

# Reissued Agenda and Briefing Note

Republished 1 December to include item of urgent business (16) to be certified as such by the Lord Mayor before consideration at the meeting.

## Council

Date: **Monday 7 December 2015**

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Time: **5.00 pm**

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Place: **Council Chamber, Town Hall**

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For any further information please contact:

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Officer**

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**Information in this and the supplements form all the documents for  
consideration at this meeting.**

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

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

# Council

## Membership

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

The quorum for this meeting is 12 members.

### **HOW TO OBTAIN A COPY OF THE AGENDA**

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum requirements. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

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- Viewed on our website – [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
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## SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 7 December 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 23 September 2015.

Council is asked to approve the minutes as a correct record.

**3 DECLARATIONS OF INTEREST**

**4 APPOINTMENT TO COMMITTEES**

The Head of Law and Governance has been notified of resignations from committees and changes of membership requested by group leaders.

Council is asked to make the following appointments to committees.

- Scrutiny Committee - Councillor Upton has resigned from the committee. Council is asked to appoint Councillor Pegg to replace her.

Any further proposed changes will be circulated with the briefing note.

**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 Members received in accordance with Council Procedure Rule 11.11 and 11.12 relating to matters for decision on this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 1 December 2015.

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 45 minutes is available for both public speaking items. Responses are included in this time. Up to five minutes is available for each public address or question.

## **CITY EXECUTIVE BOARD RECOMMENDATIONS**

### **7 NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT**

17 - 28

The Executive Director, Community Services submitted a report to the City Executive Board on 12 November seeking project approval for the Northway and Marston Flood Alleviation Scheme.

The relevant draft minute of the City Executive Board meeting is attached later in the agenda.

The Board Member will present the report and recommendations.

#### **Recommendations**

The City Executive Board recommends Council to resolve to include the additional budget of £928,000 for the Northway and Marston Flood Alleviation Scheme in the Capital Programme (£2,196,000 financed from external funding, £400,000 financed from Council capital).

### **8 OXPENS DELIVERY STRATEGY**

29 - 36

The Executive Director, Regeneration and Housing submitted a report to the City Executive Board on 15 October which provides an update and seeks approval for an amendment to the Oxpens Delivery Strategy and budgetary adjustments.

The relevant draft minute of the City Executive Board meeting is attached later in the agenda.

The Board Member will present the report and recommendations.

## Recommendations

The City Executive Board recommends Council to resolve to approve the establishment of a capital budget of £8.4m to progress the project through the next stages.

## LICENSING AND GAMBLING ACTS COMMITTEE REPORT

### REVIEW OF THE STATEMENT OF GAMBLING LICENSING POLICY

#### ***Urgent item under S 100B (4) of the Local Government Act 1972\****

*The reason for urgency is that the consultation closed on 26 November and the report was not added to the agenda until the Chair and Vice-Chair had reviewed the comments. This was after the publication date of 27 December. Before this can be discussed, the Lord Mayor must state whether he considers the item should be taken at the meeting as a matter of urgency.*

The Head of Community Services submitted a report to the Licensing and Gambling Acts Committee on 14 September 2015 which detailed the revised draft Statement of Gambling Licensing Policy for public consultation. In discussion the Committee agreed that the “No Casino” resolution should be retained.

The Licensing and Gambling Acts Committee resolved to:

1. Agree that a 6 week consultation be held on renewing the revised draft Statement of Gambling Licensing Policy; and
2. Recommend to Council to resolve to adopt the revised draft Statement of Gambling Licensing Policy effective from 31 January 2016 (subject to any relevant representations being received within the consultation deadline to be reviewed by the Chair and Vice-Chair of this Committee) on the basis that a further review of the Policy will be undertaken following new Guidance from the Gambling Commission being issued.

Two relevant representations were received and the Chair and Vice-Chair have considered these. There are no changes to the recommended policy.

The Committee Chair will move the recommendations.

## Recommendations

Council is recommended to adopt the revised draft Statement of Gambling Licensing Policy as attached to the agenda effective from 31 January 2016.

*\*Local Government Act 1972 (section inserted by Local Government (Access to Information) Act 1985)*

*100B Access to agenda and connected reports.*

*(1)Copies of the agenda for a meeting of a principal council and.... copies of any report for the meeting shall be open to inspection by members of the public at the offices of the council in accordance with subsection (3) below.*

*(3)Any document which is required by subsection (1) above to be open to inspection shall be so open at least five clear days before the meeting, except that - .*

*.....*  
*(b)where an item is added to an agenda copies of which are open to inspection by the public, copies of the item (or of the revised agenda), and the copies of any report for the meeting relating to the item, shall be open to inspection from the time the item is added to the agenda; but nothing in this subsection requires copies of any agenda, item or report to be open to*

Supplement

inspection by the public until copies are available to members of the council.

(4)An item of business may not be considered at a meeting of a principal council unless either (a)a copy of the agenda including the item (or a copy of the item) is open to inspection by members of the public in pursuance of subsection (1) above for at least [F4five clear days] before the meeting or, where the meeting is convened at shorter notice, from the time the meeting is convened; or .

(b)by reason of special circumstances, which shall be specified in the minutes, the chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

## OFFICER REPORTS

### 9 LOCAL GOVERNMENT PENSION SCHEME - REVIEW OF FLEXIBLE RETIREMENT DISCRETIONS

37 - 60

The Corporate Lead for HR & Organisational Development has submitted a report presenting for approval two revisions to the Council's Flexible Retirement Policy.

The Board Member for Customer and Corporate Services will move the recommendations and the Chief Executive will be available to answer questions.

#### Recommendations

Council is recommended to:

1. approve two revisions to the Flexible Retirement Policy (incorporated within the existing Pension & Retirement Options Statement attached at Appendix 1) with effect from 8th January 2016, namely:
  - a) to permit employees to choose a 'partial draw-down' of benefits; and
  - b) reduce the minimum level of salary/hours reduction from 40% to 20%
2. authorise the Corporate Lead for HR & Organisational Development in conjunction with the Head of Law and Governance and Director for Organisational Development and Corporate Services to amend the policy from time to time in order to correct any factual or legal errors.

### 10 CONSTITUTION AMENDMENTS - CONTRACT RULES

61 - 80

The Head of Law and Governance has submitted a report recommending changes to the contract rules in Section 19 of the Council's constitution.

The Leader of the Council will move the recommendations and the Head of Law and Governance will be available to answer questions.

#### Recommendations

Council is recommended to approve, with immediate effect, the amendments to the Constitution as set out in the report and in Appendix 1.

**11 COUNCIL AND COMMITTEE PROGRAMME MAY 2016 TO MAY 2017**

81 - 90

The Head of Law and Governance has submitted a report asking Council to agree a programme of Council and committee meetings for the 2016/17 council year (May 2016 to May 2017 inclusive).

**Recommendations**

Council is recommended to:

1. approve the programme of Council and Committee meetings attached at Appendix 1 for the council year 2016/17; and
2. delegate the setting of dates for the Standards Committee to the Head of Law and Governance, in consultation with the Chair.

**QUESTIONS**

**12 CITY EXECUTIVE BOARD MINUTES**

91 - 108

This item has a time limit of 15 minutes.

Councillors may ask the Board Members questions about matters in these minutes:

- Approved minutes of the meeting held on 15 October 2015
- Draft minutes of the meeting held on 12 November 2015

**13 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL**

Questions on notice from councillors received in accordance with Council Procedure Rule 11.10(b).

Questions on notice may be asked of the Lord Mayor, a Board Member or a Chair of a Committee. One supplementary question may be asked at the meeting.

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 30 November 2015.

The briefing note will contain all questions submitted by the deadline, and written responses where available.

## PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

### 14 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 Members received in accordance with Council Procedure Rule 11.11 and 11.12 and not related to matters for decision on this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 1 December 2015.

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 45 minutes is available for both public speaking items. Responses are included in this time. Up to five minutes is available for each public address or question.

### 15 PETITIONS SCHEME - PETITION ASKING FOR SUPPORT FOR REFUGEES AND ASYLUM SEEKERS

109 - 112

The Head of Law and Governance has submitted a report setting before Council a petition meeting the criteria for debate under the Council's petitions scheme. The head petitioner has been invited to address the meeting for up to five minutes.

The text of the petition reads: *To Oxfordshire County Council, Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council & West Oxfordshire District Council: Give shelter, support and a fair hearing to refugees and asylum seekers in our community. Work with existing organisations like Oxford City of Sanctuary, Refugee Resource & Asylum Welcome to help those who are already here and to take in more who are desperately in need.*

#### Recommendations

That Council follow the procedure for large petitions in the Council's Petitions Scheme by:

1. hearing the head petitioner for the petition;
2. debating the petition; and
3. deciding whether to make any recommendations to the City Executive Board or officers.

### 16 PETITIONS SCHEME - EAST OXFORD COMMUNITY CENTRE

113 - 114

The Head of Law and Governance has submitted a report setting before Council a petition meeting the criteria for debate under the Council's petitions scheme. The head petitioner has been invited to address the meeting for up to five minutes.



The text of the petition reads: *Help Stop Labour controlled Oxford City Council takeover of East Oxford Community Centre. We the undersigned hereby demonstrate our support for keeping the management of EOCC under the control of the people of East Oxford.*

### **Recommendations**

That Council follow the procedure for large petitions in the Council's Petitions Scheme by:

1. hearing the head petitioner for the petition;
2. debating the petition; and
3. deciding whether to make any recommendations to either the City Executive Board and, or to officers.

## **17 OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS**

115 - 150

1. On behalf of Councillor Price the Assistant Chief Executive has submitted the Annual Review of the work of the Oxfordshire Partnerships.

**Council is invited to ask questions of the Leader and to note the submitted report.**

2. On behalf of Councillor Turner the Assistant Chief Executive has submitted a report on the work of the Oxfordshire Health Improvement Board.

**Council is invited to ask questions of the Leader and to note the submitted report.**

3. Each ordinary meeting of Council shall normally receive a written report concerning the work of one of the partnerships on which the Council is represented.

The programme of reporting at future meetings will be:

- February 2016: Enterprise Partnership
  - April 2016: Oxfordshire Growth Board
  - July 2016: Community Safety
  - September 2016: Environmental and Waste
4. 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 3 December 2015 that they wish present a written or oral report on the event or the significant decision and how it may influence future events.

## **18 SCRUTINY COMMITTEE UPDATE REPORT**

151 - 188

The Chair of the Scrutiny Committee has submitted a report which updates

Council on the activities of scrutiny and other non-executive Councillors and the implementation of recommendations since the last meeting of Council.

Council is invited to comment on and note the report.

## **PART 3 - MOTIONS REPRESENTING THE CITY**

### **19 MOTIONS ON NOTICE**

This item has a time limit of 60 minutes.

The full text of motions received by the Head of Law and Governance in accordance with Council Procedure Rule 11.17 by the deadline of 1.00pm on 25 November is below. Motions will be taken in turn from the Labour Liberal Democrat, Green, groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 1.00pm on 3 December. The briefing note will list amendments submitted before its publication.

**Council is asked to consider the following motions:**

#### **1. Housing and Planning Bill (proposed by Councillor Rowley, seconded by Councillor Price)**

##### Labour member motion

This Council notes:

- that the Housing and Planning Bill is currently being debated in Parliament, and if passed would threaten the provision of affordable homes for rent and buy through forcing "high-value" council homes to be sold on the open market, extending the "right to buy" to housing association tenants, and undermining section 106 requirements on private developers to provide affordable homes;
- that there is no commitment in the Bill that affordable homes will be replaced like-for-like in the local area - indeed, in Oxford it is very difficult to see how this could work financially;
- that whilst measures to help first-time buyers are welcome, the "starter homes" proposals in the Bill will be unaffordable to families and young people on ordinary incomes in most parts of the country, will not preserve the taxpayer investment, and will be built at the expense of genuinely affordable homes to rent and buy;
- that the Bill undermines localism by taking yet more new wide and open-ended powers for the Whitehall over councils and local communities - including the ability to override local plans, to mandate rents for social tenants, and to impose a levy on stock-holding councils, violating the terms of the housing revenue account self-financing deal; and
- that the Bill, whilst introducing some welcome measures to get to grips with rogue landlords, does not help with the high rents, poor conditions and insecurity affecting many private renters, in an expanding sector which now houses more than one in four households in Oxford, and does nothing to help arrest the recent rise in homelessness.

This Council:

- congratulates those involved in the Council's statistical research, which presents a clear picture of Oxford to the public and greatly helps us as Members to argue the case for Oxford; and
- thanks officers for the work they have done in preparing a robust response to the Government's consultation on the Bill.

This Council therefore resolves to ask the Executive Board:

1. to analyse and report on the likely impact of the forced sale of council homes, the extension of right-to-buy and the "starter homes" requirement on the local availability of affordable homes, and any further impacts of the Bill on our City;
2. to support the Leader of the Council in writing to the Secretary of State with our concerns about the Bill;
3. to ask for urgent meetings for the Leader of the Council, the Chief Executive and relevant Board Members and Officers, with our two local MPs, and with the relevant Minister in the DCLG; and
4. to make public our concerns by publishing this Motion prominently on the Council's website, and by promoting our concerns through the local and, if possible, national press;
5. to set up an urgent meeting between the Leader of the Council, Board Member for Housing and the Chief Executive with the local Members of Parliament to raise our concerns;
6. to make public our concerns, including by publishing the above information on the council's website and promoting through the local press.

## **2. Procurement and tax (proposed by Councillor Fooks)**

### Liberal Democrat member motion

Council notes that

- Corporate tax evasion and avoidance are having a damaging impact on the world's poorest countries, to such a level that it is costing them far more than they receive in aid
- this is costing the UK as much as £30bn a year
- this practice also has a negative effect on small and medium-sized companies who pay more tax proportionately

Council further notes

- that the UK Government has taken steps to tackle the issue of tax avoidance and evasion by issuing Procurement Policy Note 03/14, applying to all central government contracts worth more than £5m
- the availability of independent means of verifying tax compliance, such as the Fair Tax Mark

In early 2015 new regulations required public bodies, including councils, to ask procurement qualification questions of all companies for tenders over £173,000 for service contracts and £4m for works contracts. However, these questions are not as detailed as the PPN 03/14.

Oxford City Council currently requires companies to have ethical and social policies. Council believes that it should also require bidders for Council contracts to account for their past tax record, using the standards in PPN 03/14, rather than the lower standards in the recent regulations.

Council therefore calls for the new procurement procedures, currently being drawn up, to be amended to require all companies bidding for council contracts to self-certify that they are fully tax-compliant in line with central government practice, this to apply to all contracts worth over £173,000 for service contracts and above £4m for works contracts.

Council asks the Executive Board to publicise this policy and requests a report on its implementation to be presented to Council annually for the next three years.

### **3. Reforming Local Government Finance (proposed by Councillor Simmons)**

#### Green member motion

This Council notes the recent exchange of correspondence between the Leader of the County Council and the MP for Witney.

This Council regrets the damaging social effects of the Government's austerity measures. In particular, it is concerned about the cuts to local Government finance which are affecting Oxford City and Oxfordshire County Council's at a time when local Government is facing increasing demands on its services.

This Council therefore asks the Leader to write to Oxfordshire's MPs asking them to lobby for the following changes to local Government financing for the City and County:

- Remove the 2% Council Tax cap.
- Give the Council the freedom to extend Council Tax bands.
- Remove the ring-fencing restrictions on some Council budgets.
- Re-direct some funding from the various economic development quangos to the Council.
- Give Councils the freedom to set their own Council house rent levels
- Allow for higher levels of prudential borrowing
- Reverse the cuts to the local Government funding and instead invest in a better, brighter future for the people of Oxfordshire.

### **4. Network Rail (proposed by Councillor Gotch)**

#### Liberal Democrat member motion

Residents of Upper Wolvercote have been frequent complainants, for 6 months or so, to Oxford City Council and Network Rail during construction of the new east/west rail link. Reasons include excessive noise, fumes, and vibrations causing damage to nearby houses, and by the felling of nearly all mature trees on embankments – in spite of Network Rail's claim to be an environmentally conscious and sensitive organisation.

Network Rail has exercised its statutory right to carry out engineering operations on railway land without external sanction.

The Public Inquiry Inspector recommended conditions, endorsed by the Secretary of State, that are mainly concerned with rail service operations, not construction, and the City has not found them useful in monitoring or preventing poor practice during construction.

Council, therefore, calls on central government to pass legislation removing all permitted development rights for projects on railway land, and requiring railway operators to apply to the local planning authority for detailed planning permission for engineering operations on railway land – as with any other landowner. Landscaping issues would need to be included in any application, as well as good construction practice details. Administration costs and costs of officers' time and consultants' services would be paid by applicants, and exemptions would be safety related projects.

## **5. Disastrous changes to housing policy (proposed by Councillor Hollick)**

### Green member motion

This Council notes the disastrous affect that the proposals in George Osborne's summer budget will have on the Council's ability to fund new social housing and retain existing properties. In addition, the so-called 'pay to stay' measures will cause hardship to many low paid households as identified by organisations including Defend Council Housing.

This Council:

- calls for additional funding to be made available to address the housing crisis in Oxford
- opposes right-to-buy including the extension to housing association properties and agrees to look at alternative housing models that could mitigate the worst impacts of the current RTB proposals
- opposes 'pay to stay' but, if it is to be introduced, agrees to ask for the threshold to be raised to the same as London.

This Council therefore agrees to do all it can to resist these changes and asks the Leader to write to the relevant Ministers making known the Council's views.

## **6. Implementing the Counter Terrorism and Security Act 2015 (proposed by Councillor Benjamin)**

### Green member motion

This Council notes potential impact of implementing the 'Counter Terrorism and Security Act 2015', the Counter Extremism Strategy and the Investigatory Powers Bill on local authorities delivering frontline services, as well as those in the local community, such as landlords and religious leaders.

For example, a recent LGiU briefing highlighted, with reference to the Investigatory Powers Bill that:

“Advances in data capture, storage and analysis mean that local authorities now keep more bulk personal datasets, matching up data from a range of local services. This has enabled them to better understand customers need and target resources. Local Authorities will need to be mindful that such information could be used for security purposes and of the implications of this for their communities.”

There is a challenge for specified authorities, including local authorities, schools, the police, health and others, to implement new legal obligations in the exercise of their functions, in order to have 'due regard to the need to

prevent people from being drawn into terrorism' and, especially for schools to promote 'British values', in order to ensure the protection of vulnerable adults and young people at risk of radicalisation.

The legislation, like all laws based on 'suspicion' could breach free speech and professional confidentiality and with its legal obligations places responsibilities on officers of the Council that may be deemed unfair. There is also the fear that a network of false accusations could arise wasting precious police time and stigmatising specific young people. However, these fears and challenges need to be balanced with ensuring that vulnerable people are safeguarded from exploitation by extremists.

This Council therefore asks the Executive Board to work collaboratively and sensitively with officer, professional groups, schools, trade unions, local faith groups and others to ensure that implementation of the new duty is done constructively and in consultation with local communities as appropriate.

## **20 MATTERS EXEMPT FROM PUBLICATION AND EXCLUSION OF THE PUBLIC**

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)

## **21 CONFIDENTIAL APPENDIX: OXPENS DELIVERY STRATEGY**

189 - 192

This is exempt from publication by virtue of Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972 for the following reasons:

- Commercial affairs of the Council.

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

Additional information, councillors' questions, public addresses and amendments to motions are published in a supplementary briefing note. The agenda and briefing note should be read together.

The Briefing Note is published as a supplement to the agenda. It is available on the Friday before the meeting and can be accessed along with the agenda 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.

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<sup>1</sup>Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

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**To:** City Executive Board

**Date:** 12 November 2015

**Report of:** Executive Director, Community Services

**Title of Report:** Northway and Marston Flood Alleviation Scheme

## Summary and Recommendations

**Purpose of report:** To seek project approval for the Northway and Marston Flood Alleviation Scheme.

**Key decision:** Yes

**Executive lead member:** Cllr Ed Turner (Finance, Corporate Asset Management and Public Health) and Cllr John Tanner (Climate Change and Cleaner, Greener Oxford)

**Policy Framework:** Corporate Plan priorities- Cleaner, Greener Oxford, Vibrant and Sustainable Economy, Efficient and Effective Council, Stronger and Active Communities, Meeting Housing Needs.

**Recommendation(s):** That the City Executive Board resolves to:

1. give project approval for the scheme;
2. note the reduction in the need for Oxford City Council capital funding provision to deliver this project (a release of £1,268,000);
3. give delegated authority to Executive Director, Community Services, in consultation with the Monitoring Officer and s151 Officer, to be able to enter into any necessary funding agreements to secure the external funding for the scheme; and
4. recommend Council to resolve to include the additional budget of £928,000 for the Northway and Marston Flood Alleviation Scheme in the Capital Programme (£2,196,000 financed from external funding, £400,000 financed from Council capital).

## Appendices

Appendix 1: Risk Register

## **Background:**

1. Northway and Marston are suburbs in Oxford, situated in the north east of Oxford. They are largely residential areas with a number of open spaces. The area has been subject to regular flooding events due to fluvial and surface water flooding originating from the Peasmoor Brook and Headington Hill Tributary.
2. This project has arisen out of public concerns over a number of years about regular flooding of streets in Northway and New Marston. The issue came to a head in November 2005 when an article and photographs of flooding in Northway appeared in the Oxford Mail. While the precise cause of the periodic flooding was unknown and therefore the agency with responsibility for addressing the problem not identifiable, the City Council took the initiative as community leader.
3. In 2011 Atkins (consulting Engineer) was commissioned by the Council to carry out a flood risk study to consider the origin, extent and severity of flooding in the area. There are currently no flood defences there and the conclusion of the study is that 110 private properties are affected by a storm with a 1% Annual Exceedence Probability (AEP) chance of occurring. Of the 110 properties there are 11 at risk of flooding from events as low as 50% AEP (1 in 2 years).
4. The study considered a number of options which consisted of replacement of existing culverts with greater capacity culverts, pumping the flow around the affected area, creating floodwater storage areas in the catchment and flood warning and flood resilience measures. The report concluded that the option with the most favourable benefit/cost ratio is that of creating temporary flood storage areas in the local catchment- retaining torrential rain water runoff and releasing it slowly into the catchment.
5. This option was taken forward and developed into a Project Appraisal Report (PAR) for submission to the Environmental Agency for Flood Defence Grant in Aid (FDGiA) funding. The bid was successful and the Council received the grant allocation letter from the Environment Agency in May 2015.
6. A full time internal project manager has subsequently been appointed and a project board and project team mobilised. The Project Initiation Document has been taken to the CAMAC Board and approved for gateway 2; this allows procurement of the detailed design in order to move the project to delivery.

## **Project core benefit:**

7. There are 110 properties at risk during a 1 in 100 year flood event in the target area of this scheme. All 110 properties will receive a benefit of reduced flood risk as a result of the measures installed by this project,

with 91 properties being completely removed from the known risk of flooding.

**Project objectives:**

8. To reduce the risk of flash flooding to 108 residential properties and 2 commercial properties in Northway and Marston by June 2017.
  - a. Reduce the risk to 53 properties from “very significant risk” (1 in 20 year event) to “moderate risk” (between 1 in 75 year and 1 in 200 year event).
  - b. Reduce the risk to 8 properties from “significant risk” (between 1 in 20 and 1 in 75 year event) to “moderate risk” (between 1 in 75 year and 1 in 200 year event).
  - c. Reduce the risk to 30 properties from “significant risk” (between 1 in 20 and 1 in 75 year event) to “low risk” (1 in 200 year event).
  - d. Improve standard of protection to all 110 properties at risk during a 1 in 100 year event with 91 residential properties being fully protected to a 1 in 75 year Standard of Protection (insurance break-point).
  - e. Avoid the economic risk of “doing nothing” of £319k per annum.
9. To deliver ecological improvement to Northway Field, Peasmoor Brook and Court Place Farm Recreational area by June 2017.
  - a. Create 0.3 ha of amphibian/newt habitat at Peasmoor Brook and Court Place Farm Recreational ground.
  - b. Deliver amenity and biodiversity enhancement at Northway Field with dry wild flower grass mix and bulb planting of bund.
  - c. Completion of works to high standards that will enhance the local environment with this scheme being recognised as environmental exemplar project.
10. To contribute to the enhancement of the recreational provision at Northway and Marston by June 2017.
  - a. Levelling Northway field for improved football pitch provision.
  - b. Creating wetland reserve along Peasmoor Brook on Court Place Farm recreation ground which will link with Court Place Farm Nature Reserve.

**Project scope and exclusions:**

11. Scope

The project seeks to address the flood risk areas identified in the 2011 Flood Risk Study- namely properties on Stockley Road, Maltfield Road, Dents Close, Corpse Lane, Westland Drive, Saxon Way, and Borrowmead Road within Northway and Marston wards.

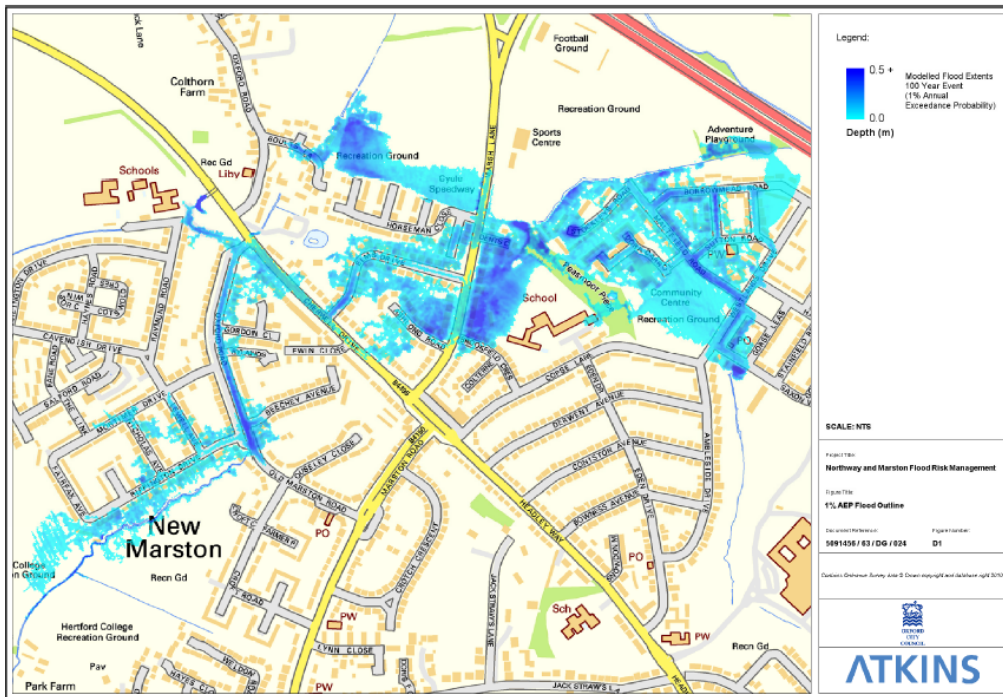


Figure 1: Flood reach outline in Northway and Marston area

In simple terms the risk of surface water flash flooding is caused by intense prolonged rainfall causing Headington Hill Culvert to breach and Peasmoor Brook to flood its banks.

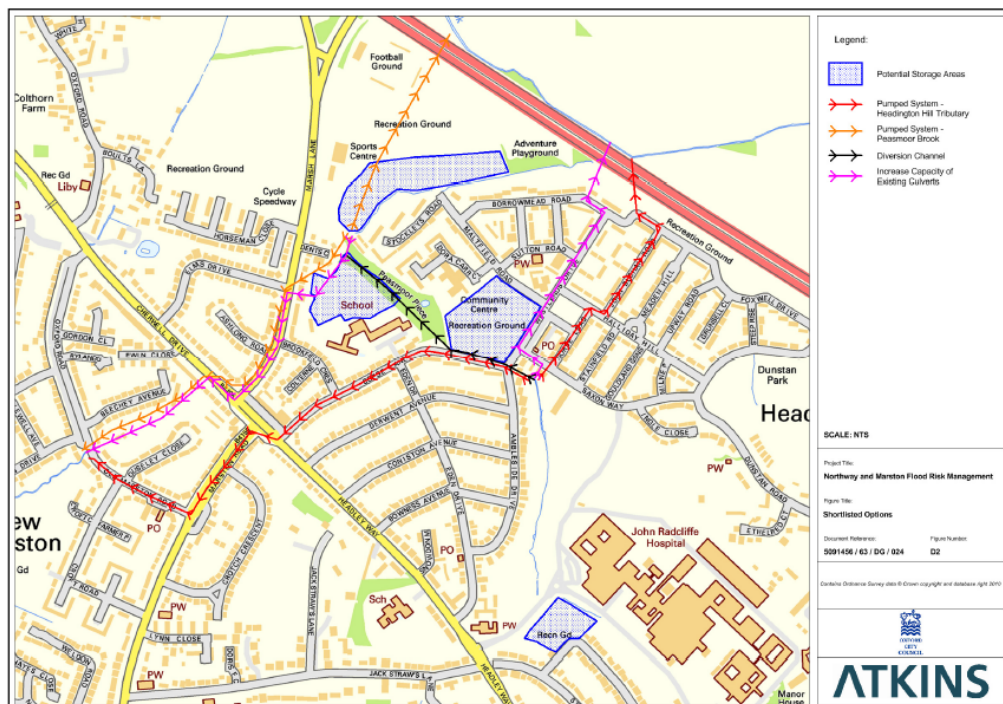


Figure 2: Flow direction within existing culverts and channels and location of options for temporary flood storage.

The scheme will predominantly use the mitigation method of temporary flood water storage to deliver the flood risk reduction benefits for residents and businesses in the area.



Figure 3: Outline of final scheme proposal including temporary flood storage at Northway Community Field and Court Place Farm (green outline) and natural embankments at Peasmoor Place and Northway Community Field.

## 12. Exclusions

- Flooding occurring outside target streets and not originating from the Peasmoor Brook and Headington Hill Tributary.
- Reduction of residual risk after taking mitigation action e.g. a severe flood event that exceeds a flood management design standard.
- Emergency flood response within Northway and Marston.
- Flood mitigation measures within Greensquare Dora Close Redevelopment.
- Foul and sewerage flooding issues in Northway and New Marston.

## Legal issues:

13. The scheme will need to comply with the following statutory duties in its design and construction:

- Duty to consult and work with partners under the Flood and Water Management Act 2010.
- Requirements on river basin management and water quality under the Water Framework Directive 2000.
- Requirements to conserve European protected species under the Conservation of Habitats and Species Regulations 2010.
- Biodiversity duties under the Natural Environment and Rural Communities (NERC) Act 2006.

- Requirements under the Environmental Protection Act 1990 surrounding the use and disposal of waste, contaminated land and statutory nuisance (including noise).
14. Oxford City Council hold a 99 year lease for Northway Community Field with Oxfordshire County Council as the landowner. Landowner consent will be required for any works carried out on Northway Community Field and revisions to the lease will need to be agreed to reflect changes to the site after project completion.

**Financial issues:**

15. Initial estimates, which were made 18 months ago, put the costs of the main engineering elements of the scheme at £1,914,000. This estimate excludes the cost of wider project elements such as stakeholder engagement, landscaping and information/interpretation boards. More accurate project costs will become available once we have a detailed design for the scheme. However, given the information available and including allowance for inflation and contingencies, the project budget envelope for the scheme is £2,596,000.
16. External funding has been successfully secured from the Environment Agency of £1,596,000 (Flood and Coastal Erosion Risk Management Grant in Aid [FCERM GiA] and Local Levy) and Oxfordshire Growth Board/ Oxfordshire Local Enterprise Partnership of £600,000 (Local Growth Fund 1).
17. The securing of external funding has meant that the call on Oxford City Council capital funds can be reduced to £400,000 to cover the estimated remaining costs. When the scheme has been fully designed and costed, this internal capital allocation may need to be reviewed.
18. The scheme is in the current capital programme at £1,668,000 which was anticipated to be fully funded by Council capital resources. The external funding and the revised estimate of scheme costs mean that £1,268,000 of this funding can be released to fund other capital schemes.
19. By completing the flood alleviation scheme the Council will have removed the annual economic risk of “doing nothing” of £319,000 per annum.

**Procurement:**

20. The following procurement strategy has been approved for delivery of the scheme:
- Designer and quality management:- Due to the value of money, and taking into consideration the Council’s Contract Rules, it is proposed that Atkins Ltd. be appointed as a direct award via Lot 16 of the Crown Commercial Services framework RM830 (Environment &



Sustainability Advice Support & Delivery Services). The Council is legitimately able to commission a call-off contract off of this framework. The added benefit of using this framework is that the terms and conditions have already been established.

- Civil Engineer: - As the proposed works are well within the capability and capacity of Direct Services, the Council's own Highways and Civil Engineering team will undertake the role of principal contractor. Once Direct Services have been commissioned any specialist works that cannot be undertaken directly by Direct Services will be sub-contracted with contractors working under Direct Services. Any appointments will follow a compliant process in accordance with the Council's Contract Rules. Atkins will be retained as external quality manager to oversee the construction phase of the project.

**Environmental impact:**

21. The scheme will result in the creation of habitat via the natural planting of bunds on Northway Community Field and the creation of a 0.3 hectare wetland reserve at Court Place Farm Recreation Ground. This will assist to improve these reaches to Good Ecological Status.

**Level of risk:**

22. Please see the risk register Appendix 1.
23. An Outline Risk Assessment has been carried out for the submission of the bid to the Environment Agency which has categorised the overall project risk as medium.
24. An initial Designer's Risk Assessment has been carried out with no unacceptable risks identified. A Public Safety Risk Assessment (PRSA) will be conducted during the detailed design phase.
25. The main risks to the Council by giving project approval include:
  - a. Not securing external funding- mitigation: keeping to the grant conditions;
  - b. The scheme does not deliver the required outcomes- mitigation: careful design and construction management led by specialists in this field;
  - c. Cost over-runs- mitigation: significant build and client contingencies are included in the budget (circa 30%).

**Equalities impact:**

26. This project has been reviewed for equalities impact and the conclusion is that this project has low impact on equalities and thus does not need to undertake an Equalities Impact Assessment.

27. The flood reduction benefits delivered by this project may result in reduced insurance costs which could benefit lower income households. Equalities impact will be kept under review to ensure equality of access to the benefits from the scheme wherever possible (e.g. the pathways of the wetland reserve).

**Public involvement:**

28. The communities of Northway and Marston were engaged extensively in 2012 in an attempt to gain an accurate picture of flood events in the area. The proposed scheme is well supported by local Members. We will be working with the local community over the next few months to set out proposals, understand and address any concerns around this project.

