

Agenda

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Scrutiny Committee

Date: **Tuesday 5 April 2016**

Time: **6.15 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

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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.

Scrutiny Committee

Membership

Chair	Councillor Craig Simmons
	Councillor Tom Hayes
	Councillor Van Coulter
	Councillor Roy Darke
	Councillor James Fry
	Councillor Andrew Gant
	Councillor Sam Hollick
	Councillor David Henwood
	Councillor Ben Lloyd-Shogbesan
	Councillor Linda Smith
	Councillor Sian Taylor
	Councillor Jennifer Pegg

The quorum for this Committee is four, substitutes are permitted.

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE (6.15 PM)

2 DECLARATIONS OF INTEREST (6.16 PM)

3 YOUTH AMBITION (6.17 PM)

11 - 24

Contact Officer: Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

Background Information
The Scrutiny Committee requested a report on the Council's Youth Ambition programme. This was a high priority item for the Committee when it agreed its work plan for 2015-16.
Why is it on the agenda?
For the Scrutiny Committee to consider the Council's Youth Ambition programme, including spend and outcomes.
Who has been invited to comment?
Councillor Pat Kennedy, Board Member for Young People, Schools and Skills; Ian Brooke, Head of Community Services; Hagan Lewisman, Active Communities Manager; Craig Morbey, Youth Ambition Manager.

4 TACKLING ELDERLY ISOLATION (6.40 PM)

25 - 30

Contact Officer: Luke Nipen, Communities Specialist Officer Tel: 07717881073 lnipen@oxford.gov.uk

Background Information
The Scrutiny Committee requested a report on tackling elderly isolation. This was a high priority item for the Committee when it agreed its work plan for 2015-16 and follows a previous discussion in February 2015.
Why is it on the agenda?
For the Scrutiny Committee to consider Council funded projects aimed at tackling elderly isolation including any future plans and the expected impacts of County funding cuts.
Who has been invited to comment?
Cllr Christine Simm, Board Member for Culture and Communities; Cllr Gill Sanders, Older Person's Champion; Ian Brooke, Head of Community Services; Luke Nipen, Communities Specialist Officer.

5 GRAFFITI UPDATE (7.05 PM)

Contact Officer: Doug Loveridge, Streetscene Services Manager
dloveridge@oxford.gov.uk

31 - 34

Background Information
The Scrutiny Committee requested an update report on the issue of graffiti. This follows a previous discussion in December 2014 when the Committee was advised that graffiti removal on privately owned property remained a significant challenge and that the Council had no powers to remove graffiti from these properties without the consent of the owner.
Why is it on the agenda?
For the Scrutiny Committee to consider an update on efforts to tackle graffiti, including the impacts of an additional officer post focused on graffiti removal.
Who has been invited to comment?
Councillor John Tanner, Board Member for Climate Change and Cleaner Greener Oxford; Doug Loveridge, Streetscene Services Manager.

6 DISCRETIONARY HOUSING PAYMENT POLICY - 2016 REVISION (7.20 PM)

Contact Officer: Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

35 - 58

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to approve the report at its meeting on 14 April 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
Councillor Susan Brown, Executive Board Member Customer and Corporate Services; Paul Wilding, Revenues & Benefits Programme Manager.

7 RECOMMENDATION MONITORING - LOCAL ECONOMY REVIEW GROUP (7.35 PM)

59 - 64

Contact Officer: Laurie Jane Taylor, City Centre Manager
ltaylor@oxford.gov.uk

Background Information
The Scrutiny Committee commissioned the Local Economy Review Group in 2014-15 to consider support for city centre businesses such as independent retailers during a time of major redevelopments in strategic locations across the city centre. The Review Group reported in June 2015 and made ten recommendations to the City Executive Board.
Why is it on the agenda?
For the Scrutiny Committee to consider a progress report and monitor the implementation of agreed recommendations.
Who has been invited to comment?
Councillor James Fry, Chair of the Local Economy Review Group; David Edwards, Executive Director for Regeneration and Housing; Fiona Piercy, Partnership and Regeneration Manager; Laurie-Jane Taylor, City Centre Manager.

8 TREE MANAGEMENT PLAN (7.50 PM)

65 - 74

Contact Officer: Stuart Fitzsimmons, Parks and Open Spaces Manager
sfitzsimmons@oxford.gov.uk

Background Information
The Scrutiny Committee requested an item on the Tree Management Plan, which was adopted in 2008 and last reviewed in 2011. The Tree Management Plan was the subject of discussions at the Parish Forum in March 2016.
Why is it on the agenda?
For the Scrutiny Committee to consider the current Tree Management Plan and provide comment and suggestions to inform a possible refresh of this Policy.
Who has been invited to comment?
Councillor Mark Lygo, Board Member for Leisure, Sport and Events; Stuart Fitzsimmons, Parks and Open Spaces Manager.

9 REPORT OF THE HOUSING PANEL - SECURITY IN TOWER BLOCKS (8.10 PM)

75 - 78

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230
abrown2@oxford.gov.uk

Background Information
The Housing Panel considered a report on security in communal areas of tower blocks at its meeting on 9 March 2016.
Why is it on the agenda?
For the Scrutiny Committee to review and comment on the report of the Housing Panel before it is submitted to the City Executive Board on 14 April 2016.
Who has been invited to comment?
Councillor Linda Smith, Chair of the Housing Panel.

10 WORK PROGRAMME AND FORWARD PLAN

79 - 106

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230
abrown2@oxford.gov.uk

Background Information
This is the final meeting of the current council year. In June the new Scrutiny Committee will agree its work plan for 2016-17. All members have been asked to provide suggested topics and issues for inclusion in the new work plan by 20 May 2016.
Why is it on the agenda?
For the Scrutiny Committee to: <ol style="list-style-type: none">1. Note the draft agenda schedule for the June meeting.2. Review the Forward Plan and select items for pre-decision scrutiny at the June meeting based on the following criteria:<ul style="list-style-type: none">• <i>Is the issue controversial / of significant public interest?</i>• <i>Is it an area of high expenditure?</i>• <i>Is it an essential service / corporate priority?</i>• <i>Can Scrutiny influence and add value?</i>3. Note the list of suggestions received to date for the 2016-17 scrutiny work plan and propose any additional items for consideration.4. Note any verbal updates from the chairs of standing panels and review groups.

Who has been invited to comment?
Andrew Brown, Scrutiny Officer; Councillor Linda Smith, Chair of the Housing Panel; Councillor Craig Simmons, Chair of the Finance Panel; Councillor Tom Hayes, Chair of the Equality & Diversity Group

11 REPORT BACK ON RECOMMENDATIONS

107 - 114

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230
abrown2@oxford.gov.uk

Background Information
The Committee makes a number of recommendations to the City Executive Board and the Board is obliged to respond in writing.
Why is it on the agenda?
This item allows Committee to see the results of recommendations since the last meeting. City Executive Board responses to recommendations on the following items are listed below: <ul style="list-style-type: none"> • A Housing Company for Oxford; • Oxford Waterways Public Spaces Protection Order consultation; • Universal Credit Delivery Partnership Agreement; • Report of the Guest Houses Review Group.
Who has been invited to comment?
Andrew Brown, Scrutiny Officer.

12 MINUTES

115 - 120

Minutes from 7 March 2016

Recommendation: That the minutes of the meeting held on 7 March 2016 be APPROVED as a true and accurate record.

13 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

Scrutiny Committee

7 June 2016

6 October 2016

4 July 2016

7 November 2016

5 September 2016

6 December 2016

All meetings start at 6.00 pm.

Standing Panels

Housing Standing Panel – 11 April 2016; 7 July 2016

Finance Standing Panel – 7 April 2016; 8 September 2016

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.

*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.

To: Scrutiny Committee

Date: 5th April 2016

Report of: Head of Community Services

Title of Report: Youth Ambition Programme

Summary

Purpose of report: An update to scrutiny on the work of the Youth Ambition Programme

Key decision No

Executive lead member: Councillor Pat Kennedy, Board Member for Young People, Schools and Skills

Report author: Hagan Lewisman

Policy Framework: Youth Ambition Strategy

Appendices to report

Appendix 1 - April 2015 to March 2016 – SportWorx social return on investment

Appendix 2 – A variety of case studies

Background

- 1 An extensive review of young people's needs in the city was undertaken in 2012/2013; it highlighted that the priority within the emerging Youth Ambition Strategy should be to support young people to make the transition from secondary school to adulthood. In response to this the 2013-17 Youth Ambition Strategy focuses on 15-21 year olds.
- 2 The approach of the programme is to engage young people in positive activities and by doing so help them broaden their perception of their own capabilities and to stimulate ambition and positive involvement with their community.
- 3 The approach of the service to deliver the Youth Ambition Programme has been through the key areas below.

- Youth clubs - Youth Ambition delivers eight youth clubs per week, where young people can take part in arts & crafts, play games and do activities which extend their knowledge, skills, abilities and understandings. The youth clubs are delivered in Rose Hill, Barton, East Oxford, Littlemore, Wood-Farm and Northway. A good example of this work is where we have worked with young people at Wood-Farm youth club to gain an arts qualification by learning a new artistic skill, going to a cultural event and reviewing it, writing a biography on someone who inspires you and teaching others a skill.
- Multi-sports - Youth Ambition delivers 12 multi-sports sessions per week in areas including: Blackbird Leys, Barton, Rose Hill, Cowley, Iffley Fields, Northway and Cutteslowe. Young people have the opportunity to take part in activities such as football, basketball, skateboarding and dance.
- Youth Voice - Youth Ambition works with young people to increase the power and influence they have over their lives. This helps them become more involved in their communities, learn new skills and allows them to make change happen. Youth Ambition delivers three youth forums, a young auditor's project and social action groups.
- Advice and Guidance - Many young people that Youth Ambition works with need support on the issues affecting them. We have three advice and guidance qualified staff who support young people with employment, education and training, health and wellbeing, crime and anti-social behaviour and where to access specialist support
- Projects - Youth Ambition deliver a wide range of on-going and one off projects. In the last three years projects have included: an allotment project in partnership with The Oxford Academy, an Arts Awards project, Community Sports Leadership Award and charity fundraisers. Some of the work has been showcased in our You Tube video <https://www.youtube.com/watch?v=2EroRa5gKo8&feature=youtu.be>
- Youth Ambition Grant Funding to support voluntary organisations to support the delivery of or objectives (£60,000 per annum)
- Bungee app – the app helps promote activities, places to visit and provides information on keeping young people safe and lots of other useful information. Young people told us that this is one way how they wanted to be communicated with and were involved in the design and continued development of Bungee. More recently, over 30 young people have experienced what it's like to be a radio presenter with Bungee Radio. Working in partnership with the SAE institute, young people from Oxfordshire schools have created their own radio shows which are aired on a Monday afternoon between 3pm and 4pm on the SAE's very own station Energy Groove. A full link to Bungee Radio and Energy Groove can be found on the Bungee App which is available on both Android and IOS devices.

4 The Youth Ambition Strategy sets out five primary objectives

- Understanding local need
- Involving young people
- Building capacity in voluntary and charitable organisations
- Partnership working
- Monitoring, impact and value for money

Understanding local need

- 5 The initial needs assessment was undertaken in 2012/13, which influenced the strategy. This has been revisited annually to ensure our understanding is up to date - it is shared with partners and used to create a co-ordinated approach with grants and continue to inform plans.
- 6 We are currently in the process of updating the needs assessment for 2016/17. A survey of 100 young people and 50 professionals who work with young people in the City has been conducted. They were asked to rank the top issues affecting young people.
- 7 Once we had collected the headline data, we interviewed 20 professionals and held focus groups with young people. They were asked the problems, causes and what role Youth Ambition can play in solving them. The emerging themes are;
 - Mental health and wellbeing
 - Crime and anti-social behaviour
 - Employment education and training
 - Sexual health and relationships
- 8 We have also looked to build on local need in areas with new and emerging communities such as Rose Hill with the Nepalese community through holiday activities and the emerging senior Rose Hill Youth Club at the new Rose Hill community centre. Also with the new East Oxford youth club with Somali and Sudanese communities involved.

Involving young people

- 9 Involving young people gives them confidence and helps them to develop a wide range of personal and social skills as well as helping organisations to improve service provision. There are also benefits to the Council such as increased legitimacy, accountability and ultimately improved service provision.
- 10 Youth Ambition involves young people through our Youth Voice work. Young people have been trained to lead youth forums, participate in key strategic meetings where a young person's voice is needed, sit on interviews and grants panels and quality assure sessions.
- 11 We currently deliver youth forums in the Leys, Barton and Rose Hill.

Building capacity in voluntary and charitable organisations

- 12 Recognising the significant and important role that voluntary and charitable organisations play, there is a Youth Ambition Funding pot (15-21 years) which is a total of £60,000 for 2016/17 and organisations can bid up to £10,000 as long as they meet the outcomes of the strategy. This also helps enable a wider offer with expertise in other areas not provided for in-house.
- 13 Since the outset of the Youth Ambition Funding programme, 34 organisations have been awarded 51 grants worth £272,963. This has included organisations such as Donnington Doorstep, Yellow Submarine, Oxfordshire Youth, Inspired Young Peoples Project and Parasol. It has included projects targeted at areas such as volunteering, Child Sexual Exploitation, Female Genital Mutilation, vulnerable young people and those young people with physical or learning disabilities.
- 14 There is also a Holiday Activities fund which is administered by the team. The Holiday Activities Fund has £130,000 available each year and organisations can bid for up to £20,000 to deliver activities in the school holidays.
- 15 These funds are increasingly oversubscribed which does lead to disappointment. With the continuing economic environment one of austerity and the challenges to the County Council the demand on this resource is likely to continue to increase.

Partnership working

- 16 The Council is one of many organisations involved in supporting young people in the city. Solid governance of Youth Ambition is provided through the Youth Ambition Partnership Board which is chaired by a secondary school head teacher (currently St Gregory the Great) and takes place at the school. It includes decision makers from key partners in the city, such as the head of the County Council's Early Intervention Service, Thames Valley Police, Oxfordshire Community Voluntary Action (OCVA), Oxfordshire Youth, business leaders and young people. The board reports into the Oxford Strategic Partnership.
- 17 A partnership agreement is in place with the County Council and regular meetings held, where we share data, avoid duplication, identify opportunities and improve quality and communication.

Monitoring, impact and value for money

- 18 We use the industry leading impact reporting platform designed by Substance called 'Views'. This helps us monitor the number of participants accessing our activities, where they come from and their journey. Alongside 'Views' we use the Sportsworx app to calculate the projected social return on investment for the sessions that we run.
- 19 The Sportsworx app uses information on participants including their post code, details of the activities they attend, number of attendances and using government

led research calculates the impact it creates on crime, NEET, obesity, substance misuse and school attendance/behaviour.

Finance

20 The annual budget from the City Council is £240,000 per year. This has been supplemented by significant funding successes through the following organisations.

- £139,509 grant from Sport England's 'Community Sports Activation Fund'
- £100,000 Access Sport Oxford - High Sheriff Challenge (Businesses £50,000 and Sport England £50,000)
- £12,000 from Oxfordshire County Council
- £12,000 Street Games
- £12,000 Police and Crime Commissioners
- £5,000 Sportivate
- £2,864 from Community Safety
- £2,000 public health money towards bungee

21 The overall annual budget including funding helps fund four full time employees within the programme and the activities highlighted in paragraph three.

Performance

21 The programme has been successful in achieving its participant targets:

- We worked with 6,179 young people in 2014/15 and so far in 2015/16 5,636 (with 12,364 visits) which is on target to exceed the annual target.
- The gender split in 2014/5 across the Youth Ambition programme was 21% female and 79% male, this has increased significantly in 2015/16 to 32% female and 68% male through a wider selection of activities, expanding social elements and projects such as 'Get fit for Prom' and 'This Girl Can'. There is still more work to do on this though to ensure an even gender split.
- 40% of participants were from black and minority ethnic groups in 2014/15 and in 2015/16 23% were from black minority and ethnic groups, 23% white and 49% unknown.
- The social return on investment figure has increased in 2015/16 and currently stands at: £11,435,482 Appendix 1.

Recognition

22 Youth Ambition has been recognised for its achievements both locally and nationally. The team won service team of the year at 14/15 Association of Public Service Excellence (APSE) awards in the best sport, leisure and culture category and we were a finalist in 14/15 in the Children and Young People Now awards for best local authority team. The team also won the best sports development project of the year at Oxfordshire Sports Awards in 15/16.

The future

- 23 The team have started to work through the needs assessment to enable the strategy to be renewed in in 2017.
- 24 We have recruited a Youth Participation Officer to focus on work with disadvantaged young women and helping them to extend their skills, knowledge, abilities and understanding of the issues affecting them. This will help to somehow address the balance in attendance at sessions.
- 25 We will continue to work with our partners in the Oxfordshire County Council to see how best to work together, in light of the changes they are making to their services because of budget-cuts.
- 26 We are reviewing funding opportunities and seeking to make sessions sustainable where demonstrated need is and where possible.
- 27 Work closer with our secondary schools and create partnership plans with each secondary school.

