

Agenda

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Council

Date: **Monday 24 April 2017**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

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Officer**

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Council

Membership

Lord Mayor	Councillor Mohammed Altaf-Khan	
Deputy Lord Mayor	Councillor Rae Humberstone	
Sheriff	Councillor Susan Brown	
Members	Councillor Colin Cook	Councillor Sajjad Malik
	Councillor Mohammed Abbasi	Councillor Chewe Munkonge
	Councillor Farida Anwar	Councillor Michele Paule
	Councillor Jamila Begum Azad	Councillor Jennifer Pegg
	Councillor Ruthi Brandt	Councillor Susanna Pressel
	Councillor Nigel Chapman	Councillor Bob Price
	Councillor Mary Clarkson	Councillor Mike Rowley
	Councillor Steven Curran	Councillor Gill Sanders
	Councillor Jean Fooks	Councillor Christine Simm
	Councillor James Fry	Councillor Craig Simmons
	Councillor Andrew Gant	Councillor Dee Sinclair
	Councillor Stephen Goddard	Councillor Linda Smith
	Councillor Angie Goff	Councillor John Tanner
	Councillor Mick Haines	Councillor Richard Tarver
	Councillor Tom Hayes	Councillor Sian Taylor
	Councillor David Henwood	Councillor David Thomas
	Councillor Alex Hollingsworth	Councillor Marie Tidball
	Councillor Dan Iley-Williamson	Councillor Ed Turner
	Councillor Pat Kennedy	Councillor Louise Upton
	Councillor Tom Landell Mills	Councillor Elizabeth Wade
	Councillor Ben Lloyd-Shogbesan	Councillor Ruth Wilkinson
	Councillor Mark Lygo	Councillor Dick Wolff

The quorum for this meeting is 12 members.

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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 24 April 2017 at 5.00 pm to transact the business set out below.



Proper Officer

AGENDA

	Pages
PART 1 - PUBLIC BUSINESS	
1 APOLOGIES FOR ABSENCE	
2 DECLARATIONS OF INTEREST	
3 MINUTES	17 - 36
Minutes of the ordinary meetings of Council held on 6 February and 20 February 2017.	
Council is asked to approve the minutes as a correct record.	
4 APPOINTMENT TO COMMITTEES	
No proposed changes of membership have been submitted. Any proposed changes will be circulated with the briefing note.	
5 ANNOUNCEMENTS	
Announcements by:	
(1) The Lord Mayor	
(2) The Sheriff	
(3) The Leader of the Council	
(4) The Chief Executive, Chief Finance Officer, Monitoring Officer	

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.11 and 11.12 relating to matters for decision on this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 18 April.

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

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

OFFICER REPORTS

7 ARRANGEMENTS FOR THE APPOINTMENT OF AN INTERIM CHIEF EXECUTIVE

The Acting Head of Law and Governance asks Council to vary the method of appointment of the Chief Executive as agreed by Council in its constitution to allow the timely and efficient appointment of an interim Chief Executive to replace Peter Sloman and allow a suitable hand-over period.

The Constitution sets out the role of the Appointments committee.

The relevant sections (7.7) are:

- (a) Recommending to full Council who to appoint to the position of Chief Executive
- (b) Recommending to full Council who to appoint as Head of Paid Service

.....
(d) Deciding upon the salaries of the Chief Executive and directors.

The duty to appoint an officer to the statutory role of Head of Paid Service rests with Council. The Constitution (9.2) specifies that the Chief Executive is automatically the Head of Paid Service

This appointment is for an interim position only, and it is important to have the position filled in good time to allow an effective hand-over period.

Appointments may be made at short notice as suitable candidates present themselves.

The Appointments Committee will meet on 24 April and 28 April. In the event that the Committee wishes to recommend an appointee to Council on 24 April, this recommendation will be tabled at the meeting.

Recommendation: Council is recommended to resolve:

- 1.1 To delegate responsibility to and authorise the Appointments Committee to make an appointment to the position of Interim Chief Executive to replace Peter Sloman; and
- 1.2 That the Appointments Committee has authority to agree the start date and initial period of appointment and other terms of employment as the committee considers reasonable; or
- 2 Alternatively to (1) in the event that the Appointments Committee has met prior to this meeting and is in a position to make a recommendation, to appoint the person recommended for the position of Interim Chief Executive; and
- 3 In either case (1) or (2), that the person appointed as Interim Chief Executive will, as set out in the Constitution, be designated as Head of Paid Service as required by the Local Government and Housing Act 1989, Section 4(1), from the first day of their formal employment in that role with Oxford City Council.