**Conclusion:**

29. To conclude, it is recommended that the Council lead this project and for officers to ensure that it demonstrates value for money whilst being externally funded. It is recommended also that the project provides strong local benefit and is designed sympathetically providing enhancement to the local area.

**Name and contact details of author:-**

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**Background papers:**

For more information please see <http://www.oxford.gov.uk/nandmfloodproject>



Risk ID	Date Raised	Project / Programme	Risk Category	Description of the Risk	Current Gross Risk Rating			Mitigating Actions	Action Due Dates	Action owner	Residual Risk Rating			Status (Open / Closed)	Date of last update
					P	I	Score				P	I	Score		
R001	15-Jan-15	N&M FAS	Environmental	Contamination requiring disposal of material off site and requirement for clean material fill and therefore Increased costs to project.	2	4	8	Soils investigation and testing. Historical searches, testing of material from boreholes, early consultation with appropriate people. Specialist advise to review asbestos found to be present at Peasmoor Brook. An allowance has been made for some removal and offsite disposal.	29-Jan-16	Simon Fox, Atkins	1	2	2	Open	27-Oct-15
R002	15-Jan-15	N&M FAS	Technical, operational and infrastructure	Service stick or need to divert services	3	4	12	GPR surveys and trial digs to confirm service locations and depths. Plan works to account for services risk. Early liaison with utility companies to establish working boundaries and diversions if required.	31-Mar-16	Simon Fox, Atkins Helen Vaughan-Evans Shaun Hatton	2	4	8	Open	27-Oct-15
R003	15-Jan-15	N&M FAS	Strategic & commercial	Flood occurs before works completed	3	5	15	Accelerated programme delivery being adopted. Frequently consultation updates to manage public expectations.	30-Jun-17	Helen Vaughan-Evans	3	3	9	Open	27-Oct-15
R004	15-Jan-15	N&M FAS	Environmental	Environmental impact associated with preferred option	2	2	4	All statutory stakeholders consulted. Environmental mitigation will be captured in Environmental Action Plan and followed. Gain full stakeholder buy-in to solutions early on.	31-May-16	Helen Vaughan-Evans Simon Fox, Atkins Shaun Hatton	1	1	1	Open	27-Oct-15
R005	15-Jan-15	N&M FAS	Economic, financial & market	Inability to secure funding from the partnership	3	3	9	Negotiation with potential contributors	31-Aug-15	Helen Vaughan-Evans	2	3	6	Closed	27-Oct-15
R007	15/01/2015	N&M FAS	Strategic & commercial	Planning permission not secured	2	5	10	Pre-application discussions to secure in principle approval	31-May-16	Helen Vaughan-Evans	1	5	5	Open	27-Oct-15
25 R008	14/11/2014	N&M FAS	Economic, financial & market	Increases costs through delays because of objections to planning and could result in funding being removed	4	5	20	Early consultation and good communication with the public is important. Close liaison with landowners carried out to understand their needs. Continue liaison with stakeholders and address concerns, but communicate limitations on funding.	31-May-16	Helen Vaughan-Evans	3	3	9	Open	27-Oct-15
R009	14/11/2014	N&M FAS	Technical, operational and infrastructure	Project requires removal of trees- TPOs cause delays to project and change in design	2	4	8	Early discussions with councils and mitigations identified. Review of magic map to check for designations, Check for any issues once design finalised. Consider in design - aim to minimise tree removal anyway	19-Dec-15	Helen Vaughan-Evans Simon Fox, Atkins	1	2	2	Open	27-Oct-15
R010	14/11/2014	N&M FAS	Technical, operational and infrastructure	Archaeological discovery causing construction delayed for archaeological excavation	2	4	8	Survey prior to the works beginning. Magic Map search, Geophysical survey to scan for archeology. Complete survey. Discussions with County Archaeologist	31-May-16	Simon Fox, Atkins Helen Vaughan-Evans	1	4	4	Open	27-Oct-15
R011	14/11/2014	N&M FAS	Technical, operational and infrastructure	Compound sites restrictive and access limited causing longer site duration	3	3	9	Ensure this is considered as part of the design to minimise impact. Support from landowners for scheme. Early contractor involvement to identify locations; council owned land available. Early discussions with local landowners.	31-May-16	Simon Fox, Atkins Helen Vaughan-Evans	2	2	4	Open	27-Oct-15
R012	14/11/2014	N&M FAS	Technical, operational and infrastructure	Requirements for seepage control could increase costs significantly. Needs timely investigation in order to design / reconsider project	2	4	8	Ensure that if identified during SI careful consideration is given to the design. Carry out geotechnical investigation as part of detailed design	31-Jan-16	Simon Fox, Atkins	2	2	4	Open	27-Oct-15
R013	14/11/2014	N&M FAS	Technical, operational and infrastructure	Unforeseen ground conditions causing delays to programme once on site	2	4	8	Ensure process in place to deal with this quickly and efficiently to minimise delays. SI to be carried out. Take account in design and involve contractors in planning timing of works. Investigate ground conditions.	31-May-16	Simon Fox, Atkins Helen Vaughan-Evans	1	2	2	Open	27-Oct-15

Risk ID	Date Raised	Project / Programme	Risk Category	Description of the Risk	Current Gross Risk Rating			Mitigating Actions	Action Due Dates	Action owner	Residual Risk Rating			Status (Open / Closed)	Date of last update
					P	I	Score				P	I	Score		
R014	14/11/2014	N&M FAS	Technical, operational and infrastructure	Security and vandalism causing cost of replacement and / or repair, potential impact on programme	2	2	4	Public support for the scheme. Consider security on site if perceived to be a risk once on site - cost impacts assume only minor damage caused so mitigation will not be cost effective.	30-Sep-16	Helen Vaughan-Evans Shaun Hatton	1	2	2	Open	27-Oct-15
R015	14/11/2014	N&M FAS	Technical, operational and infrastructure	Delay with acquisition of materials - finishings etc. causing delay to programme	3	4	12	Early discussions with local supplier to allow sufficient lead in time. ECI to allow time for planning to get orders in place in timely manner - mitigation accounted for in other risks	31-Aug-16	Helen Vaughan-Evans Shaun Hatton	2	4	8	Open	27-Oct-15
R016	14/11/2014	N&M FAS	Organisational, human & management	Change in key PM or/and Project Team personnel during project life causing potential for delays and increased cost	2	4	8	Ensure project team helps to bring new members up to speed. Ensure all team members are well informed in order to provided continuity if this does occur.	13-Sep-17	Jo Colwell	1	2	2	Open	27-Oct-15
R017	14/11/2014	N&M FAS	Organisational, human & management	Change in key Contractor personnel during project life causing potential for delays and increased cost	2	4	8	Ensure project team helps to bring new members up to speed. Ensure all team members are well informed in order to provided continuity if this does occur.	30-Jun-17	Jo Colwell	1	2	2	Open	27-Oct-15
R018	14/11/2014	N&M FAS	Organisational, human & management	Change in key Consultant personnel during project life causing potential for delays and increased cost	2	4	8	Ensure project team helps to bring new members up to speed. Ensure all team members are well informed in order to provided continuity if this does occur.	30-Jun-17	Jo Colwell	1	2	2	Open	27-Oct-15
R019	14/11/2014	N&M FAS	Economic, financial & market	Damage to buildings as a result of construction and use causing claims from local residents	2	4	8	Good Traffic Management, precommencement surveys and communication with property owners. Ensure care on site and consider contractor risk to ensure risk is managed. Monitor buildings prior to works to provide evidence in case of claims. Carry out survey and consider writing into contract.	30-Sep-16	Helen Vaughan-Evans Shaun Hatton	1	4	4	Open	27-Oct-15
R020	14/11/2014	N&M FAS	Environmental	Adverse weather causing delays to programme once on site	3	5	15	Review of historical information, long range weather forecast etc. Design minimises in river works. Plan works and consider flexibility.	31-May-16	Helen Vaughan-Evans Simon Fox, Atkins	2	4	8	Open	27-Oct-15
R021	14/11/2014	N&M FAS	Environmental	Site flooding from river, surface water and groundwater causing potential for delays through changes in design and mobilisation of contractor	4	5	20	Contractor to ensure that site compounds, material and plant are located in lower flood risk areas. Regular monitoring of Agency flood warning system to be applicable. Plan works to reduce risk of delay to works.	30-Jun-15	Shaun Hatton	2	4	8	Open	27-Oct-15
R022	14/11/2014	N&M FAS	Technical, operational and infrastructure	Service diversions needed as part of works causing potential for delays through changes in design and mobilisation of contractor	4	5	20	Plan works to account for services risk; early liaison with statutory undertakers during detailed design. Continue close liaison with statutory undertakers	31-May-16	Helen Vaughan-Evans Simon Fox, Atkins	3	4	12	Open	27-Oct-15
R023	14/11/2014	N&M FAS	Legal & regulatory	Landowner agreements not received causing potential for delays to entry on site and scheme to be redesigned	3	5	15	Regular landowner consultations to advise of works scope and agree alignment and proposals. Continue liaison and address concerns, but communicate limitations on funding	31-Jan-16	Helen Vaughan-Evans	1	4	4	Open	27-Oct-15
R024	14/11/2014	N&M FAS	Environmental	Invasive species requiring treatment before works can commence which causes delay to works on site	4	2	8	Carry out survey at earliest opportunity to allow planning to remove species Survey, and inform contractor of any expected impact.	31-Jan-16	Helen Vaughan-Evans Simon Fox, Atkins	3	1	3	Open	27-Oct-15
R025	14/11/2014	N&M FAS	Economic, financial & market	Change of option post PAR causing additional design work	3	4	12	Oxford CC/EA buy in and ECI critical to ensure the construction cost and prog not increased. Continued consultation with stakeholders to gain buy in.	31-May-16	Helen Vaughan-Evans	2	4	8	Open	27-Oct-15
R026	14/11/2014	N&M FAS	Economic, financial & market	Tweaks to existing option post PAR impacting on programme and cost causing additional design work	4	3	12	Oxford CC/EA buy in and ECI critical to ensure the construction cost and prog not increased. Continued consultation with stakeholders to gain buy in.	31-May-16	Helen Vaughan-Evans	2	2	4	Open	27-Oct-15
R027	14/11/2014	N&M FAS	Economic, financial & market	Increase in inflation above 2.5% rate assumed causing cost underestimate	3	4	12	Allowance made in risk budget	19-Dec-15	Helen Vaughan-Evans	1	3	3	Open	27-Oct-15
R028	14/11/2014	N&M FAS	Legal & regulatory	Objections from Natural England causing changes to design required to gain NE approval	4	4	16	Early and continued consultation with NE	31-Jan-16	Helen Vaughan-Evans	2	4	8	Open	27-Oct-15

Risk ID	Date Raised	Project / Programme	Risk Category	Description of the Risk	Current Gross Risk Rating			Mitigating Actions	Action Due Dates	Action owner	Residual Risk Rating			Status (Open / Closed)	Date of last update
					P	I	Score				P	I	Score		
R029	17/09/2015	N&M FAS	Economic, financial & market	Delays to delivery of programme which causes external funding to be removed as funding is time bound (by 2017/18)	3	5	15	Early engagement with decision point approvers and consultant and contractor. Stakeholder engagement and management. Regular communication with funders. Keep contingency within OCC capital programme.	01-Jan-17	Helen Vaughan-Evans	2	4	8	Open	27-Oct-15
R030	17/09/2015	N&M FAS	Environmental	Protected species discovery causing additional mitigation to be built into design and delay to planning application and construction	4	4	16	Complete surveys as early as possible. Discussions with Natural England for licenses. Build in contingency into project plan.	15-May-16	Simon Fox, Atkins Helen Vaughan-Evans	4	2	8	Open	27-Oct-15

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**To:** City Executive Board

**Date:** 15 October 2015

**Report of:** Executive Director Regeneration and Housing

**Title of Report:** Oxpens Delivery Strategy

## Summary and Recommendations

**Purpose of report:** To provide an update and seek approval for an amendment to the Oxpens Delivery Strategy and budgetary adjustments.

**Key decision** Yes

**Executive lead members:**

Cllr Bob Price, Board Member for Corporate Strategy and Economic Development;  
Cllr Ed Turner, Board Member for Finance, Asset Management and Public Health;  
Councillor Alex Hollingsworth Board Member for Planning & Regulatory.

**Policy Framework:** Corporate Plan - vibrant & sustainable economy; Core Strategy 2010; West End Area Action Plan 2008; Regeneration Framework 2010; Oxpens SPD 2013.

**Recommendations:** That the City Executive Board resolves to:

1. **Note** the contents of this report;
2. **Delegate to** the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Oxpens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 4 below;
3. **Approve** the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and
4. **Recommend Council to resolve to** approve the establishment of a capital budget of £8.4m to progress the project through the next stages.

## **Appendices**

Appendix 1 Risk Register

Appendix 2 Confidential Appendix

## **Background**

1. In April 2015, CEB agreed to establish an investment vehicle with a private sector partner, Exemplar Properties Ltd, and to an agreement with the Department for Transport/Cabinet Office (DfT/CO) for the acquisition of the railway lands. The background to the project and fuller details are as set out in the previous CEB paper and as such are not repeated here.
2. The partner withdrew at late stage as it no longer wished to proceed on the agreed basis. This report sets out the proposed revised arrangements and budgetary implications.

## **Priority**

3. The Oxpens development is a strategic priority in the Oxford City Deal and the Oxfordshire Strategic Economic Plan and unlocks major private sector investment and jobs as well as delivering significant wider benefits, including:
  - essential business space and accommodation for new and growing enterprises and services which require links to the universities and service economy
  - city centre regeneration linked to major investment committed at the railway station and Westgate (£500m redevelopment starting in 2015)
  - transport improvements and flooding infrastructure which are essential to enable the city's economy to grow
  - providing a platform for wider regeneration including employment areas near the station and Osney Mead, and supporting redevelopment around Frideswide Square
  - providing new market and affordable housing (over 300 homes), and visitor accommodation.

## **Timing & Way Forward**

4. Central Government is still to confirm how it now wishes to handle the disposal of the railway lands at Oxpens. It is possible that the Government (through London and Continental Railways who are the owners of the site) will offer the site for sale to the previous bidders based on an unconditional contract and that this transfer will take place swiftly. If this were to be the case, the Council would also be invited to make a bid and it is therefore important that it is in a position to move quickly to seek to acquire the site if this takes place.

5. The Council proposes to seek to acquire the railway lands in order to combine the site with its adjoining holdings and promote mixed-use development. The Council would then seek a private sector partner to undertake a comprehensive scheme of development. The partnership structure would adopt the same principles as the Barton LLP with Grosvenor. A number of leading developers have already expressed strong interest in working with the Council on this basis.
6. If the railway land can be acquired the Council intends to run a competition for a partner and the development will proceed as planned with strategic infrastructure being installed, planning permission sought and onward sale of plots for development. The private sector partner would become an equal partner with the Council and refund half the costs of acquiring the railway lands-with the balance of the land value together with any development uplift being returned to the Council as development takes place. The Council's own land will be also transferred into the partnership for an agreed price subject to an independent valuation. The intention is to have a new partner in place within six months of the acquisition.
7. The Council has taken independent advice from leading property advisers JLL who has also carried out soft market testing with major private sector developers. This has demonstrated that there is significant interest in the wider Oxpens site from developers of excellent standing, who have proven track records in bringing forward large, complex regeneration sites, combining housing and commercial elements. These developers also agree that the Oxpens opportunity site should be brought forward as a comprehensive scheme to maximise receipts and reduce delivery risk. An equal joint venture partnership with the Council is considered to be a positive proposition.

### **Delivery and Development Programme**

8. It is anticipated that infrastructure development could start on site in 2017 with the support of secured Local Growth Fund (LGF) funds already allocated.

### **Legal and Procurement Issues**

9. Powers: The City Council is entering into the project for the purposes of regeneration and economic growth exercising the General Power of Competence in Section 1 of the Localism Act 2011.
10. Procurement: Pinsent Masons solicitors have provided procurement advice to the Council. Selection of a partner will require a form of competition.

### **Financial Issues & Due Diligence**

11. The Capital Programme Budget for 2015/16 that was agreed at full Council on 18 February 2015 included £2.0m for investment at Oxpens. The

revised approach will require budgetary provision to be made for a variable investment with a maximum exposure of £8.4m.

12. Timeframes for receipts: Returns will be linked to sales of land plots. The revised programme currently anticipates first sales in 2018. This will be subject to a detailed business plan that will be agreed between partners and reported back to CEB.
13. Further details are provided in Appendix 2.
14. Legal, Property and Technical Fees: The CEB and Council Reports of 3 July 2014 and 14 July 2014 respectively identified a total estimated cost of £370k, of which an initial budget of £320k was established to progress the first stages, wholly funded from the New Growth Points grant. The CEB report of 28 April 2015 confirmed that the initial budget of £320k was adequate but that any changes in the original planned delivery route would require a review of the cost of fees. Abortive cost and rework means that the revised estimate of fee expenditure reverts to the full original estimate of £370K. A budget change will be required accordingly.

<b>Oxpens Delivery Strategy</b> legal, property, technical fees				
<b>Total Estimated</b>	<b>Current Estimate</b>	<b>Spend/Committed to date</b>	<b>Approved Budget (NGP)</b>	<b>Additional Budget Req.</b>
370k	370k	114k	320k	50K

15. The funding of the additional £6.4 million of capital expenditure will be through prudential borrowing. There is an option to provide internal funds to finance the deal which will result in a loss of investment interest at an average rate of around 1.5% of up to approximately £120k per annum which would need to be adjusted in the Council’s Medium Term Financial Plan. The return on the investment is shown in the Confidential Appendix 2 but officers are confident in recommending the transaction at this level; it would be above the returns expected from other options for use of the resources such as indirect property funds.
16. The Council will need to take further advice on the taxation aspects of this type of arrangement and will seek to ensure that the arrangements do not put pressure on the Council’s VAT partial exemption position. No issues around this are envisaged at this time but more detailed analysis will be required as the scheme develops.
17. An authority is required to make a “prudent provision” in respect of its Minimum Revenue Provision (MRP) charge, and to arrange for its debt liability to be repaid over a similar period to that which the asset associated with the capital expenditure provides benefits such that the majority of new capital expenditure “financed by borrowing” is subject to a charge which reflects its estimated useful life. The guidance enables local circumstances and discretion to taken into account.



18. In the case of the investment proposed the Head of Financial Services considers that there is no requirement to make an MRP over the term of the investment because the Council would not itself be developing the site, rather this would be undertaken by a private developer. At this point a capital receipt would be used to repay the debt liability at the end of the investment period. This approach needs to be agreed with the Council's auditors.
19. Should the value of the capital investment reduce and not be sufficient to repay the entirety of the "borrowing"; an MRP charge would need to be made to make up the shortfall.

#### **Environmental Impact**

20. Site area is on the Council's Prioritised list under Part 2A of the Environmental Protection Act 1990 and an intrusive investigation will be required as a condition of planning for any proposed change of use. Remediation will be required to make the land suitable for residential uses.
21. The project provides the opportunity to remediate or remove the historic landfill on the site and to improve the flood capacity of the Oxpens area

#### **Equalities Impact**

22. The Initial Assessment is that the contents of this report do not lead to any unjustifiable differential impact on relevant groups. The project will provide an important means to deliver new private and affordable housing and commercial spaces in support of economic development and the creation of new jobs.

#### **Name and contact details of author:-**

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**Background Papers:** None

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## Appendix 1 – Risk Register Oxpens Delivery Strategy

Risk ID	Risk						Corporate Objective	Gross Risk		Current Risk		Residual Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/ Contracts Only)
Category -000- Service Area Code	Risk Title	Opportunity/ Threat	Risk Description	Risk Cause	Consequence	Date raised	1 to 6	I	P	I	P	I	P			
CEB-001-R&H	Investor Agreement	Threat	Failure to secure investor partner	Differing objectives, unattractive terms	Delays in delivery	Oct 15		4	4	4	3	4	3	R&H (DE)		1 mths
CEB-002 – R & H	LGF Funding	Threat	Funding Terms not met	Lack of Investor agreement	Delays in delivery whilst new partner sought.	Jan 15		4	4	4	3	5	3	R&H (DE)		3 mths
CEB-003-R&H	Site conditions	Threat	Cost increases arising from unduly high abnormals	Abnormals above that anticipated	Longer development period, reduced returns	Jan 15		5	5	4	4	4	3	R&H (DE)		
CEB-004-R&H	Market Changes	Threat	Downturn impacts on returns	Property Market & economic cycles	Return on investment reduces	Jan 15		3	3	3	3	3	3	R&H (DE)		3-5yrs
CEB-005-R&H	Market Changes	Opportunity	Upturn impacts on returns	Property Market & economic cycles	Return on investment increases	Jan 15		3	3	3	3	3	3	R&H (DE)		3-5yrs
CEB-006-R&H	Land assembly	Threat	Unable to agree terms with adjacent landowners	Unrealistic expectations	Delays & exercise of CPO powers incurs additional cost	Jan 15		4	4	4	3	4	3	R&H (DE)		1mth-3 years

Risk ID	Risk Title	Action Owner	Accept, Contingency, Transfer, Reduce or Avoid	Details of Action	Key Milestone	Milestone Delivery Date	%Action Complete	Date Reviewed
001	Investor agreement	R&H (FP)	Accept & aim to reduce	Negotiate and agree, early testing, alternative approach	Soft market testing Agree draft heads of terms	Dec 15	10%	

002	LGF Funding	R&H FP	Accept & aim to reduce	Complete investor agreement.	Engrossed documents	March/April 16	0%	
003	Site Conditions	R&H	Accept & aim to reduce	Site investigations. Desktop research.	Complete desktop studies. Complete	September 2014	100%	
003	Site Conditions	LLP	Accept & aim to reduce	Site investigations. detailed	Complete intrusive investigations	Spring 2016	0%	
004	Market downturn	R&H (FP)	Accept	Defined level of investment capped relative to baseline land value.	JLL RLV appraisal	Dec 2014	100%	
004	Market downturn	Finance (NK)	Accept	MRP to be made should value of land drop below investment value	Annual Monitoring	Oct 2015	0%	
006	Land Assembly	R&H (FP)	Accept & aim to reduce	In principle agreement on railway land.	Finalise acquisition.	Dec 2015	0%	
006	Land Assembly	R&H (FP)	Accept & aim to reduce	Complete negotiations with relevant landowners.	Finalise position.	Spring 2016	50%	

**To:** Council

**Date:** 7 December 2015

**Report of:** Corporate Lead (HR & Organisational Development)

**Title of Report:** Proposed Revisions to Flexible Retirement Policy

## Summary and Recommendations

**Purpose of report:** To present for approval two revisions to the Council's Flexible Retirement Policy

**Key decision** No

**Executive lead member:** Councillor Susan Brown

**Policy Framework:** Corporate Plan Priority 'Effective and Efficient Council'

**Recommendation(s):** Council is recommended to:

1) Approve two revisions to the Flexible Retirement Policy (incorporated within the existing Pension & Retirement Options Statement attached at Appendix 1) with effect from 8<sup>th</sup> January 2016, namely:

- a) to permit employees to choose a 'partial draw-down' of benefits; and
- b) reduce the minimum level of salary/hours reduction from 40% to 20%

2) Authorise the Corporate Lead for HR & Organisational Development in conjunction with the Head of Law and Governance and Director for Organisational Development and Corporate Services to amend the policy from time to time in order to correct any factual or legal errors.

## **Appendices**

Appendix 1 – Pensions and Retirement Options Statement containing Flexible Retirement Policy

Appendix 2 - Risk Register

Appendix 3 - Equalities Impact Assessment

## **Introduction**

1. This policy is under review as more effective use of the flexible retirement discretion could assist in workforce planning, improve service provision, deliver financial savings, improve employee work/life balance and help transition into retirement. Thereby benefiting both the Council and its employees.
2. As per the Local Government Pension Scheme (LGPS) Regulations, the Council has an agreed policy in place regarding what discretions it applies in relation to various aspects of retirement. The current policy was approved in April 2014 and a Flexible Retirement Policy has been in place since 2008. There are up to three LGPS pension schemes to which employees may have membership.
3. In the last 3 years there have been 9 applications for flexible retirement, all of which have been approved.
4. The two flexible retirement areas of discretion which are subject to review in this report are:
  - Whether to adopt the use of the discretion to allow employees to choose a 'partial draw down' of benefits; and
  - To determine the most appropriate level of reduction in pay required for the consideration of flexible retirement requests.

## **Specific Discretions for Review:**

### **Partial Drawdown of Benefits**

5. In flexible retirement situations the Regulations require an employee's full pension must be drawn on all service prior to 1<sup>st</sup> April 2008. Pension post 1<sup>st</sup> April 2008 can either be fully, partially or not drawn at all. The Council's current policy requires that the entire pension is drawn down, i.e. no choice for employees.
6. The decision not to allow 'partial draw down' was made when the discretion was first introduced without fully appreciating the potential impact.
7. If a scheme member draws pension early its value is reduced, unless they are a scheme member with full or partial protection from reduction under the 2008 Regulations. Benefits before 31<sup>st</sup> March 2008 must be fully drawn and are likely to have the greatest level of protection. Pension rights accrued from April 2008 are likely to be more significantly reduced and scheme members have the choice about how much of this they wish to draw (with employer consent). Flexible retirement may therefore be a more attractive option to employees if

they can mitigate some of the actuarial reduction by not drawing their entire pension early.

8. Hence allowing 'partial draw down' could result in an increase in the number of requests which may be beneficial to both the employee and the Council.

### **Amount of Reduction in Pay Required for Flexible Retirement**

9. The Regulations require a pay reduction but the amount is entirely discretionary, and it can be achieved by a reduction in hours or grade. The Council's policy currently requires a reduction of at least 40%.
10. Determining the most appropriate policy in relation the level of reduction and how requests are assessed and determined is pivotal to the effectiveness of this policy. If set it too high employees won't be interested. If set too low the potential financial advantage to employees may attract too much interest and the Council is likely to have to refuse many requests.
11. Research shows some organisations have chosen one of the following options in relation to their flexible retirement policy reduction level:
  - Retain or reset a defined minimum reduction level (e.g. 20%, 40%)
  - Not to set a minimum reduction level and determine each case on its merits
12. Lowering the current limit would give more flexibility to both the Council and employees who wish to apply for flexible retirement. A prescribed limit would provide some certainty but the current one is too high so it is proposed that the minimum level of reduction required for the consideration of requests is reduced to 20%.

### **Criteria for Considering Requests**

13. Employees can make a flexible retirement request to their manager for their consideration. Each request is considered on its merits and will only be approved if it is in the Council's interests.
14. Requests will be declined if there are compelling business reasons. These could include the practicality of re-organising work or recruiting additional staff to meet the reduced hours, the detrimental impact on customers, quality or performance, insufficiency of work during the proposed working times or burden of additional costs.
15. Given the potential costs (see Financial Issues section below) all requests are subject to approval by the relevant Service Head, Corporate Lead – HR / OD, Section 151 and Monitoring Officer
16. The employee will receive written confirmation of the decision and in the event of rejection the basis for that.

## **Consultation with Trade Unions**

17. The policy has previously been through consultation and negotiation with both trade unions. The two changes have been agreed with the respective Branch Secretaries who will report them to their next committee meetings.

## **Legal Issues**

18. The Council is required to formulate and publish its policies on the use of discretions under the Local Government Pension Scheme Regulations. The Flexible Retirement Policy guides the decision making process setting out how the discretion will be used. The Council cannot however bind itself as to how it will exercise discretion as fettering discretion is unlawful. Each case must be decided on its merits.
19. The publication of the approved policy ensures legal compliance and transparent approval procedures should minimise the risk of any legal issues arising.

## **Financial Issues**

20. The application of this policy will incur costs to the Council in those case where a flexible retirement is granted for scheme members who have '85 Year Rule Protection' <sup>1</sup> and are aged under 60. These costs would need to be met through on-going savings.
21. The approval process includes an analysis of the costs and savings involved in each case which will be considered along with other benefits and risks. Payback periods will in all circumstances be no more than four years.

## **Environmental Impact**

22. There are no environmental impacts.

## **Level of Risk**

23. This policy will ensure that the Council complies with its legal requirements and the clear guidance to managers and employees will ensure consistency. The absence of the policy would increase the risk of legal action against the Council with associated financial and employee relations implications.

<sup>1</sup> Under the old final salary scheme, members could choose to retire from age 60. Earlier retirement from age 55 required employer consent. Pensions were protected from reduction if the '85 Year Rule' was met (age plus pension membership in whole years).



24. A risk register is attached at Appendix 2.

**Equalities Impact**

25. An initial Equalities Impact Assessment is attached at Appendix 3 indicating there are no adverse impacts.

**Name and contact details of author:-**

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**PENSIONS AND RETIREMENT OPTIONS**

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## **1 INTRODUCTION**

Access to pension scheme is an important part of the reward package available to all employees. The Council makes a significant contribution in addition to the employee's, to ensure that adequate provision is made for themselves and their dependents in their retirement or in the event of unforeseen events such as permanent injury or illness. Most employees are automatically entered into the scheme and encouraged to remain in it and gain the benefit of this provision.

This statement sets out Council's approach to the administration and management of pensions and retirement for employees who are members of the Local Government Pension Scheme (LGPS) or are eligible to join.

It outlines the retirement and pensions options available to employees depending on individual circumstances.

It incorporates the requirements of the LGPS Regulations 2014 and confirms the Council's policies on the exercise of its discretionary powers under the various regulations.

## **2 RETIREMENT AGE**

Employees are no longer subject to a general retirement date. Employment will therefore continue until it is ended either by the employee giving notice or action by the employer for a specified reason such as redundancy or dismissal for conduct or capability reasons.

Under the LGPS Regulations 2014 the normal pension is aligned with State Pension Age (SPA). The State pension age is increasing. Please refer [www.gov.uk/changes-state-pension](http://www.gov.uk/changes-state-pension) for details.

## **3 SUPPORTING EMPLOYEES THINKING ABOUT RETIREMENT**

The Council recognises that it is important for employees to make decisions about when they may wish to retire and to plan accordingly

Employees should ensure they obtain the appropriate information about their financial position and pension benefits.

Employees are encouraged to discuss their retirement plans with their manager at an early stage so that the process can be managed effectively to the benefit of all parties.

We also recognise the importance for employees planning to retire of achieving a balance between work and other interests and encourage serious consideration of requests for flexible retirement, but reserve the right to refuse requests where there are sound business reasons.

## 4 PENSIONS

### 4.1 General

This policy applies to all employees who are members of the LGPS or are eligible to join.

Employees with a contract for at least three months, and aged between 16 and 75 will be brought into the LGPS automatically from their first day of employment. Those with a contract of less than three months and casual employees have a right to join and will need to opt in.

From the first day of employment employees will be able to elect not to be a member of the LGPS. It is not permitted to complete and return an opt-out form until after commencing employment.

Oxford City Council is legally required to auto-enrol certain employees into a pension scheme once every three years starting 1 September 2013 or when they meet certain criteria. Those affected will be informed in writing on enrolment.

### 4.2 Pensionable Pay

The Pension Scheme Regulations define which elements of pay are pensionable and which are not. In broad terms all salary and pay for work done is pensionable and other payments such as expenses or pay for loss of holidays are not pensionable. Compensation in consideration of loss of future pensionable payments is not pensionable therefore pay protection is not pensionable.

### 4.3 Employee Contributions

Employee contribution rates will be assessed as outlined below.

#### 4.3.1 Contribution Bands

With effect from 1<sup>st</sup> April 2015 the bands for employee pension contributions are as follows: -

Band	Pensionable Pay	Percentage Contribution Rates	
		Main Scheme	50/50 Scheme
1	Up to £13,600	5.5	2.75
2	£13,601 to £21,200	5.8	2.90
3	£21,201 to £34,400	6.5	3.25
4	£34,401 to £43,500	6.8	3.40
5	£43,501 to £60,700	8.5	4.25
6	£60,701 to £86,000	9.9	4.95
7	£86,001 to £101,200	10.5	5.25
8	£101,201 to £151,800	11.4	5.70
9	£151,801 or more	12.5	6.25

Bandings are assessed on actual pensionable pay received irrespective of hours worked.

#### 4.3.2 Assessment of Pay for Banding

A continual assessment will be made each pay period deducting a monthly contribution based on annualised salary plus any pensionable payments and allowances made to determine the correct contribution rate.

#### **4.3.4 Notification of Banding Contribution Rate**

The Council informs employees of their banding contribution rate on monthly payslips.

#### **4.3.5 Multiple Employments**

Employees with more than one job with the Council will be assessed separately for each individual contract of employment.

#### **4.3.6 Review of Banding Decision**

If you have a query about the contribution band you have been placed in you should contact Human Resources in the first instance to resolve it. If you still consider that your contribution rate has not been correctly assessed you must write to Human Resources for a review of the assessment. Human Resources will respond in writing. If you still consider that the policy has not been properly applied you may submit a written application for a review of the decision under the Pensions Adjudication of Disagreements Procedure outlined in Paragraph 11.

#### **4.4 Discretions to Increase Pension Benefits**

The Council will not use discretion to increase pension benefits as outlined below.

The Council will not use discretion to award additional pension to:-

- active scheme members, or
- a member who was an active scheme member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on the grounds of business efficiency.

Active scheme members may enter into an arrangement to pay additional pension contributions (APCs). The Council will not contribute to the funding of additional pension contributions other than when it is required to do so because the APC arrangement is to make up for pension rights lost during a period of unpaid absence. In these cases the request must be received by HR within 30 days of the end of the unpaid absence otherwise the employee will be required to meet the full cost.

The Council will not enter into a shared cost additional voluntary contribution (AVC) scheme.

## **5 RETIREMENTS**

Employees may choose to retire before normal pension age. The earliest age that an employee can have their pension paid by their own volition is 55, but it will be actuarially reduced in accordance with Secretary of State Guidance.

LGPS pension benefits must be put into payment by age 75 and the LGPS provides for an actuarial increase in pension benefits if they are not put into payment until after normal pension age.

In some appropriate circumstances employees may be dismissed by the Council and receive pension payments before normal pension age.

These retirements are explained below.

### 5.1 **Voluntary Retirement**

An employee who is aged 55 or older may choose to leave employment by giving notice of their resignation and draw their pension by giving Pension Services (Oxfordshire County Council) the appropriate notice of their request for payment of their pension benefits. A minimum of 3 months' notice is required for early payment of pension benefits.

If the scheme member requests immediate payment of their pension before age 60 then all pension benefits payable (whether built up in the scheme before or after April 2014) will be subject to a full reduction. The Council will not, in any circumstance use its discretion to waive all or any part of the reduction that may apply in the early payment of a pension under this Regulation.