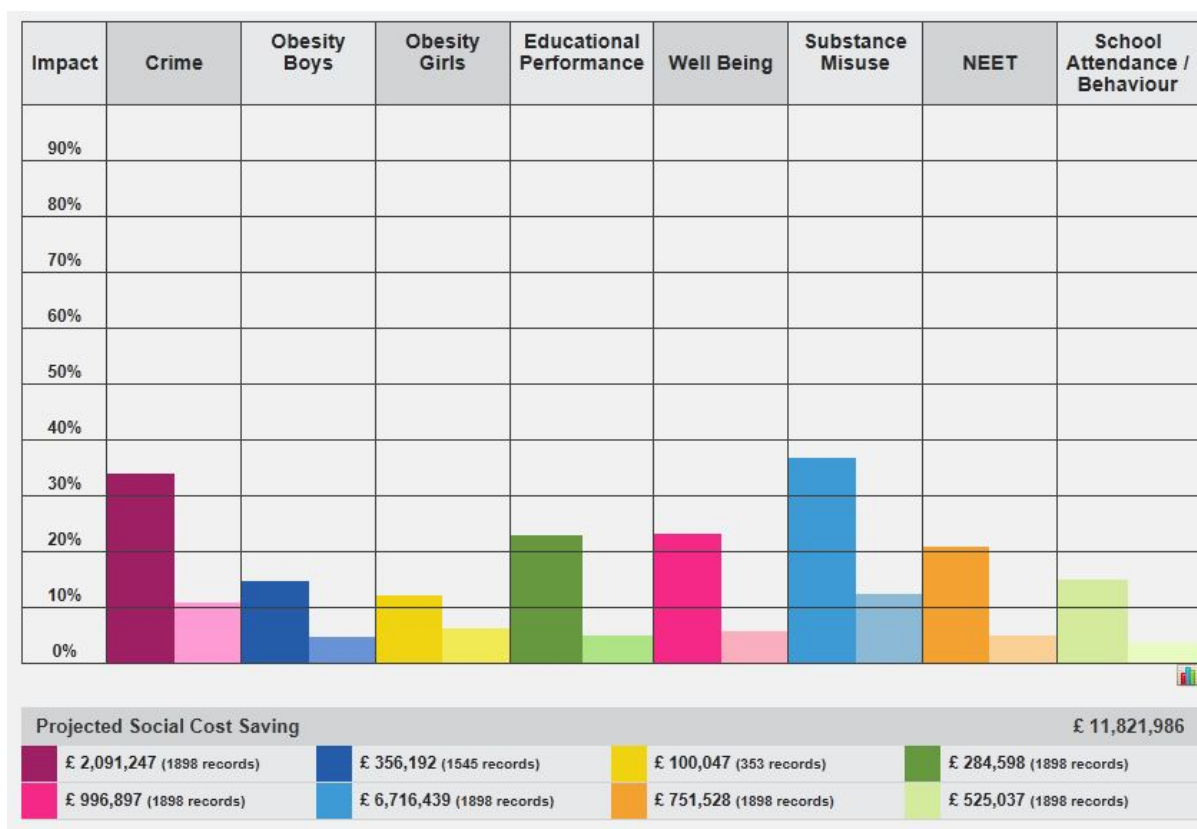
Name and contact details of author:-

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List of background papers: *none*

Version number: 1.0

Appendix 1 – April 2015 to March 2016 – SportWorx social return on investment



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Appendix 2 – Case Studies

Allotment Project

The Youth Ambition Programmes has built a partnership with Oxford Academy School, which serves the Blackbird Leys; Littlemore and Rose Hill communities. One of the projects is an allotment project with students at risk of being excluded from school because of poor behaviour.

Our staff worked with 5 year 9 students to plan what fruit and vegetables they wanted to grow, what they wanted the allotment to look like; what they wanted to do with the produce and what accreditation they want to get out of it.

The students chose a mixture of fruit and vegetables, including a herb garden; salad patch; vegetable patch and having a pumpkin competition. Once the produce was grown they used the produce to cook a huge roast dinner. The students are working towards a qualification.

The impact of the project has been considerable, with one student Owen, saying: “I find school really difficult, so I mess around a lot, but doing the allotment has shown me I’ve got loads of practical skills. I want to be a gardener when I’m older now! I go to the Youth Ambition youth club in Littlemore now as well!”

Tom Peterson, Oxford Academy School’s Community Liaison Manager said: “the project with the City Council has been first rate. The staff have worked with students and taught them important life skills and knowledge such as project planning; team work; health and safety and practical skills. The fact that the staff will be willing to provide references if the students do well means this project could help the boys get jobs when they leave school.”



Children in Need Fundraiser

To raise money for children in need young people organised a football tournament at Leys Leisure and Pools.

The young people paid £1 to enter and food was sold for £1 afterward, which was made by young volunteers. We also watched children in need on the centre TV.

40 young people aged 10-19 took part in the tournament and the winners won tickets to a professional football match, which were donated by Oxford United.

It was a really successful night, with one young person commenting “It was good to get together, play football and raise money for charity.”

The total raised was £336.



Step Out at Donnington Doorstep (funded by Youth Ambition)

Young Person 1's journey so far (over the last 12 months) by the STEP OUT project.

Young Person 1's mum contacted the statutory Kingfisher CSE team to ask for support for her daughter, as Young Person 1 did not meet the threshold for Kingfisher they contacted the STEP OUT project to provide support.

STEP OUT visited mum to establish her worries and concerns, some of these included Young Person 1 hanging around with others who were missing, drinking alcohol, spending time with young men of concern, missing from school and a lot of online activity.

Young Person 1 does not trust authority / workers so it took some time to try and build a relationship, so when Young Person 1 refused or did not want to meet at the beginning, a card or note was left for Young Person 1 explaining what support is offered. There was regular messaging/compassion banking at least once a week, to build on a relationship.

After some time, Young Person 1 agreed to meet. The first session involved an explanation of the STEP OUT project, the child protection and safeguarding policy to establish information sharing boundaries to enable Young Person 1 to feel safe. Time was then given for Young Person 1 to decide if she would like to receive support from STEP OUT or not, consent was gained and support began.

Soon after, social care became involved to do an assessment, a multi-agency risk management plan meeting took place and it was decided a longer term social worker would become involved to provide support. Other agencies were also involved. However, Young Person 1 refused to meet with a number of social workers as she

found it difficult to trust authority, including teachers. STEP OUT have been able to take the time to build a trusting relationship to be able to provide 121 support to raise awareness about, healthy relationships, keeping safe, risks and talking through other worries such as concerns at home. STEP OUT have also been a part of the multi-agency team working with Young Person 1 and shared information with the police, social care and other agencies when relevant.

Risks have included getting into cars with young men, drinking alcohol, truanting and missing from school, theft, underage sex without contraception, non-consensual sexual activity, being pressured into sending inappropriate pictures (sexting). Being involved in friendships / relationship where the boyfriend has been emotionally controlling and manipulative. Other difficulties have been related to family relationships at home, historic domestic violence with parents, change of schools and being unable to see risks.

The resources and 121 sessions are planned but also adapted to the needs of Young Person 1 in that moment, so having a number of resources to hand is essential. For example, the resource “Barnardos BeWise 2 sexual exploitation” regarding the grooming process, “healthy relationship by Solihull Council”, film material and online resources used by www.thinkuknow.co.uk and CEOP (Child Exploitation Online Protection) have been valuable resources.

Some sessions have included the police on legal issues such as the consequences of sexting. Other sessions have included support to attend sexual health Clinics to explore and advise on sexual health concerns, such as the different types of contraception. STEP Out have also advocated on Young Person 1 behalf during multi-agency meetings and with her parents where there are difficulties and strong emotions at home.

Young Person 1 attendance at school has and continues to improve. Young Person 1 is able to talk through her frustrations about her family relationships in a safe way with her STEP OUT worker which help to reduce the likelihood of going missing and putting herself at risk. Young Person 1 is also able to continue to engage well with CSE awareness sessions whilst upskilling her knowledge in a comfortable environment, due to the trusting relationship she has with her STEP OUT worker.

Community Sports Leadership Award



The Youth Ambition team coordinated a Community Sports Leadership Award, a 5 day intense course, aimed to teach the young people skills in organisation, planning, communication and teamwork. We identified 7 young people from Oxford's regeneration zones who highlighted not only commitment to the programme, but a passion and desire to develop their skills. These young people were given a free place on the course, alongside 1-to-1 support in order to complete their qualification and identify opportunities for volunteering and work within the community.

All of the young people who attended the course have now completed their qualification and are involved with coaching and volunteering at a number of sessions across the city. One of the young people described the course “A lot of the time I fantasise about what I am good at, and miss the things I need to work on. But this course really brought us out of our comfort zones and highlighted things about ourselves that we didn’t already know” he continued “I’m not as confident as I look, but I came out of my shell. I can do anything I put my mind to”

Another one of the young people that attended the course highlighted how he always intended to coach football at an elite level, however now has gained an interest in putting something back into the communities he grew up in. He acknowledged how he is already using the skills he learnt and has developed a passion for canoeing and skater hockey, two activities offered as part of the course.



Kam Raval who delivered the course commented “It’s not often I deliver a course where every one of the young people is as passionate, enthusiastic and willing to learn as this group. I am confident that these young people will go on to be great ambassadors for the next generation within their communities”

This Girl Can! These Girls Can!

We worked with the Year 11 girls at The Oxford Academy to develop a sports programme with a difference. Having received feedback from the girls it became apparent that the girls had become disinterested and disengaged from PE and school sport, they acknowledged how taking part in activities with the boys, the PE lessons and traditional sports were no longer attractive.



Thus we decided to form a small working group who met a number of times and discussed what the current barriers to participating in school sport are. The girls were very proactive and enthusiastic to get their points across highlighting that school sport was too serious, taking part with the boys was off-putting and that the school no longer offered sports that were appealing.

A number of the girls within the group really stood out and took a lead within the sessions, one girl was very proactive and took on the task of creating, printing, laminating and displaying posters and flyers around the school. The girls also

developed an incentive scheme to encourage participation and this consisted of hair and beauty vouchers, which were used towards their prom at the end of term.

After a number of discussion sessions, the girls decided what sports they thought would be most appealing to the year group. We decided to go for 10 different sports which weren't currently offered as part of the school's sports programme, these included yoga, zumba, volleyball and boxercise. Originally the plan was to call the project 'Get Fit for Prom' however the girls were concerned that this may prove to be off-putting for some of the year group, therefore we decided to link it in with the Sport England campaign and coined the project 'This Girl Can'



On the first week we had 18 girls turn up to the zumba session which was great, the girls all had great fun and were excited about the opportunity to take part in a number of sports they have never tried before. Over the coming weeks we managed to engage almost 30 year 11 girls and it became apparent that it was more than just a sports session. The girls were staying after the session to talk to our leader Nancy, and as a result we offered a number of

talks across the 10 weeks which included self-confidence, revision and drugs and alcohol.

While we saw a dip in numbers during the last few weeks of the program as a result of the girls sitting their GCSE's it was clear that the girls thoroughly enjoyed themselves. One girl noted "This Girl Can definitely boosted my confidence, and I had a lot of fun! I hate sports and physical activity but when you're doing it with your friends it doesn't seem as hard" Another young girl highlighted that before the project she was spending less than 1 hour a week on sport, while now she is doing between 6 and 10 hours per week, and that the project had improved her behaviour at school.



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To: Scrutiny Committee

Date: 5 April 2016

Report of: Head of Community Services

Title of Report: Tackling Isolation Projects

Summary

Purpose of report: To update the Scrutiny Committee on Council funded projects to tackle elderly isolation.

Key decision: No

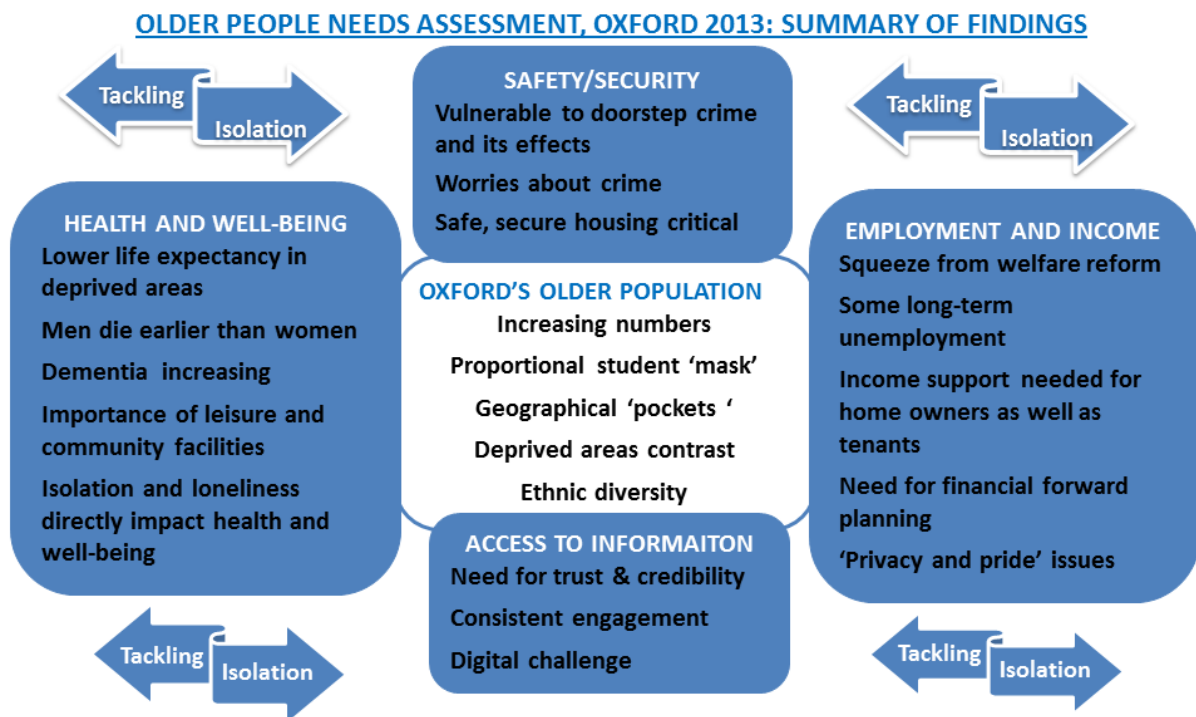
Executive lead member: Councillor Christine Simm, Board Member for Culture and Communities

Report author: Luke Nipen, Communities Specialist Officer

Policy Framework: Strong, Active Communities

Tackling Isolation Projects

1. This briefing paper is to highlight the areas of work which have taken place to reduce Isolation in the Older Persons population of Oxford.
2. The Ageing Successfully Partnership, led by Oxford City Council, grant funded 8 projects which operate within the City to tackle isolation within the 50+ population. The basis for a number of these projects was the Older People Needs Assessment 2013, which was commissioned by Oxford City Council. Many of the funded organisations used the Older People Needs Assessment to focus their project on the key issues shown in the document summary.
3. The information provided below is from updates received from the organisations. Formal project monitoring will take place in April 2016 where successes can be identified and promoted.
4. Summary of needs assessment findings;



Full report available at www.oxford.gov.uk

Older People's projects

Clock House Project (£7,000) - Outreach to isolated Older People in the Leys, resulting in higher attendance of activities and better relationships between older persons activities on the estate.

5. Project is now completed. The project aimed to host 10 'taster sessions' to engage local people in a range of activities. These were seen as stepping stones into other projects within the estate. Successfully 10 events were organised to include:
 - Seated yoga at PRIMETIME
 - Inclusive dance and community socials at Longlands
 - Clockhouse Open Day involving 6 local organisations, with stalls and taster activities
 - Joint event with Potters Court plus promotion of their 2 August day trips
6. 30 potentially isolated Older People are now engaged with older people activities locally - 24 Leys residents made a first time visit to one of the social hubs. The project has assisted an additional 6 people who had minimal contact with Older People projects locally and they are now regularly attending the Clockhouse. The 'Monday Social' at the Clockhouse has grown from 4 members to 15.
7. Engagement method with the older people was varied dependant on the individual, ranging from face to face, phone calls or referrals via partner agencies.

Littlemore Community Association (£6,654) – *running a coffee club for isolated older people which links into food bank, increasing ICT and Exercise club provision.*

8. The Village Hall holds a fortnightly older persons gentle chair exercise class – this is well attended and continues to grow. The Hands on Social Group have used the funding for their art and craft sessions, this has included buying materials and tutor time. They have also used money to go out to lunch/afternoon tea, to experience something different than may normally be available in Littlemore. Hands on Social Group is working with Go Active to provide fortnightly gentle dance classes.

Bullington Community Association (£6,000) – *Bullington CA will use funding for community development time for older people groups one day a week in Bullington Community Centre and Wood Farm community room. There is currently very little provision for older people in this area.*

9. After a short delay recruiting a community development worker to undertake the outreach. Bullington CA now has a worker in post and the project is engaging older people to find their needs/wants locally for social activities to reduce isolation. The project is likely to continue to July 2016 due to the delay in starting.
10. So far the project has engaged with 90 older people regarding activities put on in the local area. A number of activities have started as a result of this engagement, such as a 'Craft and Social Club', a weekly Tai Chi group and a 'Fix It Café' which is mainly attended by men over the age of 60.

Low Carbon West Oxford (£2,000) – *disseminate Winter Warmth advice in West Oxford for older population.*

11. 115 households contacted including 25 housebound vulnerable residents, with 13 people receiving face-to-face visits/in-depth intervention.
12. The project coordinator has chosen to continue in a voluntary capacity having seen the benefit locally for this work.

Oxford 50+ Network (£2,000) – *Sustain current level of provision for two years and increase membership*

13. Oxford 50 + Network led on the organisation of the Older Peoples Day at the Oxford Town Hall in partnership with a number of key organisations. There were information and advice stands along with taster sessions like silver joggers/seated yoga plus a speaker from Health watch. 450 Older People attended this event and the 50+ Network carried out feedback in which an overwhelmingly positive response was ascertained.
14. Oxford 50+ Network's Chair continues to act as a key partner to a number of services regarding older person provision.

15. 50+ Network now has 188 contactable members. To date 140 people have attended public meetings. As a result of the presentations from the various speakers and the small group special interest meetings, older people have had the opportunity to participate in City Council consultations [Housing, Transport and Community Centre Surveys]. They have had the opportunity to find out and learn about the many and various services available in Oxford. Oxford 50+ is now represented at the Stronger Communities Group. An important bonus is the social contact between members.

16. Oxford 50+ Network has continued to run as planned. The additional funding has bought them more stability as an organisation which they are now using to hold a 6 week ICT beginner course in partnership with the Student Hub targeting older people.

Oxford Community Media (£6,000) now known as **Community Media Group (CMG)**– *Older Persons Page in each community Newspaper.*

17. Increased coverage of Older People issues. CMG have opted against a formal Older People page and instead tried to spread information throughout the paper.

18. CMG have appointed two new editors who are going to be targeting older people publishing good news stories and issues, this will continue to generate interest to encourage people to participate, engaged older isolated and vulnerable people.

19. The local newspapers have appealed to the older readers who like the look and feel of a newspaper as not all older people are comfortable with digital media.