8 CONSTITUTION REVIEW 2017

37 - 68

The Acting Head of Law and Governance has submitted a report recommending changes to the Council's constitution.

The Leader of the Council will move the recommendations.

Recommendations: Council is recommended to approve, with immediate effect, the amendments to the Constitution outlined in the report and detailed in appendices 1 to 4.

9 ANNUAL PAY POLICY STATEMENT 2017

69 - 78

The Head of Business Improvement has submitted a report setting out the Annual Pay Policy Statement in accordance with legislative requirements.

The Board Member for Customer and Corporate Services will move the recommendations.

Recommendation: Council is recommended to approve the Annual Pay Policy Statement 2017 as attached at Appendix 1.

10 REGULATION OF INVESTIGATORY POWERS ACT 2000

79 - 80

The Acting Head of Law and Governance has submitted this report.

The Leader of the Council will move the recommendations.

Recommendation: Council is asked to note the Council's use of its powers under the Regulation of Investigative Powers Act 2000 (RIPA) for the period 1 April 2016 to 31 March 2017.

QUESTIONS

11 CITY EXECUTIVE BOARD MINUTES

This item has a time limit of 15 minutes.

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

11a	Minutes of meeting Thursday 9 February 2017 of City Executive Board	81 - 92
11b	Minutes of meeting Thursday 9 March 2017 of City Executive Board	93 - 98
11c	Minutes of meeting Thursday 6 April 2017 of City Executive Board	99 - 104

12 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

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

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

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Thursday 13 April.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.11 and 11.12 and not related to matters for decision on this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 18 April.

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

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

14	PETITION - HELP RE-OPEN LUCY FAITHFULL HOUSE HOMELESS ACCOMMODATION	105 - 108
	<p>This item has a 15 minute time limit in total. The head petitioner has been invited to speak to Council for a maximum of 5 minutes at the start of this item.</p> <p>Council is asked to consider a petition meeting the criteria for debate under the Council's petitions scheme in line with the procedure for large petitions.</p> <p>The petition proposes: <i>Can you support Iffley Open House in calling on Oxford City Council to do the right thing and to re-open Lucy Faithful House as a night shelter?</i> The full text of the petition is contained in the accompanying report of the Acting Head of Law and Governance.</p> <p>Council is recommended to:</p> <ul style="list-style-type: none"> • hear the head petitioner for the petition; • debate the proposal to the Council contained within the petition; • debate motions submitted by the deadline; and • decide the action it wishes to take. 	
	14a Labour motion on petition	109 - 110
15	OUTSIDE ORGANISATIONS/ COMMITTEE CHAIR REPORT: OXFORDSHIRE STRATEGIC PARTNERSHIP	111 - 118
	<ol style="list-style-type: none"> 1. On behalf of Councillor Price, the OSP Manager and Principal Economic Development Officer has submitted a report to provide members with an update on the Oxford Strategic Partnership Council is invited to ask questions, comment on and note the submitted report. 2. Each ordinary meeting of Council shall normally receive a written report concerning the work of one of the partnerships on which the Council is represented. 3. Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, will give notice to the Head of Law and Governance by 1.00 pm on Thursday 20 April that they wish present a written or oral report on the event or the significant decision and how it may influence future events. 	
16	SCRUTINY COMMITTEE UPDATE REPORT	119 - 144
	<p>The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and other non-executive Councillors and the implementation of recommendations since the last meeting of Council.</p> <p>The Chair of the Scrutiny Committee will present the report.</p>	

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

17 MOTIONS ON NOTICE

This item has a time limit of 60 minutes.

The full text of motions received by the Head of Law and Governance in accordance with Council Procedure Rule 11.17 by the deadline of 1.00pm on 10 April is below. Motions will be taken in turn from the Liberal Democrat, Green, and Labour groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 21 April. The briefing note will list amendments submitted before its publication.