The Council may exercise its discretion to approve 'switching on' the 85 Rule protection only when it is in the Council's interests to do so. Managers will have to provide a proposal report for all requests they support demonstrating how it meets the Council's business objectives, employee relations benefits, service delivery benefits, financial and funding considerations.

Employees should ensure they obtain information about the amounts of their pension benefits and the amounts of any reductions that apply to them before formally resigning from employment. This information is available upon request from [Pensions Services](#) at the County Council, [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk).

### 5.2 **Flexible Retirement**

An employee who is aged between 55 and 75 may request 'Flexible Retirement' under the LGPS Regulations. This involves continuing to work and either reducing his/her hours of work or accepting a lower paid job within the Council while receiving an immediate payment of pension benefits.

#### 5.2.1 **Scheme Summary**

- Pension benefits are likely to be reduced if they are paid before normal pension age.
- Scheme members must take all of their pre 1<sup>st</sup> April 2008 benefits (which the employer must pay for where there is a cost) but may take all, some or none of the benefits accrued after 1<sup>st</sup>

April 2008.

- The Council will not, in any circumstance use its discretion to waive any reduction that may apply in the early payment of a pension.
- Employees may also make a 'Flexible Working' request under the Flexible Working Policy and must state if they are making a 'Flexible Retirement' request in addition to a 'Flexible Working' request.
- A request must involve a reduction in gross salary (including contractual enhancements to pay) of at least 20%, either through reduced hours or level of responsibility (grade).
- Once the Council has agreed to a request for flexible retirement it will not consider any requests from the employee to increase their hours or grade in the position for which flexible retirement has been agreed and no further requests for flexible retirement will be considered.
- The employee's contract of employment will be amended by mutual agreement to reflect the new hours or grade, as agreed, and continuity of service will be preserved for terms and conditions purposes.
- Requests will only be agreed when it is in the Council's interests to do so taking into account business needs and financial implications including pension strain costs.

### **5.3.2 Request Procedure**

- Employees must make a written request (application form available) for flexible retirement providing the details of their request including the amount of pension they wish to draw down.
- HR will request a pension estimate from Pension Services for the employee and the Council. Pension estimates for flexible retirement can only be obtained via HR. If employees are uncertain about their pension benefits or the level of draw down they wish to request they should contact HR to discuss obtaining an estimate before making a formal request.
- The employee's manager (or appropriate senior officer) will consider the request and make a proposal report to explain their reasons for supporting or not supporting the request including how their recommendation fits with the Council's business objectives, employee relations including the impact on policies such as Recruitment and Organisational Change, service delivery, financial and funding considerations.



- The appropriate Head of Service, Corporate Lead (HR/OD), Section 151 Officer and Monitoring Officer will consider all reports and determine whether or not to agree the request.
- Requests may be declined if they are not in the operational or financial interests of the Council. The business reasons may include:-
  - the burden of additional costs which includes the pension strain cost. Normally the Council would seek to make financial savings within a three year period.
  - a detrimental effect on ability to meet customer demand.
  - inability to re-organise work or recruit additional staff.
  - detrimental impact on quality or performance.
  - insufficiency of work during proposed working times.
  - planned changes.
- The employee and their manager will be advised of the decision and if flexible retirement has been agreed the arrangement will be confirmed.

### 5.3 **Retirement as a result of Redundancy or on the Grounds of Efficiency of the Service**

Early retirement may be granted for employees aged 55 years and over with at least two years membership in the LGPS in the circumstances outlined below, taking into consideration the full cost to the Council and best interest of the Council.

The Council may find it necessary to dismiss an employee on the grounds of redundancy. The pension is paid without any actuarial reduction. Payment of pension benefits is in addition to any redundancy compensation under the Council's Redundancy Payment Scheme.

Alternatively there may not be a redundancy situation, but it may be necessary to dismiss an employee or mutually agree a termination of employment for other reasons on the grounds of the efficiency of the service. The pension is paid without any actuarial reduction.

These cases will normally be subject to a settlement agreement.

As specified in 4.4 above the Council will not use discretion to award additional pension in these cases.

### 5.4 **Ill Health Retirement**

Where an employee with at least two years membership of the LGPS been certified by an Independent Registered Medical Physician (approved by the Council) as being permanently incapable of discharging their duties by reason of ill health or infirmity of body or mind and having a reduced likelihood of undertaking other gainful employment the Council will consider awarding early retirement with immediate payment of pension benefits. Ill health retirement may occur

at any age. This authorisation will only be given after all alternatives have been explored.

Further information on ill health retirement is available in the Pensions Services Ill Health Retirement Guide for Members which is on their website <http://www.oxfordshire.gov.uk/cms/content/current-members-guide-lgps>.

#### **5.5 Deferred Pension Members**

If an ex-employee suffers deterioration in their health such that they consider they meet the LGPS criteria for ill health retirement they can make a request for early payment of pension benefits on health grounds. The Council will consider such requests in accordance with the appropriate LGPS regulations and if it is satisfied that the criteria are met early payment of pension benefits will be authorised.

Members with deferred benefits under the LGPS Regulations 2014 may request payment of their deferred pension from age 55 without needing employer consent. As previously stated the Council will not, in any circumstance use its discretion to waive all or any part of the reduction that may apply in the early payment of a pension under this Regulation. The Council will not use its discretion to 'switch on' the 85 Rule.

Under previous Scheme Regulations deferred pension members require employer consent for early payment of pension benefits before the age of 60. Ex-employees may make a request for early payment of pension. The Council will only consider requests on compassionate grounds, but is unlikely to agree a request if there is a cost to the Council. The Council will not, in any circumstance use its discretion to waive any reduction that may apply for the the early payment of a pension.

#### **5.6 Re-employment in Local Government**

Employees who retire from the Council may seek re-employment with the Council through normal recruitment procedures.

Employees who seek re-employment with any local authority should ensure that they are aware of any pension abatement policies that may apply.

If an employee is made redundant they will forfeit their right to a redundancy payment if they are offered and take up other employment with a body covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order within 4 weeks of leaving the Council.

Any employee who receives an enhanced pension or discretionary redundancy package by virtue of the fact they have left the Council's employment will not normally be re-employed or re-engaged to work for the Council in any capacity for a period of three years.

## **6 INJURY ALLOWANCE REGULATIONS**

The Council will not provide a compensation scheme under the Local Government (discretionary Payments) (Injury Allowances) Regulations 2011.

## **7 ADMINISTRATIVE REGULATIONS**

### **7.1 Deferred Members who become Active Members Again**

If a deferred member again becomes an active member the deferred pension account is aggregated with the active pension account unless the member makes an election to retain the deferred pension account. This election must be made within 12 months of the opening of the active member account. The Council will not extend the 12-month limit unless there are exceptional circumstances.

### **7.2 Concurrent Employments**

In the case of members who have concurrent (more than one at the same time) employments and one employment ends the deferred pension account will be aggregated with the on-going active account. If the member has more than one on-going active account they may choose which of the active accounts to join it with. The member can elect to retain the deferred pension account within 12 months of the date the concurrent employment ended, unless the account was for less than 2 years i.e. deferred refund account which must be aggregated. The Council will not extend the 12-month limit unless there are exceptional circumstances.

### **7.3 Inward Transfer of Pension Rights**

The Council will not consider allowing requests of transfers of previous pensions outside of the 12-month time limit unless there are exceptional circumstances. If any such requests are agreed they will also be subject to the agreement of the Administering Authority.

## **8 AUTHORISATION**

All retirements that require the Council's authorisation will be subject to the approval of a business case by the Service Head, Human Resources Manager, appropriate Executive Director, Section 151 Officer and Monitoring Officer.

Exceptions to this requirement are:-

- Flexible Retirements which are subject to approval by the Review Panel including the Corporate Lead for HR/OD, appropriate Head of Service, Section 151 Officer and Monitoring Officer.
- Ill health retirements which require the approval of the Corporate Lead for HR/OD (or nominated deputy).

- Requests for early payment of deferred benefits on compassionate grounds which may involve a cost require approval by the Corporate Lead for HR /OD, Executive Director and Head of Service.

The Corporate Lead HR/OD (or nominated deputy) will determine:-

- Waiving the time limit for inward transfers
- Waiving of time limit to separate membership for re-joining deferred members and concurrent employments.

## 9 EMPLOYEES WHO ARE NOT IN THE LGPS

An employee who has chosen not to contribute to the LGPS (i.e. not an active scheme member) will not receive pension benefits from the scheme upon retirement. If an employee has deferred pension scheme benefits from previous LGPS membership they should contact the administrators of that pension scheme for details of the benefits they have and when they might become payable. Employees may, however, choose to retire by giving the appropriate notice.

Employees who are not in the pension scheme and who wish to request a change to working hours as they approach retirement may make a request under the 'Flexible Working' Policy.

## 10 FINANCIAL CONSIDERATIONS AND FURTHER INFORMATION

Employees are advised to seek guidance about the financial implications of drawing their local government pension or any other pension benefits they may have either when considering retirement or a flexible retirement (i.e. where they continue to work and draw a pension).

Further information about the LGPS is available on these websites:-

- [Pension Services](#)
- [www.LGPS2014.org](http://www.LGPS2014.org)

and information about the State Pension is available at:-

- <https://www.gov.uk/browse/working/state-pension>

If you have queries about your LGPS pension benefits please contact:-

- Pension Services  
*By email* [pension.services@oxford.gov.uk](mailto:pension.services@oxford.gov.uk)  
*By telephone* 01865 797125 or 08165 797133  
*By post* Pension Services, Oxfordshire County Council, Unipart House, Garsington Road, Oxford OX4 2GQ

or

- Human Resources  
*By email* [hadmin@oxford.gov.uk](mailto:hadmin@oxford.gov.uk)  
*By telephone* 01865 252848

## **11 ADJUDICATION OF DISAGREEMENTS PROCEDURE**

If a member of the LGPS disagrees with a decision made in respect of their pension benefits, they may wish to refer to the Pension Scheme Adjudication of Disagreements Procedure. Complaints under this procedure must be made within six months of the date that the pension decision was made.

The procedure is available on the intranet and Pension Services website and copies are available from Human Resources, St Aldate's Chambers, St Aldate's, Oxford OX1 1DS or Pensions Services, Oxfordshire County Council, Unipart House, Garsington Road, Oxford, OX4 2GQ on request.

Complaints should be made to Oxford City Council's Adjudicator, the Corporate Secretariat Manager, Chief Executive's Office, St Aldate's Chambers, Oxford OX1 1DS. If the member is not satisfied with this decision they may refer the complaint to the Administering Authority's Adjudicator within six months of receiving the decision.

If an employee wishes to raise a concern not relating to pension benefits referral to the Grievance Procedure may be appropriate.

## **12 REVIEW OF POLICY**

In formulating and reviewing its policy, the Council

- a. has regard to the extent to which the exercise of its discretionary powers (in accordance with the policy), unless properly limited, could lead to a loss of confidence in the public service; and
- b. is satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

The Regulations require the Council to keep its policy under regular review. This policy will therefore normally be reviewed every three years or earlier if deemed necessary.

If the Council decides to change its policy, it will publish a statement of the amended policy within one month of the date of its decision.

This document is not a full statement of the law. Oxford City Council retains the right to change policies at any time, this policy confers no contractual rights and the policy that is current at the time a relevant event occurs to an employee will be the one applied to that employee.

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Appendix 2

Employment Policies and Procedures - Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Employment Policies and Procedures	Failure to provide a suite of policies that comply with employment legislation and that are fit for purposes of improving performance and managing risk	T	Managers not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	14.10.15	Simon Howick	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Simon Howick
Employment Policies and Procedures	Loss of opportunity to have a suite of policies that implement good practice	O	Manages not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	14.10.15	Simon Howick	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ngoing	open	80	Simon Howick
Employment Policies and Procedures	Policy may not achieve retention	T	Employees may leave soon after flexible retirement is approved	Resource may not be retained which might be the purpose of allowing a flexible retirement	28.10.15	Simon Howick	3	3	3	2	2	2	Review each case on its merits and determine risk of employee leaving in the event of flex retirement approval	Review each case on its merits and determine risk of employee leaving in the event of flex retirement approval	ngoing	open	80	Simon Howick

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## Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership**

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;
- (b) To identify the potential impact of the proposal or decision upon them.

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.
2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.
3. The decision maker must be **aware of the needs of the duty.**
4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.
5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).
6. What does 'due regard' entail?
  - a. **Collection and consideration of data and information;**
  - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;**
  - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.**

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
  8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

This assessment relates to the Council's policy on the use of its discretions under the Local Government Pension Scheme Regulations in relation to flexible retirement.

As an employment related policy the impact is limited to Council employees and as it is a policy relating to retirement pension it is only applicable to employees aged 55 or over in accordance with the legislation.

This policy provides clear and transparent process and supports and promotes the Council's diversity objectives. It aligns with the Flexible Working Policy and together they provide opportunities for employees to attain their desired work-life balance.

The process includes the establishment of a senior officer review panel to consider all requests. Robust, transparent and consistent application of this policy and associated processes will promote equality issues and minimise any adverse impacts.

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

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

N/a

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

Please note that you are required to involve disabled people in

decisions that impact on them

The proposed policy will undergo an internal review and consultation process which includes the Human Resources Team, Legal Services Team, Unions, Heads of Service and Senior Management Team.

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

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

N/a

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

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

The use and effectiveness of the policies will be reviewed by the Corporate Lead OD/HR and any issue will be notified to the Chief Executive.

Lead officer responsible for signing off the EqIA: Simon Howick

Role: Corporate Lead HR/OD

Date: 14<sup>th</sup> October 2015

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation

- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

**To:** Council  
**Date:** 7 December 2015  
**Report of:** Monitoring Officer  
**Title of Report:** Constitutional amendments

## Summary and Recommendations

**Purpose of report:** This report recommends changes to the Council's Constitution.

**Policy Framework:** N/A

**Recommendation(s):** Council is recommended to approve, with immediate effect, the amendments to the Constitution as set out in Appendix 1.

## Appendices

Appendix 1 - Contract Rules

### Contract Rules

1. Section 19 of the Constitution is reproduced, with tracked changes, in its entirety as Appendix 1. The key changes to the Contract rules are:-
  - Introduction of a paragraph stating that the rules do not apply where the Council is using its own employees, although best value should be considered.
  - Increase of quotation threshold to £150k. This change is proposed as accredited Procurement Champions within service areas have been trained to manage more straight forward procurements. An open tender process may be conducted if deemed appropriate instead of seeking quotes.
  - Tenders to be sought for all contracts over £150k.

- Reference to the use of the government's procurement portal, Contracts Finder, where opportunities above £25k are advertised.
  - Increase in the threshold for use of the Council's procurement portal from £5k to £10k – exception to this would be where an approved list is used and quotes for works (less than £100k) under the approved list are sought in accordance with the procedure for using the approved list.
  - Increase in the value for granting exemptions from £100k to £150k.
  - Clarity on the rules regarding when contracts can be extended in terms of value (in line with the UK Public Contract Regulations).
  - Introduction of a new clause which provides clarity on when a contract needs to be a bespoke contract and when a contract can be effected via an official purchase order.
  - A reduction in the threshold required for contracts to be included in the Council's Contracts Register from £10k to £5k in line with the requirements of the updated Transparency Code for Local Government.
2. The changes are proposed to bring the Contract Rules in line with legislation, as well as adapting the Rules to the needs of the business.

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**Background papers: none**

## 19. CONTRACT RULES

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### 19.1 | When do these rules apply?

These rules apply when the Council expects to give or receive money or payments in kind. They apply to both capital and revenue and cover:

- Contracts for goods, works or services
- Acquisitions and disposal of land or buildings.

The Board can waive any of these rules after seeing a report from the Service Head giving reasons. (But it must always comply with national and EU law).

These rules do not apply to grant giving – the rules for this are in the Council's grants prospectus.

These contract rules do not apply to services provided in house undertaken by the Council's own employees. However, but when any services are delivered in this way the Council must be satisfy itself that the services provided in so doing it is achieving represent best overall value.

## 19.2 Other Relevant Guidance, Rules and Law

Attention should also be paid to:

- The Finance Rules (See 18);
- The budget and policy framework procedures (see 16);
- Section 4 of this Constitution (Who Carries out Executive Responsibilities?) and Section 5 (Who Carries out Council Responsibilities?);
- National and EU procurement law and guidance detailed in the Council's Procurement Toolkit.

Service Heads must consider the corporate governance arrangements and legal issues when entering contracts, and must ensure the risks are fully assessed.

## 19.3 Responsibility to Follow these Rules and Relevant Law

These rules apply to officers and anyone else managing or supervising contracts on behalf of the Council. Service Heads must make sure their staff and any agents acting on behalf of the Council follow them.

The Council may take disciplinary and/or legal action against anyone who breaks these rules or the relevant national or EU law.

## 19.4 Interests of Councillors and Officers in Contracts

### (a) Avoiding Conflicts of Interest

Councillors, officers and anyone acting for the Council must avoid conflicts of interest.

### (b) Councillors' Interests

Councillors must follow the members' code of conduct (see part 22 of the Constitution). In addition it is a criminal offence for a Councillor not to declare a financial interest in a contract.

### (c) Officers' Interests



Officers must declare interests in contracts. It is a criminal offence for an officer not to declare a financial interest in a contract. This does not apply to an officer's own contract of employment or their tenancy of a Council house.

The Head of Law and Governance will record officers' financial interests in a book that Councillors can look at during office hours.

(d) Officer Reports and Advice

If an officer writes a report for a meeting on something they have an interest in, they must give a brief description of the interest in a separate paragraph at the beginning of the report.

If an officer advises full Council or the Board or a committee on something they have declared an interest in, they must make reference to their interest [at the meeting](#).

## 19.5 Before a Contract is Agreed

Contracts can only be agreed if they comply with these contract rules and:

- They will help a service area to achieve its service plan.
- The Council has the legal power to enter into the contract and relevant internal approval.
- There is a budget to fund the whole life of the contract.
- Relevant project approval has been granted – see 18.12.
- The total contract value has been calculated – see 19.6.
- It provides value for money over the life of the contract.

## 19.6 Total Contract Value

The total contract value is the total amount (minus VAT) that is expected to be paid to the supplier as a result of the contract award during the whole of the contract. It includes:

- The value of anything the Council is getting free of charge as part of the contract or which is charged on to a third party.
- Any amount that could be paid by extending the contract (if there is a contractual right to extend it).

If the length of a contract is unspecified, its total value will be calculated on the basis of the contract having a duration of 48 months.

A single contract must not be artificially split into smaller contracts to get around these contract rules or the law.

## 19.7 Sub-contracting

Where in a particular contract the main contractor intends to appoint one or more sub-contractors to discharge some or all of its contractual obligations, the main contractor must be placed under an obligation to so inform the Council. T, ~~and the~~ Council's Head of Financial Services shall consider whether in each case a collateral warranty from the sub-contractor in favour of the Council is required.

## 19.8 Format of Contracts

~~All contracts must be in writing~~

All contracts (whether bespoke or in an official purchase order format) must be in writing and must identify the terms and conditions that apply. Where a contract has a total value of less than £100k and no non-standard warranties are required, the contract may be in the form of an official purchase order.-

Contracts with a total contract value over £100,000 must be sealed (see 21.3). Contracts under £100,000 must be signed by two officers with operational responsibility – one of whom must be the relevant Director or Head of Service (or an officer authorised by the m-head of service), ~~and a member of the Procurement Team.~~

Contracts over £100,000 must be in a form approved by the Head of Law and Governance.

Contracts over the EU threshold must comply with relevant EU procurement law and guidance.

All contracts over £100,000 must be in the agreed standard form and include the Council's standard contract terms. Any variation to the contract terms must be approved by the Head of Law and Governance.

## 19.9 Clauses that must be **i**ncluded in all Contracts

Contracts must:

- say what is to be supplied or done, the timescale for performance and standards of performance required;-
- state the payment arrangements and any arrangements for deductions and discounts. The payment arrangements ~~should~~

must not allow for payment in advance of the provision of goods or services unless the Head of Financial Services agrees:-

- ~~give state~~ the period/duration of the contract;
- require contractors to meet any standards set by the ~~H~~ead of ~~S~~ervice and any appropriate British Standard or EU equivalents. EU standards must be included if the total contract value is over the EU threshold;
- require contractors to follow all appropriate codes of practice:-
- require the contractor to hold appropriate insurance cover – the level of indemnity will be set by the ~~Head of Service~~Service Head after assessing the risk and consulting with the Council's insurance officer if necessary. However this cover must include a minimum of £5 million public liability insurance, unless a lower level of cover has been agreed by the Head of Financial Services:-
- seek a commitment from contractors to pay their employees at least the Oxford living wage: this includes (where appropriate) any employees engaged by a sub-contractor in fulfilling the contract:-  
and
- include any other conditions and terms that have been agreed.

#### 19.10 ~~Clauses that must be included in C~~ontracts valued over £100,000

Contracts over £100,000 must additionally ~~will~~ include all the following clauses unless the Head of Law and Governance thinks they are inappropriate:

- (a) a clause allowing the Council to cancel the contract and recover any resulting losses from the contractor if it discovers that:
  - the contractor or its employees have given, offered or promised anything to influence how the Council awarded or managed the contract;
  - the contractor or its employees have committed an offence under the Bribery Act 2010; and
  - the contractor or its employees have given anything that Section 117(2) of the Local Government Act 1972 forbids officers from accepting.
- (b) a clause requiring the contractor to:

- ~~provide at least £5,000,000 public liability insurance indemnity or any other level of cover recommended by the Head of Financial Services;~~

- provide £5,000,000 employer liability insurance indemnity or any other level of cover recommended by the Head of Financial Services;
- provide £1,000,000 professional insurance or any other level of cover recommended by the Head of Financial Services;
- produce proof of insurance (for example copies of the insurance certificates) when the contract is awarded and annually as and when the insurance is renewed; and
- provide a bond (or other suitable form of guarantee) for 10 per cent of the contract value if the Head of Financial Services thinks it necessary.

- (c) a clause saying who will ~~manage~~<sup>supervise</sup> the contract on behalf of the Council and the approval process for any necessary changes to its terms;
- (d) a clause requiring the contractor to protect the health and safety of anyone affected by its work;
- (e) a clause requiring the contractor to comply with data protection laws and to help the Council to comply with its obligations under the Freedom of Information Act or Environmental Information Regulations;
- (f) a clause requiring the contractor to obtain the Council's permission before sub-contracting or transferring any part of the contract;
- (g) a clause giving the Council the right to end the contract if the contractor does not meet the Council's standards and timescales and to bill the contractor for:
  - the administrative costs of finding and appointing a new contractor, and
  - any amount by which the new contract exceeds the old one.
- (h) if the ~~Head of Service~~<sup>Service Head</sup> considers it necessary, a clause saying what damages must be paid if the contractor breaks the contract and explaining how the amount of damages was reached – the ~~Head of Service~~<sup>Service Head</sup> will consult the Head of Law and Governance on the amount of the damages and what should trigger them;

- (i) a clause giving the Council the ability to exclude the contractor from applying for new contracts where there has been significant or persistent deficiencies in the performance of a significant requirement under a prior public contract;
- (j) where relevant and operationally possible, a clause requiring the contractor to fit side guards and appropriate side mirrors to vehicles over 3.5 tonnes to protect cyclists and pedestrians when driving to and from any site specified by the Council; and
- (k) a clause indicating that the Council is required to publish all new contracts on its website, and will do so in accordance with its obligations, subject to any operative exemptions, within the applicable local government transparency regulations.

### 19.11 Thresholds for quotes and tenders

The Council is seeking to ensure that all purchases made are undertaken through a single electronic tendering system ("the Corporate System"). The Head of Financial Services will provide details of the Corporate System and any changes to it. Except where an Approved List is used, All -all purchases of goods, services ~~of and~~ works with a value in excess of £510,000 must, therefore, be undertaken through the Corporate System. All such purchases shall also comply with the thresholds for quote and tender provisions as set out below. Exemption from using the Corporate System can only be obtained with the consent of the Head of Financial Services.

Where quotes are obtained outside of the Corporate System these must be retained by the relevant ~~service head~~ Service Head. Unsuccessful quotes may be disposed of after 12 months from the award of the contract; successful quotes and contract documentation must be retained for a period of 7 years from the end of the contract.

For all contracts over £100,000 a financial appraisal will be undertaken by the Head of Financial Services. The relevant ~~Head of Service~~ Service Head must not commission any work from the supplier until the contract has been approved by the Head of Financial Services, and a named contract manager has been appointed.

~~Heads of Service~~ Service Heads must consider advertising all contract ~~opportunities~~ valued up to £100150,000. Where contract opportunities are advertised, and the value exceeds £25,000, in addition to the Corporate System the opportunity must also be advertised on the Government's procurement portal, Contracts Finder.

Officers seeking quotations from potential suppliers for a contract ~~with a value below £100,000~~ shall (subject to the following provisions) comply with requirements set out in the table below.

For all [quotes and tenders](#) over £100,000 a procurement strategy which evaluates options for the solution to be procured and route to market must be produced and approved by the Procurement team and the relevant Service Head.

Total value of contract	Quotes or tendering	<a href="#">Advertisement required?</a>	<a href="#">Process led by</a>
> <a href="#">£1,000</a> < = £10,000	Seek at least two quotes, at least one of which must be from a local supplier	<a href="#">No</a>	<a href="#">Officer authorised by the relevant Service Head</a>
>£10,000 < = <del>£100,000</del> <a href="#">£50,000</a>	<del>Seek at least</del> <a href="#">Get at</a> least three quotes, at least one of which must be from a local supplier	<a href="#">No, but advertising should be considered.</a>	<a href="#">Officer authorised by the relevant Service Head</a>
<del>&gt;£50,000 &lt; = £100,000</del>	<del>Seek and get at least three quotes, at least one of which must be from a local supplier<sup>1</sup></del>		
<del>Over £100,00</del> <a href="#">&gt;£100,00</a> <a href="#">&lt;= £150,000</a>	<del>Seek and obtain at least four quotes, at least one of which must be from a local supplier. An open tender process may be used instead where it is deemed appropriate</del> <a href="#">Tendering (EU procurement law and guidance must be followed for contracts over EU thresholds)</a>	<a href="#">No, but advertising should be considered.</a>	<a href="#">Authorised Procurement Practitioner or Procurement Team</a>
<a href="#">&gt;£150,000</a>	<a href="#">Invite tenders (EU procurement law and guidance must be followed for contracts over EU thresholds) – process conducted by Procurement Team</a>	<a href="#">Yes</a>	<a href="#">Procurement Team</a>

## 19.12 When is there no need to seek quotes or tenders?

The Head of Financial Services can approve the creation of an [n preferred supplier](#) ~~Approved Supplier~~ list in the following circumstances:

<sup>1</sup>Local supplier' means a supplier who provides significant local benefits to the community, particularly through employing staff within Oxfordshire. An example would be a locally owned and independent enterprise.

- ~~W~~where the services are not suitable or already available through an existing framework contract;
- ~~t~~The suppliers have been subject to a pre-qualification assessment by the Procurement Team; and
- n~~N~~o single contract has a value of more than £100,000.

The Head of Financial Services and the Monitoring Officer can approve an exemption to not seeking quotes or tenders in the following circumstances where:

(a) Emergencies

If there is an emergency or a disaster, the Chief Executive can approve contractual arrangements outside these rules after consulting the Head of Financial Services and/or Monitoring Officer. The leader must be told as soon as possible.

(b) Where there is no overall economic benefit to the Council~~Written approval of Head of Financial Services~~

~~Heads of Service~~Service Heads do not have to seek or obtain quotes for contracts with a value ~~of up to~~ £150,000 or less ~~where the Head of Financial Services and Monitoring Officer gives their written approval~~ if, after submitting an explanatory report to the Head of Financial Services, these officers have given their written approval to waive the requirement to seek or obtain quotes, ~~on the basis that to do so would create no overall economic benefit to the Council.~~

~~(c) Purchasing consortiums~~

~~Heads of Service do not have to get quotes or go out to tender if they have used a purchasing consortium that can show it follows the law and good procurement practice.~~

### **19.13 Exclusion Lists**

The UK Public Contracts Regulations 2015 (regulation 57) provides the Council with the ability to exclude a supplier from bidding for future contract opportunities where one or more of the exclusion provisions applyies.

Any exclusion list ~~permitted by the Public Contracts Regulations 2015~~ must be approved by the Head of Financial Services.

## 19.14 Tendering of contracts over £1500,000

If the total contract value is over £1500,000 tenders must be sought. Tenders can also be sought for lower contract values. Tenders will be sought in accordance with the requirements of and the best practice specified by the [EU-UK Public Contract Procurement Regulations](#). [Clauses 19.14 19.16] set out the principal tendering methods but alternative methods may be used provided that they are compliant with the [EU Procurement UK Public Contracts Regulations](#) and the Head of Financial Services has given [their](#) express agreement. Paragraphs 19.19, 19.20, 19.21 and 19.22 apply to all tenders.-

## 19.15 Open Tendering

(a) The Council will

- Issue a call for competition via ~~a PIN or~~ advertisement on the Council's Corporate System [and the Government's procurement portal \(Contracts Finder\)](#).
- If the total contract value is above the relevant EU threshold the notice will also be placed, in the Official Journal of the European Union – the notice will need to comply with EU ~~regulations~~ [Procurement Directives](#).

• — (b) The notice will:

- say what the contract is for
- describe how to express interest in tendering
- give the deadline and arrangement for receipt of tenders

The notice must be published at least 14 days before the deadline for tenders. If the total contract value is above the EU threshold, ~~EU rules~~ [the -UK Public Contract Regulations](#) must be followed. These require the notice to be published at least 35 days before the deadline for tenders based on the tenders being submitted electronically.

## 19.16 Restricted tendering

(a) A restricted tender process can ~~normally be used~~ only [be used for contracts valued above the EU thresholds](#). ~~for a tender that is subject to the Public Contract Regulations 2015.~~

Expressions of interest will be sought via advertisement or the issue of a ~~PIN notice~~ on the Council's ~~selected tendering~~



~~portal~~ [Corporate System, the Government's procurement portal \(Contracts Finder\)](#), and the Official Journal of the European Union.

A short list of bidders will be invited to tender based on their financial and technical capability to deliver the contract or through the provision of a self-declaration certificate together with any additional information required to demonstrate their capability to fulfil a contract.

The shortlist will be selected by the appointed tender evaluation team and will be approved by the relevant ~~Head of Service~~ [Service Head](#) and Head of Financial Services. It should include at least five ~~people~~ [individuals](#) or organisations who expressed an interest in tendering. If fewer than five ~~people~~ [individuals](#) or organisations are considered suitable by the ~~Head of Service~~ [Service Head](#) then all of those suitable should be considered.

(b) ~~In order to compile the shortlist the Council will publish a notice:~~

- ~~• on the e-tendering portal and in the Official Journal of the European Union if above the EU threshold.~~

(be) The ~~PI~~ [advertisement](#) notice will:

- say what the contract is for
- describe how to express interest in tendering
- give the deadline for tender

~~The notice must be published at least 14 days before the deadline for expressions of interest. If the total contract value is above the EU threshold, EU rules must be followed.~~ The [UK Public Contract Regulations](#) require the notice to be published [for](#) at least 30 days based on the tender being submitted electronically. [The full tender documentation must be published at the same time of placing the advert.](#)

## 19.17 Negotiated tendering

(a) [There are specific cases and circumstances laid down in the UK Public Contract Regulations 2015 where it is permissible to award a contract by a negotiated procedure such as the negotiated procedure without prior publication, or competitive procedure with negotiation. The use of these procedures is subject to the approval of the Head of Financial Services and](#)

~~the Monitoring Officer. The negotiated tender process can only be used in limited circumstances where it is not possible to specify the exact requirements. In these instances the Council is required to comply with the Public Contract Regulations 2015~~

~~(b) The EU negotiated procedure can only be used in very limited circumstances and in the main has been replaced by the competitive dialogue process and the competitive procedure with negotiation.~~

## 19.18 Other EU Procurement ~~methods~~procedures

The following procedures can be used for individual contracts if the Head of Financial Services agrees:

(a) Competitive dialogue

These procedures can be used for complex contracts. It allows the Council, through dialogue with providers, to develop the optimum contract valuation.

(b) Framework agreements

These are arrangements between the Council or another body such as a purchasing consortium and ~~providers~~ suppliers that sets the terms and conditions for any call-off contracts that might be awarded between them from the framework. Framework agreements are for a set period and should not normally be for a period of more than four years although call-off contracts can be let for a longer period.

(c) Electronic Auction

eAuctions are electronic auctions where ~~suppliers~~ providers bid against each other to offer the lowest price. They are open to any ~~provider~~ supplier that meets certain conditions and include all tenders that meet the specification. ~~eProcurement covers a range of electronic procurement methods.~~

~~(d) Framework agreement or one-off contract set up by another public organisation~~

~~— This can be used if the organisation has setup the framework agreement or contract in accordance with national and EU law and the Council can properly join the contract.~~

~~(de) Public auction~~

This can be used for buying or selling land and property.

(ef) Purchasing consortiums

Purchasing consortiums must be able to show that they ~~follow EU procurement rules~~. [comply with the UK Public Contract Regulations.](#)

(fg) Innovation Partnership

This can only be used if there is a requirement to procure goods, services or works [which are](#) currently unavailable to the market and is to only be used to appoint a specialist organisation to innovate to deliver a new requirement.

### 19.19 Acquiring and disposing of land and buildings

(a) This rule applies to acquisitions and disposal of:

- freeholds or leaseholds with a consideration or premium over £500,000;
- leases with a rental value over £125,000 per annum;
- freeholds and leases for less than best consideration except when the acquisition or disposal is made:
- under a legal duty;
- under a confirmed compulsory purchase order;
- [under a scheme that has already been agreed by the Board for acquiring or disposing of more than one piece of land or more than one building.](#)

(b) Before any formal commitment is made to dispose of land a report must go to the Board covering:

- the Council's present or most recent use of the land or buildings;
- other uses the Council could make of the land or buildings;
- other uses a buyer could make of the land or buildings;
- the estimated value of the land or buildings; and
- how the land or buildings will be disposed of.

- (c) Tenders for acquisition or disposal of property are not required to be submitted through the ~~Council's e-tendering portal~~ [Corporate System](#) but must be held securely until after the tender deadline and opened after the deadline by two Officers nominated by the Head of Housing and Property.
- (d) After a provisional agreement has been reached on an acquisition or disposal, another report must go to the Board covering the terms of the disposal or acquisition and how the land or buildings will be used. If a disposal is for less than best consideration, the report must say why and whether consent is needed from the Secretary of State.