20. Some examples of their current older person's related articles are;

- Woodfarm news stories promoting the Atkins Court sheltered accommodation residents group who have just been awarded for the best community garden, also reported on a intergenerational project with Full Circle and the primary school and advertised an over 60's craft group at Bullingdon community centre
- Leys News half a page advertising a what's on a the clock house, CDI project

OCVA (£4,000) – *to visit a minimum of 15 older peoples groups across the city to establish more information on their activities and development needs.*

21. 20 groups across the City have been identified across a range of locations. These include Littlemore, New Marston, Barton, Iffley Road, Jericho, Cowley Road, East Oxford, West Oxford, Greater Leys, Marston, North Oxford, Florence Park, Lye Valley, Rose Hill, South Oxford and Headington. See Appendix 1.

22. There also some groups running in the city centre which are open to all residents across the City. Also there are some groups providing specialist support particularly for dementia and memory loss. The final report will list all groups in the City and any specialist support they offer.

23. The 20 groups being visited are being asked a range of questions and the results are being collated. Of the visits so far, the key issues arising are:

- More volunteers especially in the newly retired bracket
- Issues with keeping going in terms of finances and building availability
- Happy to link up with other groups but not wanting to attend meetings often

24. The final report will list all issues, comments and support required as well as details of the groups and contacts so that a database of older people's groups across the City is established.

Citizens Advice Bureau (£6,000) – *Continuation of benefits advice for Older People, this funding gives additional capacity to CAB allowing for home visits.*

25. The CAB used this funding to keep their benefit worker with an aim to maximising income for older people for an increased period of time. It enabled the CAB to have extra capacity to undertake home visits for those who may struggle to attend advice centres or attend the CAB offices.

26. The work has generated income of £2800 - £4800 PA per client.

27. Success story - a gentleman with dementia aged 89 with CAB support raised his income £4500 PA which they have been able to use to become less isolated.

Florence Park Community Association

28. Successfully running a weekly Older Peoples Lunch club for the over 60's. With average attendance of approximately 20 people.

29. Oxford City Council contributed towards the start-up costs for this group.

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List of background papers: None

Version number: 1.0

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To: Scrutiny Committee

Date: 5th April 2016

Report of: Head of Direct Services

Title of Report: Graffiti Update

Summary

Purpose of report: To update Scrutiny Committee on the latest developments in Graffiti removal

Executive lead member: Councillor John Tanner, Board Member for Climate Change and Cleaner Greener

Report author: Doug Loveridge, Streetscene Services Manager

Policy Framework: Cleaner Greener Oxford

Appendices

None

Background

1. The Scrutiny Committee requested a report to update them on what progress has been made particularly in tackling graffiti on private property. The report includes some basic statistical information on the number of reports received, how quickly they were dealt with and some comparison with previous years. The Scrutiny Committee indicated that they would also like to know what barriers remain to removing graffiti on private property.

Introduction

2. Direct Services has had a dedicated Graffiti Removal Supervisor in post since June 2015. The remit of the post was to make things easier for the reporting of graffiti on both private and Council properties and have one focal point in the co-ordination of its removal.

Statistical Analysis

- Table A shows the private property statistics for the reporting and removal of graffiti in the Oxford City area. There are a couple of reports that fall outside the City but are still included in the statistics as they were dealt with by the Streetscene graffiti removal team and the customers charged accordingly.

Table A

Owner	Reported	Cleared by Streetscene	Cleared or Passed by/to Owners	Passed to Community Response Team	Awaiting customer response within timescale
<i>Utilities</i>	363	288	73	0	0
<i>Private others</i>	853	534	267	17	35
Total	1216	822	340	17	35

- Table A shows all of the incidences of graffiti reported to Streetscene between June 2015 and February 2016 and includes multiple incidences at any location.
- There are 35 reported graffiti incidents outstanding as at the end of February, the vast majority of which are either new reports or ones where we are awaiting the return of the waiver form from the property owner. As Committee will remember we are unable to move forward with the removal of graffiti from private property, until we are in possession of a completed waiver authorising us to remove the graffiti from that property. When we receive the completed waiver form authorising removal we normally complete the removal within 7 days.
- If we have received no response from private property owners after 7 days we issue a reminder waiver giving a further 7 days. If there is no response to this we refer the matter to the Community Response Team (CRT) who have enforcement powers around graffiti removal. They contact the property owners and find out why they have not responded to either letter and what they intend to do about the graffiti. They use enforcement as a last resort.
- There are currently 17 incidents that have been referred to CRT.

Comparison with previous years

- There are no statistics that relate to private properties in previous years, however Table B shows the total amount of incidents reported to Streetscene and these would include both private and Council-owned properties

Table B

	2010/11	2011/12	2012/13	2013/14	2014/15
Incidents	699	962	880	350	1473
Removed by Streetscene	699	955	839	323	965

Challenges

- Understanding ownership of the property
 - No access rights to private property
 - Customers stalling because they are reluctant to pay
 - Health & Safety (work at height)
 - Environmental issues i.e. removal near watercourses
9. To overcome difficulties of access the Streetscene Graffiti Supervisor is actively working in partnership with bodies such as the County Council and Virgin Media to automatically remove graffiti from County owned underpasses and from Virgin Media utility boxes by means of an annual agreement rather than a case by case agreement. All Streetscene graffiti removal operatives have been trained to work at height to overcome physical access issues to some sites and ensure compliance with health and safety requirements.

Next steps

10. The Committee is asked to note the current position regarding the removal of graffiti from private properties.

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List of background papers: None

Version number: 1.0

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To: City Executive Board
Date: 14 April 2016
Report of: Executive Director Organisational Development & Corporate Services
Title of Report: Review of Discretionary Housing Payment policy

Summary and recommendations	
Purpose of report:	To seek approval of the revised Discretionary Housing Payment policy for 2016.
Key decision:	Yes
Executive Board Member:	Councillor Susan Brown, Board Member for Customer and Corporate Services
Corporate Priority:	A Vibrant, Sustainable Economy, Strong and Active Communities
Policy Framework:	Corporate Plan; Financial Inclusion Strategy.
Recommendation(s): That the City Executive Board resolves to:	
1. Approve the revised Discretionary Housing Payment policy.	

Appendices	
Appendix 1	Discretionary Housing Payment Policy
Appendix 2	Risk Register
Appendix 3	Equalities Impact Assessment
Appendix 4	Background information

Introduction and background

- On 12 June 2013 the City Executive Board (CEB) approved a new Discretionary Housing Payment (DHP) Policy. The most significant change to the new policy was that awards would be subject to an agreed action plan to improve the applicant's financial sustainability. Against a backdrop of significant welfare reform and consequent reductions in benefit entitlement, this approach was introduced to ensure that people being supported with DHP's were taking steps to find more sustainable solutions to their situation. Since 2013 the policy has

been reviewed annually to help manage expenditure in line with changes to the DHP grant provided by the Government.

2. Government funding for DHP's has fluctuated in recent years. National funding was increased for 2013/14 and 2014/15 as a result of the introduction of the Benefit Cap and the Social Sector Size Criteria (known as the Bedroom Tax). In 2015/16 funding reduced significantly, which saw Oxford's grant reduce from £514,496 to £288,092. Funding has increased for 2016/17 in response to the further lowering of the Benefit Cap from £26,000 to £20,000, which will be introduced later in 2016. Oxford's grant for next year is £376,792. An Additional £150,000 is available from Homelessness Prevention Funding to top this up if required.
3. The DHP policy is reviewed on an annual basis to ensure it is fit for purpose in light of changes to government funding and customer demand. The main change is outlined in paragraph 12 below. Appendix 1 contains the revised DHP Policy. Appendix 4 provides some information on the background and purpose of DHP's.

Expenditure

4. The table below summarises DHP expenditure since 2013.

Table 1

Year	Expenditure	Percentage of Grant
2013/14	£431,244	82%
2014/15	£476,147	92%
2015/16	£270,000*	94%

*forecasted figure

5. 603 applications for DHP were made up to 1 February 2016 of which 374 were successful. Awards are typically made for three months, and 94 customers have received two or more awards during the year. 108 recipients have been in receipt of DHP for more than a year, and 38 customers for more than two years. These tend to be customers with more complex needs, or those with no practical options to change their circumstances.
6. 229 applications were turned down in the ten months to 31 January 2016. The main reason being that the customer had no realistic plan to reduce their reliance on DHP. In a small number of circumstances applications were turned down because the customer was not willing to undertake activities to help them find a more sustainable solution. However, often in such cases, the customer changes their mind once they start to accrue rent arrears.

Table 2

Reason for refusal	Totals
No long term plan to reduce reliance on DHP	40
Customer determined to be able to afford rent shortfall	29
Not eligible for a DHP	20
DHP would not sustain tenancy	12
Failed to supply requested information	11
Other	10
Means tested shortfall only	8
Didn't meet conditions of previous award	6
Rent determined to be too expensive	6
Doesn't meet DHP policy criteria	3
Unwilling to accept conditions of award	2

NB This data has only been manually recorded since July, as it is unable to be retrieved from the Academy system.

7. The following table compares the details of DHP awards and expenditure by benefit category for the year to date with the previous two years. Please note that the category of "Other" relates to circumstances where an applicant is not entitled to full Housing Benefit. This will usually be as a result of having greater income than the minimum level which attracts full Housing Benefit or, due to deductions made in respect of non-dependant adults living at the property.

Table 3

Reason For Claim	2013/14	2014/15	2015/16 (at 1 February 2016)
Benefit Cap	£213,065	£224,293	£112,992
Bedroom Tax	£124,386	£95,135	£34,276
Local Housing Allowance	£93,005	£121,441	£67,785
Combination of Above	£1,681	£5,410	£1,174
Other	£12,550	£29,870	£13,787

NB: The figures quoted in paragraph 4 above, are taken from the Benefits system, and are different from those in the above table. This is because the benefits system takes account of awards for claims which end prematurely,

or where there are minor adjustments to the amount of benefit claimed, but cannot easily record the reason for the claim. Hence the reason for claims is recorded manually in a spread sheet together with the original award amount (the figure shown in the table).

8. Table 3 shows that the main reason for the reduced expenditure in the current year is the reduced demand from Benefit Cap customers. Since the Benefit Cap was introduced in 2013, it has affected 235 households in Oxford. However, currently there are only 65 households who are still affected. DHP's have been used effectively to help customers who have been capped, with 76 being supported into work. This is forecast to reduce DHP expenditure in this area by £100,000 this year.
9. Demand for DHP's has also reduced in other areas. There are currently 568 customers affected by the Bedroom Tax compared to a peak of 724 in 2014/15. From April 2014 to February 2016, the number of people renting privately and in receipt of Housing Benefit (called Local Housing Allowance) has reduced from 3,106 to 2,548. The Benefit caseload has reduced in Oxford from 12,240 to 11,472 over the same period. This is due mainly to the improved economic situation in Oxford, after benefit claims peaked as a result of the recession of 2008/09 and subsequent slow recovery.
10. DHP awards require action plans to be agreed so that customers are supported to manage their shortfalls themselves. Action plans have been agreed with applicants in 356 awards made this year. The top five actions are shown in the table below. An action plan would not be agreed for awards made for a short fixed period, such as supporting someone as they move into employment. There have been 18 awards made without conditions in the last year.

Table 4

Agreed action	Totals
Look for work	138
Obtain Debt Advice	102
Apply for another benefit	81
Downsize	64
Engage with a specialist support service	61

Policy Changes

11. In 2015/16 the DHP policy was narrowed in scope to take account of reduced government funding. This resulted in priority being given to families with children.

The increase in budget means that this narrowing of priorities can be removed. Although the lowering of the Benefit Cap will impact households with children, the DWP have announced that the measure will not be introduced until the Autumn. When it is introduced, it will be phased in, which means that affected households will require a DHP for less than six months in 2016/17. As such the increased government contribution for DHP's is sufficient to meet this demand. The amended policy also emphasises the intention to support people into work and people who are transitioning from hostel accommodation. This follows work carried out over the last year to provide additional support to people in these situations to help them through the change they are undergoing.

12. Following the rollout of Universal Credit (UC) in Oxford on 20 April 2015, and subsequent receipt of DHP applications from UC customers, the policy has been updated to be clear how their DHP claims will be treated. The Council's available budget will no longer be referred to as a consideration for a DHP application. A number of Upper Tribunal decisions have ruled that this is not a valid reason for declining support. Regulations cap the total amount of DHP that can be spent by Local Authorities to two and a half times the government contribution, so the amended policy references this limit instead.

Monitoring

13. The consistency of decision making will be monitored by continuing to undertake a 10% check of all applications, whether successful or unsuccessful. In recent years regular reports have been made to Scrutiny Committee on DHP expenditure, and it is anticipated this will continue in 2016/17. Such monitoring will include details of the amount of expenditure being made in respect of different Welfare Reform measures, and the number of cases receiving multiple awards throughout the year. Both actual and forecast DHP expenditure will be reported so that pressures can be identified as early as possible.

Financial implications

14. Oxford's DHP grant for 2016/17 is £376,792 which means a maximum of £941,980 can be spent next year. Any expenditure over and above the grant, up to the ceiling, is a direct cost to the Council. Housing Services have made £150,000 available from Preventing Homelessness funding in the event of expenditure exceeding the government contribution.
15. By making effective use of the Discretionary Housing Payment budget, and targeting awards effectively, the Council will save the costs of placing people in temporary accommodation or dealing with people who are homeless. Typically the cost of placing someone in temporary accommodation can be 18 times that of sustaining a tenancy using DHPs.
16. The government has confirmed the national DHP budget for the next four years. However after 2020, with Universal Credit largely rolled out and the ending of

the Revenue Support Grant to local authorities, it is likely that government funding for DHP's will also cease. As such it is important that DHP's continue to be used to help applicants become financially sustainable and reduce the long term reliance on this financial support.

Legal issues

17. The recommendations of this report are within the scope of the Child Support, Pensions and Social Security Act 2000 and The Discretionary Financial Assistance Regulations 2001 (SI2001/1167), and subsequent amendments. Whilst the regulations give a very broad discretion the Council has a duty to act fairly, reasonably and consistently. Each case must be decided on its own merits, and decision making should be consistent throughout the year.

Level of risk

18. An evaluation of the risks associated with the implementation of this policy has been carried out. A detailed Risk Register is attached at Appendix 2.

Equalities impact

19. An initial impact assessment has been carried out and is attached at Appendix 3. No undue, adverse impacts have been identified. However as the DHP budget is finite, and needs to be allocated within set guidelines, monitoring will be carried out to ensure there are no unintended consequences of the policy to any specific group of customers.

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Background Papers: None

Oxford City Council's Discretionary Housing Payment Policy

1. Aims

- 1.1. The overarching objective of this policy is to distribute funding granted under the Discretionary Housing Payment scheme (DHP) in order to prevent homelessness. This will be achieved by providing short term relief to applicants in order to give them time to find more sustainable solutions to their financial arrangements. The policy is also intended to support people who have little scope to change their personal circumstances. Funding provided by this policy is only intended to be used to cover housing costs.
- 1.2. Demand for support through awards of DHP has increased since 2013/14 as a result of the introduction of under occupancy criteria in the social sector, the Benefit Cap, and the reduction and subsequent freezing of Local Housing Allowance rates. In addition to the overarching objective of the policy outlined in 1.1, the policy also aims to:
 - alleviate child poverty and keep families together
 - support vulnerable young people in the transition to adult life, including young people leaving care; and
 - support the vulnerable in the local community
 - support the transition into work, particularly for people at risk of homelessness and those moving on from hostel accommodation

2. Determination of Applications

- 2.1. Applications for DHP awards must be made on the form shown at Appendix 1. The Welfare Reform Team will consider all applications for DHP on their individual merit.
- 2.2. DHP's can not be awarded in the following circumstances:
 - To top up an award made under the Council Tax Reduction Scheme¹.
 - To contribute to the cost of ineligible service charges
 - To assist in paying for rent increases imposed as a result of incurring rent arrears
 - To assist in paying for rent costs arising from the suspension of a Housing Benefit or Universal Credit claim
 - To assist in paying for rent costs which arise from the imposition of sanctions or reductions in Housing Benefit or the Housing Cost Element of Universal Credit. These include any reduction made as a result of not complying with work related conditionality, or in arranging maintenance as directed by the Child Support Agency, or breaching a community service order.
- 2.3. It is not intended to award DHP in the following circumstances, unless to do so would strongly support the policy objectives outlined above:
 - Assistance with moving costs, rent in advance, and deposits (unless moving to more affordable accommodation)
 - Shortfalls caused by a non-dependent deduction
 - Where Capital in excess of £6,000 is held for people of working age, or £10,000 for those of pensionable age
 - Where the tenancy was not affordable when it was taken on.

¹ Section 13A of the Local Government Finance Act 1992 provides for Local Authorities to make reductions in the amount of Council Tax owed by an individual.

- Where an applicant has multiple outstanding debts, and has no plans to seek professional debt advice, or to deal with the debt
- Where there is affordable and suitable available alternative accommodation.
- Where applicants are not prepared to take steps to reduce or remove their need for DHP, and/or state the period of time they require the DHP.
- Where multiple family units or households are living in one property, and another household could be expected to make additional contributions to the rent
- Where fraud has been admitted or proven in relation to claims for Housing Benefit, Universal Credit, Council Tax Benefit, Council Tax Reduction Scheme or Discretionary Housing Payments.

2.4 In deciding whether to award a DHP, consideration will be given to:

- how the award will meet the policy objectives, with priority being given to:
 - applicants who have limited scope to change their circumstances (e.g. a disabled applicant affected by the under-occupancy rules who has had adaptations made to their property)
- the shortfall between Housing Benefit and the rental liability (unless Universal Credit is in payment, in which case the award can be any amount up to the amount of the housing cost component);
- any steps taken by the applicant to reduce their rental liability;
- any steps taken by the applicant to find work, or increase their hours of work
- the financial and medical circumstances (including ill health and disabilities) of the applicant, their partner and any dependants and any other occupants of the applicant's home;
- the income and expenditure of the applicant, their partner and any dependants or other occupants of the applicant's home. (All applicants will be required to complete an Income & Expenditure Form.) Where it is felt that expenditure is inappropriate or incompatible with award of a DHP, the applicant will be referred for debt advice or financial capability support.
- any savings or capital that might be held by the applicant or their family;
- the level of indebtedness of the applicant and their family;
- the exceptional nature of the applicant and his / her family's circumstances;
- whether total DHP expenditure is within the legally permitted level of two and a half times the government's contribution the possible impact on the Council of not making such an award, e.g. the pressure on priority homeless accommodation;
- any other special circumstances brought to the attention of the Welfare Reform Team.