Council is asked to consider the following motions, the full text of which is below:

- a. Power to impose a tourist tax in Oxford proposed by Councillor Wilkinson, seconded by Councillor Goff
- b. Making vacant buildings within Oxford available for the use as temporary homeless shelters proposed by Councillor Thomas, seconded by Councillor Simmons
- c. Supporting Local Social Enterprise proposed by Councillor Smith, seconded by Councillor Hayes
- d. Joint working to address needs of the boating community proposed by Councillor Wade, seconded by Councillor Landell Mills
- e. Motion proposed by Councillor Simmons, seconded by Councillor Wolff
- f. Addressing concerns about short-term lets via websites proposed by Councillor Wolff, seconded by Councillor Brandt

17a Power to impose a tourist tax in Oxford

Power to impose a tourist tax in Oxford

Proposed by Councillor Wilkinson, seconded by Councillor Goff

Liberal Democrat member motion

Council notes that a number of local authorities are currently lobbying for the power to impose tourist bed taxes or “hotel levies”. These include Camden, Westminster, Bath, Birmingham, Brighton, Edinburgh and Cornwall.

Council also notes the recent support by the Mayor of London for the introduction of such a levy following the publication for the London Finance Commission by the GLA of Working Paper 83 entitled Options for a tourism levy for London. This report gives details of tourist taxes levied across the world in cities that have a high proportion of tourists.

Council recognizes that the British Hospitality Association is strongly opposed to any imposition of a bed tax, and that the VAT rates in the UK on hotel accommodation are much higher than in other EU

countries.

Oxford is the seventh most visited city in the UK by international visitors and is the tourism gateway to the rest of Oxfordshire. The opening of the new Westgate retail offer is expected to generate increased visits to Oxford. Council welcomes tourism in Oxford as this brings many benefits to the City, however this does bring with it an extra demand for infrastructure and environmental improvements, and cost to the Council of increased workload in some departments, for example Streetscene and Parks.

Council notes that there are uncertainties ahead post-Brexit with respect to Oxford's economy, and that it may be wise to join other authorities in lobbying for the power to introduce and retain a tourism levy.

Council therefore asks the Chief Executive and the Leader of the Council to work with other local authorities representing cities with high rates of tourism to lobby jointly for the devolution of the above power. It further requests that Council writes to Oxford's two MPs to inform them of this Council's motion and ask for their support.

Useful references:

<https://www.london.gov.uk/sites/default/files/tourism-levy-for-london-wp83.pdf>

<http://uk.businessinsider.com/sadiq-khan-calling-for-visitors-to-be-hit-by-new-tourism-tax-2017-1>

<http://www.independent.co.uk/travel/news-and-advice/could-bath-be-the-first-uk-city-to-bring-in-a-tourist-tax-a7516856.html>

17b Making vacant buildings within Oxford available for the use as temporary homeless shelters

Making vacant buildings within Oxford available for the use as temporary homeless shelters

Proposed by Councillor Thomas, seconded by Councillor Simmons

Green member motion

Recognising:

- the growing number of individuals sleeping on our streets;
- the dangers of sleeping rough;
- the significant number of long and short-term vacant buildings within the city [1];
- the potential to move on with their lives and off the street (into permanent accommodation and employment) that a period of stable and safe accommodation could offer many of those current sleeping rough;

The Council requests the City Executive Board to commission and give consideration to an urgent report that would enable the City Council to:

- Make policy that allows for all vacant City Council owned buildings – including commercial premises - to be made freely available for use as temporary homeless shelters, to be run

by community charity and voluntary organisations that are able and willing to do so [2];

- Encourage other parties with similarly vacant buildings – particularly Oxford University and Oxford Colleges – to make those buildings available to be utilised as part of this initiative;
- Publicises the availability of relevant vacant buildings to the voluntary and community sector, and calls for expressions of interest from the community to operate these spaces;
- Assist in the co-ordination of the provision of key “wrap-around” services to residents making use of the temporary accommodation;
- Make preparations for this at the earliest possible time, and offers clear guidance frameworks and assistance to all interested parties;
- Sets terms of reference for use of spaces, conditions of use, and clearly sets out the arrangements for reclaiming possession of the relevant premises when circumstances require it [3]

[1] As witnessed by the on-going, serial occupation of empty premises being organised by the 'Open House' project

[2] Recent experience of Iffley Open House that the willingness and capacity for such an undertaking exists within Oxford's voluntary community

[3] For example, Iffley Open House was vacated without issue on a date agreed between the free-holder and the homeless community.