### 19.20 Submitting a tender

- (a) Every tender must include a declaration that the tenderer has not:
- told anyone except the Council the amount of the tender
  - changed the amount of the tender as part of an agreement with anyone
  - lobbied councillors or officers about the tender.
- (b) ~~Invitations to tenders~~ must be submitted via the ~~Council's e-tendering portal~~ [Corporate System or the electronic system that was used to invite tenders.](#)

### 19.21 Council's Handling of Tenders Received through Portal

- (a) Each tender received via the portal is automatically date and time stamped. The tender cannot be accessed until after the tender deadline.
- (b) If a tender includes a condition that was not in the tender documents and accepting the condition would give the tenderer an unfair advantage over other tenderers, the tenderer must remove the condition or withdraw the tender.
- (c) Tenders from unsuccessful bidders must be kept by the Head of Financial Services for 12 months after the start of the contract and then destroyed confidentially.

### 19.22 Accepting quotes and tenders

(a) Total contract value less than £150,000:

- The Service Head ~~or Director~~ may accept the most economically advantageous quote or tender if the Council is the buyer, or the highest if the Council is the seller, as long as:
  - there is budget provision included in the Council's capital or revenue budget;
  - project approval has been obtained;
  - any key decisions have been included in the forward plan; and
- any organisation the Council is acting as agent for agrees.

(b) Total contract value is over £150,000 but less than £500,000

A Director may accept the most economically advantageous tender if the Council is the buyer, or the highest if the Council is the seller, as long as:

- there is budget provision in the Council's capital or revenue budget;
- project approval has been obtained;
- any key decisions have been included in the forward plan;
- any organisation the Council is acting as agent for agrees; and
- the Head of Financial Services the Monitoring Officer and the Chief Executive have been consulted.

(c) Total contract value £500,000 or over

Tenders of £500,000 or over must be the subject of a written report to the Board.

### 19.23 Copies of contracts and register of contracts

(a) Keeping copies of old contracts

If the total contract value is over £~~105~~105,000 and is in written form (bespoke, not an official purchase order), the Head of Financial Services will keep the contract in a secure place:

- for a least seven years from its end date if it was signed;
- for a least 13 years from its end date if it was sealed,
- however the Service Head who invited the contract will ~~still~~ be responsible for managing it.

•  
(b) Keeping a register of contracts

The Head of Financial Services will keep a central register of contracts over £~~105~~,000.

All ~~Heads of Service~~ Service Heads are required to provide the original of all signed written (bespoke) contracts over £~~105~~,000 to the Head of Financial Services.

(c) What will the register record?

For each contract, the register will record details as required under the Transparency Code for Local Government and will be published on the Council's website.

~~— what the contract is for~~

~~— the total contract value~~

~~— the name of the contractor~~

~~— the start and end dates~~

~~— the competitive tender process used~~

~~— whether the contract can be extended and how.~~

(d) ~~Access to the register of contracts and contract documents~~

~~Members of the public have the right to see the register of contracts. A copy of all awarded contracts which commence in or after June 2014 will be made available on the Council's website (subject to any applicable exemptions).~~

(de) Register of certified contracts

The Monitoring Officer will keep a register of all certificates issued under the Local Government (Contracts) Act 1997.

19.24 Contract management

All contracts shall have an appointed officer responsible for managing the contract.

Contract Managers will be responsible for:

- ensuring that service expectations are met or exceeded;
- managing the performance of the supplier ; and
- maintaining a risk register, where required.

Contract Managers shall promptly seek advice from the Procurement team on significant or persistent performance issues.

#### **19.254 Legal claims relating to contracts**

Claims by contractors will be considered promptly by the Service Head. Service Heads must consult the Head of Law and Governance before agreeing to anything that could make the Council liable for more than £5,000 or unable to collect damages of more than £5,000.

#### **19.265 Varying contracts**

Contracts can only be varied when the contract allows and by a written instruction from the Service Head or an officer they have appointed to manage the contract. Where such a variation would have a material impact on the nature of the contract or would materially alter its risk profile, advice must be sought and received from both Law and Governance and the Procurement team before such variation is put into effect.

Where the contract provides for an extension, the Service Head may exercise the option to extend the contract up to the specified maximum period if satisfied that the extension of the contract ~~provides~~ represents best value.

Variations must not break any of the contract rules, the UK Public Contract Regulations 2015, or any terms of the contract.

Variations to contract must be submitted ~~confirmed~~ in writing with acceptance confirmed by all parties to the contract, and appended to the signed original copy of the contract.

A contract or framework may change without re-advertisement in the Official Journal of the European Union where:

- minor changes that do not affect its nature and not exceed the relevant EU threshold and not exceed 10% for goods/services or 15% for works of the initial contract value;
- additional goods, services or works that have become necessary where a change of supplier would not be practicable (for economic, technical or interoperability reasons) or involve substantial inconvenience/duplication of costs up to 50% of the initial contract value; and

- the change was unforeseeable and does not affect the nature of the contract or exceed 50% of the initial contract value.

In the case of the second and third bullet points, the Council must publish a notice of modification of a contract during its term in the Official Journal of the European Union.

## **19.276 Interpreting the contract rules**

Questions about the contract rules and any related guidance will be dealt with by the Head of Financial Services or the Head of Law and Governance.



**To:** Council  
**Date:** 7 December 2015  
**Report of:** Head of Law and Governance  
**Title of Report:** Council and Committee programme May 2016 to May 2017

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	This report sets out a programme of Council, Committee and other meetings for the 2016/17 council year (May 2016 to May 2017 inclusive).
<b>Key decision:</b>	No
<b>Executive Board Member with responsibility for this area:</b>	Councillor Price, Leader of the Council
<b>Policy Framework:</b>	None
<b>Corporate Priority:</b>	None
<b>Recommendation(s): That Council resolves to:</b>	
<ol style="list-style-type: none"> <li>1. approve the programme of Council, Committee and other meetings attached at Appendix 1 for the council year 2016/17; and</li> <li>2. delegate the setting of dates for the Standards Committee to the Head of Law and Governance.</li> </ol>	

<b>Appendices</b>	
Appendix 1	Programme of Council and Committee meetings for the council year
Appendix 2	Programme of meetings in calendar format
Appendix 3	Programme of Scrutiny, City Executive Board and Council meetings in calendar format

## **Introduction and background**

1. This report and appendices set out the proposed schedule of Council and Committee meetings for the municipal year May 2016 to May 2017.

2. Setting the programme for all main Council and Committee meetings in advance allows for good governance, efficient decision making and helps councillors and officers to plan their workloads.
3. This schedule may require alteration as the year progresses because of changing constraints and requirements for decision making. The Constitution contains provisions for cancelling meetings where there is no business and scheduling special meetings if required. Committees have the authority to set or amend their meeting schedules.

### **The Programme**

4. Appendices 1 and 2 set out in different formats the programme for all main committee meetings and for monthly Members' briefings. Appendix 3 shows the programme for City Executive Board, Scrutiny Committee, and Council meetings as these provide the framework for non-regulatory decision making.
5. The two area planning committees have scheduled monthly meetings. An additional date to be used for either committee is available in case the business cannot be completed at one meeting and the Planning Review Committee is scheduled to meet if required.
6. The four committees dealing with regulatory licensing functions meet frequently but not regularly. The Licensing Act 2003 Hearings Sub-committee has to meet within set timescales. Dates for the four committees have been scheduled. Officers can cancel or convene sub-committee meetings on these dates or on alternative dates as required by the caseload.
7. The default start time for all meetings is 6.00pm with the exception of Council and City Executive Board meetings which are 5.00pm. Committees are able to vary this time and this year some have. This is reflected in the schedule in Appendix 1. Committees wishing to vary their start times beyond 6.30pm should consult the Committee and Member Services Manager.
8. Dates for blocks of compulsory training and for monthly briefing sessions are included to allow councillors to plan ahead. These sessions are not open to the public and the training programme will be published separately. Councillors are advised to note these dates in their diaries now. Officers are consulting on the programme for member briefing sessions and any changes agreed will be reflected in the programme. Members will be asked to book compulsory training dates early in the new year.
9. Dates have not been set for the Standards Committee. The Standards Committee meets infrequently. It is recommended that the Head of Law and Governance is authorised to convene the Standards Committee as required.
10. A revised schedule will be put before Council if Council makes changes to the committee structure at its annual meeting.

### **Access to the Diary**

11. These diary dates will be available on line via the internet and intranet. This on-line diary is the most effective way to view accurate public meeting dates. In addition the diary file can be downloaded into individual member's calendars but will not automatically update. Committee and Member Services Staff can help with this. Weekly schedules will continue to be issued throughout the year.

**Legal issues**

12. None.

**Financial Issues**

13. None.

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Service area or department	Law and Governance
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<b>Background Papers: None</b>
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## Schedule of meetings

1 May 2016 - 1 June 2017

		agreed												provisional	
		MAY '16	JUN '16	JUL '16	AUG '16	SEP '16	OCT '16	NOV '16	DEC '16	JAN '17	FEB '17	MAR '17	APR '17	MAY '17	JUN '17
<b>Formal Council and committee meetings</b>															
Council	5.00 pm Monday	16		25		29 (Thurs)			5		6 20 (budget) 27 (budget)		24	15	
City Executive Board	5.00 pm Thursday	19	16	14		15	13	17	15	19	9	9	6	11	
Scrutiny Committee	6.00 pm Monday	none	7 (Tues)	4		5	3	7	6 (Tues)	39	28 (Tues)	27		2 (Tues)	
Audit and Governance Committee	6.00 pm Wednesday		29			21			14			1			
East Area Planning Committee	6.00 pm Wed	11	8	6	3	7	5	2	7	11	8	8	5	10	
West Area Planning Committee	6.00 pm Tuesday	25	14	12	2	13	11	8	13	17	14	14	11	9	
Planning Overspill (either East or West Planning Committee)	6.00 pm Wed		22	13	10	14	12	9	20	18	15	15	12	24	
Planning Review Committee	6.00 pm Wed		22	13	10	14	12	9	20	18	15	15	12	24	
General Purposes Licensing Committee	6.15 pm Tuesday	18				20				24				16	
Licensing and Gambling Acts Committee	6.00 pm Tuesday	18				20				24				16	
Hackney Carriages & Private Hire Licensing Sub Committee	5.30 pm Monday	31 (Tues)	27		8	19	31	28		10 (Tues)	13	20	19 (Wed)	30 (Tues)	
Licensing & Gambling Acts Casework Sub-Committee	5.00 pm Mon/Tues	23	20	11	1, 22	12	4, 24	14	1 (Thur) 19	9, 31	21	13	3, 25	22	
Licensing and Registration Sub Committee	5.30 pm Tuesday	23	20	11	1, 22	12	4, 24	14	1 (Thur) 19	9, 31	21	13	3, 25	22	
<b>Informal meetings not open to the public</b>															
Cross Party Working Group	Quarterly		28			27				12			4		
Members' Briefing	5.30 pm T/W/T		21	27		28	25	30		25	23	28	26		
Parish Councils' Forum	6.00 pm Monday			18					12			6			
Members' Compulsory Training	morning, afternoon and evening sessions as arranged	17, 18, 23, 24	9, 15										26, 27		

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2016

MAY				
M	T	W	T	F
2	3	4	5 city election/ pcc	6
9 Group AGMs Induction	10	11 EAP (old)	12	13
16 Council	17 Train	18 Train LAC/GPL	19 CEB	20
23 Train Sub	24 Train	25 WAP (new)	26	27
30	31 HCPH			

JUNE				
M	T	W	T	F
		1	2	3
6	7 Scr	8 EAP	9 Train	10
13	14 WAP	15 Train	16 CEB	17
20 Train Sub	21 Brief	22 PRC or o/flow	23	24
27 HCPH	28 CPWG	29 ACG	30	

JULY				
M	T	W	T	F
				1
4 Scr	5	6 EAP	7	8
11 Sub	12 WAP	13 PRC or o/flow	14 CEB	15
18 PCF	19	20	21	22
25 Council	26	27 Brief	28	29

AUGUST				
M	T	W	T	F
1 Sub	2 WAP	3 EAP	4	5
8 HCPH	9	10 PRC or o/flow	11	12
15	16	17	18	19
22 Sub	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5 Scr	6	7 EAP	8	9
12 Sub	13 WAP	14 PRC or o/flow	15 CEB	16 Lib dem conf 17-21 Sept
19 HCPH	20 LAC/GPC	21 ACG	22	23
26	27 CPWG	28 Brief	29 Council	30

OCTOBER				
M	T	W	T	F
3 Scr	4 Sub	5 EAP	6	7
10	11 WAP	12 PRC or o/flow	13 CEB	14
17	18	19	20	21
24 Sub	25 Brief	26	27	28
31 HCPH				

NOVEMBER				
M	T	W	T	F
	1	2 EAP	3	4
7 Scr	8 WAP	9 PRC or o/flow	10	11
14 Sub	15	16	17 CEB	18
21	22	23	24	25
28 HCPH	29	30 Brief		

DECEMBER				
M	T	W	T	F
			1 Sub	2
5 Council	6 Scr	7 EAP	8	9
12 PCF	13 WAP	14 ACG	15 CEB	16
19 Sub	20 PRC or o/flow	21	22	23
26	27	28	29	30

2017

JANUARY				
M	T	W	T	F
2	3	4	5	6
9 Sub	10 HCPH	11 EAP	12 CPWG	13
16	17 WAP	18 PRC or o/flow	19 CEB	20
23	24 LAC/GPL	25 Brief	26	27
30 Scr	31 Sub			

FEBRUARY				
M	T	W	T	F
		1	2	3
6 Council	7	8 EAP	9 CEB	10
13 HCPH	14 WAP	15 PRC or o/flow	16	17
20 Council (Budget)	21 Sub	22	23 Brief	24
27 Council (Budget)	28 Scr			

MARCH				
M	T	W	T	F
		1 ACG	2	3
6 PCF	7	8 EAP	9 CEB	10
13 Sub	14 WAP	15 PRC or o/flow	16	17
20 HCPH	21	22	23	24
27 Scr	28 Brief	29	30	31

APRIL				
M	T	W	T	F
3 Sub	4 CPWG	5 EAP	6 CEB	7
10	11 WAP	12 PRC or o/flow	13	14
17	18	19 HCPH	20	21
24 Council	25 Sub	26 Train/ brief	27 Train	28

MAY				
M	T	W	T	F
1	2 Scr	3	4 county election	5
8	9 WAP	10 EAP	11 CEB	12
15 Council	16 LAC/GPL	17	18	19
22 Sub	23	24 PRC or o/flow	25	26
29	30 HCPH			

Council	Council
CEB	CEB
Scrutiny	Scr
ACG	ACG

EAP	EAP
WAP	WAP
Overspill	PRC or o/flow
Planning review	PRC or o/flow
Parish Council Forum	PCF

LAC/L&R sub cttee as required	Sub
HCPH as required	HCPH
LAC/GPC main cttee	LAC/GPL

Holiday/avoid	
member briefings	Brief
Compulsory training	Train
Cross-party working group	CPWG



2016

MAY				
M	T	W	T	F
2	3	4	5 city election	6
9	10	11	12	13
16 Council	17	18	19 CEB	20
23	24	25	26	27
30	31			

JUNE				
M	T	W	T	F
		1	2	3
6	7 Scr	8	9	10
13	14	15	16 CEB	17
20	21	22	23	24
27	28	29	30	

JULY				
M	T	W	T	F
				1
4 Scr	5	6	7	8
11	12	13	14 CEB	15
18	19	20	21	22
25 Council	26	27	28	29

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5 Scr	6	7	8	9
12	13	14	15 CEB	16
19	20	21	22	23
26	27	28	29 Council	30

OCTOBER				
M	T	W	T	F
3 Scr	4	5	6	7
10	11	12	13 CEB	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7 Scr	8	9	10	11
14	15	16	17 CEB	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5 Council	6 Scr	7	8	9
12	13	14	15 CEB	16
19	20	21	22	23
26	27	28	29	30

2017

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19 CEB	20
23	24	25	26	27
30 Scr	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6 Council	7	8	9 CEB	10
13	14	15	16	17
20 Council (Budget)	21	22	23	24
27 Council (Budget)	28 Scr			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9 CEB	10
13	14	15	16	17
20	21	22	23	24
27 Scr	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6 CEB	7
10	11	12	13	14
17	18	19	20	21
24 Council	25	26	27	28

MAY				
M	T	W	T	F
1	2 Scr	3	4 election	5
8	9	10	11 CEB	12
15 Council	16	17	18	19
22	23	24	25	26
30	31			

Council	Council
CEB	CEB
Scrutiny	Scr

## MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 15 October 2015

www.oxford.gov.uk



**COUNCILLORS PRESENT:** Councillors Turner (Deputy Leader), Brown, Hollingsworth, Kennedy, Rowley, Simm and Sinclair.

**OTHER MEMBERS PRESENT:** Councillor Jean Fooks, Councillor Andrew Gant, Councillor Linda Smith, Councillor David Thomas and Councillor Craig Simmons

**OFFICERS PRESENT:** Peter Sloman (Chief Executive), Caroline Green (Assistant Chief Executive), Jackie Yates (Executive Director Organisational Development and Corporate Services), Nigel Kennedy (Head of Financial Services), Jeremy Thomas (Head of Law and Governance), Lindsay Cane (Law and Governance), Stephen Clarke (Head of Housing and Property), Ian Brooke (Head of Community Services), Ian Wright (Environmental Development), Richard J Adams (Community Services), Adrian Chowns (Team Leader HMO Enforcement Team), Niko Grigoropoulos (City Development), Ian Marshall (Team Leader Design, Heritage and Specialist Services), Fiona Piercy, Paul Wilding (Benefit Operations Manager) and Catherine Phythian (Committee Services Officer)

### 83. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Price, Cllr Lygo and Cllr Tanner.

The Chair welcomed Caroline Green, Assistant Chief Executive, to her first meeting of the City Executive Board.

### 84. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 85. PUBLIC QUESTIONS

The City Executive Board noted the following public questions and the written responses (as published) on:

Agenda item 7: City Centre Public Space Protection Order

- Mr Jonny Walker, Founding Director of Keep Streets Live Campaign
- Mr Mark Thomas

Agenda item 8: Proposed lease and monitoring arrangements for Community Centres

- Mr Khan

## **86. SCRUTINY COMMITTEE REPORTS**

The Chair of the Scrutiny Committee submitted the following reports for consideration by the Board:

### **4a: Report of the Scrutiny PSPO Panel on the City Centre PSPO**

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 7.

### **4b: Report of the Scrutiny Committee on Community Centre Leases**

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 8.

### **4c: Report of the Scrutiny Inequality Panel - Combatting inequality: Is Oxford City Council doing all it can to make Oxford a fairer, more equal place?**

See minute item 87.

### **4d: Report of the Scrutiny Committee on the Financial Inclusion Strategy**

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 9.

### **4e: Report of the Scrutiny Housing Panel on HMO Licensing**

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 12.

### **4f: Report of the Scrutiny Housing Panel on the fitting of solar panels on council-owned housing stock**

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 11.

## **87. REPORT OF THE SCRUTINY INEQUALITY PANEL - COMBATTING INEQUALITY: IS OXFORD CITY COUNCIL DOING ALL IT CAN TO MAKE OXFORD A FAIRER, MORE EQUAL PLACE?**

Cllr Simmons, Chair of the Scrutiny Committee, presented the report (previously circulated, now appended). He said that the Scrutiny Committee was pleased to note that 17 of the original recommendations of the Scrutiny Inequality Panel had been agreed in full and 3 had been agreed in part. He said that at the meeting on 6 October 2015 the Scrutiny Committee discussion had focused on the 9 original recommendations which had not been agreed or commented upon by the City Executive Board. He explained that the report before the Board provided supplementary information to support those 9 recommendations.

The Board noted the responses provided in the supplementary report. The Executive Director Organisational Development and Corporate Services provided the following comments on the 9 outstanding recommendations:

- Recommendation 3: Not agreed – metrics must be national to be comparative
- Recommendation 10d: Not agreed – although the Board confirmed its supports the social prescribing initiative it is the responsibility of the Oxfordshire Clinical Commissioning Group.
- Recommendation 13: Not agreed – the outcome of the bid will be monitored and the recommendation will be kept under review.
- Recommendation 14a: Agreed in part – The Board noted its appreciation of the work of Asylum Welcome.
- Recommendation 16: Agreed in part - The OCVA have a register of Charities and are funded by the Council. We will raise concerns about the register with OCVA and seek to address them with OCVA colleagues.
- Recommendations 17a and b: Not agreed - This proposal does have a cost implication, as whilst the Council has some information in relation to benefits claimants it does not hold any data on schools children attend and as the roll out of Universal Credit continues it will hold no relevant benefit data. A new grant programme is something to consider during the budget setting process.
- Recommendation 19: Agreed - The Council will lead by example and promote best practice.
- Recommendation 20: Agreed – the Council supports the sentiments behind the recommendation and will increase its efforts to promote the Oxford Living Wage.

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

Cllr Thomas addressed the Board with regard to:

- agenda item 7: City Centre PSPO

His comments were addressed during the discussion of that item.

Cllr Fooks addressed the Board with regard to:

- agenda item 7: City Centre PSPO
- agenda item 10: Changes for charges to planning and listed building pre-application advice
- agenda item 12: Review of additional licensing scheme for houses in multiple occupation (HMOs) in Oxford

Her comments were addressed during the discussion of those items.

## **89. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES**

There were no Councillor addresses on neighbourhood issues.

## **90. CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)**

The Executive Director Community Services submitted a report (previously circulated, now appended) which detailed the consultation regarding a Public

Spaces Protection Order for the city centre, and sought approval of a draft Order.

Cllr Sinclair, Executive Board Member for Crime, Community Safety and Licensing presented the report. She reminded the Board that the current draft PSPO was the result of a long period of intense scrutiny from early 2015 and that it had been revised following robust and thorough review and in response to representations.

The Environmental Protection Service Manager highlighted the main points of the report. He explained that it addressed each of the proposed prohibitions and offered evidence for its inclusion and commented on how the offence would be enforced.

The Head of Law and Governance briefed the Board on the supplementary report (previously circulated, now appended) which addressed the representations submitted by Liberty in their letter of 9 October 2015. The report also clarified the Council's intentions with regard to the issue of Fixed Penalty Notices (FPNs) for aggressive begging and detailed a proposed correction to the draft Order by replacing "make" with "complete" in Prohibition 1f).

The Chief Executive advised the Board that a representation had been received that afternoon from the University of Oxford stating that they did not wish the boundaries of the PSPO to include any University land. He informed the Board that the University had been one of the 3000 landowners consulted. He indicated that some of the prohibitions in the draft PSPO already had effect on University land. He recommended that, if the Board were minded to approve the PSPO, they should do so in its present form and task officers to speak to university/college landowners about the practical implementation and enforcement of it.

The Chief Executive said that he had personally spoken to front line Council staff to understand the sort of issues they faced in dealing with anti-social behaviour in the city centre. Based on their comments and on his own personal observations of incidents in the city centre he was confident that the powers afforded to the Council under the PSPO were necessary. He said that in the majority of cases the Council's enforcement code was the starting point to changing behaviours and addressing the underlying problems which caused that behaviour. The PSPO would provide Council officers with stronger powers to deal with the minority of cases who rejected the offers of support from the Council and other local organisations. He assured the Board that the effectiveness of the PSPO would be subject to close scrutiny and monitoring.

Cllr Gant, Chair of the Scrutiny City Centre PSPO Panel, presented the report of the Scrutiny Panel (previously circulated, now appended). He explained that the Panel had met on 5 October 2015 to consider the draft PSPO and that the Panel's conclusions had been presented to the Scrutiny Committee on 6 October 2015. He noted the City Executive Board responses to the Scrutiny Committee recommendations and reminded the Board that both the Scrutiny Panel and Committee had failed to reach a consensus with regard to Sections 1a and 1e of

the draft PSPO. He said that due to time constraints it was regrettable that the Liberty letter had not been received at the time of the Panel or the Scrutiny Committee meetings.

Cllr Fooks, commenting on behalf of the Liberal Democrat Group, made the following points:

- Anti-social behaviour in the city centre needed to be addressed but was the introduction of a PSPO the most appropriate measure
- The Board should give full consideration to the points raised by Liberty as stated in Recommendation 2 from the Scrutiny Committee
- Was it advisable to include busking in the PSPO in advance of the new “code of conduct for busking”?

Cllr Thomas made the following points:

- That vulnerable people would be criminalised not helped as a result of the PSPO
- That the Board should drop the begging component in the draft PSPO

In discussion the Board noted the importance of differentiating between people who were homeless and those who were begging. They heard that the PSPO replaced or updated existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders. Any change to the draft PSPO boundaries would mean that the areas excluded would have no such updated legal regulations in place.

The City Executive Board resolved to:

1. **Agree** to make a Public Spaces Protection Order under S 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 9 ‘the Act’) on the terms set out at Appendix One and subject to the amendments detailed at Recommendation 2, for the area of the city centre shown on the map at Paragraph 28 for the duration of three years from a date to be determined by the Executive Director Community Services by reference to the installation of adequate public signage and statutory notifications in accordance with the Act; and
2. **Agree** to revise the proposed Order, to replace the word ‘make’ in the first bullet point of Prohibition 1(f) with ‘complete’ and to insert the word ‘reasonably’ prior to the word ‘perceived’ in Prohibition 1(a).

## **91. PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES**

The Head of Community Services submitted a report (previously circulated, now appended) which detailed proposals for a framework for the determination of leases in respect of city council owned community centres occupied and operated by community associations.

Cllr Simm, Executive Board Member for Culture and Communities presented the report. She explained the reasons for the proposed changes and said that it had

been the original intention to present this report in parallel with the Community Centre Strategy report. However, in view of the concerns expressed by the Community Centre Associations it was felt that delaying the lease proposal report would be unreasonable. She assured the Board that there was nothing in the draft Community Centre Strategy that conflicted with the lease proposals.

Cllr Simmons, Chair of the Scrutiny Committee, presented the scrutiny recommendations. Commenting on the draft City Executive Board responses to the recommendations he said that Recommendation 2 was about developing some basic non-negotiable conditions which would give the Council grounds for termination. The Executive Board Member for Culture and Communities said that this would be something that would be pursued in more detail in future discussions with the Community Associations.

The Board noted that they would receive an update on the progress on the lease negotiations when they considered the Community Centre Strategy report at their November meeting.

The City Executive Board resolved to:

1. **Agree** that for community centres that currently have a licence to occupy a notice to quit be served in respect of that licence along with a proposed replacement lease on the terms broadly set out in paragraph 8 of this report.

## **92. FINANCIAL INCLUSION STRATEGY (FIS) - ACTION PLAN UPDATE**

The Executive Director of Organisational Development & Corporate Services submitted a report (previously circulated, now appended) which detailed the delivery progress of the Financial Inclusion Strategy Action Plan and sought agreement to an update of the Action Plan.

Cllr Brown, Executive Board Member for Customer and Corporate Services presented the report, highlighting the generally positive and successful progress in most areas.

Cllr Simmons, Chair of Scrutiny Committee, said that the Committee had been pleased to note the success of many of the action plan initiatives and that the recommendations focused on areas where they felt there was scope for more to be done.

In response the Board Member for Customer and Corporate Services commented on the individual scrutiny recommendations as follows (the detailed written responses are appended):

- Recommendation 1: Agreed – as it already happens
- Recommendation 2: Agreed – there is no directory of affordable childcare but we can direct members to the County Council website.
- Recommendation 3: Not Agreed – the action plan already covers this.
- Recommendation 4: Not agreed – but the training would be monitored and reviewed.



- Recommendation 5: Agreed – the Housing Needs Team already produces performance data relating to this area.
- Recommendation 6: Not agreed – the Council is fully supportive of the principles behind the recommendation but must fully understand the budget implications of all such proposals.

That the City Executive Board resolved to:

1. **Approve** the updated Financial Inclusion Strategy Action Plan as set out at Appendix 2; and
2. **Delegate** authority to the Executive Director, Organisational Development and Corporate Services, in consultation with the Executive Member for Customer and Corporate Services, to further update the Action Plan as necessary.

### **93. CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND APPLICATION FEES**

The Executive Director, Regeneration and Housing submitted a report (previously circulated, now appended) which detailed proposals to increase the level of fees for pre-application planning advice, and to introduce charges for pre-application advice for listed buildings and householder developments.

Cllr Hollingsworth, Executive Board Member for Planning, Transport and Regulatory Services presented the report. He explained that the Council encouraged pre-application discussions with prospective developers, applicants and agents in order to identify and, where possible, resolve any potential issues, and improve the quality of the submitted applications. He reminded the Board that the Council already levied charges for some types of pre-application.

The Planning Officers briefed the Board on the average length of time for the drop-in advice sessions (15 minutes) and the pre-application meetings (60 – 120 minutes). The Board noted that planning legislation prevented local authorities from incorporating a pre-application charge into the planning application fee.

Cllr Fooks commented on the absence of any on-line or printed guidance on planning rules for conservation areas. The Board Member for Planning, Transport and Regulatory Services agreed that this omission should be remedied.

The City Executive Board resolved to:

1. **Approve** the proposed increase in the level of fees for pre-application planning advice, and the proposed introduction of charges for pre-application advice in respect of listed buildings and householder developments, effective from 1 November 2015.

#### **94. ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK**

The Head of Housing and Property submitted a report (previously circulated, now appended) which detailed proposals to facilitate the fitting of solar panels on Council-owned housing stock in such a way that it reduces the demands on the HRA capital programme.

Cllr Rowley, Executive Board Member for Housing presented the report and commended the initiative.

The Head of Housing and Property reminded the Board that the recent Government budget announcements and potential policy changes to the Feed-In-Tariff may impact on the viability of this project for either the Low Carbon Hub or the Council. He explained that the Council was currently pre-registering properties ahead of the anticipated tariff changes.

The Chair of the Scrutiny Housing Panel presented the Panel's report and recommendation. She said that the Panel were very supportive of the overall initiative and she was pleased to note that Board Member supported the recommendation to work with the Low Carbon Hub to maximise the benefits of fitting solar panels to Council-owned housing stock.

The Board welcomed the proposals to promote communications and engagement with tenants through the secondment of a tenant liaison officer, funded by the Hub, to work with the Council's housing and property officers and the tenants.

The City Executive Board resolved to:

1. **Grant project approval** to fit solar panels on Council-owned housing stock in the manner described in this report;
2. **Delegate authority to the Chief Executive**, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and
3. **Agree** that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the Council.

#### **95. REVIEW OF ADDITIONAL LICENSING SCHEME FOR HOUSES IN MULTIPLE OCCUPATION (HMOS) IN OXFORD.**

The Executive Director, Regeneration and Housing submitted a report (previously circulated, now appended) which detailed the results from the consultation carried out for the HMO Licensing Scheme and sought approval to designate the whole of the City as subject to additional licensing under section

56(1) (a) of the Housing Act 2004 in relation to the size and type of HMO specified in the recommendations of this report for 5 years commencing the 25 January 2016.

Cllr Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health presented the report, highlighting the Council's duty to be proactive in addressing the problems of poor quality accommodation in the private rented sector because the acute housing shortage in the city meant that tenants were often reluctant to complain about conditions. He commended officers for a clear report and for the thoroughness of the consultation process. In conclusion he informed the Board that he had agreed the scrutiny recommendations (appended).

The Chair of the Scrutiny Housing Panel presented the Panel's report and recommendations. She commended officers on the high level of community engagement in the consultation and was pleased to note that both of the Panel recommendations had been agreed by CEB, particularly the need to investigate the potential to increase the number of free bulky items collections for tenants living in HMOs. She said that the impact of HMOs on the local environment should not be underestimated especially in areas where there was a high density of HMOs and she urged the Council to consider all options to control and improve the problems of parking, waste collection and landscaping.

In response to questions the HMO Enforcement Team Manager explained that the Council had limited powers to deal with parking problems but that officers worked with the County Council to do what they could to minimise the situation in local areas. Officers were also developing a new on-line system which would simplify the application process.

The legal advisor said that there was no requirement for the proposals at Recommendations 5 and 6 to be referred to Council for approval. He confirmed that the proposals were within the powers of executive delegation of the City Executive Board.

The City Executive Board resolved to:

1. **Note** the report of the Consultation of Licensing of Houses in Multiple Occupation 2015 and its findings attached at Appendix 1;
2. **Agree** that having considered the report of the consultation, which shows that a significant proportion of HMOs in the City are being managed ineffectively, an additional licensing scheme is required for a further 5 years;
3. **Agree** to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 for all three storey Houses in Multiple Occupation that contain three or four occupiers and all two storey Houses in Multiple Occupation that contain five or more occupiers with the designation coming into force on 25 January 2016 for a period of 5 years;

4. **Agree** to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 in relation to all two storey or single storey Houses in Multiple Occupation that contain three or four occupiers and all self-contained flats that are Houses in Multiple Occupation, irrespective of the number of storeys, but, so far as concerns section 257, Houses in Multiple Occupation, limit the designation to those that are mainly or wholly tenanted, Including those with resident landlords. This second designation will come into force on the 31 January 2017 and will last for 4 years;
5. **Agree** to adopt the proposed fees and charges structure attached at Appendix 2; and
6. **Agree** to adopt the eligibility criteria for the new scheme as attached at Appendix 3.

## **96. OXPENS DELIVERY STRATEGY**

The Executive Director, Regeneration and Housing submitted a report (previously circulated, now appended) which detailed the proposed revised arrangements and budgetary implications for the Oxpens Delivery Strategy following the withdrawal of the private sector partner.

The Partnership and Regeneration Manager presented the report. She explained that the main difference in the revised proposals was that the Council would now create a wholly owned investment vehicle to acquire the land at Oxpens and then seek a joint venture partner through a competitive exercise.

The Board noted that recent Government announcements regarding proposed changes to planning legislation added a degree of urgency to the project.

The City Executive Board resolved to:

1. **Note** the contents of this report;
2. **Delegate to** the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Oxpens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 4 below;
3. **Approve** the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and
4. **Recommend Council to resolve to** approve the establishment of a capital budget of £8.4m to progress the project through the next stages.

## **97. ITEMS RAISED BY BOARD MEMBERS**

No items were raised by Board Members.

**98. MINUTES**

The Board resolved to APPROVE the minutes of the meeting held on 10 September 2015 as a true and accurate record.

**99. CONFIDENTIAL APPENDIX: COMMUNITY CENTRES**

The Board received and noted the contents of the not for publication appendix to the report at agenda item 8 (minute 91).

**100. CONFIDENTIAL APPENDIX: OXPENS DELIVERY STRATEGY**

The Board received and noted the contents of the not for publication appendix to the report at agenda item 13 (minute 96).

