive and in support of all the proposed changes.
5. Copies of the comments received are provided at Appendix A.
6. A copy of the draft Street Trading Policy and conditions is provided in Appendix B.
7. Members are asked to review the comments made during the consultation period and consider any additional amendments to the policy.

Legal Implications

8. There is no legal requirement for a district council to set any policy on Street Trading. However, authorities may if they wish decide to set policies in order to guide applicants and assist in consistent decision making. Policies may guide but not bind the authority.

Financial Implications

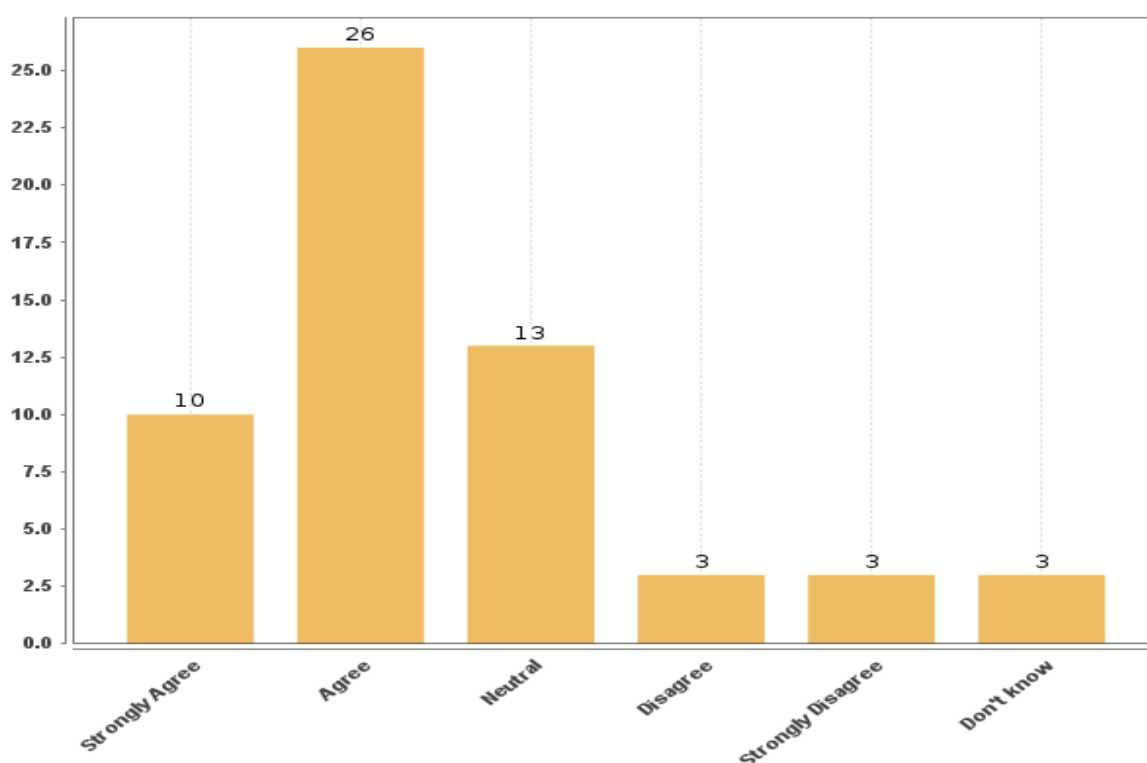
9. There are no financial implications attached to this report

Name and contact details of author: **Samantha Howell**
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Street Trading Policy 2014 Consultation Responses

The following responses were received; where necessary, comments from the Licensing Team follows in bold black italic font:

1) To what extent do you agree with the proposed consultation process for new applications?



“I agree with the inclusion of food hygiene and environmental impact standards. However the fees are already so high that street trading is inaccessible to entrepreneurs or start-ups, and the inclusion of more regulations will only increase this exclusion. The 'appearance' seems subjective and likely again to possibly exclude traders who don't have a large amount of capital from being able to trade in Oxford. Waivers, discounts or longer-term payment options would make the local economy stronger.”

“I think the fees should be on a sliding scale that reflects the true commercial value of the trading event. e.g. the Cocoa Cola marketing event in Broad Street last Christmas must have a premium commercial value. Multinational conglomerates should pay more than local small traders!”

For legal reasons, we are not permitted to set street trading fees in this way.

“The current consultation process does not involve small trader tenants of Oxford City Council, who could be highly affected by street trading and ad hoc markets.”

Relevant amendments to the process have been made to address this.

“There is considerable scope across Oxford for more street traders. They broaden the portfolio away from boring chain stores and offer more local employment and sourcing (environmental).”

“To demonstrate a commitment to the promotion of healthy alternatives food handlers could be required/ incentivised to take a healthy eating qualification, such as the CIEH Level 2 Award in Healthier Food and Special Diets.”

“It seems inappropriate for small street traders to be regulated as though they were large fixed-site businesses. How many can jump these hurdles?”

“Try to make the process as smooth and easy as possible. Oxford could really benefit from street trade.”

“We feel that there should be opportunity for members of the public to comment on applications - this would allow both landowners and business occupiers within the vicinity to make representations on the proposals which should form part of any consideration of street trader applications. The Town Centre Manager should be consulted on any applications within the town centre.”

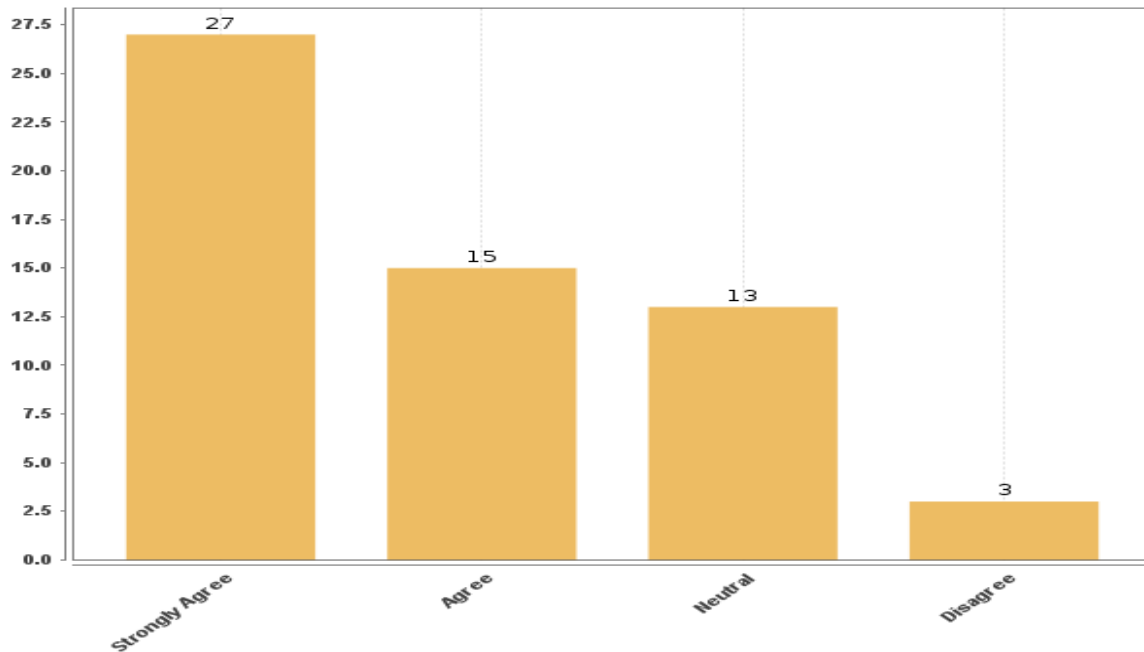
Relevant amendments to the process have been made to address this.

“5.3g would be over onerous if it applies to all traders in for example a street market or street fair.”

Small community events are exempt under the proposed policy.

“In general we wish to reduce litter and ensure high levels of hygiene are maintained in the serving of ready to consume food to the public. We welcome the consultation but do not agree in the proposal to limit vendors to specific packaging.”

2) To what extent do you agree with the proposed condition regarding Street Trading Consent not normally being granted within 100 metres of any school or college between the hours of 07:30 and 18:00?



“100m may not be enough.”

“Disagree if college includes any Oxford University College or any other establishment where the students are over 18.”

The proposed condition relates to colleges of higher education for under 18s. It does not refer to University or further education establishments.

“I agree providing we are talking about a school or college that has U18s present. If there are no U18s present then I fail to see the need for the restriction.”

“How can 'not normally' be circumvented? Also is 100 yards enough?”

The purpose of this condition is to help prevent children from eating at unhealthy fast food outlets in the school fringe in recognition that food takeaway diets can be a contributing factor in the rise of childhood obesity and other major health problems. This condition would not apply to applications for traders selling exclusively healthy options.

“Does this include Oxford University?”

“School yes, college no.”

“I see no reason why in the case of higher education institutions this policy should not be extended to midnight. There are two vans stationed in St Aldate's, one outside Christ Church and one outside Pembroke College. They create unnecessary congestion, smell and noise as well as obscuring site lines at both colleges' entrances. Moreover they do not assist

crossing what is an extremely busy street. In addition they sell food which could not be described as healthy.”

“This restriction makes the assumption that all street traders sell unhealthy food and will always continue to do so. If a street trader only sells unhealthy food consideration should be given to extending the exclusion zone around schools and colleges. Alternatively, if some street traders can be incentivised to sell only healthy food and drink they should be exempt from this restriction.”

“This should be left so that that individual cases are decided entirely on their own merits. It does not require a blanket policy.”

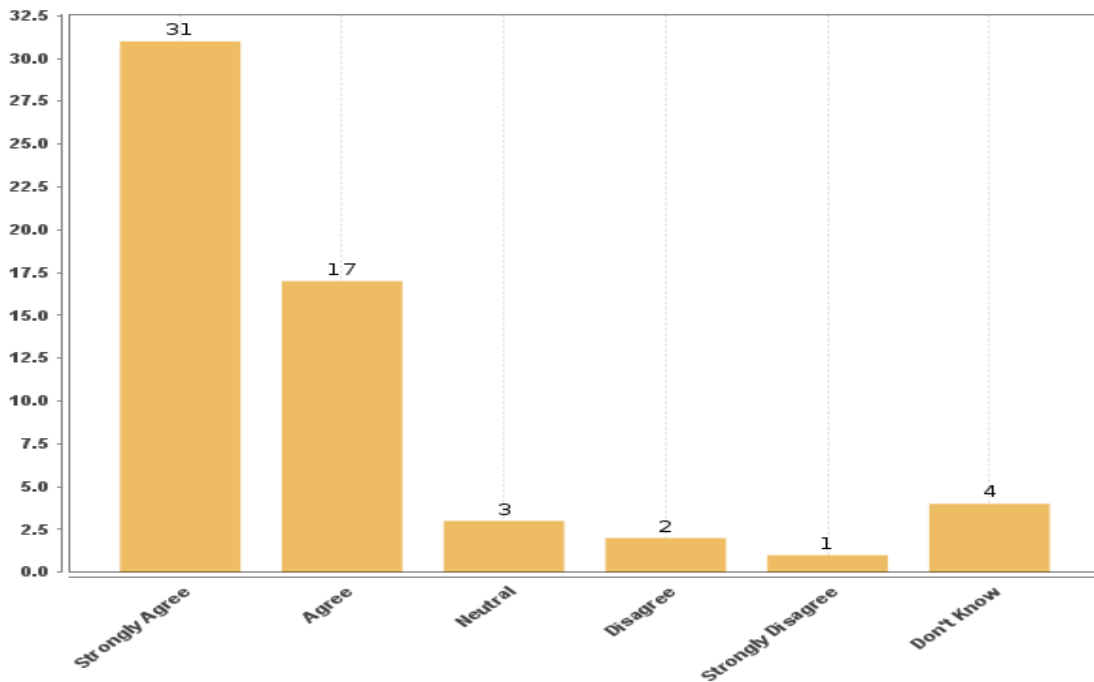
“100 metres is insufficient, suggest 250 metres minimum.”

A 100 metre distance is in line with the practice adopted by other Local Authorities for this type of condition.

“100m is no distance at all - to be meaningful would need to be greater than this.”

“I would caveat by saying that I would not necessarily object if the street trader in question was offering healthy food - the objection is to fast food operators close to schools offering unhealthy food.”

3) To what extent do you agree with the proposed condition that requires food businesses to achieve and maintain a minimum Food Hygiene Rating of '3 – Generally Satisfactory' under the Food Hygiene Rating Scheme?



“I'm still not going to eat them.”

“I think the minimum Food Hygiene Rating should be higher.”

“It has to be a 5 or they will work at a 3 level. Keep it tight. Far too important to allow a low minimum.”

“Of course food traders should be properly trained.”

“Generally Satisfactory doesn't sound very good to me!”

“To allow customers to make an informed choice about food safety standards all street traders should be required to prominently display an up to date Food Hygiene Rating Sticker.”

“I would prefer the requirement to be higher than this, but this is a workable minimum provided it is properly enforced.”

“5 would not be unachievable. Premises manage it.”

“Agree so long as this is the same standard for someone to trade from a fixed shop premises - wouldn't be fair to have a different standard.”

Compliance of food businesses with food hygiene law is measured on a 0-5 scale. Achieving a rating of 3 – Generally Satisfactory (or above) means that a business is considered to be 'broadly compliant' with the legal requirements. The council is committed to Building a World Class City and uses its regulatory influence wherever possible to raise standards. National legislation does not permit us to impose these standards on fixed premises. Any food business that fails to meet this standard (0-2 rating) is targeted for enforcement to improve their standards.

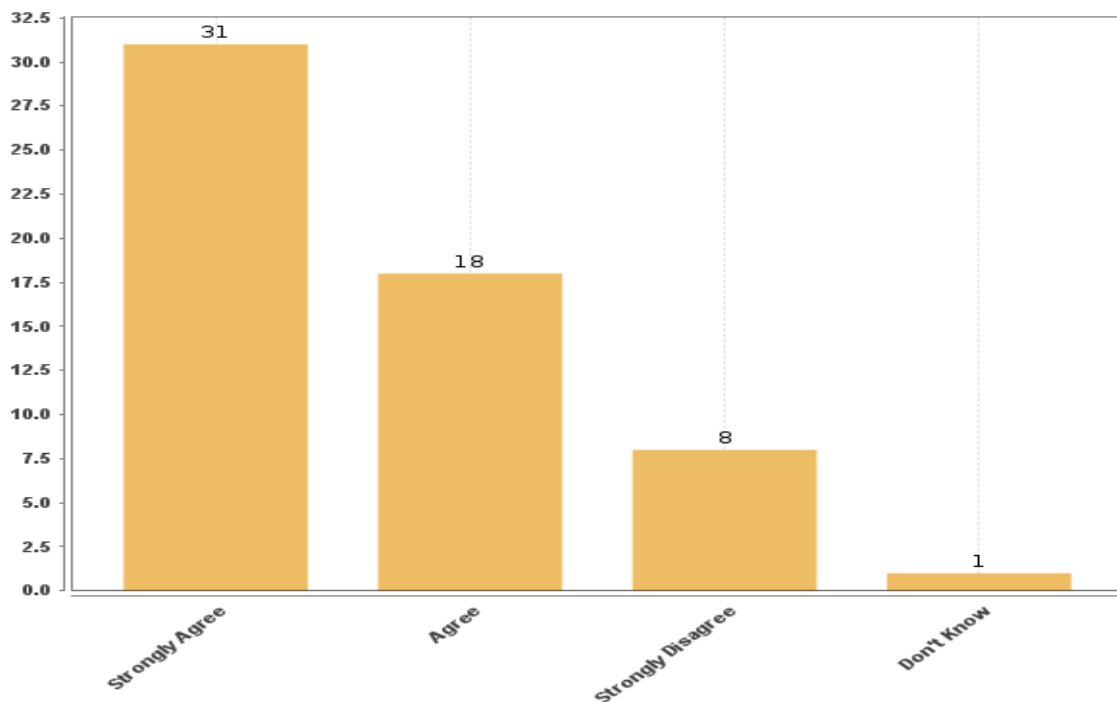
“This rule should also apply to traditional restaurants and cafés. No one should be able to trade with 0 or 1 hygiene rating.”