17c Supporting Local Social Enterprise

Supporting Local Social Enterprise

Proposed by Councillor Smith, seconded by Councillor Hayes

Labour member motion

Social enterprise is a business that trades for a social and/or environmental purpose. It will have a clear sense of its 'social mission': which means it will know what difference it is trying to make, who it aims to help, and how it plans to do it. It will bring in most or all of its income through selling goods or services. And it will also have clear rules about what it does with its profits, reinvesting these to further the 'social mission'.

Since 2014 Oxfordshire has been designated a 'social enterprise place' by Social Enterprise UK, this designation recognises the variety of local social enterprises on our doorstep and makes it easier to stay informed about what local social enterprises have to offer.

As a council we already recognise that our procurement power is a mechanism for delivering and realising tangible benefits for local communities. Over 50% of the Council's spend is local to Oxfordshire with approximately 27% of this being paid to Small and Medium Enterprises. Social Value is also a key consideration when high value contracts are let.

This Council asks the City Executive Board:

to establish an officer group to identify any further actions to embed the social value act and its principles across the council and encourage the use of local social enterprise suppliers; and to recommend to the Board Member any changes to the Procurement Strategy or rules to achieve this.

17d Joint working to address needs of the boating community

Joint working to address needs of the boating community

Proposed by Councillor Wade, seconded by Councillor Landell Mills

Liberal Democrat member motion

This Council welcomes the work done by the Board Member and City Council officers in consulting with the boating communities, riparian owners, the Canal and River Trust and others on the draft Waterways Public Spaces Protection Order.

This Council notes that on 6 April the City Executive Board accepted a Scrutiny recommendation that the draft Waterways Public Spaces Protection Order should not be progressed. However officers are still being asked to identify localized solutions to specific concerns raised at four locations which might require 'bespoke solutions, many of which are already available through existing legislation' i.e. statutory provision and local bye-laws.

This Council asks the Board Member to request officers to continue working with the Canal and River Trust to explore the following possibilities, proposed by members of the boating community, which should assist with the problems identified:

- a) a sanitary facility on the Thames in Oxford - currently there is no disposal point for sewage between Abingdon and Eynsham (there is one on the canal at St Edward's but this is difficult to reach from the Thames). The disposal point could also include a waste disposal facility to save rubbish piling up.**
- b) a caretaker boater with a boat moored at a city site, to manage over-staying, inappropriate behaviour etc. The City Council would provide a free mooring in Oxford (worth perhaps £300 – 500 p.m.) with the boater performing caretaking duties in exchange, initially perhaps 12 hours p.w. This proposal would involve no cost to the Council beyond the use of a mooring.**

17e Motion on notice proposed by Councillor Simmons

The text of this motion concerns proposals for local government restructure and will be tabled at the meeting.

17f Addressing concerns about short-term lets via websites

Addressing concerns about short-term lets via websites

Proposed by Councillor Wolff, seconded by Councillor Brandt Green member motion

Council is aware that through AirBnB, and similar websites, over three hundred properties in Oxford are available for short-term let over the internet in an unregulated, supposedly self-policing system.

Some of these lets are rooms within owner-occupied properties. Others are otherwise unoccupied, unsupervised properties.

Whilst recognising that in the majority of cases there is mutual benefit for hosts and guests, and for the city as a whole:

- a) Council is aware of the potential abuse of this system by organised criminal elements running 'pop-up brothels', 'pop-up drug shops', human sex trafficking and child sexual exploitation.
- b) Council is also concerned about the as-yet unmeasured impact on housing supply for long-term Oxford residents, on registered guest houses and on the regulated hotel sector.

Other local authorities in the UK and elsewhere are currently exploring ways of better monitoring and regulating online short-term letting agencies

Council therefore:

1. **Asks its Hotel Watch partnership with the police and other agencies, through its representatives on that body:**
 - a. **to monitor, record and collate concerns about these letting services picked up by police, ASBIT and HMO Licensing team**
 - b. **to monitor issues arising in other cities around the world and the city authorities' various regulatory responses to them (e.g. in Berlin, London, San Francisco, New York, Barcelona, Madrid, Reykjavik and Cambridge)**
2. **Agrees to review the situation this autumn, after the summer season, to see whether – if any – further action is needed.**

18 MATTERS EXEMPT FROM PUBLICATION AND EXCLUSION OF THE PUBLIC

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

disclosing the information.