3 Amount and condition of awards

3.1 The Welfare Reform Team will decide how much to award based on all the circumstances.

However, the main determining factor will be a consideration of the applicant's scope for reducing their reliance on DHP's in the future. Where this is possible, awards will usually be made for a maximum of three months. If an applicant has limited options for making changes in their circumstances awards will be made for longer periods, of up to 12 months. An award of a DHP does not guarantee a further award at a later date even if the applicant's circumstances have not changed.

3.2 . The start date of the award will normally be:

- the Monday after the Welfare Reform Team receives the written claim for a DHP; or
- the date on which entitlement to Housing Benefit or Universal Credit starts; or
- another date, where this fulfils the objectives of this policy better than the dates above.

3.3 An award of DHP will have conditionality attached to it in the majority of circumstances. Any conditionality will be linked to increasing the applicant's income, reducing their rental liability or

reducing other outgoings. Conditions will be agreed with the applicant, and support will be available to help them achieve them, either from the Council or from partner organisation(s). Examples of types of conditionality could include:

- Attending work related coaching with one of the Council's partners
- Actively looking for work, with or without the support of the Council, or one of our partners
- Registering for housing and bidding for suitable properties in each cycle
- Seeking assistance to manage debts
- Paying rent arrears
- Engaging with specialist support services

The intention of any conditionality is to assist the customer in improving their circumstances; it is not a punitive measure. However an award of DHP can be cancelled if a customer has not undertaken the agreed activity. Where employment is a reasonable outcome for someone, a condition related to moving into work will always be applied.

- 3.4 The maximum amount of DHP which can be awarded to Housing Benefit recipients is the difference between the weekly Housing Benefit award and the weekly eligible rent. For Universal Credit recipients the maximum DHP award is the monthly housing cost component of the UC award.
- 3.5 Where an application for DHP is made by a recipient of Universal Credit, the DHP award will be calculated in one of two ways. If an Alternative Payment Arrangement (APA) is in place to the applicant's landlord, the award will be the shortfall between the payment to the landlord and the applicant's rent. This amount will be converted from a monthly to a weekly amount. Where an APA is not in place, the shortfall will be determined with reference to the applicant's circumstances. In both cases this determination is subject to paragraphs 2.2 and 3.4 above.
- 3.6 When making a repeat application for an award, the customer must have met the conditions applied to their previous award, be able to set out what actions they have undertaken as a result of that support, and explain their next steps in order to reduce their reliance on DHP awards. Such applications will require an interview with a Council officer before an award can be made.
- 3.7 When an application for a DHP is declined, the applicant will still be offered support in resolving their situation, either directly from the Welfare Reform Team, from another Council department, or through a referral to one of the Council's partner organisations.

4 Administration of Payments

- 4.1 Where the applicant appears to be entitled to another state benefit that they are not receiving, they will be advised to make a claim, and provided with details of other agencies in the city who may be able to help with such a claim. Any DHP will be reviewed in light of the result of this claim.
- 4.2 The Welfare Reform Team may need to revise an award of a DHP where the applicant's circumstances have materially changed. Any revision to the award will take effect from the same day as any change to the Housing Benefit award. If a revision of an award leads to an overpayment then steps will be taken to recover this money if it is reasonable in the circumstances to do so.
- 4.3 A DHP will normally be made payable to the person receiving the Housing Benefit payment or Housing Cost Element of Universal Credit (HCE). Where Housing Benefit or HCE is paid to the landlord, and a DHP award is made for more than three months, the Welfare Reform team will review the claim to ensure that payment should continue to be made to the landlord.
- 4.4 DHP will be paid by the most appropriate means available. This will normally be by BACS transfer. The payment frequency will normally be made in line with payments of Housing Benefit.
- 4.5 Decisions regarding DHPs will be notified to the applicant within 10 working days of receiving the last piece of information required to determine the application, and will include:
- Reasons for the decision

- The start and end date of the award
- The amount of the award
- Conditions attached to the award
- The applicant's right of review
- Advice that future awards may not be made

4.6 A Senior Officer will review any DHP decision that is disputed by the applicant. If the decision is still upheld, any further dispute must be dealt with through the Council's complaints procedures and ultimately by judicial review.

4.7 Where a customer has a complaint in the way we have applied our policy, they may ask the Local Government Ombudsman to look at their case, after exhausting the Council's own complaints procedure.

5 Fraud

5.1 Oxford City Council is committed to the fight against fraud in all its forms. An applicant who tries to fraudulently claim a DHP by falsely declaring their circumstances, or providing a false statement or evidence in support of their application, may have committed an offence under section 2 of the Fraud Act 2006. Where the Welfare Reform Team suspects such a fraud may have occurred, the matter will be investigated and this may lead to the instigation of criminal proceedings.

6 Monitoring

6.1 Reports will be extracted from the DHP software on a monthly basis to ensure that expenditure is within budget and is correctly profiled to ensure no overspend at the end of the financial year. Overpayments will be reconciled on a monthly basis. A 10% check will be made of all DHP applications, whether successful or not, to ensure that decision making is consistent.

6.2 The reasons for making a DHP award will be monitored and reported based on the following list:

Benefit Cap
LHA Reductions
Housing Benefit reductions due to under-occupation
Combination of reforms
Other

This will be reported back to DWP in accordance with their requirements.

7 Communication of Policy

7.1 The Welfare Reform Team will publicise the scheme and will work with all interested parties to achieve this. A copy of this policy statement will be made available for inspection and will be posted on Oxford City Council's website.

8 Review

8.1 This policy is effective from 14 April 2016. It will be reviewed no later than 1 April 2018.

Appendix 1:

DHP Application form

Application for Discretionary Housing Payment (DHP)

Section 1: About you

To help us to process your claim quicker, please give us your current contact details.

Full Name:

.....

Address:

.....

.....

.....

.....Post Code:

Claim reference number: 80-

Home number: Mobile:

Email address:

Please note we may contact you regarding your claim and your appointments. We have found that contacting customers by email and text is an efficient way of getting in touch quickly with customers. If you have any preferences about the way you are contacted please let us know.

Section 2: About your circumstances

1. Why are you applying for DHP e.g. bedroom tax, local housing allowance (LHA) shortfall, benefit cap, personal circumstances?

2. Have you applied for DHP before?

☐ Yes- please answer question 2A

☐ No- Please answer question 2B

2A. Please tell us what are you doing to meet the conditions of your last award?

2B. Please tell us what have you tried to do to improve your current situation?

3. Are you getting help from anyone at the moment e.g. Tenancy Sustainment, Connection, Crisis, Aspire, Mind, Advice Centre, Citizens Advice Bureau (CAB), Job Clubs, Social Services, etc.?

4. Is there anything else you would like us to know about when we are considering your claim e.g. risk of eviction, health, pregnancy, addiction issues.

5. When would you like your DHP to start and why? If you want DHP for past period, tell us why did you not apply before?

Section 3: About your new DHP award

6. DHPs provide short term financial help for people who are working towards improving their situation so they can afford to pay their rent without this support in the future. Which of the following options are you taking or are you prepared to take to improve your situation?

☐ Employment/training towards work
home)

☐ Downsizing (moving to a smaller

☐ Increasing working hours

☐ Debt/money advice

☐ Moving to cheaper accommodation

☐ Lodger

☐ Other (please specify below):

Section 4: About your financial situation

Please give us details of your Income and Expenditure as accurately and completely as you can. This information is needed to make a decision about your Discretionary Housing Payment. You may be asked to provide proof of the amounts declared.

Please state period as Y = yearly or Q = quarterly or M = monthly or W = weekly

Income

Income Type	Period	Amount	Income Type	Period	Amount
Wages			Industrial Injuries Benefit		
Wages (partner)			Pension Credit		
Jobseeker's Allowance			State Retirement Pension		
Income Support			Occupational Pension		
ESA			Sick Pay		
Child Tax Credit			Maternity Pay		
Child Benefit			Carer's Allowance		
Disability Living Allowance			Attendance Allowance		
Personal Independence Payment (PIP)			Student Income/ Loans		
Maintenance			Savings/ Investments		
Working Tax Credit			Armed Forces		
Money from Non-Dependant			Independence Payment		
Rent from lodger			Universal Credit		
			Other (please specify)		

Bills

Expenses	Period	Amount	Expense	Period	Amount
Total Rent*			Pay TV/ Internet/ Phone Package		
Council Tax (after CTRS*)			Maintenance Payments		
Water Rates			Service Charges		
Gas			Private Pension payments		
Electricity			Insurance e.g. contents, life, pets		
Coal/Wood/Other Heating			Other (please specify e.g. repairs)		
TV Licence					
Mobile Phone 1					
Mobile Phone 2					

Housekeeping					
Expenses	Period	Amount	Expense	Period	Amount
Food			Childcare		
Takeaway			Healthcare Prescriptions		
Baby Food/ Milk			Health & Beauty (please specify e.g. haircuts)		
Toiletries			Clothing		
Nappies			Disability Related Care Expenditure		
Laundry/ Dry Cleaning			Gym Membership		
Cleaning Materials			Other (please specify)		
School Uniform					
School Meals					
School Trips					

Travel					
Expenses	Period	Amount	Expense	Period	Amount
Public Transport			Disability Related Mobility Expenditure		
Petrol			Breakdown Cover/ MOT		
Insurance			Other (please specify)		
Road Tax					
Taxi					

*Total Rent- tell us what your actual rent is

*CTRS- Council Tax Reductions Scheme

Please state period as Y = yearly or Q = quarterly or M = monthly or W = weekly

Other costs					
Expenses	Period	Amount	Expense	Period	Amount
Going Out/ Entertainment			Cigarettes		
			Alcohol		
Savings			Gambling		
Pets e.g. food, vets			Holidays		
Pocket money			Meals at work		
Afterschool Clubs			Newspapers/ Magazines		
Birthdays			Subscriptions/ Charities		
Religious Holidays e.g. Christmas, Eid			Other (please specify)		

Debt			
Expenses	Period	Amount	Total amount of debt
Personal Loans e.g. family, friends			
Pay Day Loans			
Credit Cards			
Rent Arrears			
Utility Arrears e.g. gas, water, electrics			
Council Tax Arrears			
HB overpayments/ deductions			
Hire Purchase/ White Goods Loans			
Court Fines/ Bank Costs			
Maintenance Payments			
Catalogue Payments			
Student Loans			
Other (please specify)			

Section 5: Your declaration

I declare that the information I have given on this form is correct and complete.

I understand the following:

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- If I give incorrect or incomplete information, the council may take action (including court action)

against me;

- Oxford City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. You can view the council's data protection policy and privacy notice at www.oxford.gov.uk/privacy
- We may share your information with and obtain information about you from other departments within Oxford City Council, other local authorities, government departments or financial organisations to ensure that the information is accurate; prevent or detect crime and fraud and protect public funds. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement.
- The council will use the information I have given to assess my claim for Discretionary Housing Payment, and I agree that the council can verify this if needed;
- I will tell the council about any changes in my circumstance that may affect my claim.

Your signature:

Date:

If you had help filling in this form or someone filled it in for you, please ask them to complete the next section.

I can confirm that I have completed this form on behalf of the claimant. The information contained within the form has been given to me by the claimant. The claimant confirms that this information is correct.

Name and relationship to you of the person who filled in the form:

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Appendix 2 - Risk Register

Nos.	Raised by	Date Raised	Probability	Impact	Gross Risk Score	Proximity	Description	Mitigation	Owner	Target Date	Revised Probability	Revised Impact	Residual Risk Score
DHP001	PW	19/2/16	3	4	12	Short term	Those most in need of support don't receive it due to greater demand for DHP's in the second half of the year, and expenditure being too high in the 1 st half	Monitor expenditure monthly. Consider changing length and amount of awards during year to target those most in need	PW	1/11/16	2	3	6
49 DHP002	PW	22/1/15	4	3	12	Long term	Council challenged on application of policy by unsuccessful applicants.	10% check of applications carried out to ensure decision making is consistent	PW	31/3/17	2	3	6
DHP003	PW	22/1/15	2	4	8	Short term	Unintended negative impact on specific customer groups	Monitor successful and unsuccessful applications against the criteria established in the policy	PW	31/3/16	1	4	4

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Appendix 3

Initial Equalities Impact Assessment

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?

The changes proposed in the new DHP policy broaden the scope of the policy by removing reference to prioritisation of households with children. This was introduced last year as a result of a 44% reduction in the government contribution for DHPs. There is evidence that there was an undue impact on single adults (predominantly males). A new policy aim has been added which is to support people who are transitioning from hostels into settled accommodation. This group tends to comprise mainly of single males and so goes some way to redressing the negative impact which occurred last year.

The Discretionary Housing Payment policy is intended to support those who are disadvantaged by changes to Housing Benefit rules, specifically the under occupation rules in the social sector, the Benefit Cap and the changes to Local Housing Allowance rates. The under occupation rules disproportionately impact older customers (from 45 to pension age) and people with a disability. The Benefit Cap affects mainly households where there are lots of children (and in most cases a single parent). The Local Housing Allowance changes impact mainly on households with children. As such, if the DHP policy is not applied correctly, these groups could be disadvantaged.

The CAB have expressed concern at the treatment of income related to disability benefits (Disability Living Allowance, Personal Independence Payment and Attendance Allowance). They believe that taking such income into account when determining DHP applications could be discriminatory as such income is intended to meet costs related to the illness or disability concerned. The Council's view is that it is reasonable to take such income into account provided that any expenditure related to such income is also taken into account. The presence of such income prompts officers to ask specific questions related to expenditure on care costs and related items.

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

In 2015/16 the DHP policy was narrowed in scope to take account of reduced government funding. This resulted in priority being given to families with children. The increase in budget means that this narrowing of priorities can be removed. The amended policy also emphasises the intention to support

people into work

The Welfare Reform team have developed strong partnerships with a wide range of support organisations. Where financial support cannot be provided, customers will be referred to appropriate organisations for support..

As the policy is discretionary people who are in groups at risk of being disadvantaged can still receive DHP awards if to do so meets the policy's broader objectives.

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

We are not consulting externally on the change to the DHP policy. There is no fundamental change being proposed to the DHP policy. As such the process of consultation may raise unrealistic expectations and would be an unproductive exercise at this point, as it would not generate any information that the Council hasn't already anticipated or did not know.

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

As this policy is discretionary, all applications will be considered on their merit. Where an application meets the aims of the policy, it is intended to provide support.

The policy is a fairly straightforward one to apply. CEB should note that, as it is a discretionary payment the Council are not intending to set out any circumstances in which we definitely wouldn't support someone. If an application meets various policy aims, it will be successful.

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

A 10% check of applications will be carried out to ensure consistency of decision making. This will be done for both successful and unsuccessful applications. Monitoring will be carried out on a monthly basis, and this will also include the reason for the application being made. Regular reports have also been provided to Scrutiny Committee in the last two years. It is expected that this will continue.

Appendix 4

Discretionary Housing Payment – Background Document

Discretionary Housing Payments (DHP's) are monies allocated by local authorities under legislation set out in the Child Support, Pensions and Social Security Act 2000 and The Discretionary Financial Assistance Regulations 2001 (SI2001/1167). In summary, the funds can be used to meet eligible rent for people already in receipt of housing benefit. The customer must make an application for the payment, and the council must consider the applicants financial need if an award is to be made. In effect, the fund allows some local discretion to meet the needs that are not covered by the national Housing Benefit or Universal Credit schemes.

In the interests of administering the fund fairly and consistently, it is recommended that the Council has a clear policy and criteria on which to base these decisions. This should take into account the local housing situation and other significant factors. The amended policy is set out in Appendix 1 to this document.

Guidance from the Department of Communities & Local Government (DCLG) and the Department for Work and Pensions (DWP) recommends using the DHP fund as one way of preventing and tackling homelessness. On occasions a small increase to Housing Benefit payments via the DHP fund can secure adequate housing at a much lower cost to the Council than dealing with the same customers as homeless. The guidance also advises that support from the DHP fund, should generally be temporary in nature.

Oxford City Council pays out around £70 million per annum in Housing Benefit to around 11,500 households. The majority of this is claimed back in subsidy from central government. Many of these households receive sufficient Housing Benefit to cover their rent in full. Those who do not, fall into the following categories:

1. Those that are working or have other income above the basic minimum levels. Their benefit is reduced in proportion to their income and capital.
2. Private sector tenants in properties considered too large by the national scheme for the household or more expensive than the average for Oxford.
3. Social sector tenants in properties considered too large by the national scheme.
4. People impacted by the Benefit Cap. Families are currently restricted to a total of £500 per week in benefits, and individuals to £350 per week. In autumn 2016 the Cap will be lowered to £385 and £258 respectively. The following benefits are included in the Cap:
 - i. Bereavement Allowance
 - ii. Carer's Allowance
 - iii. Child Benefit
 - iv. Child Tax Credit
 - v. Employment and Support Allowance
 - vi. Guardian's Allowance
 - vii. Housing benefit
 - viii. Incapacity benefit
 - ix. Income Support

- x. Jobseeker's Allowance
- xi. Maternity Allowance
- xii. Severe Disablement Allowance
- xiii. Widowed Parent's Allowance (or Widowed Mother's Allowance or Widows Pension you started getting before 9 April 2001)

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Progress update on the recommendations of the Local Economy Review Group

Recommendation	Executive response	Lead Officer	Progress Update
<p>1. We recommend that the City Council:</p> <p>a) Ensures that information about appealing to the Valuation Office Agency is made available to local businesses. In particular, this information should be communicated to all independent traders who may be affected by the major redevelopments taking place in Oxford.</p> <p>b) Takes any opportunities to join with other local authorities to lobby the new Secretary of State for Communities and Local Government for more council controls over business rate</p>	<p>Agreed.</p> <p>There is no doubt that business rate reform and/or local capacity to benefit from business rate growth on a more generous basis are major issues for local government. The devolution agenda will also have a bearing on these issues.</p>	<p>Matt Peachey</p>	<p>a) <u>Business rate appeals</u></p> <ul style="list-style-type: none"> Information on VOA appeals made available on www.oxford.gov.uk Traders adjacent to areas of major redevelopment given opportunity to appeal rates bills (e.g. Frideswide Square works) via the City Centre Manager <p>b) <u>Increased local control on business rates</u></p> <ul style="list-style-type: none"> Local businesses have been updated on Rates Reform as part of the annual business forum/consultation of rate payers. A consultation event was held in Nov 15 with City, County and LEP highlighting the LA financial landscape, budgetary plans, and devolution agenda Business rates growth to be devolved by 2020 for all Councils. Officers are seeking greater clarity on how this will work in practice. City Council are working with LEP and LA partners to ensure devolution of a wider set of powers that will supplement local control over setting rates, if agreed, by late summer 2016. City officers are working with a group of similarly sized, comparable cities to collectively lobby Government on issues of local control of powers and spend.