“Should be far better than that.”

“Should be higher.”

“Current Extruded Polystyrene (EPS) packaging is extremely hygienic and safe with evidence to prove so. This is why it used to a very large extent by the NHS.”

4) To what extent do you agree with the proposed condition for food traders which requires all packaging and utensils for use by customers to be made of biodegradable or recyclable materials?



“This will not prevent litter and will cause more problems. BIODEGRADABLE materials do not degrade overnight so need to be cleared away. Some people think it's acceptable to litter degradable items so litter may increase. RECYCLABLE materials need to be collected. Irresponsible people who do not use a bin are very unlikely to look for a recycling bin. Polystyrene (EPS) trays keep food hot so less chance of food waste. EPS is 98% air, has lowest carbon footprint of any plastic is recyclable.”

“There is no reason for street traders to have be treated differently to Marks and Spencers.”

As previously, the Council takes the opportunity to improve standards wherever it is possible to do so.

“A lot of 'biodegradable' materials are not very biodegradable. More exact standards would help. Although anything to lessen polystyrene is a start!”

“The policy should be specific in defining the terminology for and recyclable and biodegradable. In addition, compostable packaging should also be considered and mandating that packaging is certified to a standard e.g. BS EN 13432 Packaging: requirements for packaging recoverable through composting and biodegradation.”

“The environment is not a fringe issue. It has the potential to cause business real money and though perceived as indirect costs, this does not make them any less real. Environmental costs will be borne by someone. There is also a common misconception that bio material is more expensive. Depending on volume, this is not necessarily the case. Switching to bio-packaging allows business to leverage sustainability to enhance reputational value, reduce costs and secure their license to operate.”

"I support the direction, biodegradable and recyclable are 2 different things and you need to think hard about how all the waste does NOT end up in landfill. Disposal instructions must be included."

The council is committed to reducing waste sent to landfill year on year and to increasing the amount of waste we recycle. As a waste collection authority, the Council does not currently have the facilities to process biodegradable waste.

"If the Council is going to impose this cost on traders, in turn it should promote the traders as being sustainable and local sourced food."

"But this won't reduce litter nuisance: biodegradable/recyclable litter will still need to be collected and dealt with."

"Packaging and utensils should be functional and recyclable. Foam foodservice products are 100% recyclable, cost effective and have a low environmental impact. If compostable products are mandated, the city must have an existing, functional municipal wide composting operation that accepts foodservice containers. One cannot dispose of compostable products in a landfill or just toss away as litter as they will not compost. To properly dispose of them requires an industrial composting facility."

"It would be better if all packaging and utensils had to have vendor's name and then fines imposed when any bit of rubbish found. I live on a road where a lot of rubbish is tossed - it's not going to biodegrade in 10 minutes is it?"

"Yes packaging should be biodegradable and or recyclable and have printed on it PLEASE BIN ME, or something to that effect as nudges do work on the general public."

"But it still should not require local Council Tax payers to pay for cleaning up the streets. This cost should be levied on the street traders."

Legislation dictates that the cost of street cleansing cannot be levied on the street traders.

"The Polystyrene (EPS) trays currently used keep food hot thus minimising food waste. EPS is a good example of the efficient use of natural resources as it is 98% air. It is also recyclable. Biodegradability is a very complex field. Whilst there are some excellent applications for these materials, they can contaminate recycling streams and may actually encourage littering. Biodegradable materials require specific conditions to degrade - they will not simply disappear in the open environment."

"Polystyrene packaging is recyclable. Banning it will not reduce litter. Biodegradable packaging takes time and the correct conditions to biodegrade and can be an encouragement to litter. The effect will be to substitute one form of litter for another. EPS uses less resources in its creation than other materials so has a lower Co2 footprint."

5) Do you have any other comments in respect of the draft policy?

“Ensure the area where there stall is kept clean and tidy.”

This is already a general condition of consent.

“No. Well done.”

“INCPEN shares concerns about litter and we have worked with litter abatement bodies to prevent it. We would welcome the opportunity to meet with Oxford CC to discuss how we can help tackle the problem in Oxford.”

“We share concerns about our products & litter and we have already worked with litter abatement bodies to prevent it. We would welcome the opportunity to meet with Oxford CC to discuss this issue further.”

5.14 Who will the council consult with re nuisance complaints? Is there consistent checking procedure in place to confirm all stalls have been included in an application?

The Council refers any nuisance complaints to the Environmental Health Service. There is already a consistent procedure in place for checking applications.

“Biodegradable vs. Compostable. Compostable plastics are a subset of biodegradable plastics that biodegrade within the conditions and timeframe of the composting process. Compostable is always biodegradable. Biodegradable is not always compostable. For example the following are all of the following are biodegradable when they are scattered about as litter: cotton rags 1-5 months, paper 2-5 months, rope 3-14 months, orange peels 6 months, wool socks 1 to 5 years, cigarette butts 1 to 12 years, plastic coated paper milk cartons 5 years, leather shoes 25 to 40 years, nylon fabric 30 to 40 years, plastic 6-pack holder rings 450 years.”

“Fast food traders must provide bins and there should be strong enforcement to ensure that they are used. If there is rubbish in the street the next morning traders' licence should be reviewed (if necessary removed for persistent & offenders).”

“AOK to me, but we don't need any more street traders of any kind in the town centre.”

“Exempted community events should include the Cowley Rd Carnival?”

The proposed exemption regarding events is for small community events. As with any larger event, commercial stalls at the Cowley Road Carnival will be subject to a street trading fee.

“Oxford City Council has the opportunity to lead the way and set a positive benchmark for other councils to follow with regard to switching to bio-packaging material. There is a real push from smart business and the ethically minded consumer for councils to promote sustainable development and in a world of ever increasing extreme weather events, this pressure is only going to increase. Making the switch to bio-material has other exciting benefits, as well as offsetting environmental damage. With compostable bio-packaging, users have the opportunity to close the loop on this waste stream, a strategy London Bio Packaging specialises in. By closing the loop and ensuring used packaging is properly disposed of through the correct waste stream at its end of life, you eliminate waste altogether, as the bio-packaging material becomes the raw material supply for the another (composting) industry. Such an achievement would be totally possible for the Oxford area.”

“We suggest that pedlars should be only granted permission to trade in designated areas. Cornmarket Street is currently overrun with pedlars. We also suggest that buskers and entertainers be regulated with specific pitches. We suggest that Oxford City Council re-gain control of its only market square, Gloucester Green, which is currently as we understand being rented to a private company. We suggest that all ad hoc markets in Oxford City, should take place in areas that are designed for markets with proper power facilities. Currently markets are being held in inappropriate places, which is greatly affecting local small businesses. We also suggest that Oxford City Council devise a long term marketing strategy for utilising spaces which are currently under occupied, such as The Castle and Gloucester Green, rather than quick-fix flooding the city with events to increase footfall.”

Pedlars, buskers, Gloucester Green chartered market and farmers markets fall outside the scope of the Street Trading Policy.

“It seems to try to address some of the key issues of our time - obesity, type 2 diabetes, waste and landfill.”

The Council should be encouraging diversity of sourcing and small business provision (UK Government Treasury Policy). Street traders add life and vitality to Oxford and provide for a different market. I am concerned by the unqualified statements in the policy which are open to significant interpretation on adequacy of provision. That could only be tested by the market, not Council officials. The Council should be looking to international best practice such as street traders in Germany or Portland Oregon which promotes its thousands of food carts and they draw in tourists to the city.

“Rightly, the new policy places great emphasis on seeking to ensure that any food sold is microbiologically safe to eat and that consumers are in a position to make an informed choice about the safety of their food. In much the same vein the policy could easily be used to promote and incentivise healthy alternatives. To allow people to make more informed choices about the longer term health impacts of eating particular foods, all menu items including fizzy drinks could clearly state how many calories are contained in a single portion. Healthier choices could be prominently highlighted on the menu and a health rating score/award could be provided. Standards could be devised to control the amount of hidden fat, sugar and salt in condiments and sauces. To incentivise street traders to obtain a healthy eating qualification and provide healthier choices those meeting specified health promoting standards could be offered a reduced annual fee.”

“I should like to see the introduction of licence streets to raise the barrier to shorter hours for the evening sale of hot food (3am is unnecessarily late; 1am would be late enough) in order to reduce both litter nuisance and noise nuisance by removing incentives for people to hang around in the City centre in the small hours.”

The current scheme allows us to amend hours where necessary.

“It is important to achieve a balance which allows street trading to flourish where it is appropriate, and does not regulate it out of existence.”

“I would like to offer an invitation to council officers to use the CCTV suite for monitoring and enforcement opportunities with regards to breaches of licence.”

“How does this policy relate to community markets? Currently the Headington Farmers market is exempted from street trading fees. Our reading of the draft policy is that fees would apply. A £25 charge per trader would mean that Headington Action would no longer be able to run the market.”

The revised policy does not include community farmers' markets.

"I question the benefit of street vendors to the local economy and the fact they add to the character of the area. In a historic city such as Oxford I feel strongly that they detract from the overall streetscape and compete with existing traders who pay significantly more in rent and rates for the privilege. They have a place in controlled shopping centre environments but otherwise surely detract from the retail/ visitor experience."

"Litter is a social problem and not a material specific issue - plastic packaging products do not litter, people do. The British Plastics Federation (BPF) is committed to increasing plastics recycling and helping to reduce the wide social problem of litter. We would welcome the opportunity to meet with Oxford City Council to discuss how we can help tackle these issues in Oxford."

"The decision should include some consideration of the impact on the historic environment and conservations areas - it cannot be right to have vans like this outside tom Tower at Christ Church, for instance. We cannot support Broad street, High Street, St Aldates therefore should include the Castle which is allowed market trading 7.2 please add Oxford Open Doors/OPT."

"As the trade association representing the manufacturers and distributors of packaging used by the foodservice industry we are very committed to reducing litter and are working with Keep Britain Tidy, Defra and foodservice retailers to find ways of discouraging litter. Packaging manufacturers and most foodservice operators are not to blame for litter however there is much we can do together to discourage littering. Used EPS packaging has a value so we need to support an increase in bins designed to encourage the public to use them. We need to work together to educate the public and modify the behaviour of those who litter. In Oxford we need to work with vendors to help get the message across about disposing of packaging correctly. This could include labelling on packs and signs. We believe the most successful LA's with regard to waste are those who treat it as a resource and not a cost and so our industry needs to work with you to achieve this."

"Perhaps experience of a food trader outside 66 St Giles makes us feel that the use and sighting of generators needs to be included in the street trading policy."

Advice is already provided to applicants regarding the use of generators. The use of a generator is considered by relevant departments during the application process.

"In 5.6 - we wonder if 'immediate vicinity' needs further definition - what does this mean in practice?"

This wording is best practice amongst Local Authorities. The wording at 5.6 is provided as guidance for new applicants to consider.

In 5.8 (c) - nuisance from noise and odours can be caused to businesses as well as residents and this should be provided for.

Control of nuisance from noise and odours affecting businesses is dealt with under other legislation enforced by the Environmental Health Service.

In 5.8 (d) last sentence - "the unit will not detract from the appearance of the surrounding area" - we believe that the words "or character" need to be added in after the word 'appearance' - whilst appearance is important, different streets have very different characters and this should also be a factor in considering whether a trader is appropriate.

5.8 generally - the compatibility of the trader with the businesses in the immediate vicinity should be a factor in considering applications, to avoid incompatibility of uses e.g. fast food vans outside fine art galleries.

There should be consideration given to a healthy food policy in relation to food traders, to limit the amount of overall fast food vans in any one area and generally within the district. Ties in with Corporate Objectives - promoting healthy living.

The policy suggests that renewals of consents once granted will be virtually automatic, other than where there have been complaints or breaches of condition. We think that the original factors should be reconsidered at renewal to take account of changes, such as the changing nature of streets and environments, e.g. following development or pedestrianisation. What was once appropriate may no longer be so.

Traders must apply for Street Trading Consent annually. There is no automatic renewal. The original factors are reconsidered and where necessary, applications are referred to the Licensing Committee for a decision.

The street trading policy could be expanded to regulate the advertising on streets that currently takes place illegally e.g. the use of A boards and bikes and the like to advertise businesses, markets etc - it is unclear who currently enforces or controls these aspects. A formal policy and a clear consent process with enforcement powers is needed to tackle these issues.

The street trading legislation does not give powers to the Council to regulate advertising in the form of A Boards or bikes. There is other legislation in place to deal with these issues, e.g. the Highways Act 1980.

As regards Broad Street where the Council owns the main retail parade from no 1 to 23/25 - the allocation of 2 daytime sites outside no 14 and no 17 has caused controversy with some of the Council's tenants who trade from the retail units. From a property landowning perspective, we have a vision for Broad Street retailing to attract high quality tenants to form an alternative destination to the High Street, building on the historic character of the street. The presence of fast food street traders conflicts with that vision and there is already an incompatibility of uses e.g. outside no14. We would wish that no further sites be allocated in Broad Street and that the present allocation of daytime sites be reviewed."

"It is the City Council's proposal that environmental credentials will be considered when assessing applications for the grant or renewal of a Street Trading Consent that is of interest to us: specifically clause 31 within the general policy conditions that requires street traders to ensure that "all packaging and utensils for use by customers shall be made of biodegradable or recyclable materials."

We believe that this policy is a really positive step by the City Council and may be the first of its kind. Not only will this help tackle litter at source, but the policy will also increase the recyclability of any litter generated, reducing the prevalence of materials such as Styrofoam that are difficult to recycle.

A key consideration should be that any recyclable packaging distributed by street traders should be compatible with the Council's local recycling facilities; particularly with the on-street recycling bins located within the city centre. Some simple guidance to street traders on suitable packaging materials and advice on where these may be sourced would be beneficial.