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

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

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

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

DECLARING INTERESTS

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members’ Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members’ Code of Conduct says that a member “must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself” and that “you must not place yourself in situations where your honesty and integrity may be questioned”. What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

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

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Minutes of a meeting of the COUNCIL on Monday 6 February 2017



Members:

Councillor Altaf-Khan (Lord Mayor)	Councillor Humberstone (Deputy Lord Mayor)
Councillor Brown (Sheriff)	Councillor Cook
Councillor Abbasi	Councillor Anwar
Councillor Azad	Councillor Brandt
Councillor Chapman	Councillor Clarkson
Councillor Coulter	Councillor Curran
Councillor Fooks	Councillor Fry
Councillor Gant	Councillor Goddard
Councillor Goff	Councillor Haines
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Iley-Williamson
Councillor Kennedy	Councillor Landell Mills
Councillor Lloyd-Shogbesan	Councillor Lygo
Councillor Malik	Councillor Munkonge
Councillor Paule	Councillor Pegg
Councillor Pressel	Councillor Price
Councillor Rowley	Councillor Sanders
Councillor Simm	Councillor Simmons
Councillor Sinclair	Councillor Smith
Councillor Tanner	Councillor Thomas
Councillor Tidball	Councillor Turner
Councillor Upton	Councillor Wade
Councillor Wilkinson	Councillor Wolff

Apologies:

Councillors Tarver and Taylor sent apologies.

62. Declarations of interest

There were no declarations.

63. Minutes

With a change to Minute 58 to note that the Board Member's response to Sarah Lasenby's address was on behalf of all councillors from all political groups, Council agreed to **approve** the minutes of the ordinary meeting held on 5 December 2016 as a true and correct record and that the Lord Mayor should sign these as such.

64. Appointment to Committees

There were no changes to appointments.

65. Announcements

The Lord Mayor announced

- the Christmas carol concert raised nearly £3000
- he had welcomed Princess Anne at the annual Farming conference and had welcomed the Indonesian ambassador on his visit to the city
- activities to mark World Cancer Day 4 February
- the holding of the Holocaust Memorial Day ceremony
- there would be an event to mark 1 Day without us on 20 February
- the annual Oxclean would take place on 3 to 5 March

The Leader announced:

- he had asked the organisers of the excellent one-day exhibition on Holocaust Memorial Day if this could be displayed for a longer period;
- congratulations to the council's tenancy involvement team and the active leisure team in community services on their recent awards.

66. Public addresses and questions that relate to matters for decision at this meeting

There were no addresses or questions.

67. Devolution Update – Combined Authority and directly Elected Mayor proposal

Council considered a report submitted to the City Executive Board on 15 December 2016 which recommended Council to support in principle the submission of a devolution bid with a governance model based on the current two-tier structure for local government with a combined authority and elected mayor.

Council resolved to approve the inclusion of the City Council in the submission of a devolution bid to government for a combined authority and a directly elected mayor.

68. Sustainable Energy Action Plan (SEAP) for Oxford

Council considered a report submitted to the City Executive Board on 15 December seeking approval for the publication and submission of Oxford's sustainable energy action plan ('Low Carbon Oxford: A Route Map to 2020') to the EU Covenant of Mayors scheme.

Council noted that the submission of the Sustainable Energy Action Plan to the Covenant of Mayors fulfils the Council's decision of 20 July 2015 to sign up to the Compact of Mayors as these two initiatives are merging into a single global initiative.

69. City Executive Board Minutes

a) Minutes of meeting Thursday 15 December 2016 of City Executive Board

Council had before it the minutes of the City Executive Board meeting of 15 December 2016.

On Minute 99, councillors asked whether the Leader was proposing contributing to smart signs on the outskirts of the city to inform drivers of capacity at all park and ride sites; and whether the air quality management plan would be informed by the recent guidelines on air quality and human health. Councillors Price and Tanner said that the council would make use of the information on the impact of air quality on human health and the council would work with the County Council to provide car park management signs.