**The meeting started at 5.00 pm and ended at 7.00 pm**

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# MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 12 November 2015

www.oxford.gov.uk



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

**OTHER MEMBERS PRESENT:** Councillor Craig Simmons and Councillor Jean Fooks

**OFFICERS PRESENT:** Caroline Green (Assistant Chief Executive), David Edwards (Executive Director City Regeneration and Housing), Tim Sadler (Executive Director Community Services), Nigel Kennedy (Head of Financial Services), Lindsay Cane (Law and Governance), Catherine Phythian (Committee Services Officer), Julia Castle (Corporate Assets), Stephen Clarke (Head of Housing and Property), Mark Jaggard (City Development), Helen Vaughan-Evans, Paul Wilding (Benefit Operations Manager) and Jane Winfield (Regeneration and Major Projects - Team Manager)

## 101. APOLOGIES FOR ABSENCE

Apologies were received from the Chief Executive.

## 102. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 103. PUBLIC QUESTIONS

No public questions had been received.

## 104. SCRUTINY COMMITTEE REPORTS

The Committee & Member Services Manager submitted a report detailing recommendations from the Scrutiny Committee on the Annual Monitoring Report.

Cllr Simmons, Chair of the Scrutiny Committee presented the report and explained the reasons for the recommendation to add two new indicators to future Annual Monitoring Reports.

In response Cllr Hollingsworth, Executive Board Member for Planning, Transport and Regulatory Services said that he was happy to agree the recommendation subject to the following amendment: 1a) delete “housing” and replace with “homes”. He said that a formal written response to the recommendation would be sent to the Scrutiny Committee.

The City Executive Board resolved to state its agreement to the following recommendation from the Scrutiny Committee:

1. That the Council includes the following two new indicators when considering the effectiveness of planning policies contained within the Oxford Local Development Plan:
  - a) Number of units of affordable homes to rent built on Council owned land
  - b) The amount of land freed up for affordable housing development through change of use

Cllr Simmons asked the Board to consider whether there was merit in developing a further indicator which related housing pressures in the city to the economy and job market. The Board noted that there was an existing metric which showed the ratio of average house price to average salary within the city which could be included in future Annual Monitoring Reports.

The City Executive Board resolved to:

2. Agree to include a further indicator in future Annual Monitoring Reports which showed the ratio of average house price to average salary within the city.

#### **105. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA**

Cllr Fooks addressed the Committee with regard to:

- agenda item 10: Award of a furnished tenancy scheme
- agenda item 11: Financial Systems Retender

Her comments are included in the minute for those items.

#### **106. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES**

There were no Councillor addresses on neighbourhood issues.

#### **107. ITEMS RAISED BY BOARD MEMBERS**

No items were raised by Board Members.

#### **108. NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT**



The Executive Director, Community Services submitted a report which sought project approval for the Northway and Marston Flood Alleviation Scheme.

Cllr Tanner, Executive Board Member for Climate Change and Cleaner Greener Oxford presented the report and commended the scheme to the Board as it would reduce the risk of flash flooding in Northway and Marston.

The Board expressed their appreciation to Cllr Roy Darke and the members of the Waste Water Flooding Scrutiny Panel for their commitment to investigating the problems in Northway and Marston and pursuing a solution with the relevant agencies. The Board also thanked the Northway and Marston Flood Scheme Manager for her contribution to the development of the scheme and the successful grant application.

The Executive Director, Community Services reminded the Board that the Council carried all of the risk associated with the completion of the scheme and although there was a reasonable contingency built into the budget it was a material consideration in determining whether to approve the scheme.

The City Executive Board resolved to:

1. **grant** project approval for the scheme;
2. **note** the reduction in the need for Oxford City Council capital funding provision to deliver this project (a release of £1,268,000);
3. **grant delegated authority to** Executive Director, Community Services, in consultation with the Monitoring Officer and s151 Officer, to be able to enter into any necessary funding agreements to secure the external funding for the scheme; and
4. **recommend Council to resolve to** include the additional budget of £928,000 for the Northway and Marston Flood Alleviation Scheme in the Capital Programme (£2,196,000 financed from external funding, £400,000 financed from Council capital).

## **109. ENHANCING PATHWAYS FOR THE LONG TERM UNEMPLOYED**

The Executive Director, Organisational Development & Corporate Services submitted a report which sought approval to deliver a project supporting long term unemployed people into work.

Cllr Brown, Executive Board Member for Customer and Corporate Services presented the report and informed the Board that the outcome of stage one of the funding bid would not be known until mid-November.

The Board noted that the focus of the project was to provide support to the long-term unemployed who faced significant barriers to entry into the job market. They were pleased to note the success of the recent job fair in Blackbird Leys and supported officers plans so hold other similar events at other locations in the city.

The City Executive Board resolved to:

1. **approve** the project outlined in the report.

#### **110. AWARD OF THE PROVISION OF A FURNISHED TENANCY SCHEME CONTRACT**

The Head of Housing and Property submitted a report which detailed proposals to award a contract to deliver the Council's Furnished Tenancy Scheme.

Cllr Rowley, Executive Board Member for Housing presented the report. The Board commended the scheme as a valuable tool to support vulnerable residents and help them avoid debt by offering the equivalent of a zero-interest loan. The Board noted that the government's proposed changes to social rent levels would not impact this scheme.

The City Executive Board resolved to:

1. **Delegate authority to** the Executive Director Regeneration & Housing, in consultation with the Monitoring Officer and s151 Officer, to award the Furnished Tenancy Scheme contract to the supplier selected following completion of the EU-compliant open tender process described in this report, for the provision of household goods and furnishings to Council tenants.

#### **111. FINANCIAL SYSTEMS RETENDER**

The Head of Business Improvement and Head of Financial Services submitted a report which sought project approval to retender for the Council's core financial systems and delegate authority to award the contract on the basis of the most economically advantageous bid.

The Board noted that this was a straightforward retendering exercise prompted by the expiry of the existing contract on 31 December 2015.

The City Executive Board resolved to:

1. **grant project approval** for the retendering of the Council's core financial systems; and
2. **delegate authority to** the Head of Business Improvement, in consultation with the s151 Officer and Monitoring Officer to award the contract for a new Finance System on the basis of the most economically advantageous bid.

#### **112. FLAG FLYING - ADDITION TO PROTOCOL**

The Board considered a report submitted by the Head of Law and Governance which sought approval to add two occasions to the protocol for regular Flag Flying on:

- Victory in Europe Day (VE day) – 8 May
- Victory in Japan Day (VJ day) – 15 August

The City Executive Board resolved to:

1. **Agree** to add the regular flying of the Union Flag from the flag pole above the 1930s extension to the Town Hall on VE day, 8 May and VJ day 15 August.

### **113. PLANNING - ANNUAL MONITORING REPORT (AMR)**

The Head of Planning and Regulatory Services submitted a report which sought approval of the Annual Monitoring Report for publication.

The Board Member for Planning, Transport and Regulatory Services presented the Annual Monitoring Report (AMR) 2014-15 which reported on the effectiveness of planning policies contained within Oxford's Local Development Plan against a range of performance indicators. He explained whilst it was disappointing that only 17 affordable dwellings were completed in the 2014/15 monitoring year it was in part due to the phasing of the completion of residential developments. The situation would improve in future years as existing developments were completed.

In response to a suggestion from Cllr Fooks the Board agreed to arrange a meeting for members and officers to discuss further matters relating to Indicator 22: Students and Purpose Built Student Accommodation. The Board noted that this indicator only applied to the University of Oxford and Oxford Brookes and agreed that consideration should be given to expanding the remit to include other educational institutions and student accommodation built and managed by third parties.

The Board agreed that there was a wider safeguarding consideration about the accommodation arrangements for students at other educational institutions, such as language schools, in the city. They felt that this was something that might possibly be addressed through the planning function.

The City Executive Board resolved to:

1. **Approve** the Annual Monitoring Report 2014/15 for publication.
2. **Authorise** the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

### **114. SALE OF CITY FARM, GARSINGTON**

The Head of Housing and Property submitted a report which sought approval for the sale of City Farm, Garsington which is held as a General Fund investment asset.

Cllr Turner, Executive Board Member for Finance, Asset Management and Public Health presented the report. He made the following points:

- The property was a poor investment return for the Council
- The property represented a significant financial liability to the Council with regard to property maintenance and if the Board chose not to divest the property it would be necessary to allocate funds from the capital programme
- redevelopment of the site was unlikely but the sale contract would include a long-term or permanent clawback clause to ensure the Council benefitted from any future development.

The City Executive Board resolved to:

1. **approve** the sale of City Farm on the basis of the valuation set out in Appendix 3; and
2. **delegate authority to** the Executive Director for Regeneration and Housing, in consultation with the Executive Lead Member, the Chief Executive, the Monitoring Officer and the s151 Officer, to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable.

## **115. MINUTES**

The Board resolved to APPROVE the minutes of the meeting held on 15 October 2015 as a true and accurate record.

## **116. MATTERS EXEMPT FROM PUBLICATION**

The City Executive Board resolved to exclude the press and public from the meeting during consideration of the item in the exempt from publication part of the agenda in accordance with the provisions in Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972 and that, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

## **117. CONFIDENTIAL APPENDIX: SALE OF CITY FARM, GARSINGTON**

The Board received and noted the contents of the not for publication appendix to the report at agenda item 14 (minute 115).

**The meeting started at 5.00 pm and ended at 5.37 pm**

**To:** Council  
**Date:** 7 December 2015  
**Report of:** Head of Law and Governance  
**Title of Report:** Petitions scheme – petition asking for support for refugees and asylum seekers

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To set before Council a petition meeting the criteria for debate under the Council's petitions scheme.
<b>Key decision:</b>	No
<b>Executive Board Member with responsibility for this area:</b>	Councillor Bob Price, Leader of the Council
<b>Policy Framework:</b>	Not applicable.
<b>Corporate Priority:</b>	Not applicable
<b>Recommendation(s): That Council :</b>	
1. follow the procedure for large petitions in the Council's Petitions Scheme by: <ul style="list-style-type: none"> <li>• hearing the head petitioner for the petition;</li> <li>• debating the petition; and</li> <li>• deciding whether to make any recommendations to the City Executive Board or officers.</li> </ul>	

## Introduction

1. The Council's petitions scheme is set out in the Constitution. The scheme specifies that petitions requesting action within the Council's powers and containing over 1,500 signatures will be considered by Full Council. The scheme also specifies that the petition organiser can address Council for up to five minutes at the start of the debate in order to present the petition.
2. Petitions are made available on the relevant section of the Council's website.

## The petition

3. A petition stating it was signed by 2,467 people was delivered to the Head of Law and Governance on 23 September 2015. The petition is addressed to all six of the Oxfordshire councils.

4. The petition asks the Council to:  
*'Give shelter, support and a fair hearing to refugees and asylum seekers in our community. Work with existing organisations like Oxford City of Sanctuary, Refugee Resource & Asylum Welcome to help those who are already here and to take in more who are desperately in need.'*
5. Signatures are valid and come from a wide range of postcodes, mostly but not wholly from Oxfordshire. The petition was available through the campaign website 38degrees and the stated number is accurate. The Council has some powers in this area should it choose to use them. The petition therefore meets the criteria for debate at Council.

### **Related petition**

6. A second related petition (on paper and run through Change.org) addressed to this Council alone and signed by approximately 255 people was delivered. This petition does not meet the threshold for consideration. It is however available for inspection on the relevant section of the Council's website.

### **Actions for Council**

7. The petition organiser has been invited to present the petition and under the scheme's rules is permitted to address Council for up to five minutes at the start of this item.
8. Council is asked to debate the petition and make recommendations to the City Executive Board and or officers, as appropriate. There are no minimum requirements in law or in the Constitution as to the format or duration of the debate.
9. Recommendations to the City Executive Board will subsequently be presented to them for their consideration.

### **Other considerations**

10. On 23 September Council considered a motion on notice and resolved:

Oxford has a long tradition of welcoming immigrants and refugees from around the world. The cultural richness of the city is fundamental to its creativity, the excellence of our health services and the global reputation of our universities. Oxford is a truly global city, with one in three of our residents born overseas. 8000 students from 139 countries outside the UK are represented in the University of Oxford. Increasing numbers of refugees are fleeing bloody conflicts and oppressive regimes, deepening the global humanitarian crisis that has been developing over the last decade. Some of the most vulnerable people in the world are dying as they try to reach safety. The City Council welcomes the huge level of support shown by the Oxford and Oxfordshire communities for a local response to this crisis.

On 6 October 2008, the Council passed a motion declaring itself to be a City of Sanctuary; stating: "this Council wishes to promote the inclusion and welfare of those coming to Oxford to seek refuge and sanctuary."

We recognise the strong support local communities, voluntary bodies, faith groups and others in Oxford already give to those seeking refuge and sanctuary. The strength of public feeling was well expressed in the 'Oxford Welcomes Refugees' March on 6 September that attracted more than 2,000 people.

The UN refugee agency has asked EU Member States to immediately take 200,000 additional refugees to lessen the humanitarian crisis. In response, the EU has adopted a quota system which the UK Government has refused to participate in.

Rather than the 18,000 that would represent the UK's share of refugees, the Prime Minister has announced that his government would make provision for 20,000 over the course of this Parliament. This would simply be an extension of the existing UNHCR scheme for resettlement of vulnerable people (with a strong emphasis on young people) from the camps in the Lebanon and Jordan. This fails entirely to deal with the refugees who have fled the war and the camps and have already reached an EU country in order to find safety and refuge.

Recognising the humanitarian crisis that has unfolded in recent months and our moral responsibility to respond to it, this Council asks the Executive to:

- a) continue to coordinate the work of local charities, voluntary bodies and the public authorities in the Oxford area to ensure that there are effective procedures in place to welcome refugees of all ages and to offer appropriate housing and support.
- b) continue to encourage people in Oxford and the wider county to make financial donations to support the charities and voluntary bodies involved
- c) ensure that its policies and procedures are as effective as possible in supporting refugees and facilitating the accommodation of refugees in private homes.
- d) work with the Home Office to implement the extended Syrian Vulnerable Persons Relocation scheme
- e) write to the City's Universities encouraging them to consider extending their funded studentships to include more places specifically for refugees
- f) write to the City's MPs expressing concern over the UK Government's weak response to the refugee crisis and asking them to lobby for the UK to welcome its fair share of refugees

11. The Assistant Chief Executive is responsible for progressing these resolutions.

### **Financial implications**

12. The implications will depend on Council's recommendations, if any, and Council should be mindful of the possible costs associated with these.

### **Legal issues**

13. The implications will depend on Council's recommendations, if any.

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Background papers: petitions Make Oxford a beacon of hope and Refugees  
Welcome in Oxford/Oxfordshire on [www.oxford.gov.uk](http://www.oxford.gov.uk)



**To:** Council  
**Date:** 7 December 2015  
**Report of:** Head of Law and Governance  
**Title of Report:** Petition to keep the management of East Oxford Community Centre under the control of the people of East Oxford'

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To set before Council a petition meeting the criteria for debate under the Council's petitions scheme.
<b>Key decision:</b>	No
<b>Executive Board Member with responsibility for this area:</b>	Councillor Bob Price, Leader of the Council Councillor Christine Simm, Board member for Culture and Communities
<b>Policy Framework:</b>	Not applicable.
<b>Corporate Priority:</b>	Not applicable
<b>Recommendation(s): That Council :</b>	
1. follow the procedure for large petitions in the Council's Petitions Scheme by: <ul style="list-style-type: none"> <li>• hearing the head petitioner for the petition;</li> <li>• debating the petition; and</li> <li>• deciding whether to make any recommendations to either the City Executive Board and, or to officers.</li> </ul>	

## Introduction

1. The Council's scheme for handling petitions is set out in the Constitution. The scheme specifies that petitions requesting action within the Council's powers and containing over 1,500 signatures will be considered by Full Council. The scheme also specifies that the petition organiser can address Council for up to five minutes at the start of the debate in order to present the petition.
2. The petitions are available on the relevant section of the Council's website.

## The petition

3. A paper petition signed by 1,600 people was delivered to the Head of Law and Governance on 18 November 2015.

4. The petition states: *'Help stop Labour controlled Oxford City Council takeover of East Oxford Community Centre. We the undersigned hereby demonstrate our support for keeping the management of EOCC under the control of the people of Oxford East'*
5. Signatures are valid and come from a range of postcodes. Not all signatories may live, work or study in the city. The Council's petition scheme does not require these conditions to be met before accepting a signature as valid.

The petition therefore meets the criteria for debate at Council.

### **Actions for Council**

6. The petition organiser has been invited to present the petition and under the scheme's rules is permitted to address Council for up to five minutes at the start of this item.
7. Council is asked to debate the petition and make recommendations as it thinks appropriate. There are no minimum requirements in law or in the Constitution as to the format, or duration of the debate.
8. The subject matter of this petition is an Executive function so any recommendations from Council will subsequently be presented to the City Executive Board for their consideration.
9. Separate to this petition, the City Executive Board will consider a report on the Council's strategy for community centre's at its 17 December meeting.

### **Financial implications**

10. The implications of this report will depend on Council's recommendations, if any, and Council should be mindful of the possible costs in formulating its recommendations.

### **Legal issues**

11. The implications will depend on Council's recommendations, if any.

<b>Report author</b>	Jennifer Thompson
Job title	Committee and Members Services Officer
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**Background Papers:** petition on [www.oxford.gov.uk](http://www.oxford.gov.uk)

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**To:** Council  
**Date:** 7 December 2015  
**Report of:** Assistant Chief Executive  
**Title of Report:** **Oxfordshire Partnerships Update Report**

## Summary and Recommendations

**Purpose of report:** To inform members of the Annual Review of the work of the Oxfordshire Partnerships.

Report approved by:

**Executive lead member:** Councillor Bob Price

**Policy Framework:** The Corporate Plan

**Recommendation:**

1. The Council is invited to ask questions of the Leader.
2. Council is recommended to note the report.

1. 'The Paper in Annex 1 was presented to the Oxfordshire Partnership meeting on 16<sup>th</sup> October 2015. The paper was written by the Head of Policy at Oxfordshire County Council and provides an Annual Review of each of the following partnerships:

### **The Oxfordshire Local Enterprise Partnership**

2. The Oxfordshire Local Enterprise Partnership (LEP) is responsible for championing and developing the Oxfordshire economy. Working with businesses, academia and the public sector the Oxfordshire LEP is driving economic development across the county. The Vision for Oxfordshire is that by 2030 Oxfordshire will be a vibrant sustainable inclusive world leading economy, driven by innovation, enterprise and research excellence.

Executive Board Member: Councillor Bob Price

Lead Officer: David Edwards, Executive Director Regeneration and Housing

### **The Growth Board**

3. To manage the delivery of cross county projects specified as projects in the Strategic Economic Plan. This includes providing leadership for partnership working and collaboration on spatial planning, economic development, housing, transport and general infrastructure across Oxfordshire. To lead on the post Strategic Housing Market Assessment (SHMA) process.

Executive Board Member: Councillor Bob Price

Lead Officer: David Edwards, Executive Director Regeneration and Housing

### **The Oxfordshire Environment Partnership (formally Environment and Waste Partnership)**

The Partnership will help coordinate shared action against broader Oxfordshire 2030 pledges which relate to energy, climate change, biodiversity and flooding, including the monitoring commitments and actions outlined by:

- Climate Local Commitments
- The Joint Municipal Waste Management Strategy
- The Flood Risk Strategy.

Executive Board Member: Councillor John Tanner

Lead Officer: Jo Colwell, Service Manager Environmental Sustainability

### **The Oxford Health and Wellbeing Board**

4. The primary objective of the Health and Wellbeing Board is to ensure that we work together to improve everyone's health and wellbeing, especially those who have health problems or are in difficult circumstances. To achieve this, the board provides strategic leadership for health and wellbeing across the county and will ensure that plans are in place and action is taken to realise those plans. The Oxford Health and Wellbeing Board is supported by:
  - The Children and Young People's Board
  - The Health Improvement Board (There is report setting out the work of this Board elsewhere on the agenda).

Executive Board Member: Councillor Ed Turner

Lead Officer: Val Johnson, Policy and Partnership Manager

### **The Oxfordshire Community Safety Partnership (OSCP)**

5. The role and the responsibilities of this partnership are currently under review and in particular how this county-wide partnership relates with the City and District Community Safety Partnerships. The Partnership is currently focussing on Oxfordshire Preventing Extremism. On-going activities include:

- Domestic Abuse
- Raising awareness on Child sexual Exploitation.
- Female Genital Mutilation
- Reducing Youth Re-offending.

Executive Board Member: Councillor Delia Sinclair

Lead Officer: Tim Sadler, Executive Director Community Services

### **Oxfordshire Stronger Communities Alliance (OSCA)**

6. OSCA brings together 23 members from voluntary sector support providers, faith groups, representatives of local councils, the NHS, military and police. OSCA Partnership meetings are held three times a year. To coordinate voluntary sector activities and share best practice.

Executive Board Member: Councillor Christine Simm

Lead Officer: Julia Tomkins, Grants and External Funding Officer

### **Oxfordshire Safeguarding Children Board (OSCB)**

7. The OSCB remit is to co-ordinate and ensure the effectiveness of what is done by each agency on the Board for the purposes of safeguarding and promoting the welfare of children in Oxfordshire. This is done through the development of local services and by ensuring the effectiveness of services.

Executive Board Member: Councillor Delia Sinclair

Lead Officer: Tim Sadler, Executive Director Community Services

### **Oxfordshire Safeguarding Adults Board**

8. The purpose of the Oxfordshire Safeguarding Adults Board is to create a framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse and a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of anxiety. Safeguarding Adult Boards have now become statutory bodies with the implementation of the Care Act 2014.

Executive Board Member: Councillor Delia Sinclair

Lead Officer: Val Johnson, Policy and Partnerships Manager

### **Oxfordshire Devolution Deal**

9. On 4<sup>th</sup> September, the Leaders of the six Oxfordshire Authorities submitted an expression of interest to government setting out initial proposals for devolution in Oxfordshire for discussion with government. These proposals were developed together with the Local Enterprise Partnership

and the Clinical Commissioning Group and outlined proposals for greater local control over £4bn of funding for transport, skills training and health.

### **Financial Implications**

10. There are no additional financial implications as a result of this report. The current resources required to support these partnerships are already included within the existing budget, including contributions from other authorities.

#### **Name and contact details of author:-**

**Name:** Val Johnson

**Job title:** Policy and Partnership Development Manager

**Service Area:** Assistant Chief Executive

**Tel:** 01865 0 252209 **e-mail:** vjohnson@oxford.gov.uk

**List of background papers: None**

## **PARTNERSHIP UPDATE REPORT**

### **Report by the Head of Policy**

This report provides an update on the Oxfordshire-wide partnerships which are critical in progressing key countywide priorities, enabling partners to work across the themes of a thriving Oxfordshire, including economic growth, health and wellbeing, thriving communities, and support to the most vulnerable;

- Oxfordshire Local Enterprise Partnership
- Oxfordshire Growth Board
- Oxfordshire Environment Partnership (formerly Environment and Waste Partnership)
- Oxfordshire Health and Wellbeing Board
- Oxfordshire Safer Communities Partnership
- Oxfordshire Stronger Communities Alliance
- Oxfordshire Safeguarding Children Board
- Oxfordshire Safeguarding Adults Board

Each partnership report addresses the following points:

- The current focus for the Partnership;
- The personnel (Chairman and supporting staff) of the Partnership
- The Partnership's governance arrangements;
- The Partnership's key achievements in the last year;
- The aims for the Partnership in the year ahead;
- The key challenges for the Partnership and how these will be addressed going forward.

Details of the current/future work undertaken by these Partnerships are shown in this report. Each is a snapshot at a particular point in time (with the completion date shown in the preface in each case) rather than a formal report for the financial or calendar year.

The most significant structural changes to report since the 2014 update are that the Spatial Planning and Infrastructure Partnership and Local Transport Board have completed their transition to become the Oxfordshire Growth Board and that the Environment and Waste Partnership is now the Environment Partnership.

The newly created Strategic Schools Partnership is in the process of establishing its terms of reference, working patterns, membership, and functions. Starting in 2016, the work of this partnership will be included in this yearly update.

<b>Partnership Name</b>	<b>Oxfordshire Local Enterprise Partnership</b>
<b>Date of completion</b>	July 2015
<b>Chairman</b>	Adrian Shooter
<b>OCC Lead Member</b>	Cllr Ian Hudspeth
<b>OCC Lead Officer</b>	Sue Scane
<b>Last Meeting Date</b>	7 <sup>th</sup> July
<b>Next Meeting Date</b>	8 <sup>th</sup> September
<b>Website Address</b>	<a href="http://www.oxfordshirelep.org.uk/">http://www.oxfordshirelep.org.uk/</a>
<b>Governance Arrangements</b>	
<p>The Oxfordshire Local Enterprise Partnership (OxLEP) is now an incorporated company limited by guarantee (as of April 2015).</p> <p>Cllr Hudspeth is a non -executive director of the new company.</p> <p>Oxfordshire County Council acts as the accountable body for OxLEP.</p>	
<b>The current focus for the Partnership</b>	
<p>The Oxfordshire Local Enterprise Partnership is focussed on leading, championing and developing the Oxfordshire economy.</p> <p>Its primary objective is to deliver the Oxfordshire vision;  <i>The Vision for Oxfordshire is that by 2030 Oxfordshire will be a vibrant sustainable inclusive world leading economy, driven by innovation, enterprise and research excellence.'</i></p>	
<b>The Partnership's key achievements in the last year</b>	
<ul style="list-style-type: none"> <li>• Successfully negotiated Local Growth Fund (LGF) rounds one and two deals – a combined investment of c.£120 million into the county</li> <li>• Developed the European Structural Investment Funds strategy setting out how Oxfordshire's c. £19.5million allocation will support growth</li> <li>• Over delivered the £1.9million Regional Growth Hub-funded Oxfordshire Business Support (OBS) programme</li> <li>• Through OBS, developed an overarching business support infrastructure that corrals and aligns organisations that support business. OBS also delivers 11 Network Navigators who help businesses navigate their way around the business infrastructure to drive growth.</li> <li>• Developed the Joint Oxfordshire Business Support (JOBS) infrastructure that better con-ordinates and aligns partners within the economic development 'family'.</li> </ul>	



### **The aims for the Partnership in the year ahead**

Its foci over the next 12 months include overseeing the delivery of:

- Local Growth Fund (LGF) rounds one and two projects – a combined investment of c£120m into the county
- City Deal – c£55.5million of government investment across transport, innovation, skills and business support
- European Structural Investment Funds (ESIF) – After significant delays, due to challenges signing off the English programme at national level, £19.5million Oxfordshire’s ESIF programme is now live. The allocation is made up of:
  - i) £8.2million European Regional Development Fund (ERDF) – to support innovation and business support
  - ii) £8.2million European Social Fund (ESF) - to support social inclusion and skills development
  - iii) c. £2.9million European Agricultural Fund for Rural Development (EAFRD) which it will target on rural broadband, small-scale renewable energy projects and rural tourism, in line with EAFRD objectives
- The development of a pipeline of Local Growth Fund (LGF) projects in anticipation of future LGF announcements. 39 projects have come forward with a combined LGF ask of £1.6billion, leveraging in over £4billion of private sector match funding. Projects are being taken through the appraisal process to ensure we can respond quickly to any future funding announcements.
- Developing the Strategic Environmental Economic Investment Plan (SEEIP); setting out the key environmental projects and programmes that will drive economic growth and jobs creation, in advance of potential future funding opportunities (i.e. developing the project ‘pipeline’).
- Developing the Creative, Cultural, Heritage and Tourism (CCHT) Investment Plan; setting out the key projects and programmes that will drive economic growth and jobs creation, in advance of potential future funding opportunities (i.e. developing the project ‘pipeline’).
- Developing proposals to continue the Oxfordshire Growth Hub – via European Structural Investment Funds and on-going dialogue with government.

### **The key challenges for the Partnership and how these will be addressed going forward.**

- Ensuring delivery against existing funding agreements, which will be mitigated by the robust performance management framework in place and the strategic oversight role of the Growth Board.

- Ensuring we are able to respond positively and promptly and be 'strategically opportunistic' as potential future funding opportunities emerge. This will be addressed by ensuring partners and stakeholders are fully engaged and aware of potential opportunities as they arise, and by developing, as far as is practicable, a robust suite of business cases (eg. CCHT & SEEIP), in advance of potential funding opportunities
- On-going financial sustainability of OxLEP. The current team's funding ends on the 31<sup>st</sup> March 2016; at this stage there is no commitment from government that they will support further core funding at any level, with an announcement expected in Autumn Statement. Notwithstanding future announcements, OxLEP continues to have dialogue with stakeholders on better alignment of existing resources to drive growth and with government on additional and on-going support.

<b>Partnership Name</b>	<b>Oxfordshire Growth Board</b>
<b>Date of completion</b>	30 <sup>th</sup> July 2015
<b>Chairman</b>	The meetings are administered and hosted on a rota basis and currently Cherwell District Council are the hosting authority. Chairman: Cllr Barry Wood Programme Manager: Paul Staines
<b>OCC Lead Member</b>	Cllr Ian Hudspeth
<b>OCC Lead Officer</b>	Bev Hindle
<b>Last Meeting Date</b>	25 <sup>th</sup> June 2015
<b>Next Meeting Date</b>	24 <sup>th</sup> September 2015
<b>Website Address</b>	<a href="https://www.oxfordshire.gov.uk/cms/content/oxfordshire-growth-board">https://www.oxfordshire.gov.uk/cms/content/oxfordshire-growth-board</a> (Public meetings - minutes are online)
<b>Governance Arrangements</b>	
<p>Core membership comprises Leaders or Cabinet/ Executive Members from each of the local authorities and is supported by an executive of senior officers from the six member local authorities, the Homes &amp; Communities Agency (HCA), the Local Enterprise Partnership (LEP) and other partners.</p>	
<b>The current focus for the Partnership</b>	
<ul style="list-style-type: none"> <li>To provide leadership for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure across Oxfordshire.</li> <li>The leadership of the post-SHMA (Strategic Housing Market Assessment) process</li> </ul> <p>The Oxfordshire Growth Board is a joint committee with members drawn from Oxfordshire County Council and each of the City and District Councils in the county, plus representatives from other organisations. Its purpose is to manage the delivery of the cross county projects specified as priorities in the county Strategic Economic Plan. These include road improvements, improvements to rail facilities and the establishment of training and skills centres to enhance the employability of local people. The funds for these projects come from Government, together with match funding from private businesses, developers and local councils. The meetings are administered and hosted on a rota basis and currently Cherwell District Council are the hosting authority.</p>	
<b>The Partnership's key achievements in the last year</b>	
<ul style="list-style-type: none"> <li>Establishment of the Growth Board.</li> <li>Oversight of the City Deal and the Local Growth Deal projects, and new Local Growth Fund project proposals, in particular the potential housing programmes in each district and the strategic transport infrastructure needed to support growth.</li> </ul>	

- Developing the post SHMA (Strategic Housing Market Assessment) approach for jointly developing and testing spatial strategy options for accommodating unmet housing needs.

#### **The aims for the Partnership in the year ahead**

- To maintain the joint spatial strategy work programme.
- To oversee the submission of new Oxfordshire Local Growth Fund projects once a timeline is announced by Government.
- To oversee an update to the Strategic Economic Plan in support of the Local Growth Funding requirements.
- To explore the opportunities for a new Enterprise Zone for Oxfordshire and submit a proposal, as agreed by Partners.

#### **The key challenges for the Partnership and how these will be addressed going forward.**

- Agreement of spatial strategy options for dealing with Oxford's unmet housing need and the identification of sites, in the context of the duty to cooperate. The process will continue to have to review a number of options and many considerations.
- Agree recommendations of Local Growth Fund (LGF) projects.
- Ensuring City Deal and LGF delivery programme is maintained to support housing and employment growth.

<b>Partnership Name</b>	<b>Health and Wellbeing Board</b>
<b>Date of completion</b>	11 <sup>th</sup> August 2015
<b>Chairman</b>	Cllr Ian Hudspeth and Dr Joe McManners
<b>OCC Lead Member</b>	Cllr Ian Hudspeth
<b>OCC Lead Officer</b>	Jonathan McWilliam
<b>Last Meeting Date</b>	16 <sup>th</sup> July 2015
<b>Next Meeting Date</b>	5 <sup>th</sup> November 2015
<b>Website Address</b>	<a href="https://www.oxfordshire.gov.uk/cms/public-site/health-and-wellbeing-board">https://www.oxfordshire.gov.uk/cms/public-site/health-and-wellbeing-board</a> <i>(Public meetings - minutes are online)</i>
<b>Governance Arrangements</b>	
<p>The Health and Wellbeing Board members include District and County councillors, the Oxfordshire Clinical Commissioning Group, NHS England, Healthwatch Oxfordshire and senior officers from Local Government. Three Partnership Boards report to it - the Older People's Joint Management Group, the Health Improvement Board and the Children's Trust.</p> <p>The Health and Wellbeing Board meets in public three times a year. The Partnership Boards meet more frequently, although not always in public.</p>	
<b>The current focus for the Partnership</b>	
<p>The establishment of a Health and Wellbeing Board became a statutory requirement for every upper tier local authority through the Health and Social Care Act 2012, which took effect from April 2013. In Oxfordshire a Shadow Board met from March 2012.</p> <p>The primary objective of the Health and Wellbeing Board is to ensure that we work together to improve everyone's health and wellbeing, especially those who have health problems or are in difficult circumstances.</p> <p>To achieve this, the Board provides strategic leadership with the aim of coordinating health, social care and wellbeing services across the county, ensuring plans are in place and action is taken to realise those plans. The Clinical Commissioning Group's strategic plans are approved through the Board, and all members hold each other to account, expect good results and continue to strive for good quality in all health and social care services. The Board frequently reports to and welcomes further scrutiny from the Oxfordshire Joint Health Overview and Scrutiny Committee.</p> <p>Working together to transform the health and social care system is the only way we can continue to ensure what people need is of good quality, available to them at the right time and in the right place. A focus on prevention of ill health and the need for care, and on how best people can be supported in their own communities to stay well is changing the way all health and social care organisations work. This is reflected in the priorities and outcomes for the Health and Wellbeing Board, as set out in the Joint Health and Wellbeing Strategy 2015-19.</p>	

The Board is responsible for the annual Joint Strategic Needs Assessment (JSNA), which monitors trends in the health and wellbeing of Oxfordshire's population and assesses changing patterns of need and demand for services. As in previous years the JSNA was the basis for reviewing the Joint Health and Wellbeing Strategy, alongside learning from the last 12 months of implementing the strategy and consultation with key stakeholders.

The Board's overall priorities for 2016-17 were not changed in this year's refresh of the Strategy.