We believe that it is preferable to specify recyclable packaging over biodegradable packaging. Generally, the term "biodegradable" is poorly understood by members of the public, whereas "recycling" has in recent years become a main stream activity that people

have grasped. Limiting the materials to recyclable (rather than biodegradable) will simplify the policy and improve public understanding.”

Biodegradable disposables. Reasonable choice of healthy eating options (e.g. not only fried foods) also healthy drink options (not only sweet fizzy drinks). Water always available. Site visits. Language and written skills of all employees at site to be of sufficient standard (e.g. to read instructions, labels etc., to deal with emergencies, to interface properly with public and inspectors, to understand any paper work they may have to deal with).

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BUILDING PRIDE IN OUR CITY

Licensing Authority

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**OXFORD
CITY
COUNCIL**

Street Trading Policy



This Statement will apply from

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Glossary

| | |
|---|--|
| The Council | Oxford City Council |
| The Applicant | The trader who has submitted an application for Street Trading Consent. |
| Consent Holder | An individual that holds a Street Trading Consent. |
| A Street | Includes any road, footway, beach or other area to which the public have access without payment. |
| Consent Street | A street in which street trading is prohibited without the Consent of the Council. |
| Street Trading Consent | A permission to trade, which is granted by a council subject to conditions and payment of a fee. |
| A Roundsman | An individual who visits a 'round' of customers and delivers the orders of those customers, for example a milkman. A person operating an ice-cream van is not classed as a roundsman. |
| A Pedlar | A pedlar is a trader who must: <ul style="list-style-type: none"> • keep moving, stopping only to serve customers at their request • move from place to place and not circulate within the same area • hold a valid pedlar's certificate, issued by a Chief Constable of Police. |
| Peripatetic Trader | A peripatetic street trader is one that: <ul style="list-style-type: none"> • continually moves from location to location • moves at least 50 metres from the last trading location and does • not return to that location within four hours • does not wait in one location for more than twenty minutes • does not trade within 100 metres of any entrance to any school or college (without formal invitation from the establishment). |
| Licensing Officer | An officer employed by the Council and authorised by the Council to act in pursuance of the provisions of the Local Government (Miscellaneous Provisions) Act 1982. |
| Activities that do not require Street Trading Consent | Trading: <ul style="list-style-type: none"> • as a pedlar under a pedlar's certificate • as a news vendor • at a market or fair, the right to hold which having been obtained by a grant, enactment or order • at or adjoining a shop premises as part of the business of the shop • as a roundsman (i.e. delivering pre-ordered goods to customers) • from a licensed highway area • under a street collection permit for charitable purposes. |

Introduction

Regeneration of the city centre is a key element in the Council's vision for Building a World Class City. Street trading in the City forms part of this picture and is expected to change in line with the development that will take place over the next few years.

In recognition of this, the following is an interim policy that will be reviewed and updated as necessary to reflect our plans for a high quality, vibrant and successful city centre.

1 Purpose of the Policy

- 1.1 This policy sets out Oxford City Council's (hereafter referred to as the Council) framework for the management of street trading in Oxford. Through the street trading scheme the Council aims to regulate the location and number of street traders. The scheme also aims to prevent the obstruction of the streets of Oxford by street trading activities. In doing so, it recognises the importance of licensed businesses to the local economy and the character of the area whilst trying to ensure that the activities do not cause nuisance or annoyance to the people in the area.
- 1.2 This document will guide the Licensing Authority when it considers applications for Street Trading Consents. It will inform applicants of the parameters in which the authority will make decisions and how their needs will be addressed.
- 1.3 It also highlights the Council's undertaking to avoid duplication with other statutory provisions and our commitment to work in partnership with other enforcement agencies.

2 Consultation

- 2.1 In determining this policy, the Council has consulted the following people and bodies:
 - Thames Valley Police
 - Oxfordshire Fire and Rescue Service
 - Oxfordshire County Council Highways
 - Central, South and West Area Committee
 - Oxford City Centre Manager
 - Nightsafe
 - Oxford Covered Market traders
 - Gloucester Green Market traders
 - All current Consent Holders
 - The general public
- 2.2 We have also consulted with relevant departments within Oxford City Council.
- 2.3 We have considered and taken into account the views of all the appropriate bodies and organisations.

3 Review of the Policy

- 3.1 This policy will be reviewed every three years. At the time of the review, we will again consult all interested parties. As well as the three-yearly reviews, we will continue to evaluate the policy and may update it at any time. Any minor changes can be agreed by the General Purposes Licensing Committee.

4 Legislation and current provision

- 4.1 In 1986 the Council resolved that Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 should apply to its area. Under Schedule 4 of the Act the Council can manage street trading by designating streets as 'consent streets', 'licence streets' or 'prohibited streets'.

'Street Trading' is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street – subject to a number of exceptions such as:

- (a) Trading as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871.
- (b) Any trade in a market or fair, the right to hold which having been obtained by a grant, enactment or order.
- (c) Trading as a news vendor.
- (d) Trading at or adjoining a shop premises as part of the business of the shop.
- (e) Offering or selling things as a roundsman.

Schedule 4 defines a street as any road, footway, beach or other area to which the public have access without payment; and a service area as defined in section 329 of the Highways Act 1980.

A consent street is a street in which street trading can only take place if the consent of the local authority has first been obtained.

Prohibited streets are streets where no street trading may take place at all.

A licence street is a street that requires a formal licence before any form of street trading can take place.

All streets in Oxford City Council area are designated as consent streets. There are currently no licence streets within Oxford.

Street Traders that serve hot food or drink at any time between the hours of 23.00 and 05.00 will also require a Premises Licence under the Licensing Act 2003.

5 The Licensing Process and Delegation of Functions

5.1 This part of the document sets out how we will deal with applications for Street Trading Consent in the City of Oxford. The Council aims to provide a clear, consistent licensing service for service users. At the same time, it aims to protect the safety of highway users and to prevent nuisance or annoyance.

5.2 Delegation is laid out in the Council's Constitution as follows:

Full Council sets policies on licensing and registration.

The General Purposes Licensing Committee:

- recommends and reviews policies on licensing and registration
- sets and reviews licence fees
- agrees and varies a street trading scheme.

The General Purposes Licensing Committee appoints a Licensing and Registration Sub-Committee to:

- decide street trading applications that are for longer than three months
- decide applications to renew street trading permission when there has been a complaint about the trader or the trader has broken the conditions of their street trading permission in the past year.

The Head of Environmental Development is authorised to:

- (a) Issue Street Trading Consents and to attach such conditions as are necessary under the Local Government (Miscellaneous Provisions) Act 1982;
- (b) Refuse any application for a Consent that:
 - (i) in the opinion of the Head of Environmental Development does not comply with the Council's conditions and policies;
 - (ii) where there are objections from any of the following consultees; (Police, Fire or Highways on the grounds of Public or Highway safety);
- (c) Refer applications to the Licensing and Registration Sub-Committee:
 - (i) when there has been a complaint about the trader or the trader has broken the conditions of their Street Trading Consent in the past year;
 - (ii) where there is competition for a vacant approved site.
- (d) Suspend a Consent for a period of up to 28 days pending referral to the Licensing and Registration Sub-Committee: where serious food safety issues are found.

The Head of Environmental Development does everything else.

New Applications for a Street Trading Consent

5.3 An application for Street Trading Consent must be made to the Council in writing. The following will be required to be submitted with the application:

- (a) A completed and signed Street Trading Consent Application Form.

- (b) The full application fee as appropriate.
 - (c) Where the proposed street activity is from a fixed position, a copy of a map of at least 1:1250 scale. The map should clearly identify the proposed site position by marking the site boundary with a red line.
 - (d) Colour photographs of the stall, van, barrow, cart etc. that will be used for the street trading activity.
 - (e) A certificate of Public Liability Insurance that covers the street trading activity for third party and public liability risks. The minimum insurance cover shall be £5,000,000.
 - (f) A current Level 2 Award in Food Safety in Catering certificate for all food handlers.
 - (g) A valid Waste Transfer Note.
 - (h) Proof of the applicant's and any prospective employee's right to work in the UK.
 - (i) Gas safety certificate for the vehicle or stall if applicable.
- 5.4 Street Trading Consents are issued for a period of up to one year and renewed annually for the period 1 April to 31 March, unless granted for a reduced period.
- 5.5 Before a Street Trading Consent is granted or refused the Council will carry out a consultation process with various persons and groups. In particular the following organisations or persons are consulted:
- Oxfordshire County Council Highways
 - Thames Valley Police
 - Ward Councillors
 - Planning
 - Environmental Health
- Written observations from the above organisations will be sought and taken into consideration when determining an application.
- 5.6 Street Trading Consents will not normally be granted where:
- A significant effect on road safety would arise either from the siting of the trading activity itself, or from customers visiting or leaving the site.
 - There is already adequate provision in the immediate vicinity of the site to be used for street trading purposes.
 - There is a conflict with Traffic Orders such as waiting restrictions.
 - The site or pitch obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use for street trading purposes.

- The trading unit obstructs the safe passage of users of the footway or carriageway.
- The pitch interferes with sight lines for any road users such as at road junctions, or pedestrian crossing facilities.
- The supply of hot or cold food and drinks or confectionery between 07:30 and 18:00 within 100 metres of the boundary of a school or college.

5.7 In the absence of representations the application will be referred to the Council's Licensing and Registration Sub Committee who will use the criteria listed below to make their determination of the application, with equal weight applied to the criteria listed. Each case will be assessed on its merits and individual circumstances, where appropriate, may be taken into consideration. When there are representations, the Head of Environmental Development acting under delegated powers may refuse an application.

5.8 In considering applications for the grant or renewal of a Street Trading Consent the following factors will be considered:

(a) Public Safety

Whether the street trading activity represents, or is likely to represent, a substantial risk to the public. Factors taken into account will include: obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site.

(b) Public Order

Whether the street trading activity represents, or is likely to represent, a substantial risk to public order. Traders will conduct themselves in a professional manner.

(c) The Avoidance of Public Nuisance

Whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance to the public from noise and/or odour particularly in residential areas.

(d) Appearance of the stall or vehicle

The stall or vehicle must be maintained in good condition smart appearance and meet criteria, including size, laid down in the standard Consent conditions. Photographs or sketches, including dimensions, must be provided with all new applications and requests for approval of changes to or replacement of a stall or vehicle. The general appearance of the vehicle or stall will also be considered in order to determine that the unit will not detract from the appearance of the surrounding area.

(e) Needs of the Area

The demand for the articles for sale, and the geographical location of the proposed site.

(f) Environmental Credentials

The impact of the proposed operation on the local environment including street surfaces and materials, power supply, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste generated by customers. Provision of adequate measures to minimise the environmental impact of the proposed operation.

(g) Food Traders

Applicants to trade in hot or cold food must be able to demonstrate a good understanding of food safety and be registered as a food business with the relevant local authority. As a minimum, food handlers must hold a current Level 2 Award in Food Safety in Catering accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.

(h) Highway

The location and operating times will be such that the highway can be maintained in accordance with the Oxfordshire County Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.

- 5.9 There is no statutory right of appeal against refusal to issue a Consent.

Peripatetic Street Trading

- 5.10 Street traders that meet the conditions below will be classed as peripatetic. Ice cream vans and mobile sandwich sellers would typically be deemed to be peripatetic street traders.

- 5.11 Traders must meet all of the below conditions to be classed as peripatetic:

- move from location to location
- move at least 50 metres from the last trading location and do not return to that location within four hours
- do not wait in one location for more than twenty minutes
- do not trade within 100 metres of the boundary of any school or college between the hours of 07:30 and 18:00 (without formal invitation from the establishment).

- 5.12 Due to the nature of their trade over a wide geographical area and their limited impact upon a single location peripatetic street traders will automatically be granted a street trading Consent subject to meeting all the above conditions and submitting a complete application.

Renewal Applications for a Street Trading Consent

- 5.13 Street Trading Consents are renewed annually for the period 1 April to 31 March, unless granted for a reduced period. A renewal application for Street Trading Consent must be made to the Council in writing by 1 February. The following will be required to be submitted with the application:

- (a) A completed and signed Street Trading Consent Application Form.
- (b) The full fee as appropriate.
- (c) A certificate of Public Liability Insurance that covers the street trading activity for third party and public liability risks.

- (d) A current Level 2 Award in Food Safety in Catering certificate for all food handlers.
 - (e) Proof of the applicants and any prospective employees right to work in the UK.
 - (f) A gas safety certificate for the vehicle or stall if applicable.
 - (g) A licensed waste carrier agreement.
- 5.14 At this renewal time, the Council may consult further to determine if the street trader is a cause for concern or has been the subject of complaints.
- 5.15 If a renewal application is not made before the expiry of the current licence, a new application will have to be made. The effect of this will be that a trader will not be permitted to trade until the new Consent is issued.
- 5.16 Where a renewal application has been made and there have been no justifiable complaints, no enforcement issues and all fees have been paid on time, the Consent will be renewed.
- 5.17 Where a renewal application has been made and there have been complaints or enforcement issues or fees have not been paid on time, then the application will be referred to the Licensing and Registration Sub-Committee.

Vacant Sites

- 5.18 In the event of a Consent being revoked, surrendered or not renewed the Council will advertise vacancies on the Council's website for 28 days. The applications will be referred to the Council's Licensing and Registration Sub Committee who will use the criteria listed at paragraph 5.8 of this policy to make their determination of who to award the vacant site to.

Transfers

- 5.19 A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity on payment of a fee. The sub letting of a pitch is prohibited.

6 Markets

- 6.1 The Gloucester Green weekly markets and the Covered Market are outside the scope of the street trading scheme. Gloucester Green has Charter Market status and trading in the Covered Market takes place from permanent shop units.

7 Special Events

- 7.1 For events such as Christmas or Continental Street Markets, the Council will accept one application from the person organising the event. The event street trading application will require full details of each trader attending the event. Consent will be issued to each individual stall holder. This policy is aimed at promoting events and encouraging traders to attend.

- 7.2 Street trading fees for stalls at charitable or small community events may be waived. The Business Regulation Team will bear the cost of such waivers. Street trading is considered to be for charity benefit if the profits from individual stalls/units are donated to charity. These stalls/units would be exempt from Street Trading fees. Any traders (such as traders selling food or refreshments) attending for commercial gain will be subject to a Street Trading fee. Trading at small community events will be exempt from Street Trading fees. These events are listed at Annex 3 of this policy.

8 Fees

- 8.1 Fees will be set and reviewed annually on a full cost recovery basis. The level of fees applicable takes into account the location, the duration of the Consent, trading hours, and the articles to be sold. Where trading ceases during the term of Consent, refunds will not be given for any outstanding period of less than 3 months. Details of the current fees can be found on the Council's website or on application to the Licensing Officer. Fees must be paid in advance. Consent fees may be paid in equal instalments, but the first instalment must be paid in advance of the issue of Consent.
- 8.2 Applications for annual Consents should be accompanied by a non-refundable fee of £100. If the application is approved, the balance of the fee will be due before the Consent is issued. If the application is not successful the fee will be retained to cover the cost incurred in processing the application.