On Minute 101, Councillor Fooks asked whether the budget consultation had been adequate and meaningful given the 45 responses. Councillor Turner said that he had elected not to widely advertise the on-line consultation and good responses were received.

On Minute 104, councillors asked about the impact of the proposed transfer station on the park and ride; journey times; and whether there could be recycling and reuse of materials directly from the site such as glass crushed for aggregate. Councillors Price and Tanner said that the proposal still had to receive planning permission and those constraints may require a change in location. The use was also constrained by the site's proximity to a residential area. Redbridge was a large under-used site and other new and enlarged park and ride sites should be available in the next few years.

b) Minutes of meeting Thursday 19 January 2017 of City Executive Board

Council had before it the minutes of the City Executive Board meeting of 19 January 2017 but asked no questions.

70. Questions on Notice from Members of Council

Member of Council submitted written questions to members of the City Executive Board. The questions, written answers, and summaries of supplementary questions and answers are in the supplement to these minutes.

71. Public addresses and questions that do not relate to matters for decision at this Council meeting

Council heard addresses and questions to members of the City Executive Board from members of the public submitted in accordance with the Council's procedure rules.

Addresses were heard from:

1. Adam Berry
2. Sobiah Hussain
3. Rick Mower, Director of RAW Workshop
4. Liz Sawyer
5. Sarah Lasenby
6. Artwell
7. Jane Alexander

Board members responded to these addresses.

The Lord Mayor thanked those speaking.

The supplement to the minutes contains the full text and addresses delivered broadly as submitted; summaries where these were not delivered as submitted; and summarised verbal responses from the Board Members.

72. Petition submitted in accordance with Council procedure rules - Stop the violent crackdown on innocent civilians in the Kashmir Valley

Council considered a petition meeting the criteria for debate under the Council's petitions scheme in line with the procedure for large petitions.

Council heard the head petitioner's address (attached to the supplement to the minutes) and considered the motions submitted in response to the petition.

Councillor Goddard withdrew his submitted motion asking the Council to take the action requested in the petition. Councillor Chapman proposed the motion submitted by Councillor Rowley and amended this as set out below. On being seconded by Councillor Goddard, debated and put to the vote this was declared carried.

Council resolved to adopt the following motion:

(1) Council thanks those concerned members of the public who have addressed and petitioned us on the subject of Kashmir. We share their grave concern for the safety and welfare of the people of Kashmir; we condemn the violence and lament the loss of life. We also share the petitioners' hope for a just peace.

(2) Council believes that a permanent resolution to the Kashmir dispute would bring considerable benefits to the people of Kashmir, enhance the overall peace and security of the region, and bring comfort to many Oxford's British Kashmiris with their family connections there.

(3) To those ends, Council calls on both elected Members of Parliament of Oxford and on MEPs living in Oxford to urge the Government to engage with international partners to:

(a) Press all sides in the dispute to condemn all political violence and any abuse of human rights, in particular the use of sexual violence as a weapon of war, and observe all international standards of human rights;

(b) Insist that all sides permit unimpeded access for international human rights monitors throughout Kashmir;

(c) Involve the people of Kashmir themselves in any dialogue as well as the state parties to the dispute;

(d) Protect civilians, promote peace, and work toward a negotiated and democratic solution that will allow the people of Kashmir to exercise their right to decide their own future free from coercion and intimidation.

73. Outside organisations/Committee Chair reports: Oxfordshire Partnerships Update Report

Council had before it a report from the Economic Development Manager (submitted on behalf of Councillor Price) giving an update on the work of the Oxfordshire Local Enterprise Partnership.

Council noted the report.

74. Scrutiny Committee update report

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

Councillor Gant moved the report; thanked Councillor Tidball and the devolution review group for their work; reported that the Finance review group had concluded their work on the budget; and reported that Councillor Coulter would be chairing the new Health Inequality Panel.

He asked for suggestions for review topics.

Council noted the report without comment.

75. Motions on notice

Council had before it six motions on notice and amendments submitted in accordance with Council procedure rule 11.17, and reached decisions as set out below.