### **Children and young people**

**Priority 1:** All children have a healthy start in life and stay healthy into adulthood

**Priority 2:** Narrowing the gap for our most disadvantaged and vulnerable groups

**Priority 3:** Keeping all children and young people safe

**Priority 4:** Raising achievement for all children and young people

### **Adult health and social care**

**Priority 5:** Working together to improve quality and value for money in the health and social care system

**Priority 6:** Living and working well: adults with long term conditions, physical or learning disability or mental health problems living independently and achieving their full potential

**Priority 7:** Supporting older people to live independently with dignity whilst reducing the need for care and support

### **Health Improvement**

**Priority 8:** Preventing early death and improving quality of life in later years

**Priority 9:** Preventing chronic disease through tackling obesity

**Priority 10:** Tackling the broader determinants of health through better housing and preventing homelessness

**Priority 11:** Preventing infectious disease through immunisation

### **The Partnership's key achievements in the last year**

Through the work of the Board, its member organisations and the other partners, there are a number of positive developments that can be reported over the last year:

- There have been big improvements in the take up of free early education for eligible 2 years olds.
- A higher percentage of pregnant women saw a healthcare professional in the first 13 weeks of their pregnancy - 95.8% exceeding our target of 92%.
- The number of young people not in education, employment or training has continued to fall.
- Uptake of NHS Health Checks offered to 40-74 year-olds has improved.
- Over 25,000 people had help from the Community Information Network, which provides relevant, personalised information and advice about what is available to help us keep well and what support and care there is in local areas.
- Healthwatch Oxfordshire has reviewed the Quality Accounts of service providers

- and brought challenge and recommendations for improvement to the Board.
- We have continued to bring together the work of health and social care with communities and the voluntary sector - our first Neighbourhood team of community health and social care staff in Wantage and Faringdon is based with local GPs.
  - The number of hospital admissions for acute conditions that would not normally require hospital admission continues to fall and is below the national average.
  - The growth of Extra Care Housing continues and will deliver more units in 2015/16.
  - People who use health and social care services report a high level of satisfaction with their care, with access to information and receiving their support in a timely way.
  - Overall the rate of breastfeeding at 6-8 weeks is higher than the national average.
  - The Children and Young People's Plan for 2015-2018 was presented to the Board in July by a group of children and young people involved in producing it, and adopted by the Board.

### **The aims for the Partnership in the year ahead**

The Health and Wellbeing Board agreed its priorities for the year ahead at its meeting on 16 July 2015 when it agreed the refreshed Joint Health and Wellbeing Strategy. The Strategy sets out the indicators and targets the Board will use to measure progress on achieving the priorities set out above.

Key themes include:

- Shifting services towards the prevention of ill health.
- Reducing inequalities, breaking the cycle of deprivation and protecting the vulnerable.
- Giving children a better start in life.
- Reducing unnecessary demand for services.
- Helping people and communities to help themselves.
- Making the patient's journey through all services smoother and more efficient.
- Improving the quality and safety of services.
- Streamlining financial systems, especially those pooled between organisations, and aligning all budgets more closely.

### **The key challenges for the Partnership and how these will be addressed going forward.**

- Strengthening the role and function of the Children's Trust, and its relationship with the Oxfordshire Safeguarding Children's Board
- Addressing poor outcomes by targeting the groups or areas of the county where performance is the worst. This is being led through the Health Improvement Board where targets have been set to improve the overall average and ensure that the gap between best and worst is narrowed.
- Building on the involvement and engagement of the people of Oxfordshire, including people who use services and their families and friends, working closely with Healthwatch Oxfordshire.

<b>Partnership Name</b>	<b>Oxfordshire Environment Partnership</b>
<b>Date of completion</b>	10 <sup>th</sup> August 2015
<b>Chairman</b>	Cllr Tony Harbour (South Oxfordshire DC)
<b>OCC Lead Member</b>	Cllr David Nimmo Smith
<b>OCC Lead Officer</b>	Victoria Fletcher
<b>Last Meeting Date</b>	23 <sup>rd</sup> January 2015
<b>Next Meeting Date</b>	30 <sup>th</sup> October 2015
<b>Website Address</b>	N/A
<b>Governance Arrangements</b>	
<p>In 2014 the Oxfordshire Waste Partnership was dissolved, following agreement on the need to move away from the cost and commitment associated with the statutory joint committee, towards a more informal working arrangement.</p> <p>The 'Oxfordshire Environment Partnership' membership comprises 1 elected member representative from the County Council, the City Council and each of the District Councils.</p> <p>Secretariat support for the partnership will rotate with the Chairmanship every two years, and is currently held by South Oxfordshire District Council.</p>	
<b>The current focus for the Partnership</b>	
<p>At the first meeting of the group, in January 2015, members worked to agree on the scope of the work of the partnership together with membership, voting structures and administrative arrangements.</p> <p>The Partnership will help coordinate shared action against broader Oxfordshire 2030 pledges which relating to waste, energy, climate change, biodiversity and flooding including the monitoring of commitments and actions outlined via:</p> <ul style="list-style-type: none"> <li>• Climate Local Commitments</li> <li>• The Joint Municipal Waste Management Strategy</li> <li>• The Flood Risk Management Strategy</li> </ul>	
<b>The Partnership's key achievements in the last year</b>	
<p><b>Energy and climate change</b></p> <ul style="list-style-type: none"> <li>• <b>Oxfutures</b>        Oxfutures is an ambitious programme to lever £15 million of investment into low energy and energy efficiency projects across Oxfordshire. The programme was been kickstarted by a grant from Intelligent Energy Europe to Oxford City Council and Oxfordshire County Council. It is delivered by the Low Carbon Hub. This year it is installing solar PV schemes in 17 Oxfordshire schools.</li> </ul>	



- **Green House Gas reporting:**

This is a statutory report that can also be used by authorities to monitor the Oxfordshire Environment Partnership commitment to a 3% year on year reduction in emissions of greenhouse gases (CO<sub>2</sub> equivalent). Formal reporting to the partnership for all authorities takes place in October, but Oxfordshire County Council figures indicate that emissions from Oxfordshire's corporate estate have reduced by an average of 6% per year since 2010/11.

## **Waste and recycling**

- **Recycling rates**

Oxfordshire maintained its position as one of the highest recyclers and lowest waste producers in the country in 2014/15 with a recycling rate of 61% and household waste generated per head 432kg – less than last year.

- **Energy Recovery Facility**

In June 2014 commissioning began at Ardley Energy Recovery Facility and the first loads of waste were delivered for processing. All of Oxfordshire's residual municipal waste is now being processed by the facility reducing our reliance on landfill dramatically. The facility was officially opened by the Duke of Gloucester on 11 June 2015.

- **Foodwise**

Foodwise is an EU funded project developed to help businesses in the hospitality sector to cut their waste. The project is helping 250 small and medium sized enterprises (SMEs) across the South East of England to make cost savings and improve their environmental credentials. Businesses are provided with training, waste and energy audits and other information. The project runs until September 2015, is managed by Oxfordshire County Council and is part funded by the European Regional Development Fund.

- **New grants gained**

£28,000 was awarded to a partnership of the County and District Councils, the Community Action Group (CAG) and Bicester Green to run a year long focus on increasing Waste, Electrical and Electronic Equipment (WEEE) repair, reuse and recycling. The project will run throughout 2015/16.

## **Flooding**

- **Flooding:** A Local Flood Risk Management Strategy has been produced and published, which gives a clear vision of how flood risk will be dealt with in Oxfordshire. This is accompanied by a five year Action Plan of activities which the partnership has committed to. The various agencies are on programme on the delivery of this plan within the stated timescales with 8 actions having been completed and 22 outstanding.

- In addition to this during 14/15 Oxfordshire County Council and our Flood Risk Management partners undertook the following across Oxfordshire:
  - 99 Flooding/Drainage Investigations
  - 95 Improvement Schemes
  - 98 Maintenance works

### **Biodiversity**

- Wild Oxfordshire, Oxfordshire's Local Nature Partnership, is leading on the production of a report on Oxfordshire's biodiversity. This will be produced by March 2016
- Thames Valley Environmental Records Centre completed a re-survey of ancient woodland across Oxfordshire, this data has been uploaded to and is available to download from the National Biodiversity Network further detail is available from the records centre.
- The Local Wildlife Sites (LWS) programme has continued to monitor LWS across the county. There has been an increase, albeit relatively small, in the proportion of sites in good condition as a result of implementation of agri-environment agreements and a successful pilot of targeted site management works undertaken through the LWS framework.
- Work has commenced on an integrated map of priority habitats for Oxfordshire in association with the Thames Valley Environmental Records centre, though completion will depend upon securing further resources.
- A wide range of community partnership projects have continued to be developed and implemented. Notable ongoing initiatives include the Earth Trust River of Life project, habitat creation work by the RSPB at Otmoor which has supported an improved population of breeding waders and the activities of the recently established Catchment Partnerships which are supporting a wide range of work in support of the Water Frameworks Directive.

### **Cross –cutting**

- **Strategic Economic and Environmental Investment Plan**  
Led by the Local Enterprise Partnership, this document will highlight the value of the environment to our local economy, including the natural environment, rural economy and low carbon industries. It will highlight a number of projects that can help support economic growth, and it is hoped this report will stimulate inward investment to fund priority projects and schemes.

**The aims for the Partnership in the year ahead**

The purposes of the newly constituted partnership are:

- To work together in the delivery of those joint priorities set out above
- To scrutinise and seek to measure progress against targets and commitments
- To share resources including funding to pursue joint aims and objectives and where this presents best value or economies of scale
- To share information, approaches and best practice, and avoid duplication
- To champion the aims of the partnership within respective organisations.

**The key challenges for the Partnership and how these will be addressed going forward.**

- There is no current specific support for the partnership either within Oxfordshire County Council nor in partner organisations.
- Administration has agreed to be shared between authorities on a revolving basis (every 2 years).

<b>Partnership Name</b>	<b>Oxfordshire Safer Communities Partnership</b>
<b>Date of completion</b>	24 <sup>th</sup> July 2015
<b>Chairman</b>	Cllr Sandy Lovatt
<b>OCC Lead Member</b>	Cllr Kieron Mallon
<b>OCC Lead Officer</b>	Dave Etheridge
<b>Last Meeting Date</b>	13 <sup>th</sup> July 2015
<b>Next Meeting Date</b>	26 <sup>th</sup> November
<b>Website Address</b>	<a href="https://www.oxfordshire.gov.uk/cms/content/oxfordshire-safer-communities-partnership">https://www.oxfordshire.gov.uk/cms/content/oxfordshire-safer-communities-partnership</a> <i>(Public meetings - minutes are online)</i>
<b>Governance Arrangements</b>	
<p>Elected-member Board meets 3 times per year and is supported by an officer-led Business Group that meet 6 times per year. The Chairman attends Oxfordshire County Council Performance Scrutiny meeting every year.</p> <p>A draft working protocol has been developed with Oxfordshire Safeguarding Children Board (OSCB) and will be extended to include Oxfordshire Safeguarding Adult Board (OSAB) and the Children’s Trust next year.</p>	
<b>The current focus for the Partnership</b>	
<p>We are currently reviewing the partnership, especially the role and responsibilities of the Board – the review will be concluded by March 2016. There are four (out of 6) new elected-members of the Board and therefore the July meeting focused on information sharing and briefing to bring members up-to-date with community safety issues and priorities.</p> <p>We are currently focusing on developing an Oxfordshire Preventing Extremism strategy which will be supported by district Prevent action plans. In addition, there is a need to better understand Modern Slavery in the Oxfordshire context and to develop a plan to support victims, tackle offending and engage communities.</p> <p>On-going activities include:</p> <ul style="list-style-type: none"> <li>• raising awareness of Child Sexual Exploitation (CSE) through supporting the Oxfordshire Safeguarding Children’s Board CSE sub-group</li> <li>• supporting the coordination of domestic abuse prevention activity across the county, including FGM, forced marriage and honour-based violence</li> <li>• preventing crime and Anti-Social Behaviour through the district Community Safety Partnerships</li> <li>• reducing re-offending through the youth justice service, drug and alcohol treatment services and supporting the Integrated Offender Management programme (the latter through the new Community Rehabilitation Company).</li> </ul> <p>Our priorities are listed under the aims for the Partnership below.</p>	

### **The Partnership's key achievements in the last year**

A key role of the partnership is to distribute Police and Crime Commissioner (PCC) funding to community safety partners to deliver projects to reduce crime and Anti-Social Behaviour. The following highlights some of the core activities that have been delivered using this funding:

- Community Safety Partnerships developed local Child Sexual Exploitation (CSE) action plans to increase awareness of the risks of CSE amongst their local communities, including a national human trafficking conference in April 2015 and delivering training for over 500 front line staff on behalf of Oxfordshire Safeguarding Children's Board.
- Community Safety Partnerships also delivered a range of youth diversionary projects to successfully reduce Anti-Social Behaviour and improve the safety of town centres at night e.g. *SKATE* in West Oxfordshire; *Youth Activators* in Cherwell; *DAMASCUS* in South & Vale; and *Positive Futures* in Oxford City.
- Youth Justice Service gained the 'Restorative Justice Quality Mark' in recognition of their work.
- The County Council Drug and Alcohol Team *ASPIRE* project provided volunteering, education, training and employment opportunities with specialist support for 43 ex-offenders leaving prison, which achieved positive outcomes e.g. 100% maintained housing status, only 2% re-offended, 19% employed.

The partnership also:

- Supported transition of Domestic Abuse Champions network to a social enterprise, which is now being rolled-out across Thames Valley.
- Reviewed the governance of domestic abuse prevention activity in Oxfordshire and identified need for strategic lead for *Domestic Abuse and Exploitation*, within the County Council.
- Set up the Oxfordshire Channel Panel (chaired by Oxfordshire's Chief Fire Officer) to support those vulnerable to extremism.
- Strengthened the relationship between social care services in the County Council and the district Community Safety Partnerships.

### **The aims for the Partnership in the year ahead**

Priorities for 2015-16 include:

- Reducing Anti-Social Behaviour through local activity led by the district Community Safety Partnerships
- Reducing violence against the person by tackling alcohol-related disorder and

violence associated with the night time economy (by Community Safety Partnerships)

- Preventing youth offending through activity co-ordinated by the Youth Justice Service
- Reducing reoffending through tailored interventions with adults (e.g. Integrated Offender Management) by the Community Rehabilitation Company
- Reduce the harm caused by the misuse of alcohol and drugs through a range of treatment (opiate and non-opiate) services
- Reduce the risk of domestic abuse and human exploitation through supporting victims of domestic abuse, raising community awareness of Child Sexual Exploitation, developing a strategy for tackling modern slavery, supporting the police and other agencies with supporting people with mental health needs who are victims or perpetrators of crime and reducing the risk of extremism through implementing the new Prevent duty across Oxfordshire.

**The key challenges for the Partnership and how these will be addressed going forward.**

Supporting new Board members whilst reviewing the partnership, to agree roles and responsibilities: a workshop is being organised in October to discuss the role of the partnership with Board members.

Ensuring clear links between the Oxfordshire Safer Communities Partnership and other countywide partnerships: a working protocol has been developed with Oxfordshire Safeguarding Children's Board and will need to be extended in the new year to include the Oxfordshire Safeguarding Adults Board and the Children's Trust.

Implementing the new Prevent duty: the Oxfordshire Safer Communities Partnership Business Group (the officer group which supports the Board) will have its first meeting as the Oxfordshire Prevent Risk Management Group in September 2015 to discuss progress and identify gaps.

Developing a new Modern Slavery strategy for Oxfordshire once the new guidance has been published; the current focus is on understanding the issues for Oxfordshire

<b>Partnership Name</b>	<b>Oxfordshire Stronger Communities Alliance</b>
<b>Date of completion</b>	15 <sup>th</sup> July 2015
<b>Chairman</b>	Rt Revd Bishop Colin Fletcher & Cllr Hilary Hibbert-Biles
<b>OCC Lead Member</b>	Cllr Hilary Hibbert-Biles
<b>OCC Lead Officer</b>	Jonathan McWilliam
<b>Last Meeting Date</b>	25 <sup>th</sup> June 2015
<b>Next Meeting Date</b>	22 <sup>nd</sup> October 2015
<b>Website Address</b>	<a href="https://www.oxfordshire.gov.uk/cms/content/oxfordshire-stronger-communities-alliance">https://www.oxfordshire.gov.uk/cms/content/oxfordshire-stronger-communities-alliance</a> <i>(Public meetings - minutes are online)</i>
<b>Governance Arrangements</b>	
<p>The Oxfordshire Stronger Communities Alliance (OSCA) brings together 23 members from voluntary sector support providers, faith groups, representatives of local councils, the NHS, military and police.</p> <p>OSCA Partnership meetings are held three times a year.</p>	
<b>The current focus for the Partnership</b>	
<p>The focus for OSCA for the forthcoming year is:</p> <ul style="list-style-type: none"> <li>• Developing capacity and capability within the voluntary sector</li> <li>• Raising the profile of volunteers and increasing the numbers</li> <li>• Shaping and organising to be able to influence commissioning</li> </ul> <p>This will be supported by Oxfordshire Community Voluntary Action and Oxfordshire Rural Community Council along with Oxfordshire Community Foundation.</p>	
<b>The Partnership's key achievements in the last year</b>	
<p>OSCA has continued to build capacity amongst the voluntary and community sector organisations it represents. It has been promoting new funding opportunities and working through the member organisations to work with smaller organisations and communities building sustainability and capacity.</p> <p>Work has continued supporting the community transport review and Oxfordshire Rural Communities Council have implemented a project 'Circles of Support' recruiting volunteer drivers in targeted areas that cannot be met by existing car schemes.</p> <p>The partnership was also instrumental in a joined up approach to National Volunteers Week where a series of fairs were held around the county to promote the Voluntary and Community Sector (VCS) and engage with potential new volunteers. During the Autumn OSCA will continue to work to increase the number of volunteers.</p>	

A number of other projects have continued to thrive and grow including the Charity Mentors programme and Future Building Fund both accessed through the Oxfordshire Community Foundation.

Networks have been established such as the Children & Young Peoples Forum, and these are proving popular to both the VCS and public sector as a way of disseminating good practice and understanding each sectors requirements and service provision.

### **The aims for the Partnership in the year ahead**

The VCS and commissioners will continue to work in partnership to facilitate the sector's access to public sector contracts. Commissioners will work with the sector to increase their understanding of the procurement process and develop commissioning to reduce disadvantages that the sector identifies from new EU procurement rules.

As the trend for single contracts continues OSCA will need to provide the infrastructure for VCS partners to collaborate and form consortia to ensure they have the experience, capacity and financial reserves to bid for contracts. OCVA are currently looking at ways of supporting this work.

The OSCA members continue to secure the maximum funding available for the county and will continue it strong links with the Oxfordshire Local Enterprise Partnership (LEP). Identifying funding opportunities for the sector through sustainable economic growth and bids for European funding.

Work is also underway with Oxfordshire Community Foundation to map VCS services across the county under the '[Data for Good](#)' project. This will help to identify gaps in service provision and to help new organisations coming forward to determine a need for their services.

### **The key challenges for the Partnership and how these will be addressed going forward.**

- Funding streams for the VCS are continually being reduced at a time when there is an increasing demand for their services. OSCA will address this challenge by promoting access to new funding streams.
- OSCA will need to build capacity and resilience in the sector to be able to effectively compete in a competitive market place for commissioning services
- VCS organisations are under increasing time and financial constraints and often don't have the capacity for forward thinking. The Charity Mentors and Future Building Fund aims to address this by building capacity.



<b>Partnership Name</b>	<b>Oxfordshire Safeguarding Children Board</b>
<b>Date of completion</b>	27 <sup>th</sup> July 2015
<b>Chairman</b>	Maggie Blyth
<b>OCC Lead Member</b>	Clr Melinda Tilley
<b>OCC Lead Officer</b>	Hannah Farncombe
<b>Last Meeting Date</b>	16 <sup>th</sup> July 2015
<b>Next Meeting Date</b>	24 <sup>th</sup> September 2015
<b>Website Address</b>	<a href="http://www.oscb.org.uk">www.oscb.org.uk</a>
<b>Governance Arrangements</b>	
<p>The Oxfordshire Safeguarding Children Board (OSCB) is led by an independent chair and includes representation from all six local authorities in Oxfordshire, as well as Probation, Police, Oxfordshire Clinical Commissioning Group, Oxford University Hospitals NHS Trust, Oxford Health NHS Foundation Trust, schools and Further Education colleges, the military, the voluntary sector and lay members.</p> <p>The Board meets 3 times per year and is supported by an Executive Group that meets 6 times per year.</p> <p>There are three area groups to ensure good communication lines to frontline practitioners.</p>	
<b>The current focus for the Partnership</b>	
<p>The OSCB remit is to co-ordinate and ensure the effectiveness of what is done by each agency on the Board for the purposes of safeguarding and promoting the welfare of children in Oxfordshire. This is done in two ways.</p> <p>(1) Co-ordination of local work by:</p> <ul style="list-style-type: none"> <li>• Developing robust policies and procedures.</li> <li>• Participating in the planning of services for children in Oxfordshire.</li> <li>• Communicating the need to safeguard and promote the welfare of children and explaining how this can be done.</li> </ul> <p>(2) To ensure the effectiveness of that work:</p> <ul style="list-style-type: none"> <li>• Monitoring what is done by partner agencies to safeguard and promote the welfare of children.</li> <li>• Undertaking Serious Case Reviews and other multi-agency case reviews and sharing learning opportunities.</li> <li>• Collecting and analysing information about child deaths.</li> <li>• Publishing an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Oxfordshire.</li> </ul>	
<b>The Partnership's key achievements in the last year</b>	
<p><b>Ofsted Inspection:</b> The OSCB was judged as <b>good</b> by Ofsted in May 2014 review of the effectiveness on the LSCB.</p>	

**Learning and Improvement:** The OSCB worked on seven different serious case reviews. Three reviews were completed and published. This included the high profile case review following 'Operation Bullfinch', which resulted in seven men being found guilty of child sexual exploitation (CSE) and abuse in Oxfordshire going back over 8 years. The review is the largest case review undertaken in Oxfordshire, based on the number of victim-witnesses. For each review a learning summary was produced highlighting key messages for practitioners and managers.

Quality assurance work examined over 500 different children's cases through audit. The multi-agency audits concentrated on the themes of mental health, assessment and decision making in multi-agency working and the Multi-agency Risk Assessment Management Plan (MARAMP) for young people at higher risk of harm.

The OSCB ran six learning events for practitioners. Attendees commented, "*Discussing how the findings are reflected in current practice meant that I learnt more about other agencies' current context*". In all cases young people or parents were involved in the programme. Practitioners commented, "*Hearing from the victims was an inspiration; moving and striking*"

**Training:** OSCB training was delivered to 8000 members of the children's workforce. More face-to-face training and learning was delivered: 3664 delegates compared to 2170 last year. More on-line learning was completed: 4537 courses compared to 1338 last year. There was a roll-out of a new format for learning following serious case reviews. Course feedback is that 80% of delegates rate it as good or excellent. They have told us: *It was very informative and offered reassurance in confirming the referral process.*

**Communications:** The OSCB website was updated for better access and content. The OSCB delivered termly newsletters to over 4000 members of the multi-agency workforce, which was a greater number than last year. The OSCB set up a virtual education network with a bi-monthly e- bulletin for early years, educational and further education settings.

**Safeguarding procedures:** The OSCB conducted a gap analysis of local procedures against the pan-London procedures. The gaps were prioritised and all top priority changes were implemented within the year. This led to them being rated by Ofsted Inspectors as "*comprehensive and up to date*".

**Scrutinising the effectiveness of services:** The OSCB reviewed the work that is done to support vulnerable groups and held lead officers to account with respect to:

- Early Help
- Vulnerable learners
- Disabled children
- Children at risk of CSE
- Young people with a range of complex needs

**Child Sexual Exploitation:** The OSCB has a strong CSE subgroup led by the Oxford Commander for Thames Valley Police. In July, in response to the

Government's request on publication of the 'Bullfinch' serious case review, the OSCB published the stocktake report it commissioned outlining progress made by agencies in tackling Child Sexual Exploitation (CSE) across the County.

The report highlighted the good progress made by all organisations in providing specialist support services for victims of CSE; bringing more perpetrators to justice through the use of new disruption methods; ensuring schools, academies, further education colleges, and the wider community understand how to spot the signs of children at risk of exploitation; and demonstrating the impact of changes by the NHS to bring school nurses into every secondary school, train the range of different NHS professionals and work together to support the victims of abuse.

### **The aims for the Partnership in the year ahead**

#### **To provide leadership & governance**

1. Strengthening accountability across partners
2. Engaging with local communities
3. Listening to children and families

#### **To drive forward practice improvement**

4. Addressing neglect through inter-agency workforce effort
5. Safeguarding vulnerable adolescents
6. Training with impact

#### **To scrutinise and quality assure**

7. Testing if learning is embedded from serious case reviews
8. Challenging compliance with safeguarding standards

### **The key challenges for the Partnership and how these will be addressed going forward.**

**All challenges are identified in the Business plan.** Board business is more tightly driven through processes such as an action log, challenge log, risk register and exception reporting against the Business plan. In summary;

**The Chair has developed local strategic relationships** to ensure that safeguarding risks in the child protection partnership are understood and managed effectively at the highest level. Safeguarding Summits take place on a bi-annual basis in order for the OSCB to engage with partners at a strategic level. Board representation from the voluntary sector is being put in place. Work with local communities is taking place to ensure that key safeguarding messages are understood.

**The Board has set a clear schedule of reporting to** ensure that key safeguarding issues are challenged and practice is improved. The focus this year will be ensuring that the neglect local pilot is effectively reviewed and learning is rolled out across the county; that there is a co-ordinated and multi-agency response to safeguard adolescents and that the review of safeguarding training leads to improved impact on practitioners in the safeguarding system.

**The Board has a quality assurance programme in place** led by a subgroup, which tests how well learning from case reviews is embedded in to practice across the safeguarding system through multi-agency audits and scrutinises how well partner agencies' safeguarding arrangements can show change.

<b>Partnership Name</b>	<b>Oxfordshire Safeguarding Adults Board</b>
<b>Date of completion</b>	7 <sup>th</sup> July 2015
<b>Chairman</b>	Sula Wiltshire (Interim Chair)
<b>OCC Lead Member</b>	Clr Judith Heathcoat
<b>OCC Lead Officer</b>	Seona Douglas
<b>Last Meeting Date</b>	22 <sup>nd</sup> April 2015
<b>Next Meeting Date</b>	6 <sup>th</sup> August 2015
<b>Website Address</b>	<a href="http://www.safefromharm.org.uk">www.safefromharm.org.uk</a>
<b>Governance Arrangements</b>	
<p>The board includes members from all statutory agencies, including: Oxfordshire County Council, Thames Valley Police, NHS Oxfordshire, Oxford Health NHS Foundation Trust and the Oxford University Hospitals NHS Trust.</p> <p>The Board has working relationships with other Boards and partnerships across the County, including the Oxfordshire Health and Wellbeing Board to whom we submit an Annual Report.</p> <p>The Annual Report is also presented to the County Council's Performance Scrutiny Committee.</p>	
<b>The current focus for the Partnership</b>	
<p>The purpose of the Oxfordshire Safeguarding Adults Board is to create a framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse and a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of anxiety. Safeguarding Adult Boards became statutory bodies on 1<sup>st</sup> April 2015 following the implementation of the Care Act 2014.</p> <p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>• Ensure that all incidents of suspected harm, abuse or neglect are reported and responded to proportionately, and in doing so:</li> <li>• Enable people to maintain the maximum possible level of independence, choice and control</li> <li>• Promote the wellbeing, security and safety of vulnerable people consistent with their rights, capacity and personal responsibility, and prevent abuse occurring wherever possible</li> <li>• Ensure that people feel able to complain without fear of retribution</li> <li>• Ensure that all professionals who have responsibilities relating to safeguarding adults have the skills and knowledge to carry out this function</li> <li>• Ensure that safeguarding adults is integral to the development and delivery of services in Oxfordshire.</li> </ul> <p>There are six sub groups which report to the Safeguarding Adults Board, which in addition to the list below includes a Monitoring and Evaluation Sub Group, which has been established to scrutinise and hold to Board to account.</p>	

- **Policy and Practice:** To oversee the development and implementation and review of local policies and procedures that ensure: the abuse of vulnerable adults is identified where it is occurring; that there is a clear reporting pathway; that there is an effective and coordinated response to abuse where it is occurring; that the needs and wishes of the vulnerable adult are central to the adult protection process
- **Training:** To provide a comprehensive multi agency training programme to support single agency training in the areas of prevention, recognition and responsiveness to abuse and neglect.
- **Safeguarding Adult Review :** To provide assurances to the OSAB that the recommendations and learning from all relevant serious case reviews (with multi agency characteristics) have been considered, and that the relevant learning and recommendations are being implemented.
- **Dignity in Care:** To help ensure that everyone in Oxfordshire experiences dignity in the care and support they receive, and to assist OSAB in its work.
- **Deprivation of Liberty Safeguards:** To ensure that Deprivation of Liberty Safeguards are effectively and lawfully applied across Oxfordshire.
- **Monitoring and Evaluation:** To receive data on agencies' performance and to undertake audits to establish agencies' effectiveness in safeguarding adults at risk.

#### **The Partnership's key achievements in the last year**

- At the end of June 2015, the OSAB underwent a sector-led improvement process, the Peer Review. Oxfordshire asked that the South East region Association of Directors of Adult Social Services (ADASS) lead a peer review of the safeguarding board. This covered; how the Board works together; is the Board meeting its new roles due to the Care Act; decision-making processes, how it decides what is important/urgent; and who 'owns' safeguarding' in partner organisations and what are the governance arrangements. The final report will be presented to the Board in late September and the findings will form the substantive work plan for the Board and the partnership going forward.
- The previous Chair has stepped down and a new Chair has been appointed and is due to start with the OSAB in September 2015. The new Chair, Sarah Mitchell currently works as the Director of Towards Excellence in Adult Social Care (TEASC) for the Local Government Association and was previously the Strategic Director of Adult Social Care and Health in Surrey.
- This year has seen the creation of the Strategic Safeguarding Partnerships Manager post to oversee the Oxfordshire Safeguarding Children's Board (OSCB) and Oxfordshire Safeguarding Adults Board (OSAB) and the current post-holder is Tan Lea.

- The Establishment of a shared Business Unit to support the OSCB and OSAB.

#### **The aims for the Partnership in the year ahead**

- To ensure the findings from the Peer Review report are fully acted upon.
- To seek assurance from the partnership that they are Care Act compliant.
- To ensure that partners are clear on what cases need to come to the Board to be considered for a Safeguarding Adult Review.
- To update and improve the website.

#### **The key challenges for the Partnership and how these will be addressed going forward.**

To develop a budget for the Board ensuring proportional contributions from partners to enable the Board to have sufficient capacity to undertake its statutory functions as laid out in the Care Act and to implement the findings from the Peer Review.

This will be a challenge in a time when agencies are working to reduced funding from Central Government. The new Chair will open discussions with the partnership senior officers to ensure that the Board is sufficiently resourced in a fair fashion to ensure one agency isn't left covering the all the costs incurred to meet the statutory duties.

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**To:** Council

**Date:** 7 December 2015

**Report of:** Assistant Chief Executive

**Title of Report:** **The Oxfordshire Health Improvement Board**

### **Summary and Recommendations**

**Purpose of report:** To inform members of the work of the Oxfordshire Health Improvement Board and to respond to questions about the work of the Partnership.

Report approved by:

**Executive lead member:** Cllr Ed Turner

**Policy Framework:** The Corporate Plan: Reducing Health Inequalities

**Recommendation:**

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

### **The Health and Wellbeing Board**

1. The Health and Wellbeing Board is a partnership between local government, the NHS and the people of Oxfordshire. It includes local GPs, councillors, Healthwatch Oxfordshire and senior local government officers.
2. The Board has been set up to ensure that we work together to improve everyone's health and wellbeing, especially those who have health problems or are in difficult circumstances.
3. The Board provides strategic leadership for health and wellbeing across the county and aims to ensure that plans in place and action is taken to realise those plans.
4. The Board is made up of a number of partnership boards and joint management groups. The Health Improvement Board, The Children's Trust and the Older Peoples Joint Management Group report directly to the Health and Wellbeing Board regarding the priorities it is responsible for.

## **The role of the Oxfordshire Health Improvement Board**

1. The Health Improvement Board is a partnership between local government, the NHS and the people of Oxfordshire. It includes local GPs, councillors, Healthwatch Oxfordshire, and senior local government officers. Information on Board Membership is available in Annex 1.
2. Councillor Ed Turner, Deputy Leader of Oxford City Council, is the Chair of the Health Improvement Board, and as such is also represented on the Health and Wellbeing Board.
3. The Board's objectives are to:
  - Achieve effective use of resources
  - Deliver the priorities and objectives arising from the Oxfordshire Joint Health and Wellbeing Needs Assessment
  - Meet the performance measures agreed by the Oxfordshire Health and Wellbeing Board as set out in the Joint Health and Wellbeing

## **The priorities of the Health Improvement Board 2015-16**

4. The priorities of the Board are as follows:
  - Preventing early death and improving quality of life in later years.
  - Preventing chronic disease through tackling obesity
  - Tackling the broader determinants of health through better housing.
  - Preventing infectious disease through immunisation.
5. The Board will be delivering these priorities by:
  - Bringing a coordinated and coherent approach to influencing a broad range of determinants of health to bring about health improvement
  - Working together to recommend priority areas to improve health in order to make a real and measurable difference to outcomes
  - Recommending actions and responsibilities to make that improvement a reality.
  - Holding each other to account for making the agreed change and for reporting progress.
6. Council received a previous report on the Board in June 2014. This report therefore focusses on key developments since that report was presented.
7. The bullet points below sets out what the focus of activities has been over the past 18 months and how these are to be progressed in the future:
  - a) The Public Health Campaign report, looking at how the members of the Board can support public health campaigns. As a result the City Council has agreed to support these

campaigns on our website, through the Council newsletters and through the local community partnerships and health groups.