9 Conditions

- 9.1 The Council applies standard conditions to Street Trading Consents.
- General conditions for annual and weekly Street Trading Consents
 - Additional conditions applicable to Special Events

The standard conditions are not exhaustive and other conditions may be added to individual Consents where appropriate.

9.2 Standard Trading Hours are:

- (a) Roadside locations for vehicles
- Daytime site from 08:00 to 18:00.
 - Evening sites for the Sale of Hot Food from 18:30 to 03:00 (can be extended to 04:00 Thursdays, Fridays, and Saturdays on application and subject to approval).
- (b) Pavement locations
- 08:00 to 21:00.
- (c) Weekly Let Sites
- 08:00 to 21:00.

- 9.3 Street trading can only be carried out from the stall or vehicle authorised on the Certificate of Street Trading Consent. Any changes to or replacement of the stall or vehicle must be approved by the Head of Environmental Development.
- 9.4 The standard conditions applied to Street Trading Consents are attached to this policy as Annex 2. This list is not exhaustive and other conditions may be added to the Consent.

10 Enforcement

- 10.1 The Council is committed to enforcing the provisions contained within the relevant legislation and to work in partnership with all enforcement agencies, to provide consistent enforcement on licensing issues.
- 10.2 The Business Regulation Team aims to work closely with other enforcement authorities to regulate relevant legislation where necessary.
- 10.3 Where licensable activities are conducted without the benefit of a licence, permit or consent or where conditions are breached, the Council will look to gather evidence and take enforcement action as appropriate.
- 10.4 If the Council feels that there is an issue of public order or threat to public safety in any particular instance, it will call for assistance from Thames Valley Police.
- 10.5 The Council may call for assistance from the CCTV centre when dealing with such issues.
- 10.6 The Council will enforce the provisions of all appropriate legislation and will ask persons causing a nuisance to cease the activity that they are conducting and leave the area.
- 10.7 Failure to comply with one or more of the standard conditions of Consent may lead to revocation or non-renewal of Street Trading Consent.

11 Contacts

The street trading function is part of the Business Regulation Team within the Environmental Development Service.

Business Regulation Team
Environmental Development
Oxford City Council
109-113 St Aldate's Chambers
St Aldate's
Oxford
OX1 1DS

To enquire about any street trading issue, please visit our website: www.oxford.gov.uk or contact us via email street_trading@oxford.gov.uk or telephone the Business Regulation Team on 01865 252561.

ANNEX 1**Current Sites Approved for Street Trading within Oxford**

The City Council have given Consents for street trading at the following sites within Oxford (The list is subject to changes from time to time):

ROADSIDE LOCATIONS FOR VEHICLES**Daytime Sites (08:00 to 18:00)**

| | | | |
|---|-----------------|-----------------|---------|
| 1 | Pembroke Square | St Aldate's End | 1 unit* |
| 2 | Broad Street | outside No. 17 | 1 unit |
| 3 | Broad Street | outside No. 14 | 1 unit |

TOTAL 3 UNITS

Evening Sites for the Sale of Hot Food (18.30 to 03.00, Monday to Sunday, except where otherwise stated on the Consent).

| | | | |
|----|------------------|-----------------------------------|--------|
| 4 | Banbury Road | outside No. 263 | 1 unit |
| 5 | Queen Street | junction with New Inn Hall Street | 1 unit |
| 6 | Broad Street | outside No. 17 | 1 unit |
| 7 | New Road | opposite County Hall Car Park | 1 unit |
| 8 | Cripley Road | junction with Botley Road | 1 unit |
| 9 | George Street | outside No. 25 | 1 unit |
| 10 | High Street | outside Scrivens North Side | 1 unit |
| 11 | High Street | outside University College | 1 unit |
| 12 | London Road | outside No's. 73/75 | 1 unit |
| 13 | Pembroke Square | St Aldate's end | 1 unit |
| 14 | Queen Street | outside Clarendon Centre | 1 unit |
| 15 | St Aldate's | outside Christchurch | 1 unit |
| 16 | St Ebbe's Street | outside No. 32 | 1 unit |
| 17 | St Giles | layby outside Taylorian Institute | 1 unit |
| 18 | St Giles | layby outside Taylorian Institute | 1 unit |
| 19 | Woodstock Road | outside Radcliffe Infirmary | 1 unit |
| 20 | London Road | outside No. 93 | 1 unit |
| 21 | High Street | opposite No. 42/44 | 1 unit |
| 22 | Banbury Road | outside No. 221 | 1 unit |
| 23 | Walton Street | outside No. 119A | 1 unit |

TOTAL 20 UNITS

PAVEMENT LOCATIONS

Trading is allowed only between the times of 08:00 and 21:00 on any day of the week.

| | | | |
|----|-----------------|---------------------------------|--------|
| 24 | Westgate | outside Unit 46 Westgate Centre | 1 unit |
| 25 | Catte Street | North end | 1 unit |
| 26 | High Street | Magdalen College | 1 unit |
| 27 | Pembroke Square | St Aldate's end | 1 unit |
| 28 | Westgate | outside Unit 45 Westgate Centre | 1 unit |
| 29 | St Ebbe's | outside British Home Stores | 1 unit |
| 30 | St Giles | outside No. 66 | 1 unit |
| 31 | St Giles | outside Unit 44 Westgate Centre | 1 unit |
| 32 | Catte Street | North end | 1 unit |

TOTAL 9 UNITS

WEEKLY LET SITES

Trading is allowed only between the times of 08:00 and 21:00 on any day of the week. Stalls must have a maximum dimension of 2.3 metre x 1.5 metres.

| | | | |
|---------|------------------|---------------------------|---------|
| 33 & 34 | Commarket Street | junction with Ship Street | 2 units |
|---------|------------------|---------------------------|---------|

TOTAL 2 UNITS

*Unit refers to a vehicle or stall.

ANNEX 2**General Conditions for Annual and Weekly Street Trading Consents**

1. No trading shall take place except between the dates specified on the Certificate of Street Trading Consent.
2. Street trading shall only be carried out during operational hours specified on the Certificate of Street Trading Consent.
3. The Street Trading Consent relates only to the area/site vehicle or stall specified on the Certificate of Street Trading Consent.
4. The Street Trading Consent relates only to the vehicle or stall specified on the Certificate of Street Trading Consent.
5. Street trading can only be carried out from the stall or vehicle authorised under the conditions of the Consent. Any significant changes to or replacement of the stall or vehicle must be approved by the Head of Environmental Development.
6. The Consent Holder's vehicle/stall shall be kept in a clean, safe and well maintained condition and be of a presentable appearance. The Street Trading Consent bearing the name of the consent holder shall be displayed conspicuously on the stall/vehicle so that members of the public can clearly see it during hours of business.
7. The Consent Holder's vehicle shall be maintained in a roadworthy condition, taxed, insured and with a current MOT Certificate. Vehicle movements must be carried out legally and must not present a risk to people and structures. The Consent Holder shall not drive or park a vehicle on any part of a footway.
8. The Consent Holder shall ensure that the stall/vehicle is positioned only in the allocated space (which may be marked on the ground) in the Consent Street for which the Street Trading Consent is issued. All goods shall be displayed on the stall and no freestanding racks or displays are permitted. If a Consent Holder or operator/assistant is requested to move the vehicle/stall by an authorized Council Officer or Police Officer they shall immediately comply with that request.
9. For Weekly Street Traders on Cornmarket Street, the Consent Holder's stall shall not exceed 2.3 metres in height nor occupy an area greater than 2.3 metres x 1.4 metres.
10. The Consent Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Consent Holders must pay particular attention to the requirements of the Health & Safety at Work etc. Act, 1974 and the Food Safety and Hygiene (England) Regulations 2013. Advice on these requirements is available from the Business Regulation Team.
11. The Consent Holder shall conduct their business in a professional manner and in a way that minimises risks to employees and others.
12. The Consent Holder must take reasonable precautions to prevent the risk of fire at the stall or vehicle. All hot food vans/trailers are required to comply with current legislation on fire safety. A serviceable fire blanket and a suitable fire extinguisher shall be provided in all vehicles selling hot food.
13. Reasonable steps must be taken to ensure gas safety where gas appliances are used on a stall or vehicle. Gas appliances must be maintained and serviced as per manufacturer's instructions. Gas appliances and systems must be checked for safety by a competent Gas Safe engineer at least annually. Any faults or concerns in relation to gas safety must be

- appropriately investigated and made safe by a competent Gas Safe engineer as soon as possible.
14. All hot food vans/trailers are required to carry a basic first aid kit and have the means to contact the emergency services if necessary.
 15. All food businesses must be registered as a food business with the local authority where the van/stall is kept overnight. All food businesses registered outside of the Oxford City Council area must be able to demonstrate food business registration, e.g. by written confirmation from the relevant local authority or by providing a copy of the latest inspection letter or report. Any changes in registration details must be notified to the relevant local authority.
 16. All food handlers must hold a current Level 2 Award in Food Safety in Catering accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.
 17. All food businesses must achieve and maintain a minimum Food Hygiene Rating of '3 – Generally Satisfactory'. The Hygiene Rating must be displayed prominently on the stall or vehicle.
 18. The Consent Holder shall not be the cause of any nuisance or annoyance to any other user of the highway, the occupier of any land or building or the Oxford City Council. Consent Holders shall have special regard to and must take action to prevent excessive noise.
 19. The Environmental Protection Act 1990 places a duty of care on businesses to dispose of their trade waste in an appropriate manner. Trade waste must be stored appropriately and be disposed of by a licensed waste carrier. No water or waste material shall be discharged on to the highway or any adjacent property. The Consent holder shall take reasonable steps to ensure that litter arising from their own trade is minimised as far as possible, for example by making a bin available for customers to use.
 20. A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity on payment of a fee. The subletting of a pitch is prohibited.
 21. The Consent Holder must be the principal operator and have day to day control of the stall/vehicle. The Consent Holder may employ any other person to assist in operating the stall/vehicle and shall notify the Head of Environmental Development of the name and address of that person. An administration fee will be payable.
 22. Anyone who operates a stall/vehicle other than the Consent Holder must be authorised by the Head of Environmental Development.
 23. A Consent Holder may terminate a Street Trading Consent by written notice to the Head of Environmental Development. A refund of the portion of the fee equal to the remaining full months will be payable, less £50 which the Council will retain to cover administrative costs.
 24. Consent holders shall ensure that disabled people and wheelchair users can be adequately served. This may involve serving persons from outside the vehicle.
 25. A copy of the Consent shall be displayed by the operator when trading and must be produced on demand to a Council Officer or Police Officer.
 26. Consent Holders shall have and maintain a proper insurance policy against public liability and third party risks. The minimum insurance cover shall be £5,000,000 and shall cover the operator's vehicle, or stall and any additional

equipment under their control. If food is sold the insurance shall specifically include cover against food poisoning to the same amount. Proof of cover must be produced to an officer of Oxford City Council on application and as required.

27. These general conditions, which apply to all Street Trading in Oxford, may be varied, having regard to a particular location. They are termed Special Conditions and listed on the Consent Certificate. These Special Conditions must also be complied with.
28. For Annual Street Trading Consents fee installments are required quarterly, in advance. The first installment must be paid in advance of the issue of Consent. The remaining fee can be paid in installments on the following dates 1st July, 1st October and 2nd January. Annual fees may be paid in advance.
29. For Weekly Street Trading Consents fees must be paid two weeks in advance before trading commences. This is to allow sufficient time to process the application and receive the consent. It must be in your possession before you can trade.
30. The sale of food and/or drink is not permitted by Weekly Street Traders. The items to be sold must be agreed before a Weekly Consent can be issued.
31. For food traders all packaging and utensils for use by customers shall be made of biodegradable or recyclable materials.

Failure to comply with these conditions

If a Consent Holder fails to comply with any of the conditions attached to a Street Trading Consent, the Consent may be suspended for an indefinite period or revoked. The Consent Holder may also be prosecuted.

Additional Conditions Applicable to Special Events/Markets

1. All stalls to be issued with a number that must be displayed on the stall.
2. The Consent Holder should keep records of each stallholder present on the market, to include the stallholder's pitch number, name and company name, their address, vehicle registration and a contact telephone number. This must be produced on request to an authorised officer.

ANNEX 3 List of Small Community Events Exempt from Street Trading Fees

- Jericho Street Fair
- Blackbird Leys Play Day
- Headington Festival and Sports Day
- Littlemore Play Day
- Active Cutteslowe
- Friends of Florence Park
- Headington Fun Day
- Leys Festival
- West Oxford Fun Day

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CITY EXECUTIVE BOARD

Wednesday 10 December 2014

COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Sinclair, Simm, Brown, Kennedy, Lygo, Rowley, Seamons and Tanner.

OTHER MEMBERS PRESENT: Councillor Craig Simmons (Chair of Scrutiny), Councillor David Thomas and Councillor Dick Wolff

OFFICERS PRESENT: Tim Sadler (Executive Director Community Services), Jackie Yates (Executive Director Organisational Development and Corporate Services), Jane Winfield (Regeneration and Major Projects - Team Manager), David Ashworth (Regeneration and Major Projects), Nigel Kennedy (Head of Finance), Jeremy Thomas (Head of Law and Governance), Lindsay Cane (Law and Governance), Pat Jones (Committee and Member Services Manager) and Sarah Claridge (Committee Services Officer)

85. APOLOGIES FOR ABSENCE

Apologies were received from Peter Sloman

86. DECLARATIONS OF INTEREST

No declarations of interest were received

87. PUBLIC QUESTIONS

Full written questions with answers were sent as a supplement prior to the meeting.

The Board NOTED the public questions and answers.

88. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Cllrs Hollick, Simmons and Wolff spoke on the item Disposal of the Temple Cowley Pool Site, Temple Road, Cowley (minute 89)

The Councillors comments are include in the discussion of the item.

89. DISPOSAL OF THE TEMPLE COWLEY POOL SITE, TEMPLE ROAD, COWLEY

The Executive Director of City Regeneration and Housing submitted a report (previously circulated, now appended) which detailed the commercial bids received to purchase the Temple Cowley Pools site.

The report identified the commercial bid which best meets the Council's policy objectives and offers the best value for money; and reported on the proposal received from the Save Temple Cowley Pool Community Interest Group (CIC). It compared the key aspects of that proposal with the best commercial bid so that members can make an informed decision on whether to dispose of the site or work with the CIC to develop their proposal.

The Regeneration and Major Projects Manager presented the report

Nigel Gibson, Director of the Save Temple Cowley Pool Community Interest Group presented the CIC's proposal.

Cllr Wolff, Thomas and Simmons each spoke for 3 minutes.

Cllr Turner, Board member for Finance, Asset Management and Public Health spoke about the financial elements of the report

Cllr Rowley, Board member for Leisure Contract and Community Partnership Grants spoke on the Council's long term leisure vision.

The Board scrutinised the proposal received from the Save Temple Cowley Pool Community Interest Group (CIC) but decided to go with the commercial bid offered by Catalyst housing.