Council adopted motions:

- a. Support the Paris Climate Change Agreement
- b. Waiver of fees for interments of stillborn babies, babies and children
- c. Secondary School Funding and Pupil Places in Oxford
- d. City Council's response to One Oxfordshire

Two motions were not taken as the time for debate had elapsed:

- e. Avoiding a 'Hard Brexit'
- f. Supporting Local Social Enterprise

a) Support the Paris Climate Change Agreement

Councillor Tanner proposed his submitted motion, seconded by Councillor Landell Mills.

Councillor Simmons proposed his amendment, seconded by Councillor Brandt.

After debate and on being put to the vote, the amendment was declared lost.

After debate and on being put to the vote, the motion was declared carried.

Council resolved to adopt the motion as set out below:

This Council is deeply concerned by the reported views of the president of the United States about climate change. We welcome the conclusion of the United Nations climate change conference in Marrakesh that the Paris Agreement should be implemented in full.

For the sake of Oxford's children and grandchildren we again commit this city to playing its full part in tackling climate change. We will continue to work to reduce CO₂ and other climate warming gases in Oxford. We will continue to embrace a low carbon future for the benefit of the people of Oxford and the wider world.

We congratulate the residents of Oxford on making big reductions in their carbon footprints at home, travelling and at work. We continue to support the aim of reducing Oxford's carbon footprint by 40% by 2020, compared to levels in 2005. In line with the Paris Agreement target, we pledge to work in partnership with others to achieve net zero greenhouse gas emissions across Oxford within the second half of the century. As part of this commitment we also pledge that the Council will, by 2050, use only 100% renewable energy. We ask the City Executive Board to set appropriate interim targets to ensure that these pledges are achieved.

Oxford City Council will carry-on reducing its own carbon footprint by at least 5% a year every year. We will continue to work with Low Carbon Oxford, the Low Carbon Hub, the

Covenant of Mayors, Climate Alliance and others to reduce carbon emissions across the whole of Oxford city.

We call on our MPs and MEPs to do all they can to support the Paris Climate Change Agreement. We call on the other councils of Oxfordshire, our twin cities and everyone in Oxford to redouble their efforts to prevent the over-heating of our planet.

b) Waiver of fees for interments of stillborns, babies and children

Councillor Wilkinson proposed her submitted motion, seconded by Councillor Wade.

After debate and being put to the vote, the motion was declared carried.

Council resolved to adopt the motion as set out below:

Council is sympathetic to the suffering of families in Oxford who experience the loss of stillborn babies, babies and children and wishes to support grieving parents as much as it can.

Council notes that the number of interments of stillborn babies, babies and children in Oxford during the financial year 2015/2016 was as follows:

Botley Cemetery – 7
Headington Cemetery – 2
Wolvercote Cemetery – 6
Total – 15

Council further notes that the average number of such interments between 1998 and 2016 has been 18 per year, with a peak of 23 in financial year 2007/2008.

Income for fees and charges for 2015/16 interments of stillborn babies, babies and children in Oxford totalled £5,100.

Council notes the debate on baby loss in the House of Commons on 13 October 2016 and the excellent support given by Sands Stillborn and Neonatal death charity, and understands that some local authorities do not make a charge in these circumstances.

Council therefore requests the Chief Executive to investigate whether a mechanism for waiving fees charged by the Council for the burial of children or stillborn babies of Oxford residents might be introduced.

c) City Council's response to One Oxfordshire

With Council's agreement this motion was moved to be taken third in the debate.

Councillor Simmons proposed his submitted motion, seconded by Councillor Wolff.

Councillor Gant, having submitted an amendment, withdrew this on the advice of the Monitoring Officer that it would negate the spirit of the original motion.

After debate and on being put to the vote, the motion was declared carried.

Council resolved to adopt the motion as set out below:

This Council notes the One Oxfordshire proposals recently published by Oxfordshire County Council which make the case for a single, countywide unitary authority. This will involve the abolition of Oxford City Council.

This Council has just completed its own cross-party scrutiny review (Devolution Working Group) which looked at both local government reorganisation and devolution.

All these scrutiny recommendations have since been accepted by the City Executive Board.

This Council believes that the recommendations from the scrutiny review group remain relevant and should form the basis of a robust response from the City Council opposing the One Oxfordshire proposals.

d) Secondary School Funding and Pupil Places in Oxford

Councillor Tidball proposed her submitted motion, seconded by Councillor Price.