<p>2. We recommend that the City Council works with the County Council through the Town Team to agree on a single united channel of regular communications to businesses, such as about travel disruptions, supported by a single online source of information.</p>	<p>Agreed</p> <p>The setting up of a single channel of regular communications would be a significant piece of work</p>	<p>Laurie Taylor</p>	<ul style="list-style-type: none"> • There is a communications protocol between the City and County Councils-and regular engagement between officers to co-ordinate information. • The Town Team continues to produce a newsletter for city centre businesses which includes travel information and a link to the County's live feed of travel information. • The County Council are in the process of launching a travel app of which details will be shared amongst city centre businesses. • The Town Team are hosting a series of forums for the City Centre Traders called 'Talk of the Town'. The businesses set the main agenda items and will have key data such as city centre footfall, events and planned work on highways provided to them.
<p>3. We recommend that the City Council develops a more corporate approach to communicating with businesses, including guidance for all departments whose work has an impact or involvement with businesses. This could take the form of defining a central point of contact within the City Council, which can identify the appropriate unit to respond on specific issues, including the County Council as appropriate.</p>	<p>Not Agreed.</p> <p>The Communications team will examine this recommendation and consider what elements of it will be feasible and useful to take forward</p>	<p>Gerry McIlwaine</p>	

4. We recommend that the City Council works with partners through the Town Team to reinforce the coordinated overall marketing and publicity campaign for Oxford in ways that cover all major potential audiences.	<p>Agreed.</p> <p>The Town Team should also work closely with the Chief exec of Experience Oxfordshire on marketing and publicity for the city</p>	Laurie Taylor	<ul style="list-style-type: none"> • The Chief Exec of Experience Oxfordshire sits on the Town Team's Steering group and meets regularly with the City Centre Manager to ensure co-ordination and synergy with any publicity campaigns. • The City Centre Manager's City Centre Strategy discussion paper highlights the need for a co-ordinated marketing and PR campaign for the city centre to be funded. • The City Centre Manager and Comms Team are undertaking a series of social media campaigns to promote the city centre. The first, #LoveinOxford was very successful and the campaign was seen by people over 500,000 times with 625 votes cast to decide the winner.
5. We recommend that the City Council develops a one stop shop function for events. This exercise should include a review of the costs and processes associated with aspects such as permission for road closures, stall licences and permits for distributing leaflets.	<p>Possibly.</p> <p>The Events Team already provides a pretty comprehensive one stop shop function within the City Council but they have to work alongside County Council officers on highways issues, which inevitably results in a less than fully comprehensive service. Worth exploring the scope for greater integration</p>	Peter McQuitty / Alison Drummond	
6. We recommend that the City Council produces a simple analysis of the costs and benefits	<p>Not agreed.</p> <p>The costs and benefits will</p>		N/A

of pop up shops to landlords and the City Council.	vary so widely that this is likely to be a nugatory exercise.		
7. We recommend that the City Council takes a lead in establishing and facilitating a city centre commercial property landlord forum. This would be intended to bring together the owners of commercial properties, including the City Council, to ensure that there is a coordinated approach towards issues affecting the city centre, such as the minimisation of the time during which premises are empty. The forum could be chaired by the Leader of the Council, linked to the work of the Town Team and constituted based on the model of the previous Pensions and Language School forums. We also suggest that its membership should include a representative of each political group and that City Councillors should be able to observe meetings of the forum.	<p>Agreed.</p> <p>This is a worthwhile initiative and worth trying, although there is an obvious danger that it would simply replicate the Town Team's work. The TOR would have to be very carefully written.</p>	Jane Winfield	<ul style="list-style-type: none"> • This initiative would overlap with existing arrangements and is unlikely to be supported by the private sector. • Tenants rather than landlords are more directly engaged in the city's economy. Many landlords are investment institutions who are not directly engaged in the city centre. • The vacancy rate in the city centre is one of the lowest in the country and reflects turnover and development. It is unlikely to reduce voids or letting times. • We already have a successful Town Team and the private sector is looking to establish a BID • There is a Local Plan review which will engage all aspects of the city centre economy. • There is already close liaison with major landlords, such as Land Sec and the owners of the Clarendon Centre.
8. We recommend that the City Council leads on the development of a long term strategy for the city centre as a whole. This should include a commitment to	<p>Agreed.</p> <p>Work is already under way in the Planning Policy team on a city centre strategy.</p>	Rachel Williams	Rachel Williams produced a note on options for the status of the city centre strategy. Please refer to recommendation 9 for a further update.

developing and supporting vibrant and distinct city quarters away from prime sites, in locations such as Gloucester Green, Jericho/Observatory Quarter, Market Street, Broad Street and a possible arts quarter around the Ashmolean Museum.			
9. We recommend that dedicated officer time is allocated to the development and delivery of this city centre strategy. This could be funded wholly or in part via a BID and by additional business rates income that the role will generate, via reduced voids in commercial properties.	<p>Premature.</p> <p>When we have an agreed strategy, the resource implications will be assessed. The Town Team will be continuing their consideration of a BID over the next few months. The initiative lies with the business community.</p>		<ul style="list-style-type: none"> • The City Centre Manager has drafted a discussion paper for a non-planning City Centre Strategy that can feed into the Local Plan, this is with David Edwards currently. • Based on early business consultation the Town Team have advised a BID campaign should be developed with a view to go to ballot in 2018.
10. We recommend that the City Council's next Asset Strategy (2016-2020) builds upon the aim (not always presently achieved) of utilising City Council assets in ways that can provide wider strategic benefits to the city centre. The Asset Strategy could provide clear guidelines on the use of City Council-owned commercial premises to ensure the diversity and vitality of the city's wider retail offer.	<p>Not agreed.</p> <p>This recommendation will be remitted to the Asset management team for consideration with the portfolio holder and key officers when work on the 2016-20 strategy is started.</p>	David Edwards / Jane Winfield	<ul style="list-style-type: none"> • Council officers' advice on assets does include consideration of the wider strategic benefits to the city centre. • Whilst the Asset Strategy can set out the considerations, the guidance cannot be prescriptive as its application depends on individual circumstances.

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Tree Management Plan

(Tree Policy)

March 2008

Last reviewed December 2011

Introduction

Oxford's trees are of immense environmental and aesthetical value to the City and its residents. They brighten up streets, provide a habitat for wildlife, act as the City's lungs and even help to reduce the rising temperatures caused by climate change. Oxford City Council recognises these benefits, seeking to preserve healthy trees and encourage the planting of new trees where possible. Whilst the majority live and grow without incident, a number of trees located in densely populated cities pose challenges and risks that need to be managed. This policy outlines how we intend to increase the number of trees in Oxford, how we manage the tree stock effectively, and how we reduce the risk that certain trees pose to the public.

The City Council is responsible for over 102,000 trees, principally those positioned on land owned by the City Council.

This tree policy does not cover trees in private ownership which are outside Oxford City Council's control. Trees in private ownership are the responsibility of the private landowner. The policy also does not cover Tree Preservation Orders, Conservation Areas or high hedge legislation which is administered by the Council's Planning Department.

Aim of the Tree Management Plan (Tree Policy)

The overall aim of the tree policy is to ensure that Oxford's tree stock is retained, enhanced and increased in the most proactive manner whilst ensuring the health, safety and well being of the public and property.

Management of the Council's Trees

Oxford City Council undertakes a rolling 3 year inspection programme of its trees. This information is held on a database of trees and plotted on a geographical information system.

This inspection programme is designed to assess the trees' condition and health whilst highlighting any work that may be required to ensure the tree is retained in the best possible condition.

If a tree is highlighted to be dead, dying, diseased or dangerous and is posing an unacceptable risk to public safety, it will be identified for felling. The decision to prescribe work to a tree is calculated on a risk basis. Risk is calculated through the process of a visual tree assessment (Department of Environment, 'Research for Amenity Trees No.4 The Body Language of Trees'). An evaluation of the tree takes into account many factors including:

- Size
- Species
- Presence of structural decay or defects
- Relationship of any fungal infection relative to species

All these factors are considered in relation to the potential target, the damage that could be caused if the tree were to fail and the likelihood of it doing so.

If defects are observed, further detailed examination may be carried out using a range of decay detection equipment before any decision is taken regarding the trees future management.

If a contractor, rather than the Council's own Arboricultural Officer, recommends a tree for felling the Council's Arboricultural Officer will inspect this tree again prior to the felling taking place to ensure the Officer is confident that this is the correct decision.

The Arboricultural Officer will inspect trees for third parties, for example Oxfordshire County Council. From these inspections, the City Council will only become involved in removal or major works where the work is a benefit to the tree or if the tree poses an unacceptable risk to the public or to property and an appropriate payment is made. These instances will include when a tree is:

- Dead
- Dying
- Diseased

- Dangerous
- Damaging property (e.g. subsidence when confirmed by technical evidence)

However, it must be remembered that the decision about what will be done rests with the owner of the tree.

In conjunction with the inspection programme, the Council will maintain a rolling maintenance programme carrying out cyclical works and works highlighted by the inspectors or the Arboricultural Officer. This rolling programme will reduce avoidable risks and issues, for example:

- Vehicle and pedestrian collision
- The removal of identifiable risks
- The removal or pruning of trees where its relationship to a property causes excessive problems.
- Obstructing footpaths or driveways by branches or epicormic growth

Felling will not be undertaken for the following reasons:

- Blocking light
- Television or satellite signals
- Residents do not *'like'* the tree
- Leaf or fruit drop
- Unproven allegations of subsidence or direct damage
- Construction of dropped kerbs or new driveways
- Perceived threat
- The tree's size; *'its got too big'*
- The tree *'moves in the wind'*
- Bird droppings
- Aphids
- Individuals medical conditions
- Erection of fencing, walls, play areas and sports pitches

The above is not an exhaustive list but is representative of a large number of customer enquiries. Further to an inspection the Arboricultural Officer may agree to undertake a variety of pruning operations to remedy complaints provided that the long-term health, appearance, or potential development of the tree is not affected.

As part of good arboricultural management the removal of trees will be carried out when the removal will benefit the long-term development of adjacent better quality trees i.e. woodland and copse management. Furthermore, formative pruning may be carried out following the Arboricultural Officer's inspections, for example:

- Removal of crossing, weak or competitive branches
- Crown balancing
- Dead wooding

- Crown lifting
- Crown thinning

All waste from tree surgery will be recycled, being used in a variety of situations, including: mulches for shrub beds, power station fuel, firewood, habitat piles or dead standing timber where suitable, thereby avoiding the use of landfill sites.

If the decision of the Council's Arboricultural Officer is subject to a challenge by a ward member, or member of the public the decision will be reviewed by the Executive Director or his/her nominee by informing the Parks and Open Spaces Manager at parks@oxford.gov.uk. To enable the Executive Director or their nominee to undertake the review a short report will be provided outlining the history of the tree, the Arboricultural Officers opinion and the customers' request.

If a ward member or member of the public is not content with the decision of the Councils Arboricultural Officer and/or the decision of the Executive Director or his/her nominee then they may make a formal complain following the councils complaint procedures which can be found at the following location:

<http://www.oxford.gov.uk/PageRender/decVanilla/CommentsComplimentsorComplaints.htm>

Wildlife and Conservation

Tree works shall be carried out whilst ensuring adherence to all wildlife and conservation laws are adhered to including:

- Wildlife and Countryside Act 1981 (amended 1996)
- Wildlife and Countryside (Amendment) Act 1999
- Countryside Rights of Way Act 2000
- Town and Country Planning Act (Trees) Regulations 1999 (amended 2008)
- Conservation (Natural Habitats) Regulations 1994 (amended 2010)
- European Habitats Directive 1992 (amended 2007)
- Biodiversity Act 2005 (amended 2008)

The authority recognises the different levels of risk represented by a hazard tree when it is located in different sites and will manage them in accordance with Department of Environment Research for Amenity Trees No. 7 'Principals of Tree Hazard Assessment and Management'.

Higher levels of risk will be acceptable in locations where there is a lower footfall e.g. middle of a woodland area as apposed to a highway situation. This will allow the retention of veteran trees without undue risk whilst encouraging bio-diversity and habitat retention.

When any works are recommended for trees within a Conservation area the Arboricultural Officer will liaise with the Council's Planning Department although there is no legal obligation to do this.

Communicating with the public and members

The Council will inform Ward Councillors and appropriate 'Friends Groups' of any major tree works such as pollarding or felling before any works are carried out in their ward/park. If there is a large number of trees to fell in one location the Council will also erect notices to inform the public of the proposed works.

In the event of emergency health and safety work that must be carried out immediately (e.g. storm conditions), the Arboricultural Officer will notify Ward Councillors retrospectively.

Felling is the last resort and will only be carried out when deemed necessary by the Arboricultural Officer. However, public safety is paramount and for this reason the public will be informed of tree works, via Ward Councillors and notices, but will not be consulted for approval.

Council Trees and Development

Requests for tree works and/or removal of trees from Council owned land to allow development shall be considered by the elected members as part of the decision as to whether to approve the planning application. Officers will not take this decision, although advice will be provided to the elected members.

Members are encouraged to consider when dealing with planning applications for privately owned land, whether there are Council owned trees on adjacent plots that may be affected by the development before approving the application (e.g. for site access, dropped kerbs or storage of materials).

Subsidence

Subsidence is a complex interaction between the soil, building, climate and vegetation that occurs on highly shrinkable clay soils when the soil supporting all or part of a building dries out and consequently shrinks, resulting in part of a building moving downwards. Trees lose water from the leaves through transpiration that is replenished by water taken from the soil by the roots. If the tree takes more water from the soil than is replaced by rainfall the soil will gradually dry out. Trees have a large root system and they can dry the soil to a greater depth, critically below the level of foundations. The amount of water trees can remove from the soil can vary between different species. This policy seeks to set out the Council's response to subsidence claims against its own trees. The opposite of subsidence is a process called 'heave' and this occurs as a shrinkable clay soil re-hydrates (becomes wet again) and begins to increase in volume exerting upward pressure. Heave can also cause damage to buildings and is just as undesirable as subsidence but occurs less frequently.

All claims regarding subsidence will be referred to the Council's Insurer along with a brief report from the Council's Arboricultural Officer. The report will highlight if the tree is the responsibility of the Council, the age, type, and condition of the trees and any other factors that may be of importance to the claim.

The insurers for the claimant or their consultants must provide evidence of ALL the following items before any works are carried out to Council owned trees.

- Physical damage
- Presence of live roots of a suitable species
- Seasonal movement or variation of the damage during different seasons.

If the above evidence is provided, the Council will adhere to the advice supplied by insurers with regard to what, if any, works are required to the trees. If evidence is insufficient any claim will be dismissed.

Replacement Trees

It is the City Council's policy that every tree felled should be replaced to ensure that over the years the City retains its tree stock for future generations, although it is recognised that it is not always practical or prudent to replace a tree in the same location or with the same species that was previously planted. The Council will work proactively to manage or facilitate replacement tree planting, which may include but not be limited to, working with the community and friends groups, considering new planting schemes, including memorial trees, community woodlands and by encouraging funding from new developments for tree planting through working with the Planning Department. Each year, the Council will update and publish a programme for planting in the year reflecting the approved budget.

Procedures

This policy will be supported by Operational Procedures in the Parks Service to ensure compliance.

Attached in Appendix 1 is the 'Procedure - Arboricultural Works on Trees'. This is used only when a tree inspection highlights that works are required based on the Arboricultural Officer's inspection in line with this policy.

Author: Stuart Fitzsimmons
Parks and Open Spaces Manager
25/10/2007
Amended 15/02/2008
Last reviewed 23/11/2011

Definitions

Arboriculture – the management of trees in the urban environment

Arboricultural Officer – This can also be the Tree Team Supervisor who deputises for the Arboricultural Officer.

Good Arboricultural Practice – appropriate tree surgery operations carried out at suitable times to promote the quality of trees and their enduring relationship with the urban environment.

Minor Roads – Footpaths, bridleways and ‘urban roads’ that are neither ‘trunk’ nor ‘classified’, usually with a speed limit of 30mph. These roads are the responsibility of the City Council as outlined in the Section 42 agreement with Oxfordshire County Council.

Geographical Information System (G.I.S) – Computer database usually represented as a map with linked tables of data.

Dead, Dying, Diseased – see Dangerous

Dangerous – a tree can be classified as dangerous, posing a more than acceptable risk to persons or property, having been assessed of its chance of collapse and the potential damage that may result if it collapsed.

Failure Risk Assessment – An assessment based on

How could the tree fail, what defects are present, probability of failure?

Followed by

Consequential Damage – what damage would the failure cause?

Followed by

Hazard Reduction – if more than acceptable risk present, tree pruning, removal, or relocate targets appropriate to each situation.

Decay Detection Equipment – a range of tools specifically designed to measure the extent of decay or remaining healthy timber in an individual tree. Tools currently owned by Oxford City Council include mallet, probe, resistograph micro-drill, core sampler, fractometer, Picus sonic tomography.

Major Works – works including felling or work concentrated on many trees in a localised area.

Pollarding – the removal of all branches, leaving a trunk from which new branches will grow in successive seasons. Usually on a 5 – 15-year cycle, limited to a small number of species.

Physical Damage – damage, usually cracking, to structures caused by incremental growth of stems or roots, or soil shrinkage due to water extraction.