The City Executive Board resolved:

1. To note and accept the recommendation of the Regeneration and Major Projects Service Manager that in regard to the "commercial" bids received for the Temple Cowley pool site ("the Site") for use of the site for housing purposes, the preferred bidder would be Catalyst Housing.
2. To note the terms of the "community" proposal received from the Save the Temple Cowley Pools CIC ("the CIC"), taking full note of its proposed retention of a pool/leisure facility at the Site.
3. To accept the "commercial" bid from Catalyst Housing set out in Recommendation 1.
4. To delegate authority to the Executive Director of City Regeneration and Housing to enter into an appropriate contract with Catalyst Housing for the disposal of the Site in accordance with the terms of its bid, or any reasonable variation thereof approved by the Executive Director of City Regeneration and Housing.

The meeting started at 5.00 pm and ended at 6.35 pm

CITY EXECUTIVE BOARD

Wednesday 17 December 2014

COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Sinclair, Simm, Brown, Kennedy, Lygo, Rowley, Seamons and Tanner

OTHER MEMBERS PRESENT: Councillor Sam Hollick (Head of Scrutiny Housing Panel)

INVITEES AND OTHER MEMBERS PRESENT:

OFFICERS PRESENT: Jackie Yates (Executive Director Organisational Development and Corporate Services), David Edwards (Executive Director City Regeneration and Housing), Tim Sadler (Executive Director Community Services), Nigel Kennedy (Head of Finance), Ian Brooke (Head of Leisure, Parks and Communities), Stephen Clarke (Head of Housing and Property), Jane Lubbock (Head of Business Improvement and Technology), Lindsay Cane (Law and Governance), Emily Green (Environmental Sustainability Officer), Neil Lawrence (Performance Improvement Manager), Pat Jones (Committee and Member Services Manager), Andrew Brown (Scrutiny Officer) and Sarah Claridge (Committee Services Officer)

90. SIGNING THE TIME TO CHANGE PLEDGE

The Time to Change pledge is a public statement that an organisation wants to tackle mental health stigma and discrimination in their workplace, communities, or both.

Cllr Turner signed the Time to Change pledge on behalf of the City Council.

91. APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Sloman.

92. DECLARATIONS OF INTEREST

No declarations of interest were received

93. PUBLIC QUESTIONS

No questions from the public were received.

94. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

No Councillor addresses were made.

95. SCRUTINY COMMITTEE REPORT

The Oxford Standard

The Committee Services Manager and two co-opted tenants, Linda Hill and Celia Mathews (joint chair with former Cllr Smith) presented the Scrutiny Panel's report on the Oxford Standard. They outlined the Scrutiny recommendations made to the Board. These covered what the standard of Council housing should be and how it is delivered.

Overall they had received a positive response from the Board Member with the only disagreement being around how frequently bathroom/kitchens should be replaced. The Panel understood why the Board member could not deliver on the bathroom/kitchen recommendation but wants it to be considered in the future.

Cllr Turner welcomed more feedback from tenants on the frequency of bathroom and kitchen replacements during the budget consultation.

The Board accepted and endorsed all of the Panel's recommendations except for two elements of recommendation 3 around bathroom and kitchen specifications.

Clean Streets

The Scrutiny Officer presented the Scrutiny report on Clean Streets. He explained the Committee had reviewed the performance of Council's Street cleaning, waste management and graffiti. They had 3 recommendations for the Board to consider.

Cllr Tanner, Board Member for Cleaner, Greener Oxford, Climate Change and Transport commented on the recommendations. He explained that in times of emergency staff will be taken off cleaning duties to help, and that street cleaning standards would be circulated to all councillors.

In terms of recommendation 3 which sought clarification on the legal powers the City Council has to ensure the removal of graffiti from privately owned properties. Cllr Tanner asked the legal representative for more information on council's powers to remove graffiti and in what circumstances. The Legal representative said he would provide a briefing note on the issue and would circulate it to all members.

Cllr Turner explained that there was a budget provision to do more to remove graffiti from private buildings.

The Board accepted the recommendations and noted that the budget had an element to tackle private property graffiti.

Older Person's Housing Review

Cllr Hollick, Chair of the Housing Panel presented the report on the Older Person's Housing Review. The Housing Panel supported the review to free up

older person's housing stock for others. They had 6 recommendations for the Board Member to consider in the future.

The Head of Housing and Property explained that in general terms, the Board Member and he agreed the recommendations but give that the scrutiny was very recent they needed time to consider the detail and the cost implications. He welcomed the Housing Panel continuing to review the work.

96. DISCRETIONARY RATES RELIEF FOR BUSINESSES POLICY

The Head of Customer Services submitted a report (previously circulated, now appended) which detailed an updated National Non-Domestic Rates Discretionary Rate Relief policy.

Cllr Susan Brown, Board member for Customer Services and Social Inclusion presented the report.

The Scrutiny Officer presented the Scrutiny Committee's report. They had 1 recommendation about making sure non-profit organisations were aware of the discretionary rate relief scheme.

The Executive Director of Organisational Development and Corporate Services said that every business/ charitable organisation will be advised of the discretionary rate relief scheme when they receive their business rates bill. We should capture the charitable organisations through this process.

The City Executive Board resolved to approve the updated National Non-Domestic Rates Discretionary Rate Relief policy to apply until a review is undertaken in 2018.

97. BUDGET 2015/16

The Head of Finance submitted a report (previously circulated, now appended) which proposes a Medium Term Financial Strategy and a 2015/16 Budget for consultation.

Cllr Turner, Board Member for Finance, Asset Management and Public Health presented the report. Nationally the Council is expecting more local government cuts, however the Council has been able to safe guard support services. The assumption is that by 2018/19 we will no longer receive a revenue support grant.

The budget will:

Continue with efficiencies savings

Continue to pay Oxford Wage

Safeguard grants and apprenticeships funding

£101M will be spent over 4 years to build new homes and renovate the estates.

Invest in regeneration projects in Blackbird Leys

Improve Barton community facilities,

Undertake an energy efficiencies audit of the housing stock

Increase Council housing rents by xx%

No Government announcement has been made on the level of the government grant for the 2015/16 year and the referendum threshold has not been made, but it could be less than 1%.

Thank you to Nigel Kennedy and the Finance team for all their hard work.

The Head of Finance explained recommendation 2. He outlined the implications of being in and outside a Business Rate pool in terms of the amount of levy given to the Government.

Cllr Seamons stated that a lot of the HRA budget was being spent on the energy efficiency programme to improve the insulation of the council housing stock.

The City Executive Board resolved to:

1. Approve the 2015-16 budget for consultation, including the General Fund and Housing Revenue Account Medium Term Financial Plan as per the attached Appendices 1-10 noting the following key assumptions:

a) the Council's General Fund Budget Requirement of £23.133 million for 2015/16 and an increase in the Band D Council Tax of 1.50% or £4.10 per annum representing a Band D Council Tax of £277.63 per annum

b) the continuance of the Councils Council Tax Support scheme (formerly Council Tax Benefit) as referred to in paragraph 31

c) the Housing Revenue Account budget for 2015/16 to 2024/25 as set out in Appendix 6 and an increase in average dwelling rent of 3.49% for April 2015 representing £3.59 per week an annual average rent of £105.77 as set out in Appendix 7

2. Delegate to the Section 151 Officer in consultation with the Board Member for Finance and Assets to determine whether it is financially advantageous for the Council to enter into a Business Rates Pool referred to in paragraphs 21-23 or a Business Rates Distribution Agreement as referred to in paragraphs 24-26

98. ASSET MANAGEMENT STRATEGY- COUNCIL HOUSING STOCK

The Head of Housing and Property Services submitted a report (previously circulated, now appended) which detailed the Asset Management Strategy and associated action plan for Oxford City Council's housing stock.

Cllr Seamons, Board Member for Housing and Estate Regeneration presented the report. A stock condition survey had been done to determine the priorities of the strategy. Consultation with tenants and other key stakeholders had already taken place and their ideas have been incorporated into the strategy. The strategy will go out for full public consultation as part of the budget consultation process.

The Scrutiny Officer presented the Housing Panel's report. He outlined the panel's 4 recommendations. Cllr Seamons was happy to accept all of the recommendations. The Head of Housing and Property explained that information

on the national house swap scheme was already available to tenants and that he would implement all 4 recommendations.

The City Executive Board resolved to:

1. Agree the draft strategy and associated action plan for consultation.
2. Include the Housing Asset Management Strategy as part of the Council's Policy Framework.

99. RISK MANAGEMENT STRATEGY 2014

The Head of Finance has submitted a report (previously circulated, now appended) which detailed the Council's Risk Management Strategy and the Risk Management Operating Framework

Cllr Ed Turner, Board member for Finance, Asset Management and Public Health presented the report. He outlined the changes to the strategy due to feedback from Pricewaterhousecooper. There has been an improvement to the scoring mechanism on pages 261 and 262 to make the individual scales easier for managers to understand them.

Cllr Price asked how much risk management is understood by officers and how is the strategy embedded within the Council? The Head of Finance said that regular refresher courses are run on the risk management strategy and an e-learning tool is soon to be release which will help embed the process.

The City Executive Board resolved to approve the Risk Management Strategy and note the adoption of the Risk Management Operating Framework attached at Appendix 1.

100. LEISURE & WELLBEING STRATEGY

The Head of Leisure, Parks & Communities submitted a report (previously circulated, now appended) which detailed the draft Leisure & Wellbeing Strategy for public consultation.

Cllr Mike Rowley, Board member for Leisure Contract and Community Partnership Grants presented the report. He explained it wasn't easy to continue to improve the leisure services in the current economic climate. However the aim was to make the service financially viable which was likely by 2017.

Nearly a fifth of Oxford residents are clinically overweight and the strategy focuses on tackling these health inequalities.

Cllr Lygo thanked Ian Brooke and the leisure officers and volunteers for their hard work.

The Head of Leisure, Parks and Communities outlined the improvements in the City's leisure facilities since the last strategy in 2009. These include spending £30M in improving leisure facilities and increasing participation from 20 to 29 % since 2009.

Cllr Price asked about the makeup of the members on the City's Leisure Partnership Board and whether it included representatives from minority groups. The Executive Director of Community Services said that the Leisure Partnership Board had been rejuvenated 3 times to make it more interactive and encourage a mix of people onto it; it included a young person representative but did not yet have anyone from the BME community.

Cllr Price said the Council needed to get more BME people involved and embed this need in the strategy.

The Leisure Strategy will be consulted on for 8 weeks and will return to the Board for adoption in July 2015.

The City Executive Board resolved to approve the draft Leisure & Wellbeing Strategy for public consultation.

101. CORPORATE BIODIVERSITY STRATEGY

The Head of Environmental Development submitted a report (previously circulated, now appended) which detailed the Corporate Biodiversity Strategy 2015 -2020.

Cllr John Tanner, Board member for Cleaner, Greener Oxford, Climate Change and Transport presented the report. He explained it was a cross cutting policy affecting everything we do. Council can promote biodiversity through parks, planning and grants. There is no extra money available for this work so it is important to do what we can within current budgets but there is a strong volunteer network devoted to encouraging biodiversity within the city.

The Environmental Sustainability Officer explained that the strategy sets out what the Council is currently doing and what it could do to improve biodiversity in the city. It includes sharing knowledge about what we can do and creating biodiversity champions (which is a revamp of the carbon champions to include biodiversity). Work has already been done with the Parks team to encourage bees in the parks.

Cllr Price asked that protecting habitats objectives be included in the strategy as it is useful to think up new ways we can improve them. The volunteer community could achieve habitat objectives with little money.

The City Executive Board resolved to approve the Corporate Biodiversity Strategy for public consultation.

102. PERFORMANCE IMPROVEMENT FRAMEWORK

The Head of Business Improvement and Technology submitted a report (previously circulated, now appended) which detailed the Council's Performance Improvement Framework 2014-2018

Cllr Bob Price Board member for Corporate Strategy, Economic Development and Planning presented the report.

The Head of Business Improvement and Technology outlined how the performance framework had been embedded into the organisation to change officers' behaviours. Actions included:

- full team involvement in service planning,
- all staff having appraisals and targets linked to their service plan and corporate objectives,
- fundamental service reviews looked at option for service design to improve the service efficiency and design the service to meet customer need.
- a staff innovation scheme which encourages staff to suggest ways that the Council could become more efficient or innovative

Cllr Brown said she was pleased to see customer services feedback included as it was important to consider both positive and negative feedback to make service improvements.

The City Executive Board resolved to approve the Performance Improvement Framework 2014-2018 as attached at Appendix 1

103. DATA PROTECTION POLICY REFRESH

The Head of Business Improvement and Technology submitted a report (previously circulated, now appended) which proposed minor changes to the current Data Protection Policy to keep it in line with best practice and new guidance issued by the Information Commissioner.

Cllr Bob Price, Board member for Corporate Strategy, Economic Development and Planning presented the report.

The Head of Business Improvement and Technology explained that the Data Protection Officer was running bite size sessions and this training was also being given to temporary, agency staff and contractors. The e-learning module is being rolled out and in the last month almost 400 staff have done this module. She outlined a change to page 382 in the policy - a subject access request will be acknowledged within 24 hours not the 3 days stated.

The Executive Director of Community Services stated it was important people don't make mistakes but also important for staff have the confidence to share data.

The City Executive Board resolved to endorse the amendments to the Data Protection Policy. The changes will be communicated to all staff with training provided as required. The information will also be updated on our intranet and website, online forms and all other relevant documents.

104. INTEGRATED PERFORMANCE REPORT QUARTER 2 2014/15

The Heads of Finance and Business Improvement and Technology submitted a report (previously circulated, now appended) which detailed the Council's finances, risk and performance as at the end of Quarter 2, 30th September 2014.

Cllr Bob Price, Board Member for Corporate Strategy, Economic Development and Planning presented the report.

The Performance Improvement Manager explained why the Environmental Enforcement Corporate Performance Indicator needed to be amended so that high levels of performance are good instead of poor performance. The Board agreed with the change.

Cllr Brown asked if there were underlying reasons for why rough sleeping count was going up.

The Executive Director of City Regeneration and Housing explained that things were not getting any easier for homeless people. There were a number of people staying in temporary accommodation long term. It is a systemic issue; hostels are full and demand is outstripping supply.

Cllr Brown said it would be helpful for trends to be plotted over time and shared with councillors. Cllr Seamons said he received this information and will forward it to CEB.

The City Executive Board resolved to:

1. Note the projected outturn for finance and performance as well as the associated risk position as at September 2014;
2. Restore the Environmental Enforcement Corporate Performance Indicator to its former (pre 2014/15) format, as detailed in Appendix A.
3. Restore the Environmental Enforcement Corporate Performance Indicator original target for 2014/15 to that in Corporate Plan 2013/14, as detailed in Appendix A.

105. DATES OF NEXT MEETINGS

The Board noted the next meeting would be held on 23 December.

The meeting started at 5.00 pm and ended at 6.40 pm

CITY EXECUTIVE BOARD

Tuesday 23 December 2014

COUNCILLORS PRESENT: Councillors Price (Chair), Kennedy, Lygo, Seamons, Sinclair, Simm and Tanner.