- b) The Supported Housing Budget. There has been a reduction by the County Council in the Supported Housing Budget. This has resulted in the need to redesign the provision of housing support services. A number of workshops were held with district, county council officers and other interested agencies, to consider how best this may be achieved. A strategy and commissioning process was agreed and new contacts are in the process of being agreed.
- c) The Young People's Supported Housing Pathway. It has been agreed that the Board will oversee the delivery of this service. This service is seeing a substantial increase in demand and has difficulty in identifying enough suitable accommodations for vulnerable young people. This will be an on-going priority for the Board.
- d) A Healthy Weight Strategy and Action Plan has been agreed which is currently in the process of review. The City Council has undertaken a thorough review of the services that it provides to promote healthy weight and a paper was provided to the Health Improvement Board setting this out. A workshop session was held to review existing services and to identify gaps. A strategy and Action Plan is in the process of being drafted and this is likely to include actions for the City Council to undertake.
- e) The Health Improvement Board has received several reports from the City Council Welfare Reform Team on the impact of welfare reforms and the implications for local residents and services. This was undertaken to raise awareness about the potential impact of the welfare reforms and to promote the services provided by the Welfare Reform Team.

### **Measuring progress**

- 8. The Health Improvement Board outcomes for 2015-16 are set out in Annex 2. These are regularly reviewed at the Board meetings. When targets are not being met, or are at risk of not being met, Report Cards are produced which consider the reasons for this and the actions being taken to address the issues. Report cards so far have been received on:
  - GP Health Screening checks
  - Bowel Screening
  - Smoking cessation
  - Treatment of opiate and non-opiate users
- 9. There are action plans in place to address the risks and progress is reviewed at every Board meeting.

## Financial implications

10. There are no immediate financial implications related to Oxford City Council's Involvement within the Health Improvement Board. All current involvement and services are currently provided within existing City Council budgets.
11. In the County Council Budget proposals 2016/17 there is a proposal to further reduce the Supported Housing Budget and potentially to withdraw this fund altogether. The Board has discussed these issues and highlighted concerns about the impact of withdrawal of funding in terms of increases homelessness and failure to deal with health and social care issues that will not be picked up by statutory duties, to house accommodate this vulnerable group. A workshop has been arranged to bring together district councils, the County Council and Oxfordshire Clinical Commissioning Group to consider the implications and options for continuation of support.
12. Oxfordshire County Council Budget proposals 2016/17 also includes a number of substantial reductions to budgets which may impact upon the ability to deliver services which deliver the Health Improvement Board priorities and targets. Of particular concern is the potential impact of this on children and young people, the elderly and housing services, particularly on the most vulnerable groups in the City. Working collectively to understand the impact, inform the County Council decisions to consider alternative options for those services will be a key area of focus for the Board over the coming months.

## Legal Implications

13. There are no legal implications arising from this report.

### Name and contact details of author:-

**Name:** Val Johnson

**Job title:** Policy and Partnership Team Manager

**Service Area:** Policy Communications and Culture

**Tel:** 01865 0 252209 **e-mail:** vjohnson@oxford.gov.uk

### List of background papers:

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

<https://www.oxfordshire.gov.uk/cms/content/health-improvement-board>

## **Annex 1: health Improvement Board Membership**

Councillor Ed Turner (Chairman),  
Oxford City Council  
Councillor Anna Badcock (Vice-  
Chairman), South Oxfordshire District  
Council  
Councillor John Donaldson, Cherwell  
District Council  
Councillor James Mills, West  
Oxfordshire District Council  
Jackie Wilderspin, Public Health  
Specialist  
Dr Jonathan McWilliam, Director of  
Public Health  
Laura Epton and Emma Henrion,  
Healthwatch Ambassador (job

## **Appendix 2 Health Improvement Board outcomes for 2015-16**

<b>Outcome measure for 2015-16</b>
<p><b>Priority 8:</b> Preventing early death and improving quality of life in later years</p> <p><b>8.1</b> At least 60% of those sent bowel screening packs will complete and return them (ages 60-74 years). <b>Responsible Organisation: NHS England</b></p> <p><b>8.2</b> Of people aged 40-74 who are eligible for health checks once every 5 years, at least 15% are invited to attend during the year. No CCG locality should record less than 15% and all should aspire to 20%. <b>Responsible Organisation: Oxfordshire County Council</b></p> <p><b>8.3</b> At least 66% of those invited for NHS Health Checks will attend (ages 40-74) and no CCG locality should record less than 55% with all aspiring to 66%. (baseline 53% 2014-15) <b>Responsible Organisation: Oxfordshire County Council</b></p> <p><b>8.4</b> At least 3650 people will quit smoking for at least 4 weeks (achievement in 2014-15 to be reported). <b>Responsible Organisation: Oxfordshire County Council</b></p> <p><b>8.5</b> The number of women smoking in pregnancy should decrease to below 8% recorded at time of delivery (baseline 2014-15 8.1%). <b>Responsible Organisation: Oxfordshire Clinical Commissioning Group</b></p> <p><b>8.6</b> The 2015-16 target for opiate users should be at least 7.6% successfully leaving treatment (baseline 7.8%) <b>Responsible Organisation: Oxfordshire County Council</b></p> <p><b>8.7</b> The 2014-15 target for non-opiate users should be set at 39% successfully</p>

leaving treatment (baseline 37.8%). **Responsible Organisation: Oxfordshire County Council**

**Priority 9:** Preventing chronic disease through tackling obesity

**9.1** Ensure that the obesity level in Year 6 children is held at no more than 16% (in 2014 this was 16.9%) No district population should record more than 19%

**Data provided by Oxfordshire County Council**

**9.2** Reduce by 1% the proportion of people who are NOT physically active for at least 30 minutes a week (Baseline for Oxfordshire 23% against 28.9% nationally, 2014-15 Active People Survey). **Responsible Organisation: District Councils through Oxfordshire Sports Partnership**

**9.3** 63% of babies are breastfed at 6-8 weeks of age (currently 59.7%) and no individual health visitor locality should have a rate of less than 50% **Responsible Organisation: NHS England and Oxfordshire Clinical Commissioning Group**

Priority 10 – no benchmarks

**Priority 11:** Preventing infectious disease through immunisation

**11.1** At least 95% children receive dose 1 of MMR (measles, mumps, rubella) vaccination by age 2 (currently 95.2%) and no CCG locality should perform below 94% **Responsible Organisation: NHS England**

**11.2** At least 95% children receive dose 2 of MMR (measles, mumps, rubella) vaccination by age 2 (currently 92.5%) and no CCG locality should perform below 94% **Responsible Organisation: NHS England**

**11.3** – At least 60% of people aged under 65 in “risk groups” receive flu vaccination (baseline from 2014-15 to be confirmed) **Responsible Organisation: NHS England**

**11.4** At least 90% of young women to receive both doses of HPV vaccination. **Responsible Organisation: NHS England**

**Oxfordshire Health and Wellbeing Board  
Performance Report**

**To:** Council

**Date:** 7 December 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

## Appendices

Appendix 1 - Scrutiny work programme 2015/16

Appendix 2 - Scrutiny Recommendation Tracker July to November 2015

## Introduction

1. In my previous report to Council, I provided a summary of the work of the Council's scrutiny function during the 2014/15 municipal year. That report highlighted the great work being done by the standing panels and review groups as well as the Scrutiny Committee, and the positive influence this work has had on policy making within the City. One measure of the effectiveness of scrutiny is the proportion of recommendations accepted by the City Executive Board. This remains reassuringly high (82% agreed in full or in part so far this municipal year).
2. Not only has the Scrutiny function demonstrably improved the Council's policy-making, it has also helped identify and deliver associated financial benefits running into the £m's. Some of the more tangible financial benefits of recent scrutiny work include:
  - The Blue Bin Recycling League - a idea that originated from the Recycling Review Group - that attracted £350k of Government funding;
  - More than £1m additional funding secured for the Northway and Marston Flood Alleviation Scheme Project that is unlikely to have been forthcoming without the close working between Thames Water Utilities and the Waste Water Flooding Panel;
  - The Finance Panel recommendation to pursue 'Real Lettings' has leveraged in additional outside funds to help secure more affordable homes;
  - The special session organised by Finance Panel on European Funding has certainly led to an increase in successful funding applications.
3. The non-monetary benefits of the scrutiny function are more difficult to quantify but no less important. For example:

- CEB recently agreed the majority of the Inequality Panel's wide-ranging recommendations which are aimed at maximising the Council's impact in combatting harmful social and economic inequality;
- The City Centre PSPO, whilst not universally supported, was substantially amended, and by all accounts improved, during its passage through scrutiny.

### **Work programme**

4. The Scrutiny work programme for 2015/16 is progressing on schedule. As ever, the Christmas and New Year period is going to be a busy time for Scrutiny. The Budget Review will take priority from mid-December to the beginning of February, on top of a busy programme of Committee and Standing Panel meetings.

### **Current Activity**

#### Guest Houses Review Group

5. At the time of writing this Review Group, led by Councillor Van Coulter, has completed its evidence gathering and is formulating recommendations. The Review Group has engaged with a range of officers, partner authorities and individuals who run guest houses and will be proposing the introduction of a voluntary code of practice for the owners of guest house to sign up to. The report of the Guest Houses Review Group is expected to be presented to the Scrutiny Committee on 9 December and the City Executive Board on 17 December.

#### Equality and Diversity Review Group

6. The scope of the Equality and Diversity Review Group, chaired by Councillor Tom Hayes, has been agreed. It will focus on the City Council's own employment practices. In particular, the Review Group will be looking at what barriers are faced by under-represented groups in recruitment and career development, and how the Council prevents and deals with discrimination. The Review Group has begun taking evidence from officers and union reps but this review will go on hold until February while Scrutiny focuses its resource on the annual Budget Review.

#### Budget Review

7. The Finance Panel has agreed a similar format to previous years for this relatively short but intensive review. Meetings with Directors are scheduled to take place in the first week of January. Given the Government enforced changes affecting housing, it has been decided to focus on the Housing Revenue Account. Members of the Housing Panel have once again been invited to join the housing focused sessions. As always, individual members are welcome to make their own budget suggestions or submit questions for Directors to the Scrutiny Officer, which we will collate and incorporate into our agendas.

#### The Scrutiny Committee

8. The Committee has continued to monitor Council performance, Discretionary Housing Payments spend and the work of the Oxfordshire Growth Board. Since September, the Committee has also pre-scrutinised the following CEB decisions. The numbers of recommendations made to CEB and those agreed (either in full or in part) are given in brackets:
  - Leisure and Wellbeing Strategy (3 / 3)
  - Oxford Growth Strategy (2 / 1)
  - Financial Inclusion Strategy – Action Plan Update (6 / 3)
  - Proposed Lease & Monitoring Arrangements for Community Centres (4 / 3)
  - Planning Annual Monitoring Report (1 / 1)



9. The Scrutiny Committee heard a call in of the City Centre Public Spaces Protection Order in November and decided by majority not to refer the original decision back to the City Executive Board.

#### Housing Panel

10. The Housing Panel is scrutinizing the various major housing-related decisions taken by CEB while also increasingly pursuing its own agenda. Substantive items considered in September and October included a review of the Council's Homelessness Action Plan and pre-scrutiny of the following decisions:
- Homelessness Property Investment (0)
  - Houses in Multiple Occupation (HMO) Licensing Scheme (2 / 2)
  - Arrangements for fitting solar panels on Council-owned stock (1 / 1)

#### Finance Panel

11. The Finance Panel recently convened a discussion with one of the individuals behind the successful Low Carbon Hub crowd funding campaign to understand whether this model could be adopted by the City Council to fund affordable housing. Officers have agreed that it has sufficient potential to investigate further.

#### **Looking Ahead**

12. The findings of the Budget Review Group and the Equality and Diversity Review Group are expected to be reported in February and April respectively. Scrutiny will not be establishing any new Review Groups in the current Council year.
13. Scrutiny has however requested reports on a number of topics and Council services of interest to members. The following will be considered at Committee and Standing Panel meetings over the coming months.
- Taxi licensing;
  - Customer contact performance;
  - Educational attainment;
  - Planning enforcement;
  - Graffiti removal on private property;
  - Youth Ambition;
  - Rent arrears;
  - Proposed changes to the Choice Based Lettings scheme;
  - The Great Estates programme;
  - Security in communal areas of tower blocks;
  - Tenant involvement in decisions that affect them;
  - Council tax exemptions.
14. Scrutiny will also continue to monitor performance, scrutinise selected CEB decisions, and monitor the implementation of agreed recommendations.

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## Appendix 1 - Scrutiny work programme 2015/16

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

### 1. Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1a	Councillors Simmons (Chair), Fooks, Fry & Hayes
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 1b	Councillors Smith (Chair), Benjamin, Henwood, Hollick, Sanders & Wade; Geno Humphrey (co-optee)

### 2. Items called in and Councillor calls for action

None

### 3. Items referred to Scrutiny by Council

None



	Scoping
	Evidence gathering and review
	Reporting

## 5. Items for Committee meetings

The Committee has reviewed all new suggestions received from Councillors. These have been assessed these against the following objective criteria to determine whether they are a higher or lower priority for inclusion in the work programme:

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

Topic	Description
Discretionary Housing Payments	Mid-year update on spending profiles.
Performance Monitoring (corporate)	Quarterly report on a set of Corporate and service measures chosen by the Committee.
Oxfordshire Growth Board	To will monitor agendas and minutes published by the Board.
Taxi licensing	To review rules and processes; to understand driver issues and consider policy changes.
Fusion Lifestyle annual performance	Annual item agreed again by the Committee to consider performance against contact conditions.
City Centre Public Spaces Protection Order	To pre-scrutinise the revised City Centre PSPO decision following submission by Liberty; to monitor how the PSPO is working, once in place and whether it is achieving desired outcomes.
Local Economy	To monitor progress of agreed recommendations and review the business case for a Business Improvement District.
Forward Plan items	To consider issues to be decided by the City Executive Board.
Equality and Diversity	To scrutinise a particular diversity strand in detail. For example, the work the Communities (CAN) team is doing with BME communities to build cohesion and tackle CSE.
Youth Ambition	To receive an update on spend and outcomes of the Council's Youth Ambition programme.

Tackling loneliness among the elderly	To consider the Council's role in tackling loneliness among the elderly.
Educational Attainment	To monitor the Council's Educational Attainment Programme.
Tree cover, biodiversity and the work of the Forest of Oxford	To scrutinise the Council's work on tree cover with other work on biodiversity and with the work of the Forest of Oxford, consider having an annual Forum and the public can be involvement.
Arrangements for dealing with employment, training and HR matters	To consider whether the Council would benefit from having different arrangements (e.g. a Personnel Committee) to deal with employment, training and HR matters for staff.
Planning enforcement and monitoring compliance	To consider how compliance is monitored, when and how often non-compliance is enforced and whether this is relayed to the relevant Planning Committee.
Maintenance of roads and pavements	To consider what proportion and what elements of highways work are contracted out, the quality of sub-contractors' work and how this is monitored.
Public Communications	To receive an update on changes to the Council's communications and reputation management functions.
Graffiti	To receive an update on the Council's approach to preventing and removing graffiti.
Complaints received by the City Council	To monitor complaints made about the City Council.
Employment of interns, apprentices and work experience students	Monitor how many interns, apprentices and work experience students have been taken on by the Council and in which departments. Consider career progression and tasks undertaken.
Contact Centre performance	To receive an update on the performance of the Council's customer services contact centre.
School/employer links and careers advice	To receive an update on the Council's role in building links between schools and employers and influencing careers advice in schools.
Heritage listing process	To receive an update on the heritage listing process now that heritage assets are given more prominence in planning decisions and Neighbourhood Plans are being drawn up.
The Council's external contracts, funding raised and their impacts	To receive an update on how much Council funding is raised by taking on external contracts and how this contract work impacts on other Council activities.
Better Partnership with the County Council	To consider how the City Council and County Council could strengthen their partnership working in key areas.

## 6. Draft Scrutiny Committee Agenda Schedule

Date, time & room	Agenda Item	Lead Member; Officer(s)
9 December, 6.15pm, Plowman Room	<ol style="list-style-type: none"> <li>1. Community Centre Strategy 2015-2020 (pre-decision)</li> <li>2. Asset Management Plan (pre-decision)</li> <li>3. Corporate Enforcement Policy (pre-decision)</li> <li>4. Performance Report – 2015/16 quarter 2</li> <li>5. Report of the Guest Houses Review Group</li> </ol>	<p>Ian Brooke</p> <p>Mike Scott</p> <p>Cathy Gallagher</p> <p>N/A</p> <p>Cllr Coulter</p>
12 January , 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Taxi Licensing</li> <li>2. Customer Contact performance</li> <li>3. Oxford Railway Station Redevelopment (pre-decision)</li> <li>4. Transfer Station for Recycled Material (pre-decision) (part exempt)</li> <li>5. Recommendation Monitoring – Local Economy</li> </ol>	<p>Julian Alison</p> <p>Michelle Iddon</p> <p>Fiona Piercy</p> <p>Roy Summers</p> <p>Cllr Fry; Laurie-Jane Taylor</p>
2 February, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Grant Allocations to Community &amp; Voluntary organisations (pre-decision)</li> <li>2. Corporate Plan 2016-20 (pre-decision)</li> <li>3. Report of the Budget Review Group 2016/17</li> </ol>	<p>Julia Tomkins</p> <p>Val Johnson</p> <p>Cllr Simmons</p>

7 March, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Educational Attainment</li> <li>2. Youth Ambition programme</li> <li>3. Planning enforcement</li> <li>4. Performance Report – 2015/16 quarter 3</li> </ol>	<p>Ian Brooke</p> <p>Hagan Lewisman</p> <p>Patsy Dell</p> <p>N/A</p>
5 April, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Graffiti</li> <li>2. Report of the Diversity Review Group</li> <li>3. Recommendation monitoring – Inequality</li> <li>4. Recommendation monitoring – Cycling</li> </ol>	<p>Doug Loveridge</p> <p>Cllr Hayes</p> <p>Cllr Coulter; Val Johnson</p> <p>Cllr Upton; Mai Jarvis</p>

**Provisional 2016/17 dates:** 7 June, 4 July, 5 September, 3 October, 7 November, 6 December, 30 January, 28 February, 27 March and 2 May.

## Appendix 1a - Finance Panel work programme 2015-16

### Items for Finance Panel meetings

<b>Suggested Topic</b>	<b>Suggested approach / area(s) for focus</b>
Budget 2016/17	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
Municipal Bonds	To receive an update on the progress of a municipal bonds agency and consider whether there is a case for the City Council investing in or borrowing from the agency.
Low Carbon Hub funding model	To receive a briefing on the Low Carbon Hub funding model and consider whether there is an opportunity for the City Council to use a similar model to generate capital funding.
Corporate Debt Policy	To pre-scrutinise the Council's Corporate Debt Policy.
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.
Recommendation monitoring - Budget Review 2015/16	To receive an update on the progress of the Panel's budget review recommendations from 2015/16.
Recommendation monitoring – European Funding	To receive an update on the progress of the Panel's European Funding recommendations.
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.



### Draft Finance Panel agenda schedule

<b>Date and room (all 5.30pm start)</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
28 January, Plowman Room	1. Report of the Budget Review Group 2016/17 2. Capital Strategy 2016-17 (pre-decision) 3. Treasury Management Strategy (pre-decision)	Cllr Simmons; Andrew Brown Nigel Kennedy Anna Winship
7 April, Plowman Room	1. Council Tax Exemptions 2. Low Carbon Hub funding model - update	Nigel Kennedy Nigel Kennedy

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### Informal meetings closed to the public

<b>Date and room (all 5.30pm)</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
14 or 15 December, TBC	1. Budget Review 2016/17 – initial meeting	Nigel Kennedy
5 January, Plowman Room	1. Budget Review 2016/17 – Community Services	Tim Sadler & Nigel Kennedy
6 January, Plowman Room	1. Budget Review 2016/17 – Organisational Development and Corporate Resources	Peter Sloman, Jackie Yates & Nigel Kennedy
7 January, Plowman Room	1. Budget Review 2016/17 – Regeneration & Housing (joint session with Housing Panel)	Stephen Clarke & Nigel Kennedy
14 January, Plowman Room	1. Budget Review 2016/17 – agree recommendations	Cllr Simmons; Andrew Brown

## Appendix 1b - Housing Panel work programme 2015-16

### Items for Housing Panel meetings

Topic	Approach
Tenant Involvement	Review group or one-off panel to look at how tenants are involved in decisions that affect them.
Performance monitoring	Regular monitoring of housing performance measures.
STAR survey results	Annual monitoring of results of the tenant survey.
Rent arrears	Monitoring of performance measures; update report.
De-designation of 40+ accommodation	Final annual report on the latest phase of the de-designation of 40+ accommodations.
Review of the Homelessness Action Plan 2013-18	Mid-point review of homelessness action plan.
Supporting people	Verbal updates on the joint commissioning of housing support services.
Choice Based Lettings	To consider proposed changes to the CBL scheme plus data on bidding activity, demographic data on non-bidders, and information on refusal reasons.
Security in communal areas	Request report on security issues in tower blocks and different approaches being taken to address ASB and other issues. Canvas views of block representatives.
Great estates programme	Request report to update members on capital investments to improve housing estates including Blackbird Leys and Barton.
Asset Management Strategy	Pre-scrutinise asset management strategy for Council's housing stock.
Sustainability of the Council's housing stock & HRA business plan	Report to CEB expected in 2016.
Homelessness Property Investment	Pre-scrutinise decision to approve investment in a property investment fund to help secure access to local, suitable and affordable private rented accommodation.
Housing Energy Strategy	Pre-scrutinise report to CEB on energy efficiency and fuel poverty in the Council's domestic housing stock. Consider environmental sustainability of the Council's housing stock
Houses in Multiple Occupation (HMO) Licensing Scheme	Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme. Consider research trends of private sector housing costs

Sheltered Housing Review	Pre-scrutinise decision to approve outcomes of review, including future of some of the stock. Consider progress against previous Housing panel recommendations.
Private Sector Housing Policy	Pre-scrutinise report to CEB setting out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford. Consider licensing for private sector landlords & research trends of private sector housing costs.
Housing Development delivery models	Pre-scrutinise report to Council setting out possible housing development models and to seeking project approval for the delivery of the Council's 2015-18 affordable housing programme. Consider alternative delivery models including; community land trusts, self-build, more housing on the waterways, high-density housing.

### Draft Housing Panel Agenda Schedules

<b>Date and room (all 5pm start)</b>	<b>Agenda Item</b>	<b>Lead Officer(s)</b>
10 December, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Performance Monitoring – quarter 2</li> <li>2. Proposed Changes to the Choice Based Lettings Scheme</li> <li>3. Rent Arrears</li> </ol>	<p>N/A</p> <p>Tom Porter</p> <p>Tanya Bandekar &amp; Damon Venning</p>
11 January, Plowman Room	<ol style="list-style-type: none"> <li>1. Externally Leased HRA Properties – Rent Setting (pre-decision)</li> <li>2. Private Sector Housing Strategy (pre-decision)</li> <li>3. A Housing Company for Oxford (pre-decision)</li> </ol>	<p>Dave Scholes</p> <p>Ian Wright</p> <p>Alan Wylde</p>

9 March, Plowman Room	<ol style="list-style-type: none"> <li>1. Performance Monitoring – quarter 3</li> <li>2. Update on the Great Estates programme</li> <li>3. Security in communal areas of tower blocks</li> <li>4. STAR survey results</li> <li>5. Review of Older Persons Accommodation / Review of Sheltered Housing (pre-decision)</li> </ol>	<p>N/A</p> <p>Martin Shaw &amp; Jack Bradley</p> <p>Daryl Edmunds</p> <p>Bill Graves</p> <p>Frances Evans</p>
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**Informal meetings closed to the public**

<b>Date and room</b>	<b>Agenda Item</b>	<b>Lead Officer(s)</b>
7 January, Plowman Room (5.30pm)	1. Budget Review 2016/17 – Regeneration & Housing (joint session with Finance Panel)	Stephen Clarke & Nigel Kennedy

## Appendix 2 – Scrutiny recommendation tracker 2015-16 (Sept – Nov)

<b>Planning Annual Monitoring Report – 2 November Scrutiny Committee</b>		
Recommendation	Agreed Y/N	Executive response
1. That the Council includes the following two new indicators when considering the effectiveness of planning policies contained within the Oxford Local Development Plan: a) Number of units of affordable housing to rent built on Council owned land b) The amount of land freed up for affordable housing development through change of use	Y	
<b>Arrangements for fitting Solar Panels – 8<sup>th</sup> October Housing Panel</b>		
Recommendation	Agreed Y/N	Executive response
1. That the City Council should make every effort to enter into a viable agreement with the Low Carbon Hub as soon as possible in order to maximise the available benefits of fitting solar panels on Council-owned housing stock.	Y	I agree with the recommendation and indeed officers are already looking at ways of working with the Low Carbon Hub to help install PV panels on Council homes.
<b>Additional Licensing for HMOs – 8<sup>th</sup> October Housing Panel</b>		
Recommendation	Agreed Y/N	Executive response
1. That the City Council encourages landlords and agents offer longer term tenancies and rent level guarantees, and explores the option of including these as discretionary criteria within the Landlord Accreditation Scheme.	Y	The Council will endeavour to encourage landlords and agents to offer longer tenancies and affordable market rents wherever possible and investigate the option of including this as a desirable element of accreditation in consultation with landlords and agents at the next Landlord Information Exchange event planned for December 2015.
2. That the City Council considers whether there is anything that can be done to address the inequity whereby many tenants living in HMOs are unable to access free bulky waste collections.	Y	Officers will investigate the potential to increase the number of free bulky items collections for tenants living in HMOs and if feasible will report back to CEB at a future meeting.

<b>City Centre Public Spaces Protection Order – 6<sup>th</sup> October Scrutiny Committee</b>		
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>
1. That the design and placing of signage is considered by a cross-party group of members and that every effort is made to remove obsolete signage across the city.	Y	I welcome this recommendation and will ask officers to convene a cross-party group of members to develop appropriate signage in suitable locations, and ensure obsolete signage is removed.
2. That full consideration is given to any further views expressed by Liberty in relation to the revised draft PSPO.	Y	A letter has been received from Liberty since the scrutiny meeting. The letter will be reported to the Board.
3. That the City Executive Board notes that there was no consensus in the Scrutiny Committee or PSPO Panel for the inclusion at this stage of the behaviours set out in sections 1a and 1e of the draft PSPO.	Y	Noted.
4. That the City Executive Board inserts the word “reasonably” before the word “perceived” in section 1a of the draft PSPO.	Y	Accepted.
5. That the City Executive Board should clarify and define the meaning of the word “near” in section 1a of the draft PSPO to protect and assist officers enforcing the order.	N	Not accepted. ‘Near’ is a word which is easily understood, which does not require further definition. It will be a matter of fact as to whether the prohibition is engaged.
<b>Financial Inclusion Strategy – Action Plan Update – 6<sup>th</sup> October Scrutiny Committee</b>		
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>
1. That the Action Plan should be kept under review so that the Council can be responsive to significant changes in circumstances (e.g. further welfare reforms, reduced children’s centre provision).	Y	The report delegates authority to update the Action Plan as and when required, which enables us to be responsive to new or changing situations. In such an event we can add or change actions in the plan. I review the plan on a monthly basis with officers to look at any significant variations and officers also review it on a monthly basis. We will report any significant variations under delegated authority.
2. That the directory of affordable childcare should be shared with Councillors.	Y	There is no directory of affordable childcare. The availability of childcare is a constantly changing situation. The action in the plan that

		this relates to is to identify local providers of childcare. The County Council have a service which is able to tell you what is available at the time of contacting them. Anyone can access this, so we can provide the contact details. It is provided by the Family Information Service who can be reached on 08452 262636.
3. That the Action Plan should contain a stronger emphasis on more joined up partnership working, for example with the health sector to support social prescribing.	N	Action 28 in the plan deals with this area, although the wording doesn't make this explicit. The action is being delivered through our participation in the social prescribing project being carried out by Bury Knowle Surgery.
4. That all frontline staff should receive training on recognising the indicators of financial exclusion.	N	The revision of the action plan explicitly excludes contact centre staff from this training as it has been deemed not appropriate. The time spent identifying indicators of financial exclusion on a phone call would be too onerous and would require additional resource to maintain the same level of service as calls would take longer to deal with. Instead the new action focuses on delivering this to teams who have longer periods of engagement with customers likely to be at risk of financial exclusion. This would include tenancy sustainment, energy advice officers and the welfare reform team.
5. That the City Council should monitor the accessibility of the private rented sector to people who are out of work and the use of the Lord Mayor's Deposit Scheme.	Y	The Housing Needs Team already produces performance data relating to this area which includes number of new starts in Home Choice, and deposits provided under the Deposit Scheme. Housing Scrutiny Panel reviews performance in this area including the number of households in temporary accommodation, which is a good indicator of the difficulty in accessing the PRS. Housing Scrutiny could request that other data is reported relating to access to the PRS if this would be helpful.
6. That the City Council should bring forward any plans that would assist households in taking advantage of higher feed in tariff rates.	N	Recent policy changes from the government mean that drastic cuts in the housing revenue account budget will be required. This is subject to government confirmation but this is highly likely later in the autumn. This means that the Council will have to reassess its existing spending priorities between December and March so can no longer commit to many non-essential services. It is very likely that the major programmes with the housing stock such as energy efficiency and

		<p>solar PV will be significantly affected.</p> <p>Tighter budgets mean that the Council will have to do more with less, and means we are unable currently to commit to any work other than those that are basic, cost effective and/or vital programmes of work:</p> <ul style="list-style-type: none"> <li>• Loft insulation work to top up to about 270mm</li> <li>• Heating replacement programme</li> <li>• External insulation, double glazing and improved ventilation in Tower Blocks</li> </ul>
<b>Proposed Lease and Monitoring Arrangements for Community Centres – 6<sup>th</sup> October Scrutiny Committee 2015</b>		
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>
1. That the City Executive Board should consider deferring the decision on this report and taking it alongside the Community Centre Strategy decision, which is expected in November.	N	The report reflects the contents of the strategy report which will be brought in November. There is nothing within the leases report that is inconsistent with, or at odds with, the strategy report.
2. That the City Council should develop a “code of conduct” that sets out the expectations on Community Centre Associations and the types of support Associations can expect from the City Council. This code of conduct should be linked to the lease and monitoring arrangements for community centres.	In part	Many community associations will have their own Code of Conduct; this suggestion can be explored with community associations, either individually or through the Federation.
3. That the report should provide more detail on the standard forfeiture (termination) provisions on tenant default or insolvency.	Agreed	Agreed, we will seek further clarification from Legal.
4. That City Executive Board should make arrangements for independent legal advice to be available to Community Centre Associations.	Agreed	For those CAs moving from a licence to a lease, we will consider this during the period of discussion and negotiation. As there are areas of commonality in this process we can consider who would be the best source of advice of the CAs, for example, Community Matters. Associations with expired leases are being offered financial assistance towards seeking legal advice.



Inequality recommendations – 30 <sup>th</sup> June Scrutiny Committee		
Recommendation	Agreed Y/N	Executive response
1. That the City Council leads on the development of a long-term multi-agency inequality strategy for Oxford. This should be informed in part by the evidence gathered in this Inequality Review and enhanced when Oxfordshire Clinical Commissioning Group produces its report on health inequalities. The Strategy should be supported by an Action Plan that includes any accepted Inequality Panel recommendations..	In Part	The Oxford Strategic Partnership has been leading a multi-agency programme entitled 'Tackling the Cycle of Deprivation' for a number of years and the CCG review will build on the OSP's work. Many of the recommendations from the Panel are being addressed through existing strategies and action plans, and we would propose to return to the question of whether an overall strategy document and plan when the outcome of the CCG work is published.
2. That the City Council ensures it has sufficient staffing resources in partnership posts to play a leading role in working with partners to deliver on a multi-agency inequality strategy for Oxford (see recommendation 1). We envisage that savings are achievable from overcoming silos and working in partnership to tackle long terms issues associated with inequality.	Agreed	Agreed in principle, but the current pressures on local authority and NHS budgets make it difficult to guarantee that the desired staffing resources can be made available from year to year. Our approach to the influencing and development of strategies and policies is based on a matrix approach and includes influencing strategies and policies for the key strategic Oxfordshire Partnerships, the Oxford Strategic Partnership and ensuring consistency and alignment, where appropriate, to Oxford City Council policies and plans. The new Assistant Chief Executive role will provide additional capacity in this area. Policy Officers Group, with representation from all service areas, is used to cascade and share information and best practice in developing our policies internally.
3. That the City Council commissions Professor Danny Dorling and the City Council's Social Research Officer to develop an Oxford City Inequality Index based on aspects of inequality that that the City Council can influence either directly, or indirectly to a significant extent. Council Performance should be assessed against the movement of this index.	Not agreed	The Council uses ONS data and small area statistics and publishes these in an accessible form (see the Council monthly charts and other useful information available on the Oxford City Web site: <a href="http://www.oxford.gov.uk/PageRender/decC/Statistics_about_Oxford_ccw.htm">http://www.oxford.gov.uk/PageRender/decC/Statistics_about_Oxford_ccw.htm</a> It is not clear what a specific City Index would add to what is already available and as a stand- alone index it would lack credibility with central government or the EU, who have their own definitions of deprivation and inequality for benchmarking and resource allocation.

		The Council uses nationally recognised indices which facilitate benchmarking and funding submissions. Deriving a set of local indices would be costly and not have these advantages.
4. That all strategy papers and major decisions should include an assessment of their short, medium and long term impacts on inequality. This assessment could be based on an Inequality Index (see recommendation 3), and guidance should be available to assessing officers.	Agreed	The Council's existing equality impact assessment process requires officers and Members to consider the impact of decisions and actions on groups with protected characteristics. Currently these do not include socio economic inequalities and including them as a required part of the process will involve careful definition and extensive training. The Corporate Lead (HR / OD) will review the current process in line with best practice during the autumn.
5. That the City Council progresses all options for boosting the supply of affordable housing, including by: a) Continuing to push for a review of the Green Belt around Oxford as part of a wider county land review to identify sites for new housing, b) Enforcing the City Council's 50% affordable housing policy, c) Considering greater use of Compulsory Purchase Orders to buy derelict land and properties that aren't coming forward for development, d) Evaluating the potential local impacts of the new Government's housing policies, such as the extension of the Right to Buy scheme to housing association properties, e) Encouraging ethical or institutional investors to rent good standard accommodation to people in housing need at affordable rates, f) Aiming to make Oxford a centre of excellence in innovation for new social and affordable housing solutions, ensuring that its own	Agreed	Recommendation 5 a) to f) are already part of the Council's normal business. Recommendation 5g) is being taken forward by the Council's Ageing Successfully Group that is working with Age UK Oxfordshire on a Home Share Programme in Oxford that has been funded by the <a href="#">Lloyds Bank Foundation</a> and the <a href="#">Big Lottery Fund</a> . On 5h) the Council's allocations policies aim to assist 'downsizing' where residents wish but organising transfers on a collective basis would be extremely difficult and unlikely to accommodate many community groups who are characterised by different current housing tenures. However, in light of proposed changes in government policy the Council may be forced to review its Housing and Planning Policies.