Presence of live roots – taken from test boreholes dug in the area adjacent to property damage as evidence towards proving subsidence of a property.

Seasonal Movement – physical damage to structures that increases with annual growth relating to direct damage. If subsidence is present the cracking will increase in summer and reduce in winter. (Deciduous trees extract large volumes of water during summer months and dramatically less in winter when trees are without leaves.)

Cyclical Works – removal or adjustment of stakes and ties from young trees, removal of basal or epicormic growth, crown lifting to clear footpaths or highway vision splays.

Appendix 1

Procedure - Arboricultural Works on Trees.

1. Before any work is undertaken trees will be inspected by the Arboricultural Officer, the Tree Team Supervisor or suitably qualified independent surveyors. An inspection sheet must be filled in and filed at the time of inspection.
2. If any work is required to any tree(s) the Arboricultural Officer must issue a formal work instruction. This instruction must include the following information:
 - a. Location of tree(s)
 - b. Where the tree is difficult to locate a small dot of paint is to be sprayed on the base of the trunk
 - c. Type of tree(s) (Genus and Species or Common Name)
 - d. Details of the work required to the tree(s)
 - e. Priority of works e.g. One Month
 - f. Site Specific Risk Assessments
 - g. Location Maps from Council's G.I.S mapping system clearly showing the location of the tree(s). Two plans to be produced where necessary a) Close up including ID number and b) a generic site plan to provide easily identifiable locations
3. If the tree(s) require felling then the following tasks must be completed:
 - a. Inform Ward Councillors and appropriate Friends Groups at the first opportunity of the felling works and timescales
 - b. If the tree(s) are in a Conservation Area local residents must be informed about the felling and timescales
4. The Tree Team must not carry out any work on any tree(s) without the above procedure being followed with the exception of emergency health and safety work that must be carried out immediately. In this case the Arboricultural Officer must produce a confirmation order at the first opportunity.
5. When the Arboricultural Officer is not available the Tree Team Supervisor will carry out the above duties in consultation with the Parks and Open Spaces Manager.

Author: Stuart Fitzsimmons
Parks and Open Spaces Manager
18/6/2007
Amended 15/02/2008
Last reviewed 23/11/2011

To: City Executive Board

Date: 14 April 2016

Report of: Housing Panel (Panel of the Scrutiny Committee)

Title of Report: Security in communal areas of tower blocks

Summary and Recommendations

Purpose of report: To present recommendations of the Housing Panel on security in communal areas of tower blocks

Scrutiny Lead Member: Councillor Linda Smith

Executive lead member: Councillor Mike Rowley, Board Member for Housing

Recommendation of the Scrutiny Committee to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the three recommendations set out in the body of this report.

Introduction

1. The Housing Panel requested a report on security issues in communal areas of tower blocks and considered this topic at its meeting on 9 March 2016. The Panel would like to thank Daryl Edmunds and Daniel Newton for providing a report and supporting this discussion.
2. The Anti-Social Behaviour Investigation Team Manager introduced the report and explained that each tower was different. Different types of groups tended to congregate in communal areas at some blocks and within a tower block there may be issues on certain floors that residents on other floors were unaware of. Different enforcement approaches were taken with different age groups and an appreciative enquiry was being undertaken to engage directly with youths and seek their views.
3. To inform this discussion, the Panel also canvassed the views of Block Representatives using a brief survey. Five of the seven Block Reps returned a completed survey and the Panel would like to thank them for providing their opinions and insights. The Scrutiny Officer summarised the survey responses and said that the following observations could be made:

- The results were skewed towards Hockmore Tower, which was the block that officers had identified as having relatively few issues of anti-social behaviour (ASB).
- The majority of Block Reps stated that ASB and crime took place 'quite often' but none responded with 'very often'.
- The majority of Block Reps stated that residents were 'quite affected' by security issues in communal areas.
- No Block Reps stated that residents were 'not affected' by these issues.
- Issues of 'vandalism and graffiti', 'noise', 'rubbish or litter' and 'damage to property' were considered by more than one Block Rep to be either a 'fairly big problem' or a 'very big problem'.
- A minority of Block Reps responded that residents typically felt 'very unsafe' in communal areas in 'the evening' and / or 'at night'.
- The Block Reps had provided some suggestions for improving security.

Summary and recommendations

4. The Panel noted that a door knocking exercise had been undertaken at Evenlode Tower to get residents' views on the behaviour of groups of young people in communal areas. The Panel questioned whether feedback would be provided to the residents who had provided comments and whether there were plans to repeat this engagement exercise at other towers.

Recommendation 1 – That door-knocking to seek views from residents on the behaviour of groups of young people in communal areas should be rolled out to other towers.

5. The Panel commented that the local police had been given keys to enable them to access communal areas at the two tower blocks in Blackbird Leys and noted from the survey responses that there was a request for occasional police patrols at Hockmore Tower too. The Panel suggest that as part of efforts to tackle issues of anti-social behaviour, there should be an enhanced police presence at all tower blocks and the local police should be given the means to access internal communal areas at the remaining blocks.

Recommendation 2 – That the local police teams should be asked to undertake occasional patrols of tower blocks, and where necessary should be given the means to access communal areas other towers, as they can at Blackbird Leys.

6. The Panel Asked a number of questions about youth engagement and provision for young people and welcomed a number of different initiatives, including looking at the viability of reward schemes for positive behaviours, efforts to tackle graffiti 'tagging', the general quality of many community facilities and the appreciative enquiry, which would enable the Council to better understand what youths wanted and use this information to fund these things, for example through the Council's Youth Ambition programme.
7. The Panel heard that Youth Forums had been created in response to 12-15 year olds at Barton saying that they wanted a bigger voice. The Panel encouraged

plans to 'mainstream' this work in various ways including through engaging young people in community groups and helping to support elderly residents.

Recommendation 3 – That the Council should continue to look at ways of integrating youth engagement activities with other forms of resident and community engagement.

Name and contact details of author:-

Andrew Brown on behalf of the Scrutiny Committee
Scrutiny Officer
Law and Governance
Tel: 01865 252230 e-mail: abrown2@oxford.gov.uk

List of background papers: None
Version number: 1.0

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SCRUTINY WORK PLAN

March 2016 – June 2016

Published on: 24/03/16

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its inhabitants. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2016/17 Council year and will be reviewed monthly by the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior council officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#).

The following criteria may be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- *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?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to two standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership

Committee	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors Simmons (Chair), Hayes (Vice-Chair), Coulter, Darke, Fry, Gant, Hollick, Henwood, Lloyd-Shogbesan, Pegg, Smith and Taylor
Finance	Finance and budgetary issues and decisions	Councillors Simmons (Chair), Fooks, Fry & Hayes
Housing	Strategic housing and landlord issues and decisions	Councillors Smith (Chair), Benjamin, Gotch, Henwood, Sanders & Wade; Geno Humphrey (co-optee).

Current and planned review groups

Topic	Scope	Nominated councillors
Guest Houses	To review the case for interventions to prevent exploitation in guest houses	Cllrs Coulter (Chair), Paule, Royce & Simmons
Budget Review 2016/17	To review the Council's 2016/17 draft budget and medium term financial plan	Finance Panel Members
Equality & Diversity	To review barriers faced by under-represented groups in employment and anti-discrimination practices.	Cllrs Hayes (Chair), Altaf-Khan, Taylor & Thomas

Indicative timings of 2015/16 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Budget Review 2016/17										
Guest Houses										
Equality and diversity										

	Scoping
	Evidence gathering
	Reporting

Scrutiny Committee

5 April 2016

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Agenda item	Issue Type	Description	Executive Member	Lead Officer
Youth Ambition	Scrutiny item	To receive an update on spend and outcomes of the Council's Youth Ambition programme.	Councillor Pat Kennedy – Young People, Schools and Skills	Hagan Lewisman, Active Communities Manager
Preventing isolation	Scrutiny item	To consider the Council's role in tackling loneliness among the elderly. This follows a previous item in February 2015.	Councillor Dee Sinclair - Crime, Community Safety and Licensing	Luke Nipen, Communities Specialist Officer
Graffiti	Scrutiny item	To receive a progress update on the Council's approach to preventing and removing graffiti, particularly on private property. This follows a previous item in December 2014.	Councillor John Tanner - Climate Change and Cleaner Greener Oxford	Doug Loveridge, Streetscene Services Manager
Tree Management Policy	Scrutiny item	To consider the Council's Tree Management Policy, which was adopted in 2008 and last reviewed in 2011.	Councillor Mark Lygo – Leisure, Sport and Events	Stuart Fitzsimmons, Parks & Open Spaces Manager
Recommendation Monitoring – Local Economy	Scrutiny item	To monitor progress following the recommendations of the Local Economy Review Group in June 2015.	Councillor Bob Price – Leader of the Council, Corporate Strategy and Economic Development	Laurie-Jane Taylor, City Centre Manager
Discretionary Housing Payment Policy - 2016 revision	Forward Plan item	The report seeks approval of the revised Discretionary Housing Payment policy for 2016. This policy is amended in response to changes in the government's welfare policy and the amount of government grant paid to Local Authorities.	Councillor Susan Brown – Customer and Corporate Services	Paul Wilding, Revenue and Benefits Programme Manager

7 June 2016

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Agenda item	Issue Type	Description	Executive Member	Lead Officer
Educational Attainment	Scrutiny item	To consider an independent report on the Council's educational attainment investments produced by Oxford Brookes University.	Councillor Pat Kennedy, Board Member for	Tim Sadler, Executive Director for Community Services
Employment of interns, apprentices and work experience students	Scrutiny item	To receive a briefing on 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.	Councillor Pat Kennedy – Young People, Schools and Skills	Jarlath Brine, OD & Learning Advisor
Planning Enforcement	Scrutiny item	To consider how planning compliance is monitored, what enforcement action is taken and whether this is relayed to the appropriate Planning Committee.	Councillor Alex Hollingsworth, Planning, Transport and Regulatory Services	Patsy Dell, Head of Service - Planning and Regulatory
Planning and Regulatory Service Plan	Scrutiny item	To consider a combined service plan for the Planning and Regulatory service. This is expected to bring together various action plans into a single updated document.	Councillor Alex Hollingsworth - Planning, Transport and Regulatory Services	Patsy Dell, Head of Service - Planning and Regulatory
Report of the Equality and Diversity Review Group	Scrutiny item	To review report of the Equality and Diversity Review Group which has explored barriers faced by under-represented groups in employment at the Council and anti-discrimination practices.	Councillor Bob Price – Leader of the Council, Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Westhill Farm	Scrutiny item	To receive a briefing on the proposed demolition of Westhill Farm in Shotover Woods.	Councillor Mark Lygo – Leisure, Sport and Events	David Edwards, Executive Director of Regeneration and Housing

Finance Panel

7 April 2016

Agenda item	Issue Type	Description	Executive Member	Lead Officer
Council Tax exemptions	Scrutiny item	To receive an update on the numbers and financial implications of different types of Council Tax exemptions and discounts and consider how abuses are detected and prevented.	Councillor Susan Brown – Customer and Corporate Services	Tanya Bandekar, Service Manager – Revenues and Benefits
Oxfordshire Credit Union (TBC)	Scrutiny item	To receive a briefing on the role of Oxfordshire Credit Union and the support provided by the City Council in light of regulatory changes.	Councillor Bob Price – Leader of the Council, Corporate Strategy and Economic Development	Nigel Kennedy, Head of Financial Services
Low Carbon Hub Funding Model	Scrutiny item	To receive an update from Steve Drummond (Low Carbon Hub) on how the Low Carbon Hub are adapting their funding model. This follows a previous item in October 2015.	Councillor Ed Turner – Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

Housing Panel

11 April 2016

Agenda item	Issue Type	Description	Executive Member	Lead Officer
Tenant involvement	Scrutiny item	Joint session with the Tenant Scrutiny Panel to consider how tenants are involved in decisions that affect them.	Councillor Mike Rowley - Housing	Simon Warde, Tenant Involvement Manager

Outstanding items from 2015/16 work programme

Agenda item	Issue Type	Description	Comment
Arrangements for dealing with employment, training and HR matters	Scrutiny item	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.	Higher priority item. Would require a review group or one-off panel.
The Oxford Transport Strategy / Maintenance of roads and pavements	Scrutiny item	To consider what proportion and what elements of highways work are contracted out, the quality of sub-contractors' work and how this is monitored.	Lower priority item. Little opportunity to influence.
Public Communications	Scrutiny item	To receive an update on changes to the Council's communications and reputation management functions.	Lower priority item.
Complaints received by the City Council	Scrutiny item	To monitor complaints made about the City Council.	Lower priority item. Complaints to be included in 2016/17 integrated performance reports
Heritage listing process	Scrutiny item	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.	Lower priority item. Reports to CEB not selected for pre-decision scrutiny.

Long list of suggestions for 2016/17 scrutiny work plan (deadline for suggestions 20 May 2016)

Agenda item	Issue Type	Description	Lead Officer
City Centre Public Spaces Protection Order	Scrutiny item	To monitor the impacts of the City Centre PSPO, including the numbers and types of early interventions and enforcement actions.	Richard Adams, Community Safety and Resilience Manager
Devolution plans for Oxfordshire	Scrutiny item	To monitor the progress of devolution proposals for Oxfordshire.	Caroline Green, Assistant Chief Executive
Oxfordshire Growth Board	Scrutiny item	To monitor agendas and minutes published by the Board.	Paul Staines, Oxfordshire Growth Board Programme Manager
Local Plan	Scrutiny item	To consider one or more aspects of the Local Plan which is subject to review	Patsy Dell, Head of Planning and Regulatory
Fusion Lifestyle performance	Scrutiny item	To monitor an annual Fusion Lifestyle contract performance dashboard.	Ian Brooke, Head of Community Services
Discretionary Housing Payments	Scrutiny item	To monitor Discretionary Housing Payments spend mid-way through the year.	Paul Wilding, Revenue & Benefits Programme Manager
Grant Allocations to Community & Voluntary Organisations	Forward Plan item	To consider a report on the allocation of grants to the community and voluntary organisations for 2017/2018.	Julia Tomkins, Grants & External Funding Officer
Planning Annual Monitoring Report	Forward Plan item	To consider the effectiveness of planning policies contained within Oxford's Local Development Plan.	Rebekah Knight, Planner
Transfer Station for Recycled Material	Forward Plan item	Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recyclate, green waste, street arisings and engineering works spoil.	Roy Summers, Deputy Head of Direct Services
Performance monitoring	Scrutiny item	Quarterly reports on a set of Corporate and Housing service measures chosen by the Committee.	N/A
Response to national policy changes	Scrutiny item	To receive a briefing on the City Council's responses to Government housing and welfare policy changes.	TBC
Homelessness prevention funding	Scrutiny item	To receive an update on homelessness prevention funding from April 2017, including the expected impacts of County Council funding cuts and plans to mitigate these.	Ossi Mosley, Rough Sleeping & Single Homelessness Officer

Under-occupation in the Council's housing stock	Scrutiny item	To receive an update on the levels of under-occupation in the Council's housing stock and efforts to reduce under-occupation, including support and incentives for downsizing.	Bill Graves, Landlord Services Manager
Choice Based Lettings refusal reasons	Scrutiny item	To receive a briefing on reasons given by Choice Based Lettings applicants for refusing Council properties, including requests for minor adaptations.	Tom Porter, Allocations Manager
Great Estates	Scrutiny item	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Martin Shaw, Property Services Manager
A Housing Company for Oxford	Scrutiny item	To monitor progress of the Housing Company for Oxford in its first year of operation.	David Edwards, Executive Director of Regeneration and Housing
Rents performance	Scrutiny item	To monitor the Council's rents performance including current and former tenant arrears.	Tanya Bandekar, Revenue and Benefits Service Manager
Empty Property Strategy	Scrutiny item	To consider a refresh of the Council's Empty Property Strategy 2013-18.	Mel Mutch, Empty Residential Property Officer
Tenant satisfaction	Scrutiny item	To monitor tenant satisfaction survey results.	Bill Graves, Landlord Services Manager
Budget and Medium Term Financial Strategy	Forward Plan item	To review the Council's draft budget for 2017-18 and Medium Term Financial Strategy	Nigel Kennedy, Head of Financial Services
Budget monitoring	Forward Plan item	To monitor the Council's finances at the end of each quarter.	Nigel Kennedy, Head of Financial Services
Treasury Management Strategy 2017-18	Forward Plan item	To consider the Treasury Management Strategy 2017-18 and monitor Treasury performance.	Anna Winship, Management Accountancy Manager
Capital Strategy 2017-18	Forward Plan item	To consider the Council's Capital Strategy for 2017-18	Nigel Kennedy, Head of Financial Services

FORWARD PLAN

March 2016 - February 2017

Published on: 14/03/16

What is the Forward Plan?

The Forward Plan gives information about all the decisions (key and non-key) that the City Executive Board (CEB) is expected to take over the next year. For completeness, the Forward Plan also includes important decisions which will be taken by the full Council.

The Forward Plan provides an indicative date for matters to be considered by CEB. Where possible, CEB will keep to the dates shown, however, it may be necessary for some items to be rescheduled.

The Forward Plan is published on the Council's website on the first working day of the month. However, it is subject to regular revision and new issues or changes to existing issues will be posted on the website as soon as they are known.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- details of the planned consultation with local people and other stakeholders
- contact details for further information

What is a Key decision?

A key decision is an executive decision which is likely:

- to result in the council incurring expenditure of more than £500,000; or
- to be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

Inspection of documents

The agenda papers (including the reports and background papers) for CEB meetings are available 5 working days before the meeting on the council website:

<http://www.oxford.gov.uk>

The Forward Plan is available to view at the Town Hall and also at the Central Library in the Westgate.