OFFICERS PRESENT: David Edwards (Executive Director City Regeneration and Housing), Tim Sadler (Executive Director Community Services), Jackie Yates (Executive Director Organisational Development and Corporate Services), Jane Winfield (Regeneration and Major Projects - Team Manager), David Ashworth (Regeneration and Major Projects), Lindsay Cane (Law and Governance) and Sarah Claridge (Committee Services Officer)

106. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Brown, Rowley and Turner

107. DECLARATIONS OF INTEREST

No declarations of interest were received

108. PUBLIC QUESTIONS

No public questions were received.

109. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

No Councillors addressed the Board.

110. SALE OF TEMPLE COWLEY SWIMMING POOL

Following the City Executive Board's meeting on 10 December 2014, Cllr Simmons, Chair of the Scrutiny Committee, called-in the report for the Scrutiny Committee to consider a number of aspects in more detail.

The Scrutiny Committee had met to discuss the report earlier today.

Cllr Price, Board Member for Corporate Strategy, Economic Development and Planning explained that the Scrutiny Committee had resolved to agree with the Board's decision made on 10 December. Details of the Scrutiny Committee's meeting were tabled and are attached.

The City Executive Board resolved:

1. To note and accept the recommendation of the Regeneration and Major Projects Service Manager that in regard to the “commercial” bids received for the Temple Cowley pool site (“the Site”) for use of the site for housing purposes, the preferred bidder would be Catalyst Housing.
2. To note the terms of the “community” proposal received from the Save the Temple Cowley Pools CIC (“the CIC”), taking full note of its proposed retention of a pool/leisure facility at the Site.
3. To accept the “commercial” bid from Catalyst Housing set out in Recommendation 1.
4. To delegate authority to the Executive Director of City Regeneration and Housing to enter into an appropriate contract with Catalyst Housing for the disposal of the Site in accordance with the terms of its bid, or any reasonable variation thereof approved by the Executive Director of City Regeneration and Housing.

111. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 19 November 2014 as a true and accurate record.

The meeting started at 3.00 pm and ended at 3.03 pm

Report of: Councillor Dee Sinclair, Board Member for Crime and Commur Response

To: FullCouncil

Date: 2ndFebruary 2015

Title of Report: THE OXFORD SAFER COMMUNITIES PARTNERSHIP

Summary and Recommendations

Purpose of report: To inform members of the work of the Oxford Safer Communities Partnership.

Report approved by:

Finance: Paul Swaffield

Legal: Jeremy Franklin

Executive lead member: Councillor Dee Sinclair

Policy Framework: The Corporate Plan

Recommendation:

1. Council is asked to comment on and note the contents of the report.

Crime and antisocial behaviour in Oxford

1. Crime levels are at an all-time low in Oxford. At the partnership's December 2014 meeting, the Oxford Police Commander, Superintendent Christian Bunt reported a 9.5% reduction in crime compared to the same period the year before. This is a continuation of a trend that started in the mid-2000s.
2. By the end of the year burglary of people's homes is projected to have fallen by 24%, approximately 320 offences. In the mid-1990s there were over 2,500 burglaries per year. Robbery has fallen by 24% and cycle theft has fallen by nearly 4%.
3. Anti-social behaviour recorded by the police has also fallen although some parts of the city have seen an increase. However, the picture is slightly differently when reports to the city council are taken into account. The number of contacts to the saferoxford@oxford.gov.uk address reached 3,500 in 2013-14; in 2014-15 it is projected to exceed 5,000. This is due to the promotion of the saferoxford email address and the number of environmental concerns that

are reported directly to the council. Typically, these cases involve litter, fly-tipping, fly-posting and the management of trade and domestic waste.

4. There was a spike in violence offences at the beginning of the financial year but the year-on-year increase has been following throughout the rest of the year. Sexual offences, although low in number, have doubled so far this year from 24 to 56 due to the increasing number of historic cases and the increased confidence in reporting. The partnership has focussed upon these insidious crimes for a number of years which may also contribute to the increase in recorded offences.

The role of the Oxford Safer Communities Partnership

5. The Oxford Safer Communities Partnership is a statutory partnership of Responsible Authorities charged with identifying local community safety priorities in Oxford. The partnership set out their response to these challenges in an annually refreshed Rolling Plan. These requirements were set out in the Crime and Disorder Act 1998 and further amended by subsequent acts.
6. The Responsible Authorities are Oxford City Council, Oxfordshire County Council, the Clinical Commissioning Group, Oxfordshire Fire and Rescue Service, the Probation Service and Thames Valley Police. Other organisations' representatives on the Board include Oxford Brookes University, Oxford University and Oxford University Student Union. Probation services have recently been split into two organisations, the National Probation Service and community rehabilitation companies, both of whom are invited onto the partnership.
7. The partnership is chaired by Oxford City Council's Director for Community Services and meets four times per year. Meetings are split between business planning matters and a themed topic. During 2014 these themed topics included the impact of mental health on community safety organisations, the impact of the Transforming Rehabilitation reform programme on probation services and current activity on tackling child sexual exploitation.
8. The partnership is allocated a grant from the Police and Crime Commissioner to support in the delivery of its Rolling Plan. These funds help to support officers within Oxford City Council's Community Safety Team, and the projects that they deliver. These posts are:
 - Human Exploitation Coordinator: coordinating and delivering OSCP's approach to child sexual exploitation, human trafficking, sex working and other forms of exploitation.
 - Violent Crime Reduction Coordinator: coordinating and delivering OSCP's approach to CCTV, serious youth violence, the management of high risk offenders and the Prevent agenda that targets all forms of extremism.
 - Anti-social Behaviour Prevention Project Coordinator: coordinates and delivers problem-solving projects to tackle anti-social behaviour, including the student house champion scheme, situational crime reduction programmes, Public Spaces Protection Orders and the Language School Forum.

9. Further information on the partnership can be found in the link below.

<http://www.saferoxford.org.uk/index.html>

Oxford Safer Communities Rolling Plan

10. The work of the Oxford Safer Communities Partnership is encapsulated in the Rolling Plan. The plan contains only actions that add value through partnership working, not actions that are “business as usual” for members. For example, joint enforcement operations between the police and local authorities. Progress against the plan is reviewed quarterly at partnership meetings as is the monitoring of crime and anti-social behaviour levels.

The priorities

11. The priorities identified in the strategy have been informed by the Strategic Intelligence Assessment. The assessment uses partnership data, community feedback through surveys, and information from frontline practitioners. This last element is particularly important as some offences are under-reported and will not appear in datasets or community consultation processes. The priorities for 2015-16 have yet to be ratified by the partnership but are likely to remain unchanged from the current priorities, which are:

- Inter-personal abuse, including domestic and sexual abuse, and human exploitation, including trafficking, sex working and child sexual exploitation.
- Violent crime, including alcohol-related disorder, serious youth violence, hate crime and robbery.
- Anti-social behaviour, including neighbourhood nuisance, environmental concerns, drug misuse and rough sleeping.
- Priority theft offences, including burglary of people’s homes, theft from cars and metal theft.

Delivery of the Rolling Plan 2014-15

12. The Rolling Plan groups the activities that the partnership undertake into:

- tackling problems affecting the whole community;
- supporting victims or preventing a person from becoming a victim of crime or anti-social behaviour;
- target those who commit, or are at risk of committing, crime and anti-social behaviour.

Whole community activities

13. Embedding the new tools and powers available to local authorities and the police under the Anti-Social Behaviour, Crime and Policing Act 2014. Tools include the Community Protection Notice, Civil Injunction and Public Spaces Protection Order (PSPO). Work is underway on a number of PSPOs to tackle anti-social behaviour on the waterways, within the city centre and in local communities.

14. The Student Community Warden schemes at both Oxford Brookes University and the University of Oxford continue and are tied into the House Champions scheme that aims to resolve ASB and waste problems through early intervention with a lead tenant.
15. The Language School Student Action Plan continued in 2014 with a new Student Safety App and police operations to target seasonal spikes in robbery, protect students and combat anti-social behaviour.
16. A number of test purchasing operations took place on premises suspected of selling alcohol to under-18s.
17. The Rose Hill CCTV project was completed in November with two cameras covering the Rose Hill shops and side streets.
18. The Cleaner, Greener Oxford neighbourhood campaigns took place in Littlemore and the City Centre.
19. Operation NightSafe continues to deliver reductions in violent crime in the evening economy, supporting business and customers. A new addition to the operation in 2014 was the St John's Ambulance support bus in Cornmarket Street.
20. Review of the Neighbourhood Action Group mechanism to ensure access and accountability to the partnership.

Supporting victims

21. Delivery of the multi-agency training on child sexual exploitation, written by Oxford City Council officers on behalf of the Oxfordshire Safeguarding Children Board.
22. Continuation of the sanctuary scheme programme to improve the security of properties for people fleeing violence.
23. Multi-agency training on stalking and harassment.
24. Completion and publication of the Domestic Homicide Review and developed pathways to share lessons learned from Domestic Homicide Reviews across the Thames Valley region to prevent further homicides.
25. Implementation of a number of projects to support victims of child sexual exploitation and trafficking, including a conference, financial support to youth agencies and training for taxi drivers.
26. Case management plans for sex workers to reduce their vulnerability and provision of a sex workers handbook for professionals.
27. Provision of an Independent Trauma Advisor service to victims of trafficking and exploitation, funded by the Police and Crime Commissioner. The project is seeking financial support for the next two years.
28. Delivery of training on female genital mutilation and representation on the FGM strategy group.
29. Training session on "honour-based" violence delivered within Oxford and support given to other local authorities in the Thames Valley.

Targeting offenders

30. Joint operations led by Thames Valley Police on the Nelson Public House and Athena Guesthouse targeting drug and human exploitation.
31. The Weekend Operation out of hours' service has been running throughout 2014. Two council officers are patrolling the city from 11 p.m. to 4 a.m. every Friday and Saturday night, dealing with noise complaints, ASB issues, street trading, distribution of free printed matter and taxi and licensed premises concerns.
32. Continued to deliver our Positive Futures Referral Programme across the city.
33. Over 1,100 environmental enforcement actions by the Community Response Team have taken place so far this year, tackling trade waste, litter, fly-tipping and other offences.
34. The Community Response Team has been re-accredited with the Community Safety Accreditation Scheme powers by the Chief Constable.
35. The Anti-Social Behaviour Investigation Team investigated over 680 cases of neighbour nuisance in 2014.
36. Making Changes have been providing a 27 week domestic abuse perpetrator programme in Oxford since September 2012, with consistent flow of referrals. A second programme was opened in Abingdon in January 2014. 1-2-1 work is provided for those not suited to group work.
37. Work is underway to further develop the information sharing and disruption of organised crime groups within the city.

Future challenges for the Rolling Plan 2015-16

38. Develop our approach to organised crime groups
39. Develop our understanding of the models of exploitation most prevalent in the city
40. Continue with our joint response to child sexual exploitation and abuse through strengthening our links with the Oxfordshire Safeguarding Children Board.
41. Deliver our Prevent action plan, to tackle all forms of domestic and international extremism.
42. Improve multi-agency working in response to mental health problems that impact on community safety
43. Funding of PCC-funded posts. The PCC has committed to maintaining the 2014-15 funding levels in 2015-16, however, with significant budget reductions required between 2016-18, without sustainable funding these posts may be at risk in future years.

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| Name and contact details of author:- |
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|----------------------------|
| Name: Richard Adams |
|----------------------------|

Job title:Environmental Protection Service Manager

Service Area: Environmental Development

Tel: 01865 252283**e-mail:**rjadams@oxford.gov.uk

List of background papers:

Further information can be found on the web site link below.

<http://www.saferoxford.org.uk/index.html>

Version number: 2

To: Council

Date: 2 February 2015

Report of: Chair of the Scrutiny Committee

Title of Report: Scrutiny Briefing

Purpose of report: To update Council on the activities of the scrutiny function

Introduction

1. Scrutiny is continuing to work through its busy programme of Committee and Standing Panel meetings, and there are currently three Scrutiny Review Panels in progress. These Panels include Members that are not on the main Scrutiny Committee, and I would encourage all non-executive Members to become involve in Scrutiny, as and when suitable opportunities arise.
2. Building on feedback received following the Peer Challenge, Scrutiny is taking a more pro-active improvement focus and is increasingly acting as a conduit for communities of interest. The Inequalities Review Panel is a strong example of this. This Panel has been engaging with a number of outside experts and partners, and has issued a call for evidence to a wide range of interested parties, many of whom have submitted helpful contributions.

Work programme

3. The attached work programme includes updates on the work of review panels and ad hoc panels, as well as indicative agenda schedules for the Scrutiny Committee and Standing Panels.

Standard Information

4. I will always include the following information:
 - Current Panel work showing membership and progress.
 - Forward agendas – these will be indicative only.
 - The number and result of any called in decisions or councillor calls for action.

- Recommendations made and the outcome of these.
5. This information is included as appendices to this briefing but is in **DRAFT** format.
 6. I will also provide verbal updates where there has been progress since the last Committee.

Current Activity

7. We currently have three Scrutiny reviews in progress; the annual Budget Review, which will be reporting to CEB on 12 February, the Inequalities review, and a new Panel focused on supporting businesses in the city centre.
8. The Scrutiny Committee met on 8 December and 19 January to consider a diverse range of topics and issues, including; the City Council's response to the Peer Challenge feedback, Clean Streets, Educational Attainment, and New Council Controls over Anti-Social Behaviour. The Committee also began to monitor the work of the Oxfordshire Growth Board, and will continue to do so.
9. At a special meeting on 23 December, the Committee considered a call-in of the 'Sale of Temple Cowley Pool' decision. Following an informative discussion, the Committee voted to support the original decision.
10. The following decisions have been pre-scrutinised, with recommendations made to the City Executive Board. This list would be longer but a number of decisions selected for pre-scrutiny have been delayed:
 - Discretionary Rates Relief for Businesses Policy
 - Asset Management Strategy (Council's housing stock)
11. The Finance Panel meeting on 21 January includes a detailed look at the Capital programme process, and the procurement of a new banking services provider. The Panel has also recently held a number of Budget Review meetings. This work has involved a detailed line by line review of the draft budget proposals and interviews with each of the City Council's three Executive Directors and their supporting officers. The Panel is currently formulating its budget recommendations.
12. The Housing Panel met on 10 December and scrutinised the Older Person's Housing Review, and the Asset Management Strategy. These discussions resulted in a total of ten recommendations to CEB. On 22 January the Panel is scrutinising the City Council's approach to Fuel Poverty and the results of the latest tenant satisfaction survey.

Looking Ahead

13. The Inequality Review Group, led by Cllr Van Coulter, will continue to engage widely and gather evidence. In February, the Panel will speak

with Oxford Professor Danny Dorling, a representative of Age Concern, and a new social enterprise called Ignite, which focuses on the overcoming a lack of self-esteem in vulnerable young people. The Panel will also review the submissions received following its call for evidence, which ends on 31 January.