<p>policies (such as the Balance of Dwellings Policy) are compatible with this aim. Affordable Oxford could be asked to provide advice on what options would be viable in Oxford,</p> <p>g) Considering whether there is scope for the City Council or the Universities to promote 'inter-generational shared living'.</p> <p>h) Considering whether there is a way the City Council could assist groups of older people in downsizing collectively while staying together as a community, perhaps by creating a group or register that people can join or sign up to.</p>		
<p>6. We note the significant difficulties that schools, hospitals and universities (as well as businesses) face in attracting workers to settle in Oxford, and recommend that the City Council:</p> <p>a) Gathers evidence as soon as possible to identify the best way of delivering new build keyworker housing within the 20% of affordable housing provided as intermediate housing,</p> <p>b) Seeks to extend its keyworker housing intervention to more teachers (this is currently offered to senior teaching staff),</p> <p>c) Considers whether there is scope to assist key workers (particularly teachers in priority schools) in accessing housing in the private rented sector, for example by encouraging registered landlords to offer 3 year tenancies and agreeing to raise rents by no more than the CPI measure of inflation.</p>	Agreed	<p>Recommendation 6a) is in hand and will form part of a wider review of affordable housing and planning policies. Recommendation 6b) has been implemented with the scheme open to all teachers from the beginning of July, following consultation with schools.</p> <p>Recommendation 6c) will be difficult to achieve as the Council has no means of practically influencing private sector rents and landlords' letting policies but the proposals could be put forward to key landlords and agents.</p>

<p>7. We note that the City Council is developing a Private Rented Sector Strategy and recommend that this aims to extend the City Council's interventions in the private rented sector to address abuses in the student housing market and poor standards across the wider private rented sector. This should include the extension of discretionary licensing to cover more properties where possible, enhanced enforcement of the HMO licensing regime and further promotion of landlord accreditation to encourage take up.</p>	Agreed	<p>We agree to take this recommendation into account in developing the strategy. Work is underway on identifying the most appropriate extension of discretionary licensing following the introduction of legislative restrictions by the government. The HMO Licensing Scheme is currently being consulted upon and if renewed, the approach to improving compliance with licence conditions in licensed properties will be strengthened and stronger penalties imposed upon the landlords of unlicensed properties. Encouraging Landlord accreditation and improving the rewards available for good landlords will complement this tougher enforcement stance. It would be useful to understand the particular concerns about student housing if this refers to purpose built accommodation rather than general needs housing which just happens to be occupied by students.</p>
<p>8. That the City Council:</p> <p>a) Calls on the new Vice-Chancellor of the University of Oxford to provide reinvigorated engagement in Oxford's housing sector by learning from the Cambridge model and providing new accommodation to house academics.</p> <p>b) Tasks the new Assistant Chief Executive with working closely with the University sector and encouraging a greater degree of input into city matters, including financial contributions where appropriate.</p>	Agreed	<p>This work is already in progress. The new assistant Chief Executive will help take this forward.</p>
<p>9. That the City Council builds on its commendable work on addressing fuel poverty by:</p> <p>a) Making a fuel poverty calculator available online that directs people in fuel poverty to contact the City Council for advice on what support they may be entitled to,</p>	In part	<p>Partially agreed. The Council has developed a fuel poverty model to identify areas of the City which are at greater risk of fuel poverty. This model can be used to target resources and grants to people in fuel poverty. We will increase our advertisement of the help that can be provided to reduce energy costs through the advice centres and the Council.</p>

<p>b) Asking Trading Standards whether they would like the Council to refer cases to them where an Energy Performance Certificate is required and whether they would be prepared to give the City Council any enforcement powers.</p>		<p>The Council is due to begin taking enforcement against private landlords with EPC ratings of F and G, and this action is included in the Council's Financial Inclusion Strategy and we will undertake this work directly..</p>
<p>10a. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by:</p> <p>a) Supporting the delivery of more proactive health interventions in areas of multiple deprivations, such as contacting people who miss appointments,</p>	<p>Agreed</p>	<p>The City Council, Oxfordshire Clinical Commissioning Group (CCG) and Public Health, have been working toward this in a number of ways: Some GP Practices use text messages to remind patients of upcoming appointments, where they have patients' mobile phone numbers. They also post messages in Practice waiting rooms to inform patients of the impact of missed appointments. In terms of health interventions, where there has been low uptake of NHS initiatives, such as screening programmes and health checks, some focussed work has been conducted by the CCG'S Equality and Access Team. This has included working with patients in some GP Practices to enable them to be booked into appointments. The CCG alongside Public Health and the City Council, has established multi-agency Community Partnership Health Groups, based in the city's key areas of deprivation. These help to support health promotion campaigns and activities at a local level. They have also drawn up Health Plans for each area, based on health indicator data, to identify the key issues and provide appropriate interventions and initiatives to tackle them. The development and delivery of the Community Health Plans are supported by the CAN Breaking the Cycle of health Deprivation Working Group (including the CCG, Public Health and CAN staff).</p>
<p>10b. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by:</p> <p>b) Working towards the concept of pooled budgeting in areas where evidence suggests that this approach can improve health outcomes.</p>	<p>Agreed</p>	<p>Pooling of budgets is not specifically a City Council issue. However, the Executive Director for Communities and the Executive Board Member, Corporate Assets and Public Health are actively offering to provide City Council premises and other assets to promote better health outcomes. An example of the possibilities in this domain is the proposed use of the health space at the new Rose Hill Community Centre.</p>

<p>10c. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by:</p> <p>c) Utilising the City Council's assets (such as leisure centres) and the agencies we support to facilitate social prescribing, and encouraging more GPs to take up social prescribing.</p>	Agreed	<p>Agree, as above. In addition; the Head of Community Services is represented on the Oxfordshire University Hospital Trust, Public Health Steering Committee and on the Oxfordshire Clinical Commissioning NHS Health Inequalities Commission Steering Group. This is to ensure that Oxford City Council is well placed to identify opportunities for working with other agencies to deliver health promotion services. With reference to Social Prescribing: One Practice, which serves two regeneration areas in the city, has recently initiated a Social Prescribing project. The CCG's Equality and Access Manager has undertaken some research of models across the country. The findings will be presented to GP Leads and a decision will be made as to the potential of a county-wide Social Prescribing Project. This will also be considered for application at the new Rose Hill CC.</p>
<p>10d. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by:</p> <p>d) Working with partners to develop a single online point of access for multiple services in Oxford, including health, housing and social care.</p>	Not agreed	<p>There are a range of points where people can and should access information. It is important however to play our part in ensuring that all the agencies continue to work to improve information sharing and referral processes and to ensure that service signposting is appropriate. The voluntary and community sector have an important role to play in this and the City Council provides funding through its grant programme to a number of agencies providing advice, support, signposting and referral to health, housing and social care services. The CCG are piloting this approach and working with referral agencies to understand demand. It is a matter for them.</p>
<p>11. That the City Council explores how factors around inequality and public health could be designed in to the planning and development of sites. These factors should include cycling and walking provision, the accessibility of parks, and the provision of a variety of housing within the street scene. Consideration should also be given to shaping new communities. For example, new communities should include a centre and shared</p>	Agreed	<p>This is already in hand. For example, the Barton development is considered to be an example of best practice in this regard. Public Health have also been asked to comment on planning applications with strategic implications for building sustainable communities that support health and help to promote exercise, such as the Northern Gateway master plan. A member of the City Council Planning Policy Team recently attended a Public Health England workshop aimed at improving collaboration between planning and health improvement professionals. Some of the issues raised at this workshop have fed</p>

open space.		into on-going scoping work that Public Health are undertaking to ensure that health considerations receive more prominence when planning decisions are made across all Oxfordshire authorities.
12a. That the City Council: a) Assists in bringing about negotiations with local health, housing and social care commissioners and providers so that a county wide discharge policy for people experiencing homelessness can be adopted as per best practice guidelines	Agreed	There is an operational hospital discharge procedure in place, which provides client names and 48 hour notice of discharge to Housing Services. However, this procedure could be strengthened with a more strategic hospital discharge protocol agreed on a countywide basis with all key stakeholders. This would relate to care packages including a broader range of services, for example Hospital Trusts (specialist physical and mental health services) and adult social care. The City Council will try to facilitate the development of this further.
12b. That the City Council: b) Extends interventions aimed at supporting homeless people with complex needs (e.g. substance abuse and mental health issues), who are often excluded from accessing the services they need.	Agreed	Officers are already working with the Oxfordshire Clinical Commissioning Group, Public Health and providers to develop a suitable service for single homeless customers with complex needs, including when substance misuse limits effective treatment options for mental health. The Council is also part of a Complex Needs network which seeks to improve the access that people with complex needs have to current services. This aims to build on outcomes for people with the most complex needs through intensive support and a flexible systemic approach.
13. Oxford City Council is leading the way in defining, measuring and tackling fuel poverty and we recommend that the same priority should be given to the issue of food poverty. A part-time role should be created to tackle food poverty, which should involve facilitating the work of the not-for-profit and voluntary sector to maximise their impact, and developing a food poverty strategy for Oxford. This strategy should aim to replicate best practice established by Bristol to reduce food bank demand and increase access to good and affordable food across the city.	Not agreed	The OSP Breaking the Cycle of Deprivation Group has been working with Good Food Oxford to see how this work can be taken forward. The Breaking the Cycle Group (including representatives from the Oxfordshire Clinical Commissioning Group and Public Health) funded Good Food Oxford to carry out community activities on Blackbird Leys, to introduce food poverty and healthy eating elements to the work that food oriented Community Action Groups already do within their local communities. This has proved to be extremely effective. The aim is to continue to work with Good Food Oxford and other partnerships to build the capacity of local communities. Clarity is needed on whether the bid will address this and this recommendation will be kept under review.

<p>14a. That the City Council:</p> <p>a) Identifies how it can provide a greater degree of funding security to Asylum Welcome. Consideration should be given to including their work within the remit of the Council's Community Grants commissioning programme, which awards funding for 3 years rather than annually. This will reduce Asylum Welcome's administrative workload and help to ensure that they remain viable over the medium term.</p>	In part	<p>Noted. This recommendation will be considered as part of the annual review of the Council's grants programme in the budget round. We are in active discussions with Asylum Welcome and other charities in this area with regard to the refugee crisis and how we can assist them in making a fully effective response. The Council is currently in discussion with AW as part of its response to the refugee crisis. The Board is very appreciative of the work of Asylum Welcome.</p>
<p>14b. That the City Council:</p> <p>b) Explores whether it could provide low cost accommodation to third sector organisations by utilising unused capacity in Council-owned assets such as Community Centres.</p>	Agreed	<p>The Council supports and funds a number of voluntary and community groups, some of which have accommodation in City Council premises and some in the private rented sector. All registered charities are eligible for rate relief. Reduced hire rates for the Town Hall are also available to voluntary and community sector organisations.</p>
<p>15. We strongly endorse the City Council's approach to combatting financial exclusion and recommend that the City Council:</p> <p>a) Ensures that the Welfare Reform Team are fully and best deployed in order to provide greater assistance and proactively reach more people, particularly those moving on to Universal Credit,</p> <p>b) Moves towards implementing a 'single view of debt' in order to identify multiple debts owed to the Council, and where possible, consolidate these,</p> <p>c) Gives a high priority to continuing to protect the current level of funding for the advice sector over the medium term,</p> <p>d) Explores longer term funding options for a</p>	Agreed	<p>The Financial Inclusion Strategy supports this work.</p>



<p>housing needs money advice caseworker, and evaluates the impact of this provision over time,</p> <p>e) Continues to work closely with CAB and other agencies to encourage the take up of unclaimed benefits.</p> <p>f) Aims to make full use of its Discretionary Housing Payments budget.</p>		
<p>16. That the City Council establishes a reliable directory of charities for Oxford, setting out the aims, principle client groups and types of relief provided. This will help to ensure that local charities have a greater awareness of what other charities do.</p>	In part	<p>The OCVA have a register of Charities and are funded by the City Council. We will raise concerns about the register with OCVA and seek to address them with OCVA colleagues.</p>
<p>17. We recommend that the City Council continues to prioritise improving educational attainment in the city by:</p> <p>a) Offering a new educational grant programme to which Head Teachers from schools serving deprived areas can apply. This programme would provide tangible output-based funding to reduce educational inequalities in city schools. The criteria for awards should be non-prescriptive but grants could be used to fund specific line items in School Improvement Plans focused on Pupil Premium and Special Educational Needs pupils, for example.</p> <p>b) Engaging with partners and considering whether it has a role in ensuring that eligible year 1 and 2 pupils are registered for the Pupil Premium so that their schools receive the additional funding they are entitled to.</p>	Not agreed	<p>The Council is currently working through the Oxford Strategic Partnership (OSP) to see if a stronger partnership approach to raising education attainment can improve attainment levels in the city. An OSP Sub Group has been established to develop a set of actions for educational attainment improvement in the city. There have also been meetings with the head teachers of schools in the south of the City and discussions on how the regeneration of Blackbird Leys might contribute to the raising of attainment levels. The County Council has now established a Strategic Schools Partnership Education Commissioning Shadow Board. This Board is in the process of establishing the grant criteria for support. The City Council has representation on this Board. The aim is to ensure any activities funded/provided by the City Council which contributes towards education attainment is additional and complementary to the County Council Commissioning Strategy and Plan. The Council's financial and human resources are constrained and these recommendations are ones which would be difficult to fund within the known future budget envelope.</p>

		<p>This proposal does have a cost implication, as whilst the Council has some information in relation to benefits claimants it does not hold any data on schools children attend and as the roll out of Universal Credit continues it will hold no relevant benefit data. A new grant programme is something for Councillors to bear in mind during the budget setting process.</p>
<p>18a. That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>a) Seeking to influence and improve the provision of targeted careers advice in schools, extending this to younger pupils (years 7-8), as well as offering mentoring into adulthood</p>	<p>Agreed</p>	<p>Skills, employment and career paths are not the statutory responsibility of the City Council. However, through the Leader, officers are working with the Oxfordshire Local Enterprise Partnership and the Oxfordshire Skills Board to improve services within the city. Oxfordshire County Council has established a service bringing together schools and businesses called O2i. This includes career advice, work placements and promoting apprenticeships. This work is overseen and monitored by the Oxfordshire Skills Board and information is circulated by the Policy and Partnerships Team Leader to the City Council Employment and Skills Group. There is a cross City Council Employment and Skills Group, which meets to share information and to ensure services are coordinated. This group includes officers from the Economic Development, Communities and Neighbourhoods, Policy and Partnership, Welfare Reform Team and Human Resources. The City Council has undertaken a robust needs analysis of skills and employment issues. This is available in the link below.</p> <p><a href="http://www.oxford.gov.uk/Library/Documents/Statistics/EmploymentAndSkillsSupplementaryPaperAug2014.pdf">http://www.oxford.gov.uk/Library/Documents/Statistics/EmploymentAndSkillsSupplementaryPaperAug2014.pdf</a></p> <p>A review of services was undertaken and an action plan was developed to fill the gaps. This is set out in the Employment and Skills report August 2014. City Council activities include:</p> <ul style="list-style-type: none"> <li>• Working with Business in Community to provide business links with secondary schools, mentoring and work placement opportunities. Currently the Council is linked with Cherwell School.</li> <li>• The Youth Ambition Programme which aims to build the</li> </ul>

		<p>confidence and skills of young people and ease the transition between school and work.</p> <ul style="list-style-type: none"> <li>• The development of Employment and Skills Plans for key physical regeneration schemes,</li> <li>• Apprenticeships within city council services</li> <li>• Support to Job Clubs on estates</li> <li>• Influencing and supporting the delivery of European Structural Funding Programmes.</li> </ul>
<p>18b. That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>b) Extending the use of social clauses to create more and better opportunities for young people. Clarity is required as to how the City Council will ensure that developers deliver social clauses.</p>	Agreed	<p>The City Council Skills and Employment Group ensure that the Employment and Skills Plans are linked into the Job Clubs that are based on estates. A recent Job Fair, arranged with Job Centre Plus, in Barton attracted over 400 potential job applicants and 20 businesses (mainly in the retail and construction sectors). Similar events will be rolled out to Rose Hill and Blackbird Leys. The Council's procurement policies are geared specifically to encouraging suppliers to offer training, apprenticeships and guidance to young people.</p>
<p>18c. That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>c) Extending the offer of reduced fees for tutors to all Community Centres situated in areas of multiple deprivations. The City Council should also continue to make better use of Community Centres and promote them as vibrant local hubs..</p>	Agreed	<p>Agreed for consideration as a part of the development of the Community Centre Strategy.</p>
<p>18d. That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and</p>	Agreed	<p>Agreed. City Council Officers have been represented on the European Structural Investment Steering group and helped shape the European Social Fund Strategy and proposals. This included funding for two</p>

<p>career paths for more residents living in areas of multiple deprivation, including by:</p> <p>d) Maximising links with universities, private schools, the student hub and businesses to get more volunteer help for appropriate programmes. These opportunities could include coaching and mentoring to help vulnerable people into work, assisting young people to whom English is not a first language, and broadening access to resources such as arts provision.</p>		<p>NEET programmes (to support those who are NEET and those at risk of becoming NEET) and Building Better Futures Funding aimed at long term unemployed. The City Council has submitted an application to deliver the Building better Futures Programme. Council Officers have been working with the County Council, Employment and Economy Team and Job Centre Plus to look at how teaching language services can be improved. The Oxford Community and Voluntary Alliance was commissioned to undertake a review, which identified that there is a range of good work being undertaken but that the sector needs improved coordination. Officers are in discussion with one of the colleges to see if they can take on this role, which has become even more important given the recently announced cuts in in this service.</p>
<p>19. That the City Council calls on local employers to put an end to exploitative employment practices in the city. These practices include employers charging restaurant staff to wait tables, paying less than the minimum wage, and employing workers on zero hours contracts against their will.</p>	<p>Agreed</p>	<p>The Council will continue to lead by example by offering good terms and conditions of employment to all staff including agency workers. Our contractors are required to commit to paying the Oxford Living Wage (OLW) and we have encouraged employers across the city to adopt the OLW with some success. We will continue to lead by example and try and influence other employers in good employment practice through normal channels. The Council will continue to promote best practice and support national initiatives such as Living Wage Week.</p>
<p>20. That the City Council continues to look to raise wages by:</p> <p>a) Creating a Living Wage Hub in Oxford based around the Oxford Living Wage. This should involve a programme of activities to promote the Oxford Living Wage, and a distinct logo that Oxford Living Wage employers are encouraged to display. Ideally these activities should be led by engaged citizens but they may initially require some officer resource. The Hub could also look at other related employment issues such as pay ratios.</p>	<p>In part</p>	<p>Partially agreed. The Council has already undertaken a number of initiatives including achieving Living Wage accreditation, campaigning in the city for other employers to adopt the Living Wage and speaking in support of the benefits of the OLW in various forums. We will continue to make use of the benefits of being a nationally accredited Living Wage Employer through Living Wage research, campaigns (such as Living Wage Week), etc. We will review the resource implications of the more extensive approach recommended in 20 a) and b). In addition to the above the Council will continue to pay its staff the Oxford Living Wage and require its contractors operating locally to do the same.</p>

<p>b) Identifying a public face of the Oxford Living Wage. This could be a member champion.</p> <p>c) Working constructively with the Living Wage Foundation in promoting Living Wage Week and seeking to raise wages and improve working conditions in Oxford, particularly in low paid sectors such as hospitality, health and social care.</p>		
<p>21. That Oxford City Council is a major employer in the city, and recommend that the City Council continues to develop its own employment practices through:</p> <p>a) More flexible recruitment practices such as accepting CVs and more widespread use of assessment centres,</p> <p>b) An annual managed calendar of interventions targeting black and minority ethnic communities and other underrepresented groups,</p> <p>c) Better targeting of constructive feedback to unsuccessful applicants,</p> <p>d) Interactive and accessible recruitment webpages with guidance for applicants,</p> <p>e) Uplifting the salaries of lower paid staff at a higher rate than those of higher paid staff to ensure that the pay gap between them doesn't increase over time.</p>	Agreed	<p>The Council is already progressing an action plan to improve its recruitment practices. This includes giving more attention to job descriptions, person specifications, selection testing which tests criteria more effectively than interviews alone, inviting CVs as part of the application process, etc. It is increasingly rare for a selection process to comprise only of an interview. We have also run initiatives such as targeting unsuccessful BME candidates to review their experience of the recruitment process, consider the shortlisting decisions, ensure they receive feedback, etc. We have an electronic recruitment system and a series of pages which include assistance for candidates in the application process and presenting the benefits of working for the Council. We have previously addressed the issue of low pay by introducing the Oxford Living Wage and deleting the lowest pay grades. Further consideration of low pay will feature in consultation and negotiation for a new pay deal to run after the current one expires (March 2018). Although recommendation 21 e) has generally been the case in recent years, no long term commitment can be made to it as our wage bargaining structures are not necessarily always going to be under our direct control.</p>
<b>Leisure and Wellbeing Strategy – Scrutiny Committee 7 September</b>		
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>
That the City Council looks into extending the functionality of its mobile apps to enable leisure	Agreed	We will look into this in conjunction with Fusion.

bookings.		
That the City Council's Leisure and Wellbeing Strategy includes a greater emphasis on strengthening integration between leisure centres and the broader leisure offer, including community centres.	Agreed	This is already one of the main thrusts of the Leisure and Wellbeing Strategy, but we will look into strengthening the language.
That the City Council continues to monitor the accessibility of leisure provision across Oxford, including in those parts of the city that have no swimming pools within a 20 walk, such as Littlemore and Cowley, and how this relates to leisure target groups (the Committee noted that corporate performance measure LP106: To increase participation at our leisure centres by target groups was below target for 2015/16 quarter 1).	In Part	We will of course continue to monitor leisure participation across the City. Transfer of membership from Temple Cowley to the Leys Pools and Leisure Centre has been a great success, and Oxford is over-provided with swimming pools by national standards. The new Spires Temple Cowley gym with associated public-access facilities is due to open in December. We are working with Fusion to ensure that the missed target is not repeated. It is very important that we continue to increase participation in physical exercise from areas of deprivation in particular, given the significantly above average levels of obesity in the Leys especially and also in Barton, Littlemore and Rose Hill. The Leys Pools and Leisure Centre is at the centre of our strategy for tackling this. We are also continuing to press the bus companies to improve connections between the Rose Hill/Littlemore and Leys/Cowley areas to help make our leisure facilities easier to get to.
<b>Oxford Growth Strategy – Scrutiny Committee 7 September</b>		
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>
That the Council's strategic approach to providing new affordable housing should be aligned with, and referenced in, the Oxford Growth Strategy.	Agreed	It is important to note that the Oxford Growth Strategy is one of a range of documents which taken together outline Oxford City Council's approach to meeting both overall housing need and affordable housing need, and that therefore the Oxford Growth Strategy implicitly includes affordable housing in its coverage. For example, the documents that make up the Local Plan specify how the City Council's policies for affordable housing should be applied to development sites within Oxford's boundaries, the overall number of which are part of the Growth Strategy. However, as the Scrutiny Committee heard, the

		<p>difference between the objectively assessed need for housing (SHMA<sup>1</sup>) for Oxford and the number of homes that can be accommodated within the City's administrative area (SHLAA<sup>2</sup>) is substantial, and the majority of unmet need will have to be met on sites outside Oxford's boundaries. This means that different affordable housing policies of other Local Planning Authorities will apply to those sites. Where the City Council is a landowner it may be possible to take a different approach above and beyond that laid down in the relevant LPA's planning policies, but in most instances the sites are owned by others. In the SHMA numbers the need for affordable housing was a major factor, alongside supporting expected economic growth. Even so, it is important to note that it has been estimated that to meet all of Oxford's unmet need for just affordable housing, using current planning policies, requires a number that is HIGHER than the highest figure in the SHMA range (24-32k). That is why the City Council will continue to argue strongly for housing allocations to meet unmet need in Oxford to be at the higher end of the range in the SHMA. In conclusion, it will be helpful for future iterations of the Oxford Growth Strategy to make clear both the origin of the SHMA range as being in part influenced by the assessed need for affordable housing, and the likely impacts for affordable housing of different policy options being pursued by the City Council and by others in the current discussions over housing allocations in Oxfordshire.</p>
<p>That the Oxford Growth Strategy includes a greater emphasis on mobile working and the opportunities presented by Better Broadband for Oxfordshire.</p>	<p>Not agreed</p>	<p>Not Agreed. For many years now the growth in technology-driven networked working, in particular fast broadband, has been used as an argument for reducing the absolute numbers of new homes that would be required, and for their dispersal over a wider geographic area, which appears to be the suggestion here. However the evidence that such dispersal is actually workable is no more compelling now than when the</p>

<sup>1</sup> Oxfordshire Strategic Housing Market Assessment, 2014

<sup>2</sup> Oxford City Strategic Housing Land Availability Assessment, 2014

		same arguments were produced to argue for reductions in housing numbers during debates over the emerging South East Plan in the early 2000s.
<b>Waste Water Flooding Panel – Scrutiny Committee 7 September</b>		
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>
That the City Council continues to engage with Thames Water Utilities (TWU) at a senior level through the Oxford Area Flood Partnership and other appropriate channels. This should include early engagement in relation to future development proposals that affect TWU.	Agreed	Happy to agree and endorse the work of the Waste Water Flooding Panel
<b>Report of the Cycling Review Group – Scrutiny Committee 7 September</b>		
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>
1. That the City Council’s unallocated cycling capital budget (approx. £110k over two years) should be used to fund the lower cost Cycling Review Group wish-list items in order of priority. The highest priority is signing City Council route 5, extending to Littlemore and the Leys Pool. This should include signing cyclists onto this route from key destinations such as Oxford Business Park, Vue Cinema and Oxford Academy.	In Part	This recommendation isn’t wholly clear, as the definition of ‘lower cost’ isn’t precise in reference to the list of items in Appendix 2, which includes both precise sums of money – albeit without confirmation that these figures are accurate – and very approximate bandings of potential expense. However the general direction of the policy, that lower cost and achievable items with significant positive impacts, should be the priority, is accepted. It is important to note that as the County Council is the Highways Authority there are considerable constraints on what the City Council is able to do on its own. The County Council has been clear that it is unwilling to progress schemes in areas where it is planning or already carrying out consultation on larger projects – for example in the Headington area. The sums of money set aside by the City Council for capital schemes can and should be progressed as soon as possible, and that means selecting schemes that do not require any input or permission from the County Council.



<p>2. That the wish-list of cycling improvement projects drawn up by the Cycling Review Group, with advice from Cyclox and Sustrans, should be used to decide how future City and County Council funding for cycling improvements is spent. Flexibility should be applied so that new opportunities can also be funded where this is appropriate.</p>	In Part	<p>While the wish-list is a useful starting point, there needs to be greater assessment of the actual costs, benefits and feasibilities for each scheme or block of schemes before it can be used as the basis for spending prioritisation. A prioritisation scheme that referenced cost, impact, feasibility/deliverability against objective criteria would seem to be a more appropriate mechanism. This is particularly important for the County Council as the Highways Authority, who will be responsible for the vast majority of spending decisions about on-street schemes, and it is reasonable to expect them to carry out such as an assessment. Furthermore, almost all the schemes identified are on-street schemes, and don't include for example the funding of cycle parking and storage facilities off-street, whether on public (Council-owned) land or otherwise. For example there may be substantial benefits to a partnership approach with major employers, educational establishments (schools, colleges and universities) and other organisations to provide better cycle parking and storage; for the City Council, which is constrained in what it can carry out without County Council permission, these sorts of schemes may perform well in terms of benefits and deliverability.</p>
<p>3. That the City Council encourages the police and Direct Services to proactively send reusable abandoned bikes to Broken Spoke and other bike shops that are happy to take part, so that as many of these bikes as possible can be refurbished and reused locally.</p>	Yes	<p>Direct Services already makes repairable bikes available to shops and other schemes in this way; the remainder are recycled and are counted as part of the City's recycling figures. Direct Services will liaise with the police and any other institutions who collect abandoned bicycles to see if there is scope for greater co-ordination and efficiencies.</p>
<p>4. That the City Council ensures that developer funding can be used to contribute to cycling improvements where appropriate, including by: a) Ensuring that the City Council's Community Infrastructure Levy (CIL) list is consistent with funding the higher cost cycling improvement projects set out in our wish-list, next time the CIL</p>	Agreed	<p>a) The Regulation 123 list which sets out what CIL can be spent on already is consistent with the recommendations. See list here: <a href="http://www.oxford.gov.uk/Library/Documents/Planning/CIL%20Regulation%20123%20List.pdf">http://www.oxford.gov.uk/Library/Documents/Planning/CIL%20Regulation%20123%20List.pdf</a> It includes: 'Improved environment for pedestrians and cyclists in City centre, including Queen Street, St Giles, Magdalen Street, George Street and</p>

<p>list is reviewed;</p> <p>b) Using CIL funding as a local contribution to attract match funding, for example from the Local Sustainable Transport Fund, for cycling improvement schemes in accordance with the Council's CIL list (often these will be part of wider transport improvement schemes);</p> <p>c) Alerting Ward Members when significant sums (&gt;£5k) of the 'neighbourhood portion' of CIL have been allocated to their local area. We would encourage members to consider spending this funding on lower cost cycling improvement schemes from our wish-list where possible.</p>		<p>Broad Street' , 'Improved City centre cycling environment' &amp; 'Orbital and radial cycle routes'. The Regulation 123 list is reviewed regularly, and is approved annually as part of the Budget process, and will be reviewed in the light of the wish-list and the responses above at that time.</p> <p>b) Agreed; this is largely how CIL is utilised already.</p> <p>c) Subject to the proviso that the 'neighbourhood portion' of CIL is only available in the non-parished areas of the city (in the parished areas it is transferred to the relevant parish council), and subject to final decisions on the process for allocating these funds to projects supported by the local community, agreed.</p>
<p>5. That the City Council ensures that its planning policies are consistent with its vision for Oxford to become one of the great cycling cities of Europe, including by:</p> <p>a) Ensuring that cycling routes and provision are considered and included in all major new developments, prioritising cycling and pedestrian access;</p> <p>b) Reviewing and updating planning policies relating to cycle parking standards for non-residential cycle parking, as part of the next full or partial review of the Local Plan.</p>	Agreed	<p>a) These issues are already covered in a range of policies in the Local Plan, including Core Strategy Policy CS14, Saved Local Plan Policy TR.4 and associated car parking standards, Saved Local Plan Policy TR.5 and the Parking Standards, Transport Assessment and Travel Plans Supplementary Planning Document SPD approved in 2007. (See <a href="http://www.oxford.gov.uk/Direct/61407AdoptedParkingStandardsSPD.pdf">http://www.oxford.gov.uk/Direct/61407AdoptedParkingStandardsSPD.pdf</a>)</p> <p>b) Agreed</p>
<p>6. That the Council Leader or Board Member for Planning and Transport writes to the County Council and requests that they do the following in consultation with the City Council:</p> <p>a) Implement the Cycle Super Routes and Cycle Premium Routes as soon as possible;</p> <p>b) Bring together cycling organisations, county</p>	Agreed	

<p>highways planners and highway engineers to agree a set of specifications for cycle infrastructure design in Oxford, drawing on findings from the London Cycling Campaign. This should include priority phasing of traffic lights for cyclists;</p> <p>c) Consider how cycle routes can be signed more consistently and what the standard should be. We suggest that destinations and distances, rather than route numbers, should be shown on cycle signage;</p> <p>d) Agree that highway maintenance works should not be signed off until they are safe and suitable for cycling;</p> <p>e) Work with Government and other local authorities to implement the All Party Parliamentary Group recommendation to achieve a £10 per head of population investment in cycling.</p>		
<p>7. That the City Council nominates a Member Cycling Champion (a Councillor) to lead on work to improve cycling in Oxford at a political level and maximise the City Council's influence.</p>	Agreed	
<p>8. That the City Council brings forward proposals for additional staffing resources to enable the City Council to engage proactively with cycling groups, work smarter with the County Council, and support the member champion (see recommendation 7). We would suggest 1 FTE dedicated to cycling, with a creative solution to funding this post which may involve other organisations. This role should include:</p>	In part	<p>While on paper there is much to commend the idea of a City Council employed cycling officer, there are considerable practical concerns about proposed scope of the role, and the impact that it would have. The proposed responsibilities range from the organising of meetings to the identifying of ways in which to change motorists' behaviour, with many of the suggested responsibilities essentially overlapping with those already sitting with the County Council's Highways teams – this seems problematic in a single post.</p> <p>The proposal as it stands can of course form part of the annual</p>

<p>a) Supporting the Member Cycling Champion (see recommendation 6) in convening a forum of the different cycling groups and representatives of other stakeholders such as schools to co-ordinate efforts and agree a common position when lobbying for cycling improvement schemes;</p> <p>b) Engaging with the County Council to maximise the City Council's influence as LTP4 is put into practice;</p> <p>c) Influencing the development of a set of specifications for cycle infrastructure design in Oxford (see recommendation 5e);</p> <p>d) Monitoring the County Council's Highway Asset Management Strategy (road repairs) to identify opportunities for cycling provision to be improved during planned maintenance works (we have identified 4 such projects);</p> <p>e) Examining existing evidence on what works for improving cycling take up;</p> <p>f) Promoting active travel to school through Bikeability training and advocacy, particularly at the beginning of every academic year. Excellence in this area should be recognised perhaps through the Lord Mayor/Member Champion going in to schools to give prizes, or inviting winners to attend civic events.</p> <p>g) Identifying ways to change motorists' behaviour.</p>		<p>budgetary discussions, but at a time of extremely constrained budgets and with many critical services facing cuts to their budgets, the Council may find it difficult to justify substantial expenditure on a new post in an area primarily covered by another local authority's statutory responsibilities. However, there may be scope to develop an innovative partnership approach with major employers/organisations that would share costs and responsibilities. For example a collaboration with the Universities and the local NHS Trusts could provide expertise for their internal travel planning, and at the same time input into the planning of the city-wide cycle network that would join-up their sites. I would suggest that this option is explored as one more likely to deliver the objectives of the review panel. It is important to note that staff resource will be required to develop this sort of 'sustainable transport partnership', but once established and supported by other organisations the need for time and financial resource would be less than for a stand-alone officer employed solely by the City Council.</p>
<p>9. That the City Council promotes positive images of cycling in Council literature, particularly the soon to be signed route to Blackbird Leys pool.</p>	<p>Agreed</p>	<p>The Council already promotes cycling through maps, leaflets and other publications which highlight cycling's benefits for both individual health and the collective well-being of the city, and will continue to do so.</p>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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