Private meetings

The majority of the decisions taken by the CEB are made in the "open session" of a meeting when the press or public have the right to attend. However, some or all, of the information supporting decisions in the Forward Plan may be confidential and as such it will be taken in the "private session" a meeting when the press or public are excluded. Items that will be taken in "private session" are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made:

T: 01865 252191

Email: cityexecutiveboard@oxford.gov.uk

The Council's decision-making process

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy and Economic Development
Ed Turner, Deputy Leader	Finance, Corporate Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning, Transport and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Mark Lygo	Leisure, Sport and Events
Mike Rowley	Housing
Dee Sinclair	Crime, Community Safety and Licensing
Christine Simm	Culture and Communities
John Tanner	Climate Change and Cleaner, Greener Oxford

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director, City Regeneration and Housing
Tim Sadler	Executive Director, Community Services
Jackie Yates	Executive Director, Organisational Development and Corporate Services
Caroline Green	Assistant Chief Executive
Helen Bishop	Head of Business Improvement
Ian Brooke	Head of Community Services
Graham Bourton	Head of Direct Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer
Stephen Clarke	Head of Housing and Property
Jeremy Thomas	Head of Law and Governance / Monitoring Officer
Patsy Dell	Head of Planning and Regulatory

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1:	AGENCY STAFF CONTRACT AWARD ID: I010929
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Organisational Development and Corporate Services to award a new temporary agency staff contract.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Commercially sensitive
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Executive Director for Organisational Development and Corporate Services
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Head of Business Improvement

ITEM 2:	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Head of Financial Services and Head of Law and Governance to enter into an appropriate contract for the provision of a Home Improvement Agency.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 3:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
A solar panel installation programme for council properties funded through a community-benefit model.	
On 15 October 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> Grant project approval to fit solar panels on Council-owned housing stock in the manner described in this report; 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.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Chief Executive
Executive Lead Member	Climate Change and Cleaner, Greener Oxford
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

REPORTS TO CEB AND COUNCIL

CEB 17 MARCH 2016 - REPORTS

ITEM 4:	REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF SHELTERED HOUSING ID: I010356
Approve outcomes of review, including future of some of the stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

ITEM 5:	WATERWAYS PUBLIC SPACE PROTECTION ORDER - PROPOSAL TO GO TO CONSULTATION ON WATERWAYS PSPO ID: I013240
The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary. <ul style="list-style-type: none"> It will be submitted to CEB in March 2016 for approval pre-consultation. It will be submitted to CEB in June 2016 for approval post-consultation. 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - public consultation spring 2016. Specific groups include Riparian owners and waterways users.
Decision Taker	City Executive Board
Executive Lead Member	Crime, Community Safety and Licensing
Lead Executive Director	Head of Community Services

Report Contact	Richard J Adams, Community Safety & Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk
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ITEM 6:	ASSET MANAGEMENT PLAN 2016-2020 ID: I011608
A new Asset Management Plan for the period 2016-2020. <ul style="list-style-type: none"> This report was submitted to CEB in December 2015. The Asset Management Plan will be submitted to Council for adoption in March 2016. 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Regeneration and Major Projects Service Manager
Report Contact	Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 7:	WORKING WITH THOSE ALREADY NEET (NOT IN EMPLOYMENT, EDUCATION OR TRAINING) - APPLICATION TO EUROPEAN STRUCTURAL & INVESTMENT FUND ID: I013218
To request approval to deliver a project supporting young people into employment, education or training.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 8:	UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT ID: I013217
To delegate authority for renewing the agreement with DWP for the provision of support in administering Universal Credit, to the Executive Director for ODCS.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational

	Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 9:	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS ID: I012816
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

ITEM 10:	INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2015/16 and may present budgetary amendments in the light of that information: <ul style="list-style-type: none"> • Q1, 30 June – report in September 2015 • Q2, 30 September - report in December 2015 • Q3, 31 December - report in March 2016 • Q4, 31 March 2016 - report in June 2016 	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 11:	AWARD OF THE LIFT MAINTENANCE AND WATER MONITORING CONTRACTS ID: I013246
This report is asking for project approval and delegated powers to be given to Executive Director of Regeneration & Housing to approve the awards of a Lift Maintenance and Water Monitoring contracts following 2 open OJEU tender processes.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Housing

Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Nicky Atkin, Contracts & Procurement Specialist Tel: 01865 252778 natkin@oxford.gov.uk

SPECIAL CEB 24 MARCH 2016

ITEM 12:	OXFORD AND ABINGDON FLOOD ALLEVIATION SCHEME ID: I013718
The report seeks authority to enter into an agreement with the Environment Agency to implement the Oxford and Abingdon Flood Alleviation Scheme and agree a schedule of payments from the City Council over 3 years totalling £1.5m.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Community Services
Report Contact	Tim Sadler, Executive Director Community Services Tel: 01865 252101 tsadler@oxford.gov.uk

ITEM 13:	DEVOLUTION ID: I013667
To provide an update on devolution proposals and authorise further joint working.	
The Councils are now commissioning independent experts to work with them and other stakeholders in producing detailed, costed plans that will ensure the best and most cost-effective solutions are identified. Detailed proposals will be considered by each of the Councils prior to public consultation in the summer of 2016.	
Background:	
Oxford City and Oxfordshire District Council Leaders are asking government to agree their plan for the creation of new Local Unitary Councils and to support an ambitious devolution deal for Oxfordshire. The plan would see the abolition of Oxfordshire County Council, with its functions transferring to four new Local Unitary Councils working together in partnership with the National Health Service, Police and the Local Enterprise Partnerships. These changes would simplify local government in the county and bring about significant savings that could be reinvested in public services.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Public consultation in summer 2016.
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Chief Executive
Report Contact	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk

ITEM 14:	BID FOR REFURBISHMENT AND EXTENSION OF CAR PARK FOR A PUBLIC SECTOR BODY ID: I013719
To seek approval to submit a bid for civil engineering works associated with the refurbishment and extension of a car park in Oxford for a public sector body.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Head of Community Services
Report Contact	Shaun Hatton, Highways and Engineering Manager Tel: 07710384746 shatton@oxford.gov.uk

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

ITEM 15:	LOCAL LETTINGS PLAN FOR ONE-BEDROOM COUNCIL OWNED FLATS AT SALTER CLOSE AND WHITEHOUSE ROAD ID: I013521
<p>This report is a proposal to put in place a Local Lettings Plan at Salter Close and Whitehouse Rd. To help address the current issues in the area and to reduce the impact of any new lettings on existing residents following the de-designation of these flats.</p> <p>The one-bedroom flats at Salter Close and White House Road are currently designated elderly and the lettings to the flats are restricted so that only housing applicants aged 40 years or older can apply for vacant properties.</p> <p>These flats are due to be de-designated this year and the minimum age restriction used reduced. So that in the future housing applicants in housing need aged 18 years or older will be able to apply for vacant properties if they are considered suitable for an offer.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Regeneration and Major Projects Service Manager
Report Contact	Tom Porter, Allocations Manager Tel: 01865 252713 tporter@oxford.gov.uk

ITEM 16:	DISCRETIONARY HOUSING PAYMENT POLICY - 2016 REVISION ID: I009095
<p>The report seeks approval of the revised Discretionary Housing Payment policy for 2016. This policy is amended in response to changes in the government's welfare policy and the amount of government grant paid to Local Authorities.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000

Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 17:	REVIEW OF EXECUTIVE SCHEME OF DELEGATION ID: I013722
To present options for the revision of financial thresholds for contract award and tendering in the Executive Scheme of Delegation.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Monitoring Officer
Report Contact	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 18:	EXPENS DELIVERY STRATEGY ID: I009224
This report seeks agreement from the City Executive Board to ask Council to approve:	
<ol style="list-style-type: none"> 1. A £100K investment to Oxford West End Development Ltd to provide working capital on the terms contained within the shareholders agreement 2. An investment of £4million in Oxford West End Development Ltd to provide funds to the Company to purchase land owned by Oxford City Council 3. To provide a capital budget of £4million in the Council's General Fund Capital Programme in 2017/18 funded from the Capital Receipt received from the sale of the land. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - commercially sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 19:	SALE OF THE BARTON PAVILION ID: I013720
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To determine the sale of the old modular pavilion which has to be timed in relation to Barton Park housing development.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events
Lead Executive Director	Executive Director for Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 20:	WEST OXFORD COMMUNITY CENTRE LEASE PROPOSAL FOR THE ASSOCIATION ID: I012947
This report requests CEB to agree a new lease for the Association	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	Extensive talks with the Association
Decision Taker	City Executive Board
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 21:	CONSTITUTION REVIEW 2016 ID: I004734
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Law and Governance
Report Contact	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 22:	REGULATION OF INVESTIGATORY POWERS ACT 2000 ID: I004596
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any	No consultation

form of consultation?	
Decision Taker	Council
Executive Lead Member	Crime, Community Safety and Licensing
Lead Executive Director	Head of Law and Governance
Report Contact	Jeremy Franklin, Lawyer jfranklin@oxford.gov.uk

ITEM 23:	PAY POLICY STATEMENT 2016 ID: I013442
Review and approval of annual pay policy statement in accordance with legislative requirements	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	Council
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

CEB MAY 2016 - PROVISIONAL REPORTS

ITEM 24:	FUSION LIFESTYLE'S 2016/ 2017 ANNUAL SERVICE PLAN ID: I013721
This report presents Fusion Lifestyle's 2016/ 2017 Annual Service Plan for the management of the council's leisure facilities. The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2016/17.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events
Lead Executive Director	Executive Director for Community Services
Report Contact	Lucy Cherry, Leisure and Performance Manager Tel: 01865 252707 lcherry@oxford.gov.uk

ITEM 25:	COMMUNITY INFRASTRUCTURE LEVY (NEIGHBOURHOOD PORTION) – AGREEING THE PROCESS FOR CONSULTING AND SPENDING ID: I013505
This report aims to seek the agreement of the geographical boundaries of the neighbourhood areas. This would take into account the Parishes boundaries, and the boundaries of the Neighbourhood Forums who are preparing Neighbourhood Plans. The rest of Oxford will be split into sensible areas to reflect the development expected to take place. The report also sets out the process for involving the local communities in the decision on how the 15% Neighbourhood portion of CIL within those geographical areas will be spent.	
Is this a Key Decision?	Yes It is significant in terms of its effect on

	communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

ITEM 26:	REVIEW OF HOMELESS DISCHARGE INTO THE PRIVATE RENTED SECTOR POLICY ID: I013613
The City Executive Board will be asked to agree changes to the Homeless Discharge into the Private Rented Sector Policy in order to ensure to update the policy in light of changes to legislation and practice	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	David Weston dweston@oxford.gov.uk

ITEM 27:	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

ITEM 28:	OLD MARSTON CONSERVATION AREA APPRAISAL ID: I013444
CEB is being asked to endorse a conservation area appraisal for Old Marston Conservation Area appraisal. The appraisal will be used to inform development changes that may affect the special interest of the conservation area.	
A draft conservation area appraisal for Old Marston that defines the special interest and character of the conservation area was drafted in 2012, following extensive participation with the local community and a formal consultation. It was, however, never amended to take on	

board the comments received, and was not taken to Members for endorsement.	
The draft appraisal has been refreshed to take account of the comments received in 2012 as well as any changes which have taken place to the conservation area's character from developments or other changes during the intervening three years. This was carried out in November-December 2015, with the informal engagement of key local stakeholders.	
The refreshed draft appraisal is now ready for formal endorsement, prior to final publication.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Local community involvement and a formal consultation took place in 2012. Key stakeholders were involved again during Nov-Dec 2015. The changes made to the 2012 draft appraisal are minor to ensure that the appraisal is factually correct at the time of its publication.
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

ITEM 29:	HEADINGTON NEIGHBOURHOOD PLAN ID: I012135
To approve submission of the draft Headington Neighbourhood Plan for 6 week consultation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	6 week consultation
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Executive Director for Regeneration and Housing

ITEM 30:	COMMUNITY CENTRE STRATEGY 2015-2020 (POST CONSULTATION) ID: I010564
The strategy will reflect the current position on Community Centres, detail what world class community facilities, delivery and access will look like in 2020, with a clear action plan developed. The draft strategy went to CEB in December 2015. Adoption after public consultation in spring 2016 – scheduled for CEB in May 2016.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member	Culture & Communities
Lead Executive Director	Head of Community Services

Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk
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ITEM 31:	EVALUATION OF OXFORD CITY COUNCIL'S WELFARE REFORM TEAM EUROPEAN SOCIAL FUND PROJECT ID: I009907
To ask the City Executive Board to note the evaluation of the project. The evaluation includes contributions from Oxford University, external stakeholders and a customer survey.	
Original project brief: The project being undertaken is funded by the European Social Fund (ESF) and the aim is to engage with 600 tenants renting privately in Oxford City who aren't working to determine what support they would need in order to either gain employment or undertake work related training. The project builds on the success of the Local Authority Led Pilot undertaken by OCC during 2013 by identifying a new customer base which will in turn provide more learning on what a Local Support Service Framework (LSSF) could look like once Universal Credit is introduced in Oxford. The report aims to highlight the activity that will be undertaken during the ESF Project.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 32:	APPROVAL FOR INITIATION OF CPO PROCEEDINGS UNDER THE APPROVED EMPTY HOMES STRATEGY 2015-2018. ID: I013219
Approval for the initiation of CPO proceedings under the approved Empty Homes Strategy and subsequent disposal options in order to bring property into use.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Part exempt - commercially sensitive
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Melanie Mutch, Empty Property Officer (Private Sector) mmutch@oxford.gov.uk, Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

ANNUAL COUNCIL - MAY 2016

To include any reports from CEB

CEB JUNE 2016 - PROVISIONAL REPORTS

REPORTS TO INCLUDE 1) WATERWAYS PSPO - POST CONSULTATION; 2) 2015/16 Q4 INTEGRATED PERFORMANCE REPORT

ITEM 33:	APPOINTMENT OF OUTSIDE BODIES 2016/17 ID: I012458
To appoint Council representatives to outside bodies and charities.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

ITEM 34:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844
On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adhesion form. By signing up to the Covenant of Mayors the Council committed to submit a Sustainable Energy Action Plan (SEAP) for the City of Oxford. The SEAP does not set any new targets but estimates our baseline emissions in 2005 and captures the actions and policies that the Council and its partners are implementing to reduce carbon emissions. These actions will help to meet the Council's target of reducing carbon emissions by 40% by 2020 across the whole city. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - Stakeholder workshops took place in February 2016
Decision Taker	City Executive Board
Executive Lead Member	Climate Change and Cleaner, Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 35:	REVIEW OF BUILDING CONTROL FEES AND CHARGES 2016 ID: I013441
This report details the conclusions of a review of Building Control Fees and Charges.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services

Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Patsy Dell, Head of Planning & Regulatory Services pdell@oxford.gov.uk

ITEM 36:	ENERGY STRATEGY - HOUSING & PROPERTY ID: I011511	
This report presents past, current and future work around energy in Housing, and request approval of Housing & Property's approach to Energy and fuel poverty in its own domestic housing stock.		
Is this a Key Decision?		Not Key
Is this item open or exempt to the public?		Open -
Will this decision be preceded by any form of consultation?		Consultation with tenants Oct – Dec 2015
Decision Taker		City Executive Board
Executive Lead Member		Housing
Lead Executive Director		Head of Housing and Property
Report Contact		Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

ITEM 37:	OXFORD CITY COUNCIL SAFEGUARDING REPORT 2015-2016 ID: I013632	
To note the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2015-2016 and to approve the Action Plan for 2016-2017.		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Open -	
Will this decision be preceded by any form of consultation?	Yes. There has been consultation with all service areas in the city council through the Named Safeguarding Officers Group. The Action Plan has been informed by Key Stakeholders on the Oxfordshire Safeguarding Board, Oxford Community Partnership and others.	
Decision Taker	City Executive Board	
Executive Lead Member	Crime, Community Safety and Licensing	
Lead Executive Director	Head of Community Services	
Report Contact	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk	

CEB JULY 2016 - PROVISIONAL REPORTS

COUNCIL - JULY 2016

To include any reports from CEB

CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

ITEM 38:	ANNUAL MONITORING REPORT (AMR) 2015/16 ID: I012651	
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This is the City Council's twelfth AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation. This is a factual report.
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk

ITEM 39:	TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199
Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recycle, green waste, street arisings and engineering works spoil.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Climate Change and Cleaner, Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Roy Summers, Deputy Head of Service Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 40:	DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT ID: I011613
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for public consultation.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes- public consultation
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 41:	QUARTERLY INTEGRATED PERFORMANCE 2016/17 ID: I013537
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2016/17 and may present budgetary amendments in the light of that information:	
<ul style="list-style-type: none"> • Q1, 30 June 2016 – report in September 2016 • Q2, 30 September 2016 - report in December 2016 • Q3, 31 December 2016 - report in March 2017 • Q4, 31 March 2017- report in June 2017 	

Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 42:	REVIEW OF OXFORD CITY COUNCIL'S TREE MANAGEMENT POLICY ID: I013628
The Tree Management Policy was adopted in 2008 and last reviewed in 2011. The current Tree Management Policy will be the subject of discussions at the Parish Council Forum and the Scrutiny Committee in the spring of 2016. If as a result of those discussions the Tree Management Policy needs to be revised then a report will be submitted to the CEB	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - The Tree Policy will be reviewed at the Parish Council Forum in March and Scrutiny Committee in April.
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events
Lead Executive Director	Executive Director for Community Services
Report Contact	Stuart Fitzsimmons, Parks and Open Spaces Manager sfitzsimmons@oxford.gov.uk

COUNCIL - SEPTEMBER 2016

To include any reports from CEB

CEB OCTOBER 2016 - PROVISIONAL REPORTS

CEB NOVEMBER 2016 - PROVISIONAL REPORTS

ITEM 43:	DEVELOPMENT OF NEW CEMETERY SITE ID: I011508
Update on options for new cemetery site within South Oxfordshire Council boundary.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events

Lead Executive Director	Head of Community Services
Report Contact	Trevor Jackson, Cemeteries Manager / Registrar Tel: 01865 252363 tjackson@oxford.gov.uk

CEB DECEMBER 2016 - PROVISIONAL REPORTS

CEB JANUARY 2017 - PROVISIONAL REPORTS

CEB FEBRUARY 2017 - PROVISIONAL REPORTS

TO INCLUDE REPORTS RELATING TO THE BUDGET, MEDIUM TERM FINANCIAL PLAN AND CORPORATE PLAN

COUNCIL - FEBRUARY 2017

TO INCLUDE REPORTS RELATING TO THE BUDGET, MEDIUM TERM FINANCIAL PLAN AND CORPORATE PLAN

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Scrutiny Recommendation Tracker 2015-16