14. The 'Supporting Businesses in the City Centre' Review Panel has recently been established and is led by Councillor James Fry. Following initial scoping meetings, the Panel identified that there is scope for Scrutiny to take a lead role in two particular areas; mitigating disruption to the City Centre economy while major developments are taking place, and minimising empty shop units. As part of its evidence gathering, the Panel aims to speak with members of the Town Team representing small businesses and some of the major city Centre landlords, among others.
15. The Scrutiny Committee next meets on 3 February 2015 to look at the work of the City Council's Communities and Neighbourhoods Team, activities for older residents, and Oxford Cycle City.
16. The Finance Panel meets on 5 February to consider European funding opportunities with Anneliese Dodds MEP, who represents the South East region. I would encourage all relevant portfolio holders and shadow spokespersons to attend for this discussion. The Panel will also scrutinise the Treasury Management Strategy.
17. The Housing Panel will be considering the City Council's approach to unlawful dwellings and efforts to tackle under-occupancy at its meeting on 4 February.
18. Finally, I would like to remind all members of Council that if there is an issue they wish to see scrutinised then they are able to ask a Scrutiny Councillor to place this on the agenda of the Scrutiny Committee or, with 3 supporters, add this to the agenda themselves.

Councillor Craig Simmons – Chair of the Scrutiny Committee

Email: cllrsimmons@oxford.gov.uk

Tel: 07739 803047

Andrew Brown – Scrutiny Officer

Email: abrown2@oxford.gov.uk

Tel: 01865 252230

Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Review Panels and Ad hoc Panels in progress
3. Potential Review Panels (to be established if and when resources allow)
4. Items for Scrutiny Committee meetings
5. Draft Scrutiny Committee agenda schedule
6. Items called in and Councillor calls for action
7. Items referred to Scrutiny by Council

1. Standing Panels

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| Topic | Area(s) for focus | Nominated councillors (no substitutions allowed) |
|--|-------------------|--|
| Finance Panel – All finance issues considered within the Scrutiny Function. | See appendix 1 | Councillors Simmons (Chair), Darke, Fooks and Fry |
| Housing – All strategic and landlord issues considered within the Scrutiny Function. | See appendix 2 | Councillors Hollick (Chair), Sanders, Smith and Wade Co-opted Member – Linda Hill |

2. Review panels and ad hoc panels in progress




| Topic | Scope | Progress | Next steps | Nominated councillors |
|---|--|---|---|--|
| Thames Water investment to improve flooding | To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached. | Catchment study publically launched and a press statement issued in advance. Contact made with TWU to establish governance structure. | Panel briefing on study to be arranged. Governance structure meeting dates to be set. | Councillors Darke (Chair) Pressel, Thomas and Goddard |
| Tacking Inequality | To review how the City Council contributes to combatting harmful inequality in Oxford, and whether there is more that could reasonably be done. | A call for evidence has been issued. A document has been developed detailing the ways in which the City Council combats inequality and opportunities and gaps identified. | Further evidence gathering meetings scheduled for 9 & 26 February. | Councillor Coulter (Chair), Gant, Lloyd-Shogbesan and Thomas |
| Budget Review | Annual review of draft budget and medium term financial plan | Three Budget Review meetings in w/c 12 January. | Recommendations to be agreed on 21 Jan. | Finance Panel Members |
| Recycling rates | To review of recycling and waste data rates, and consider community incentives and other recycling initiatives. | Continuation of previous panel which reported in July 2014. Meeting held on 8 October to consider bid for incentive funding. | Panel to visit depot and consider waste and recycling on 16 February 2015 | Councillor Fry (Chair), Simmons and Hayes |
| Supporting businesses in the city centre | 1. What can the City Council can do to mitigate disruption to the city centre economy while major developments are taking place? How can communication be improved for lasting benefit to residents and visitors? 2. What scope does the City Council have to minimise the time shop units are left empty, and to improve the appearance of empty units? | The panel met with the Town Centre manager to discuss possible areas of focus on 7 January 2015. | Scope to be considered by Scrutiny Committee on 19 January. | Councillor Fry (Chair), Darke, Benjamin and Gotch |

3. Potential Review Panels – to be established when resources allow

| Topic | Area(s) for focus | Nominated councillors |
|-----------------------|---|---|
| Cycling | Scope to be determined. Panel to consider area(s) of focus which could include: <ul style="list-style-type: none"> Review cycling funding including City and County Council contributions. Explore progress against sought outcomes and value for money achieved. | Councillors Wolff, Upton, Pressel and Hayes |
| Neighbourhood working | Scope to be determined. Could to consider how to address feedback provided to the City Council by the peer review group. | TBC |

Indicative scrutiny review timeline 2014-2015 (does not include ad hoc review panels)

| Review | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | July |
|-----------------------|---------|---------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------|
| Budget Scrutiny | Scoping | Scoping | Evidence gathering and review | Evidence gathering and review | Evidence gathering and review | Reporting | | | | | |
| Inequalities | | Scoping | Evidence gathering and review | Evidence gathering and review | Evidence gathering and review | Evidence gathering and review | Evidence gathering and review | Reporting | Reporting | | |
| Supporting businesses | | | | | Scoping | Evidence gathering and review | Evidence gathering and review | Evidence gathering and review | Evidence gathering and review | Reporting | |
| Cycling | | | | | | | Scoping | Evidence gathering and review | Evidence gathering and review | Evidence gathering and review | Reporting |

| | |
|---|-------------------------------|
|  | Scoping |
|  | Evidence gathering and review |
|  | Reporting |

4. Items for Committee meetings (in no particular order)

| Topic | Area(s) for focus | Lead and other Councillors |
|---|---|--|
| Discretionary Housing Payments | Quarterly updates on spending profiles within a framework agreed by the Committee. | Councillor Coulter |
| Performance monitoring | Quarterly report on a set of Corporate and service measures chosen by the Committee. | Councillors Altaf-Khan, Coulter, Darke & Simmons |
| Educational attainment investment | To consider the academic progress and key stage results at schools operating the KRM model compared to those not. | Councillors Altaf-Khan, & Hayes & Thomas |
| Fusion Lifestyle contract performance | Regular yearly item agreed again by the Committee to consider performance against contract conditions. | Councillor Simmons |
| Research on the effects of welfare reform | To consider research into the impact of welfare reforms in the City. | Councillor Coulter |
| Clean streets | To receive an update on the City Council's approach to keeping Oxford streets clean from graffiti, detritus, littering and waste. | |
| Living Wage | To review how the living wage is enforced through procurement contracts | |
| New controls over anti-social behaviour | To receive an update on the City Council's changing approach to anti-social behaviour. | |
| Low Carbon Oxford | To receive an update on the progress of this scheme and plans to progress the low carbon agenda in Oxford. | |
| Community and Neighbourhood services | To review aims, activities and outcomes; grant distribution; community centres and associations; volunteering; Neighbourhood plans; how better on-going engagement can be established with different communities. | |
| Activities for older residents and preventing isolation | To receive an update on services and activities for over 50s, with a focus on preventing isolation. | |
| Individual voter registration | To receive an update on changes to electoral registration and to monitor how the City Council is maximising registration. | |
| Taxi Licencing | To review rules and processes; to understand driver issues. | |
| Forward Plan items | To consider issues to be decided by the City Executive Board. | |

5. Draft Scrutiny Committee Agenda Schedule

| Date (all 6pm, St. Aldate's Room unless stated) | Agenda Item | Lead Member; Officer(s) |
|--|--|--|
| 3 February 2015 | <ol style="list-style-type: none"> 1. Community and Neighbourhood services 2. Activities for older residents and preventing isolation 3. Cycle City 4. Grant Allocations to Community and Voluntary Organisations 2015/2016 (pre-scrutiny) 5. Purchase of St. Aldate's Chambers (pre-scrutiny) 6. Performance monitoring – quarter 3 | <p>Ian Brooke</p> <p>Luke Nipen, Vicki Galvin</p> <p>Jo Colwell</p> <p>Julia Tomkins</p> <p>Nick Twigg</p> |
| 2 March 2015 | <ol style="list-style-type: none"> 1. Living Wage 2. Consultation and Engagement 3. Research into the local impact of Welfare Reform 4. Discretionary Housing Payments (pre-scrutiny) 5. The Culture Strategy 2015-18 (pre-scrutiny) | <p>Simon Howick</p> <p>Sadie Paige</p> <p>Paul Wilding</p> <p>Paul Wilding</p> <p>Ceri Gordon</p> |
| 23 March 2015 | <ol style="list-style-type: none"> 1. Low Carbon Oxford 2. Oxfutures programme (pre-scrutiny) | <p>John Copley</p> <p>Jo Colwell</p> |

The 5 May Scrutiny Committee meeting has been cancelled. Additional meeting date TBC.

6. Items called in and Councillor calls for action

None

7. Items referred to Scrutiny by Council

None

Finance Panel work programme 2014-15

Items for Finance Panel meetings

| Suggested Topic | Suggested approach / area(s) for focus |
|-----------------------------|--|
| Budget Scrutiny | Review of the Council's medium term financial strategy. |
| Budget monitoring | Regular monitoring of projected budget outturns through the year. |
| Treasury Management | Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance. |
| Capital process | To receive an update on the implementation of the Capital Gateway process. |
| Maximising European funding | To consider how the City Council can maximise funding opportunities; invite local MEPs to contribute to the discussion. |
| Municipal bonds | To receive an update on the establishment of a municipal bonds agency. |
| Local financing | To consider whether there is a case for the City Council to generating capital financing locally through bonds or crowd-funding. |
| Ethical investment | To monitor the City Council's approach to implementing an ethical investment policy. |
| Council tax exemptions | To receive an update on the financial implications of different types of exemptions. |

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Draft Finance Panel agenda schedule

| Date and room (all 5.30pm, St. Aldate's Room) | Agenda Item | Lead Member; Officer(s) |
|--|--|---|
| 21 January 2015 | <ol style="list-style-type: none"> 1. Capital programme process review 2. Banking Services Provider (confidential) 3. Budget Review | David Edwards, Stephen Clarke, Nigel Kennedy Nigel Kennedy Cllr Simmons |

| | | |
|-----------------|--|---|
| 5 February 2015 | <ol style="list-style-type: none"> 1. European funding 2. Treasury Management Strategy 15/16 (pre-scrutiny) 3. Creation of a Panel to Manage the Council's Investment Portfolio (pre-scrutiny) 4. Budget Review Report | <p>Anneliese Dodds MEP</p> <p>Anna Winship</p> <p>Jane Winfield</p> <p>Cllr Simmons</p> |
| 25 March 2015 | <ol style="list-style-type: none"> 1. Local Financing 2. Budget monitoring – quarter 3 3. Capital Strategy (pre-scrutiny) | <p>TBC</p> <p>Nigel Kennedy</p> <p>Nigel Kennedy</p> |

Meetings closed to the public:

| Date and room (all 5.30pm) | Agenda Item | Lead Member; Officer(s) |
|------------------------------------|--------------------------------------|--------------------------------|
| 3 February 2015, St. Aldate's Room | 1. Review of published budget report | Peter Sloman, Nigel Kennedy |

Housing Panel work programme 2014-15

Items for Housing Panel meetings

| Suggested Topic | Suggested approach / area(s) for focus |
|--|--|
| Performance monitoring | Regular monitoring of performance measures for Estates Regeneration, Housing Supply and Welfare Reform and Housing Crisis. |
| Housing Strategy | Review headline priorities and sought outcomes in Housing Strategy at draft stage, and the action plan post-consultation. |
| Increasing the provision of affordable housing | Monitoring of performance measures; scrutiny of the Housing Business Plan and the Housing Strategy; consider alternative options e.g. pre-fabs and 'pods'; possible review topic. |
| Homelessness | Monitoring of performance measures; scrutiny of the Housing Business Plan and Housing Strategy; pre-scrutiny of homelessness grant allocations; possible review topics. |
| Rent arrears | Monitoring of performance measures; bi-annual update reports. |
| STAR survey results | Monitoring of results. |
| Tackling under-occupancy | Report on efforts to tackle under-occupancy; consider in rent arrears reports. |
| Oxford Standard | To receive a progress update on the delivery of the Oxford Standard through the Asset Management Strategy and Action Plan, including an update on work to improve thermal efficiency in the Council's housing stock. |
| Private sector licencing | Update report on the scheme; consider views of landlords and PRS tenants. |
| Unlawful dwellings | A report on the City Council's approach to tackling illegal dwellings e.g. beds in sheds, given that funding ends in April 2015. |
| Repairs exemptions policy | To scrutinise proposed changes to the current policy. |
| De-designation of 40+ accommodation | Update report on the final phase of de-designating 40+ accommodation (expected in April 15). |
| Sheltered Housing | To contribute to and monitor the customer profiling survey of residents in sheltered accommodation and how this data should inform future provision. |
| Fuel Poverty | To receive an update on the City Council's approach to the issue of Fuel Poverty. Commission/review research; consider during other items; possible review topic. |
| Supporting people | Verbal updates on the joint commissioning of housing support services. |

Draft Housing Panel Agenda Schedules

| Date, room and time | Agenda Item | Lead Officer(s) |
|--|--|---|
| 22 January 2015, Plowman Room, 5pm | <ol style="list-style-type: none"> 1. Star Survey Results 2. Fuel Poverty | Gary Parsons Deborah Haynes & Paul Wilding |
| 4 February 2015, St Aldate's Room, 5.30pm | <ol style="list-style-type: none"> 1. Unlawful dwellings 2. Tackling under-occupancy 3. Housing Strategy 2015-2018 (pre-scrutiny) | Ian Wright Bill Graves Gary Parsons |
| 24 March 2015, Judges Room, 5pm | <ol style="list-style-type: none"> 1. Non-statutory homelessness services 2. De-designation review year 4 | Shaibur Rahman Tom Porter |