A Housing Company for Oxford – Housing Company 9 March				
Recommendation	Agreed? (Y / N / In part)	Comment	Lead Member & Officer	Implemented Y/N / due date
1 - That the Company articles should be drafted in such a way so as not to preclude entering into any funding arrangements or partnerships that could help to increase the supply of affordable housing, including working with alternative housing providers and models (such as co-housing or a community land trust).	Yes		Cllr Rowley & David Edwards	July 2016
2 - That consideration should be given to enabling wider member oversight and input into decisions delegated to officers, in particular decisions about the articles of the Company, shareholder agreements, and details of agreements regarding the acquisition of affordable housing at Barton Park.	No	The recommendation to delegate to officers is for one of expediency to get this very important project moving as quickly as we can and it is considered that given this can only be exercised in consultation with the deputy leader and portfolio holder provides sufficient member oversight. Accountability for Barton Park has not been a problem where we are 50% owners and the housing company will be 100% owned. Briefings can be arranged on matters of interest for other members.	Cllr Rowley & David Edwards	N/A
Oxford Waterways Public Spaces Protection Order consultation – Scrutiny Committee 7 March				
Recommendation	Agreed? (Y / N / In part)	Comments	Lead Member & Officer	Implemented Y/N / due date
That the Council should revise	In part	Comment from the Board Member and Director	Cllr	June 2016

<p>the documentation, draft Public Spaces Protection Order (PSPO) and consultation proposals in collaboration with interested parties before consulting on an improved proposal for an Oxford Waterways PSPO.</p>		<p>This report to the Board is intended to be the first stage in our consideration of the potential scope and effectiveness of a PSPO in respect of anti-social behaviours affecting Oxford's waterways.</p> <p>The recommendations from Scrutiny are helpful, and reflect the lengthy discussions that have taken place with local residents and other interested parties over the past months. In drafting the report, it was felt to be appropriate to adopt a two-stage approach due to the complexity of the issues involved, and this first stage involves an additional non-statutory consultation on whether a PSPO is the appropriate way of managing the behaviours that have been creating harm and concern, and, if so, the form it might take.</p> <p>This consultation stage effectively corresponds to the wish expressed by the Scrutiny Committee for an early and meaningful engagement with all those who have an interest in the use and management of the city's waterways.</p> <p>The draft Order provides an outline of the potential scope of the regulations and it will provide a means of obtaining views, guidance and evidence as to their appropriateness and likely effectiveness. In response to the Scrutiny Committee's recommendation, I am making two proposals to the Board.</p> <p>1. That the Council's Public Engagement Board should consider all the points raised by Scrutiny and provide professional advice on the details of the proposed consultation process, and specifically, that</p>	<p>Sinclair & Richard Adams</p>	
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		<p>it will ensure effective engagement with all interested parties</p> <p>2. That the Head of Law and Governance, and other relevant officers, should review the current drafting of the Order before it is published for consultation and agree an amended form with me before it is used in that process.</p> <p>Comment from the Head of Law and Governance</p> <p>I have reviewed the draft Order proposed for consultation and would recommend that the following changes be made to it –</p> <ol style="list-style-type: none"> 1. That the draft prohibition at (d) be amended to read ‘No person shall create smoke, noise or fumes in such a manner as to give reasonable grounds for annoyance to any person.’ 2. That the draft prohibition at (e) be amended to read ‘No person shall damage waterways habitats, signage, lifebelts, fencing or other waterways infrastructure.’ <p>I will, of course, review all of the terms of any Order proposed following the consideration of all the consultation responses.</p>		
Universal Credit Delivery Partnership Agreement – Scrutiny Committee 7 March				
Recommendation	Agreed ? (Y / N / In part)	Comment	Lead Member & Officer	Implemented Y/N / due date
1 - That appropriate workforce	Y	Workforce planning has been carried out in respect of	Cllr Brown &	March

planning is conducted to ensure future demand for support can be met by the Council		Universal Credit for the last four years. This has been conducted to plan for the reduction in workload within the Benefits service and the Contact centre, and also the increase in workload as a result of the need to support people migrating to Universal Credit. This will continue to be reviewed on an annual basis but as we flagged at Scrutiny it is unlikely that in the future the council will be able to provide directly all the support required by claimants. We continue to fund and work closely with advice agencies in the city who provide valuable additional help and support.	Paul Wilding	2017
2 - That the City Council writes to the County Council encouraging them to maintain and promote library based IT access to support customers making Universal Credit applications	Y	A meeting was held with the library service prior to the rollout of Universal Credit in Oxford to understand their capacity to support claimants. Provision is currently sufficient as most people migrating to UC at the moment are familiar with accessing services online. We will contact the Library Service again in order to start thinking about catering for people in the next phase of UC rollout, where support needs may be greater.	Cllr Brown & Paul Wilding	March 2017
3 - That the Council works with social landlords and other agencies to try and address the problem of rent arrears caused by the move to Universal Credit	Y	We will continue to engage with social landlords and other stakeholders in the city to share best practice in relation to managing arrears that arise as a result of migration to the new benefit,	Cllr Brown & Paul Wilding	March 2017

Report of the Guest Houses Review Group – 9 December Scrutiny Committee

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council should maintain an accurate list of guest houses operating in the Oxford area that is updated at least annually (The Human Exploitation Co-ordinator has produced a basic list which could be developed into an	In part		Cllr Price & Tim Sadler	February 2017

accurate list).				
2. That the City Council should, in consultation and collaboration with other relevant statutory, commercial and voluntary agencies, lead on the introduction of a voluntary code of good practice for owners of guest houses in the Oxford area to sign up to. This code should be jointly branded and linked to existing initiatives such as the Say Something if you See Something campaign.	Y			
3. That, subject to further consultation, the voluntary code of good practice should commit owners of guest houses operating in Oxford to the following practices which would help to protect guest house owners and their businesses as well as guests and the wider community. These practices should extend to subcontractors working in guest houses where relevant: a) Signing up to a basic safeguarding policy statement; b) Providing details of an identified 'single point of contact' who has oversight of the running of the guest house and is responsible for ensuring compliance with the code of good practice; c) Having an identified responsible person on duty at the guest house at all times during its hours of operation; d) Providing Basic Disclosure certificates for the single point of contact and responsible person(s) and if possible, obtaining certificates for all staff who permanently or regularly work in the guest house; e) Having a free crime prevention check every 3 years and implementing recommendations made by the Crime Prevention and Reduction	In part			

<p>Advisor;</p> <ul style="list-style-type: none"> f) Cooperating with the police, including by providing available CCTV footage upon request and allowing the police to freely enter the premises where illegal behaviour is suspected to be taking place; g) Registering with Thames Valley Alert and participating in the hotel partnership to strengthen two-way information sharing between guest houses and the authorities; h) Retaining records of the single point of contact and responsible person(s) completing the ECPAT 'Every Child, Everywhere' e-learning course, and providing all staff working in the guest house with the Thames Valley Police Staff Guide for the hotel trade; i) Having a 'no cash without ID' policy, recording vehicle registration numbers where relevant and requiring visitors to register with reception; j) Holding and restricting access to master keys for all rooms and ensuring that guest rooms are checked daily; k) Having suitable and proportionate arrangements in place for monitoring comings and goings at the premises, including during the night, and where relevant, retaining CCTV footage for a minimum of 28 days. 				
<p>4. That the owners of guest houses in the Oxford area should be asked to self-certify that they comply with the voluntary code of good practice on an annual basis. This process could be prompted by a letter signed by the Local Policing Area Commander, as well as through the hotel partnership and any other relevant channels.</p>	Y			

5. That guest house owners signed up to the code should be signposted to sources of advice and guidance.	Y			
6. That the City Council asks Thames Valley Police to give prompt attention to requests for assistance at local guest houses.	Y			
7. That relevant agencies including City Council functions such as Environmental Health and Community Safety, and those provided by partner organisations such as the Thames Valley Police, Oxfordshire Fire and Rescue Service and Trading Standards, should be asked to report to the code administrator if they have reason to believe that, having been signed up to the voluntary code of good practice, the management of a guest house is non-compliant with it. The single point of contact should then be asked to demonstrate that they have addressed the concerns raised or risk being suspended from the code.	In part			
8. That the administration of the voluntary code of good practice should be adequately resourced. Consideration should be given to where in the organisation this responsibility should sit but the Human Exploitation Manager should have oversight of this administrative function.	In part			
9. That a suitable logo should be created for the voluntary code of good practice that could be displayed on guest house websites.	N			
10. That a list of guest houses covered by the voluntary code of good practice should be displayed on the City Council's website together with details of what the owners of these guest houses have signed up to. The introduction of the code should also be promoted to targeted	Y			

institutions, such as language schools, as well as more widely, including through a City Council press release.				
11. That Experience Oxfordshire should be informed which guest houses are covered by the voluntary code of good practice and asked to display the logo next to participating guest houses on their website.	Y			
12. That the City Council should encourage the larger tour operators and hotels operating in Oxford to sign up to the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism.	In part			
13. That the City Council should ask organisations such as Experience Oxfordshire and the local Chamber of Commerce to do more to promote the Say Something if you See Something campaign, including through existing relationships.	In part			
14. That the City Council should look for opportunities to join with partners, perhaps through the National Working Group, in pressing government to: a) Grant additional powers to local authorities to require the embedding of good practices in guest houses, b) Do more to involve the hotel accreditation agencies and major travel website companies, as well as guest houses, in efforts to promote good safeguarding practices in the hospitality sector; c) Introduce a public awareness campaign that empowers people to come forward with safeguarding concerns.	N			

MINUTES OF THE SCRUTINY COMMITTEE

Monday 7 March 2016



COUNCILLORS PRESENT: Councillors Simmons (Chair), Hayes (Vice-Chair), Coulter, Darke, Gant, Hollick, Henwood, Lloyd-Shogbesan, Smith, Taylor, Pegg and Cook.

BOARD MEMBERS PRESENT: Councillor Dee Sinclair and Councillor Susan Brown

OFFICERS PRESENT: Jeremy Franklin (Lawyer), Simon Manton (Community Response Team Supervisor), Paul Wilding (Programme Manager Revenue & Benefits), Andrew Brown (Scrutiny Officer) and Catherine Phythian (Committee Services Officer)

97. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Fry (substitute Councillor Cook).

98. DECLARATIONS OF INTEREST

There were no declarations of interest.

99. UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT

The Revenues & Benefits Programme Manager presented the report. The Executive Board Member, Customer and Corporate Services was also present to answer the Committee's questions.

In response to questions the Revenues & Benefits Programme Manager and the Executive Board Member, Customer and Corporate Services confirmed that:

- the Council was actively seeking to safeguard jobs through the use of fixed term contracts, active redeployment and forward planning and did not expect to lose any permanent members of staff
- there was a mechanism in place for the Council to feedback to DWP concerns about problems encountered during the online application process

- the Council was providing support to clients during the online application process. The current cohort of applicants tended to be ICT literate and so the level of support required was currently manageable, however, there was an expectation that demand would increase in the future and put pressure on resources
- the Council was talking to local libraries about the services on offer to support online applications

The Committee expressed particular concern that the timescales of the application process meant that it was inevitable that clients would accrue rent arrears. They were pleased to note that the Council was seeking to address this situation through discussions with Job Centre Plus about a pilot scheme on referrals and that the Council's own Housing service was working with local housing associations on solutions to the problem.

The Committee AGREED to submit the following recommendations to the City Executive Board:

1. That the Board Member write to the County Council encouraging them to promote library access and services to support customers making Universal Credit applications
2. That appropriate workforce planning is conducted to ensure future demand for support can be met by the Council
3. That consideration should be given to the Council doing more work with social landlords to address the problem of rent arrears

100. WORKING WITH THOSE ALREADY NEET (NOT IN EMPLOYMENT, EDUCATION OR TRAINING) - APPLICATION TO EUROPEAN STRUCTURAL & INVESTMENT FUND

The Revenues & Benefits Programme Manager presented the report. The Executive Board Member, Customer and Corporate Services was also present to answer the Committee's questions.

In discussion the Committee noted that:

- the unemployment level for under 25s in the county remained relatively high at 4% compared to the overall unemployment level of 1%
- this would be a county wide service and an important example of how the local authorities could work together with partner organisations
- the County Council had elected not to bid in its own right but to participate as a partner organisation
- there was scope to change partners during the bid process
- the project focus was on getting people into work; there were no formal measures to track the longer term success and sustainability of those positions but the Council would be aiming to identify sustainable outcomes

The Committee NOTED the report and confirmed their support for the bid.

101. WATERWAYS PUBLIC SPACE PROTECTION ORDER: PRE-CONSULTATION

The Chair welcomed the members of the public to the meeting and set out the procedure that the meeting would follow. He explained that the Scrutiny Committee would consider the Waterways PSPO report and if necessary make recommendations to the City Executive Board. . He stressed that the decision to proceed with consultation on the Waterways PSPO was a matter for the City Executive Board.

Councillor Sinclair, Executive Board Member, Crime, Community Safety and Licensing and the Community Response Team Supervisor presented the report. They said that the draft PSPO was intended to promote appropriate behaviours on the City waterways and to improve the overall environment for the boating community, residents and all visitors and users of the river and riverbanks.

The Committee heard addresses from Councillor David Thomas and from the following members of the public:

- Dr Alex J Wood – representing members of the boating community
- Mr Edward Surridge – member of the boating community
- Sharyn Hyde – member of the boating community
- Julian LeVay – representing residents of Abbey Road
- John Ody – member of the boating community

Copies of the public addresses (where available) and additional written submissions to the Committee are published in a supplement to these minutes.

The Committee recognised that there are a number of issues affecting Oxford waterways and its users that should be addressed.

The Committee identified a number of concerns about the proposed consultation, including but not limited to:

- The need for early engagement with key stakeholders, such as multiple landowners in order to seek their views prior to a public consultation
- Whether some issues could be resolved if a more collaborative approach was taken to addressing these with interested parties such as UMBEG (Unlawfully Moored Boat Enforcement Group) and NBTA (National Barge Travellers Association)
- The need to provide more context and explanation as to why a PSPO is being considered and what difference it could make, including a preamble to the consultation
- The need for robust plans and sufficient time in order to engage with people who may be affected by the proposed PSPO and for officers to hand-deliver consultation letters, given that these people may move in and out of accommodation on the waterways and that this accommodation may move in and out of the city

- The need to allow sufficient time after the consultation to reflect on responses received

The Committee also expressed reservations about the robustness of the evidence presented in Appendix 1. These included concerns about the following:

- the age and relevance of some of the instances presented
- a lack of evidence to justify including some specific Oxford waterways, such as the river Cherwell, in the proposed restricted area and the rationale for the choice of boundaries

The Committee also felt that the wording of the draft PSPO should be reviewed, in particular but not limited to:

- That the wording of part c) 'no person shall store items...or erect structures' had significant implications for the homeless population
- That the wording of part d) 'no person shall create smoke...causing annoyance to others' could potentially include boat owners burning wood fuel to heat their boats, which should be treated differently from, for example, diesel fumes being emitted for a long period of time from stationary vessels. The Committee questioned whether smoke nuisance issues could be dealt with using existing environmental powers.
- That the wording of part e) 'No person shall tamper with the waterways habitats' is too unclear given that many habitats require active management and conservation.
- That the wording of part g) 'in charge of more than four dogs' could potentially include 'the lady with several small poodles'.

There was also some discussion about whether the validity of the proposed PSPO could be legally challenged.

In conclusion the Committee reflected as to whether the issues and concerns raised should be picked up during the proposed consultation or addressed before the start of the proposed consultation. The Committee then voted on which of the following two proposals to support:

1. Proceed with the consultation as planned with the existing documentation and PSPO as currently drafted
2. Revise the documentation, PSPO and consultation proposals in collaboration with interested parties before consulting on an improved proposal for an Oxford waterways PSPO

By majority vote the second proposal was agreed.

The Committee AGREED to submit the following recommendation to the City Executive Board:

1. That the Council should revise the documentation, draft Public Spaces Protection Order (PSPO) and consultation proposals in collaboration with

interested parties before consulting on an improved proposal for an Oxford Waterways PSPO.

102. PERFORMANCE REPORT - Q3 2015/16

The Committee NOTED the contents of the report.

103. WORK PROGRAMME AND FORWARD PLAN

The Committee reviewed the work programme and Forward Plan and AGREED to include the Discretionary Housing Payment Policy on the agenda for the April meeting.

The Chair encouraged the Committee to start considering what topics they wished to include on the work programme for the next Council year. The Committee AGREED that the following two topics should be added to the work programme:

1. Devolution Plans for Oxfordshire
2. The Oxfordshire Credit Union

104. MEMBERSHIP OF HOUSING STANDING PANEL

The Chair informed the Committee that Councillor Hollick had resigned from the Scrutiny Housing Panel. He explained that the Committee could decide to carry the vacancy for the rest of the Council year or, on the basis of the operating principles agreed in June 2015, the vacancy could be filled by an opposition member. He said that nominations had been received from Councillor Thomas and Councillor Gotch.

The Committee confirmed that they wished to appoint a new member to the Scrutiny Housing Panel.

Councillor Thomas addressed the Committee on his reasons for wishing to serve on the Housing Scrutiny Panel.

Councillor Smith, Chair of the Scrutiny Housing Panel, proposed Councillor Gotch as the new member of the Panel. This was seconded by Councillor Gant. On being put to the vote Councillor Gotch was appointed to the Scrutiny Housing Panel.

The Chair thanked Councillor Hollick for his contribution and commitment to the work of the Scrutiny Housing Panel.

105. REPORT BACK ON RECOMMENDATIONS

The Scrutiny Officer presented the report and confirmed that the majority of the recent recommendations had been accepted by the City Executive Board. He said that the City Executive Board responses to the Guest House Review Panel recommendations would be presented to the next meeting.

The Committee NOTED the contents of the report.

106. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 2 February 2016 as a true and accurate record, subject to the following correction:

Item 87: Declarations of interest

Cllr Pegg: as a trustee of the Rosehill and Donnington Advice Centre

107. DATES OF FUTURE MEETINGS

The Committee NOTED the dates of the future meetings.

The meeting started at 6.15 pm and ended at 8.10 pm