Scrutiny Recommendation Tracker 2014-15

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| Older Persons Housing Review – Housing Panel 10 December | | | | |
|---|-------------------|---------------------------|----------------------------------|-----------------------------------|
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 1. That residents are surveyed face to face and that the City Council seeks to involve Oxford Brookes University in conducting these surveys. Tenant volunteers should also be closely consulted throughout the review. | | <i>To follow</i> | Cllr Seamons / Allison Dalton | |
| 2. That the scope of this review is expanded to include older persons living in their own homes and to those in privately rented housing. Consideration should be given to how best to do this, perhaps using sample surveys. | | <i>To follow</i> | Cllr Seamons / Allison Dalton | |
| 3. That the timescale of the review is extended by 6 months (to September 2015). If required, additional resources should be allocated in the current budget round to enable this. | | <i>To follow</i> | Cllr Seamons / Allison Dalton | |
| 4. That the review is focused on understanding the future requirements of people at the younger end of the 'Older Persons' category, so that the City Council can plan to best meet their future needs. | | <i>To follow</i> | Cllr Seamons / Allison Dalton | |
| 5. That the Board Member prioritises the creation of new social housing for single older people if the review provides evidence that this could reduce under-occupancy or meet the current or future requirements of older tenants. | | <i>To follow</i> | Cllr Seamons / Allison Dalton | |
| 6. That a Steering Group is established to oversee the review, and that this group includes at least two elected members. | | <i>To follow</i> | Cllr Seamons / Allison Dalton | |
| Asset Management Strategy – Housing Panel 10 December | | | | |
| Recommendation | Agreed | Executive response | Lead Member | Implemented |

| | Y/N | | & Officer | Y/N / due date |
|--|------------|--|-------------------------------|----------------------------|
| 1. That the City Council reviews whether it is doing all it reasonably can to ensure that tenants leave their homes in good condition before vacating them. | Y | I can agree to all the recommendations for the AMS. | Cllr Seamons / Martin Shaw | 2 Feb 15 |
| 2. That the City Council strengthens partnership working to ensure that the advice and materials provided to tenants by the City Council and other agencies is joined up and consistent. | Y | Mould would not be covered in detail in a Strategy document but it is important. | Cllr Seamons / Martin Shaw | 2 Feb 15 |
| 3. That the City Council reviews whether mould is a recurring issue in the stock condition survey, and ensures that where mould occurs, it is treated effectively. | Y | Information about the National Home Swap Scheme is made available but we can tighten this up. | Cllr Seamons / Martin Shaw | 2 Feb 15 |
| 4. That the City Council ensures that information about the National Home Swap scheme is made available to tenants who are under-occupying, in addition to other options. | Y | | Cllr Seamons / Martin Shaw | 2 Feb 15 |
| Oxford Standard – Scrutiny Committee 8 December | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 1. To include the Oxford Standard in the developing Asset Management Plan and provide a clear and “action planned” commitment to delivery. | Y | All recommendations are accepted with the exception of some details in recommendation 3. Budgetary constraints ultimately mean the council cannot deliver on all tenant aspirations with regards to bathroom and kitchen specifications, having instead prioritised improvements in energy efficiency. | Cllr Seamons / Stephen Clarke | 2 Feb 15 |
| 2. To include the following categories of work within the Oxford Standard: • Bathrooms • Kitchens • Security • Efficiency and Heating • Environment All these categories of works should include some degree of choice for tenants where this is possible. | Y | The extensive summer consultation made clear that tenants see delivering energy efficiency measures as a top priority. The kitchen and bathroom specifications will however be upgraded, including with | Cllr Seamons / Stephen Clarke | 2 Feb 15 |
| 3. That the following works are included in the Oxford Standard across the categories | In part | | Cllr Seamons / Stephen | 2 Feb 15 |

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| | recommended. The Panel recognise that the view they have taken of best practice, within social housing providers, has been limited by time and therefore wish to propose this Standard as a minimum. This work should be carried out to programme regardless of condition... <i>(detailed proposals)</i> | | respect to the following points: - Renewal cycle for bathrooms to be reduced from 30 to 25 years. The renewal cycle for kitchens will remain at 20 years in accordance with best practice. | Clarke | |
| | 4. The priority for delivering the Oxford Standard should be decided by a combination of significant pockets of disrepair (identified with the stock condition survey) and the views of residents. The Panel was conscious that respondents to the surveys were not necessarily representative geographically so would recommend that more work is done on an area by area basis to determine local priorities. | Y | - The Council will now provide a shower over bath as standard and only provide a shower instead of a bath where this is required to meet the needs of someone with a disability. | Cllr Seamons / Stephen Clarke | 2 Feb 15 |
| | 5. Works should be packaged together so that more efficient outcomes for residents and the Council can be achieved. For example: • If we replace windows then doors should be done at the same time (if needed) to give optimum benefits. • If the heating is to be replaced or upgraded we should consider insulation and other connected repairs at the same time. This should be a fundamental part of the planning process | Y | | Cllr Seamons / Stephen Clarke | 2 Feb 15 |
| | 6. Delivery of the Oxford Standard should be on an area by area basis with good communication both within and outside of the area so that all tenants can easily access information on when, where, how and why. The Panel would like to review the proposals for this communication. | Y | | Cllr Seamons / Stephen Clarke | 2 Feb 15 |
| | 7. Individual tenants should not be able to “opt out” except in very exceptional circumstances. If there | Y | | Cllr Seamons / Stephen | 2 Feb 15 |

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|--|-------------------|--|----------------------------------|-----------------------------------|
| are difficulties these should be recognised and support offered so that the work can take place. Properties should be maintained for both the present and the future. | | | Clarke | |
| 8. As the Panel considered their recommendations a number of principles were voiced that can be found in the recommendations but the Panel wanted to put these in one place for clarity. <ul style="list-style-type: none"> • Homes should be maintained for the present and the future so opt-outs from repairs should not be allowed except in very exceptional circumstances. • Difficulties of individual tenants should be recognised and support offered. • Optimum result for residents for the work commissioned • The “like for like principle” should be removed • Allow “choice” for tenants wherever possible • A joined up approach to delivery • Improved communication plans for tenants on what, where, when and why. Timescale for delivery of the Oxford Standard is available for each area. • The quality of work should be of a high standard judged both by the Council and tenants. | Y | | Cllr Seamons / Stephen Clarke | 2 Feb 15 |
| Discretionary Rate Relief Policy – Scrutiny Committee 8 December | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 1. That non-profit making organisations are clearly encouraged to contact the City Council for an early assessment of whether they may be entitled to discretionary reliefs. | Y | All rate payers receive an annual bill which contains information about reliefs. Smaller start-ups are more difficult to identify but perhaps Scrutiny could help with this. | Cllr Brown / Tanya Bandekar | TBC |
| Clean Streets – Scrutiny Committee 8 December | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |

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|---|-------------------|--|--------------------------------------|-----------------------------------|
| 1. That consideration is given to how street cleaning can be sufficiently resourced whilst the Streetscene Service responds appropriately to future flooding events. | N | As the public understands, at times of emergency such as flooding, it is vital that City Council staff are deployed to safeguard life and property. Sometimes this will mean some street cleaning being postponed until after the emergency is over. | Cllr Tanner / Doug Loveridge | NA |
| 2. That the street cleaning service standards are circulated to elected members, so that any Member requests for additional work can be costed and considered within the current budget round. | Y | I am very happy to ask officers to circulate streets cleaning standards to be circulated to all councillors. | Cllr Tanner / Doug Loveridge | Y |
| 3. That clarification is provided as to what legal powers the City Council has to ensure the removal of graffiti from privately owned properties. Any guidance provide (e.g. online, written correspondence) should be reviewed and updated accordingly. | Y | This seems timely and Legal colleagues will review what powers (if any) are available. The Council is also planning to invest in a new officer post to encourage graffiti removal from private properties. | Cllr Tanner / Doug Loveridge | Y |
| Statement of Community Involvement 2014 Review – Scrutiny Committee 10 November | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 1. That the Statement of Community engagement clearly sets out how members of the public can access paper versions of planning documents | Y | Very happy to accept that change to the report | Cllr Price / Lyndsey Beveridge | Y |
| Towards Mental Health and Wellbeing – Scrutiny Committee 6 October | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 2. That the establishment of the Member Challenge Panel for Mental Health and Wellbeing does not divert officer resources away from other Member Services such as Scrutiny. Consideration should be given to whether a budget bid is required to support this | Y | I would anticipate this challenge panel being member led, and operating for the most part informally, rather than drawing upon extensive officer support. | Cllr Turner / Val Johnson | March 2015 |

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| new Member Panel. | | | | |
| 3. That the Action Plan is updated and elaborated upon to include progress made against actions that are due. | Y | These are sensible comments on how to develop the action plan, and we had certainly hoped to update and monitor it. | Cllr Turner / Val Johnson | March 2015 |
| 4. That resources required to deliver the Action Plan are fully identified and costed, so that any bids for additional resources can be made as part of the current budget setting process. | Y | | Cllr Turner / Val Johnson | March 2015 |
| 5. That consideration is given to the role of ethnic minority groups and faith leaders in supporting mental health and wellbeing in Oxford, and to how these can be included in the action plan. | Y | | Cllr Turner / Val Johnson | March 2015 |
| 6. That consideration is given to how the action plan supports the mental health and wellbeing of service personnel and veterans, and to whether more focus on these specific groups is required. | Y | | Cllr Turner / Val Johnson | March 2015 |
| Draft Culture Strategy 2015-18 – Scrutiny Committee 6 October | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 1. That the Culture Strategy presents the fullest picture of Oxford's cultural offering, including cultural experiences that the City Council is not directly involved in. | Y | The Strategy is focused on cultural offerings and experiences that the Council supports (by funding or partnership working) or delivers. There's no reason why we can't explore these links. | Cllr Simm / Peter McQuitty | Feb 2015 |
| 2. That the Culture Strategy sets out how City Council functions such as licencing and planning can play an important role in supporting culture. | Y | Yes | Cllr Simm / Peter McQuitty | Feb 2015 |
| 3. That the list of organisations invited to contribute to the Culture Strategy is shared with elected members, so that they can make any further suggestions. | Y | Yes. Happy for this to be shared with anyone else members think would be helpful. | Cllr Simm / Peter McQuitty | Feb 2015 |
| 4. That consideration is given to how the City Council can encourage visitors to spend more time | Y | This will be considered by Experience Oxfordshire, who are funded by the City | Cllr Simm / Peter McQuitty | Feb 2015 |

| in Oxford, and to whether increasing visitor length of stay should be made a priority in the Culture Strategy. | | Council, and included in their Service Level Agreement. It will also be considered in the action plan under priority one; Support the sustainability of Oxford's cultural sector and improve the skills and diversity of the city's current and future creative workforce. | | |
|---|-------------------|--|----------------------------------|-----------------------------------|
| Budget Monitoring 2014/15 – Quarter 1 – Finance Panel 4 September | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 7. That urgent action is taken to avoid a loss of subsidy relating to the overpayment of benefits. | Y | Extra action is already being taken, looking at training and processes. The threshold is more stringent this year due to the removal of Council Tax benefit from this calculation. | Cllr Turner / Helen Bishop | Y |
| 8. If necessary to avoid slippage, a flexible approach should be taken to spending the £2m investment in Homelessness Property Acquisitions in 2014/2015. This could include investing in social housing instead. | In part | Note sentiment but other uses are likely to take longer. | Cllr Turner | N/A |
| 9. The premises for the heavy vehicle testing facility should be flexible enough that it can be used for other purposes in the event that the testing facility is not successful. | Y | The facility is expected to be successful. | Cllr Turner | March 2015 |
| 10. The capital programme should be a red risk in performance reports until the new capital gateway process proven to be effective. | N | Risks are measured using the Risk Management Framework agreed by Council. | Cllr Turner | N/A |
| Treasury Management – Finance Panel 4 September | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 1. That consideration is given to how the capital process can be made more flexible so that approved projects can be brought forward to mitigate slippage elsewhere in the programme. | In part | Noted. Where possible a flexible approach will be taken. Changes to the capital programme have to be agreed by Council. | Cllr Turner | N/A |

| Oxfordshire Growth Board - Scrutiny Committee 23 June | | | | |
|---|-------------------|---|------------------------------------|--|
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 1. For the Terms of Reference to explicitly set out that meeting agendas and minutes will be publicly available and that access to meetings will be possible for Councillors and members of the public. | Y | This suggestion will be referred to the Board | Cllr Price | Dec 2014 |
| Community Engagement Policy Statement - Scrutiny Committee 23 June | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N / due date |
| 11. To provide a clear statement in the principles on the ambition for engagement focusing on depth as well as breadth. | Y | Merged with recommendation 3. | Cllrs Price & Simm; Sadie Paige | N/A |
| 12. To provide information on the engagement ambitions set for all consultations during the last year, what was achieved and how this fits with the principles set within the Policy Statement. | Y | To provide this information for all consultations would be a huge piece of work so a sample will be used instead, together with a forward-looking approach. | Cllrs Price & Simm; Sadie Paige | Verbal update on progress expected on 10 Nov 14. Full response to follow. |
| 13. To suggest to the Scrutiny Committee an up and coming engagement/empowerment exercise that can act as a pilot study to demonstrate the effectiveness of the principles within this report. | Y | Two consultations identified as candidates for the pilot as per CEB suggestion. Project brief created for the pilot, which includes the objectives, and a reporting template. | Cllrs Price & Simm; Sadie Paige | 2 March 15 |
| 14. To provide a table that shows how all comments received during the consultation on this Policy Statement have been handled. | Y | Expected at 10 November Scrutiny Committee meeting. | Cllrs Price & Simm; Sadie Paige | 10 Nov 14 |
| End of Year Integrated Report – 2013-2014 - Scrutiny Committee 23 June | | | | |
| Recommendation | Agreed Y/N | Executive response | Lead Member & Officer | Implemented Y/N |
| 2. The Committee supports the purchase of the Iffley Road building as an asset of value to the | Y | Noted (£250k has been earmarked for acquisition of property). | Cllr Turner; Nigel | N |

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|--|-------------------|---|--|------------------------|
| community and recognises that negotiations are on-going. There is a gap between the asking price and the money available and the City Executive Board is asked to do what it can within reasonable value for money criteria to secure the purchase of this property. | | | Kennedy; Jane Lubbock | |
| 3. To consider the contingency available to support homelessness in light of county proposals for implementing cuts in the Supporting People and if underspends from 13/14 should be maintained within this budget. | N | Current level of contingency considered to be sufficient. | Cllr Turner; Nigel Kennedy; Jane Lubbock | N/A |
| Fusion Lifestyle Performance 2013-2014 - Scrutiny Committee 23 June | | | | |
| Additional information requested | Agreed Y/N | Outcome | Lead Member & Officer | Implemented Y/N |
| <p>Facility running costs It was agreed at the June meeting in 2013 that the running costs of the facilities would be shown including all capital investment and loan cost in the next report. This hadn't been done.</p> <p>Performance outside of expectations Members asked how poor performance was addressed and asked to see the issues raised and the actions/penalties taken over the last year.</p> <p>Publicity Campaign An issue was raised concerning literature used to highlight the Active Women Campaign. The images used were considered to be too stereotypical and gendered. The Committee asked that this issue be taken up with Sports England who run this national campaign.</p> <p>Views of non-card users at facilities</p> | N/A | <p>Information papers considered by Scrutiny Committee on 2 September.</p> <p>Meeting offered to Chair to discuss finance investment financing.</p> | Cllr Rowley; Lucy Cherry | Y |

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|---|--|--|--|--|
| <p>The Committee asked to see any information on the views and experiences of non-card users.</p> <p>Falling attendance amongst young people The Committee were concerned to see this and wanted some more detailed data and information to understand more fully the reasons behind it and whether it was a particular set of circumstances or a trend.</p> <p>Information excluded from the public The Committee heard a complaint from a member of the public that the information provided outlining the running costs to the Council of each Leisure Facility should be made public because if the Council was still running these centres then the information would be available publically. The Committee heard that this was commercial information but asked that this exclusion is reconsidered by Fusion.</p> <p>Investment financing Members were interested in why the City Council financed investment spending that Fusion Lifestyle was originally required to finance, and in how much this saved the partnership.</p> | | | | |
|---|--|--|--|--|