After debate and on being put to the vote, the motion was declared carried.

Council resolved to adopt the motion as set out below:

Continuing its decimation of funding for our children's education, the Tory Government's Fairer Funding proposals will hit disadvantaged children hardest and will leave 98% of schools facing a real terms cut in per-pupil funding.. That's an average cut to secondary schools of -£405,611 and an average loss per secondary school pupil of -£477. In Oxford, schools such as the Oxford Academy will face a damaging -£414,208 cut in its funding by 2019 and a -£616 cut per pupil.

This reform will place more pressure on the shortage of secondary school places in Oxford. The way in which school location and catchment areas have worked has meant that several areas of the city have been unable to count any one school as the school for their local community. Parental choice has simply not been operating effectively. As a result, children have been scattered across many different schools when they go into year 7, leading to the break up of friendships and local peer groups and long bus and cycle journeys across the city. It also causes huge amounts of stress for children with Special Educational Needs. By 2019, there will not be enough places in Oxford secondaries for all the children who are moving up in that year. The proposals for a new free school on the Meadowbrook site are controversial and have been delayed. An interim solution involving temporary buildings on the Cherwell School site, allowing time for a satisfactory long term alternative (possibly on Osney Mead) is being developed. It is vital that measures are put in place within the next few months to meet the 2019/20 'bulge'; and that time is given to find the best long term solution to meet the expected pattern of population growth across the city.

Council calls on our local MPs to support the City Council in opposing these funding reductions and calls on the City Executive Board to work with the University, the River Academy Trust and the City Council's planning team, and to consult with Oxfordshire County Council, to find a satisfactory long term solution to the capacity problems of Oxford's secondary schools.

e) Avoiding a ‘Hard Brexit’

With Council’s agreement this third motion was deferred till later in the debate to allow debate on the motion ‘City Council’s response to One Oxfordshire’. This was then not taken as the time for debating motions had then elapsed.

f) Supporting Local Social Enterprise

This was not taken as the time for debating motions had elapsed.

The meeting started at 5.00 pm and ended at 8.40 pm

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Minutes of a meeting of the COUNCIL on Monday 20 February 2017

Members:

Councillor Altaf-Khan (Lord Mayor)	Councillor Brown (Sheriff)
Councillor Cook	Councillor Abbasi
Councillor Anwar	Councillor Azad
Councillor Brandt	Councillor Chapman
Councillor Clarkson	Councillor Coulter
Councillor Curran	Councillor Fooks
Councillor Fry	Councillor Gant
Councillor Goddard	Councillor Goff
Councillor Haines	Councillor Hayes
Councillor Henwood	Councillor Hollingsworth
Councillor Iley-Williamson	Councillor Kennedy
Councillor Landell Mills	Councillor Lloyd-Shogbesan
Councillor Lygo	Councillor Malik
Councillor Munkonge	Councillor Paule
Councillor Pegg	Councillor Pressel
Councillor Price	Councillor Rowley
Councillor Sanders	Councillor Simm
Councillor Simmons	Councillor Sinclair
Councillor Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Thomas	Councillor Tidball
Councillor Turner	Councillor Upton
Councillor Wade	Councillor Wilkinson
Councillor Wolff	

Apologies:

Councillor Humberstone sent apologies.

77. Apologies for absence

Councillor Clarkson submitted apologies for lateness.

78. Declarations of interest

On Minute 84, Councillors Abbasi and Malik declared that the taxi licensing fees and charges related to their disclosable pecuniary interests (employment and holding of licences). They left the room for the duration of that debate and decision then re-joined the meeting and took part in the debate at Minute 85.

79. Announcements relating to items on this agenda

There were no announcements from the Lord Mayor, the Sheriff, Leader or senior officers.

With the permission of the Lord Mayor, Councillor Tanner apologised to Council and to the public unreservedly for ill-considered remarks he had made about homeless people and beggars in the city in a radio interview, and apologised for the resulting offence he gave.

The Lord Mayor acknowledged this.

80. Agreement of procedure for debate on the medium term financial strategy and budget

Council agreed for Minute 85 the stages of debate and the times permitted for each of these in the procedure as detailed in the constitution and set out in the agenda.

81. Public addresses and questions that relate to matters for decision at this meeting

Council heard an address from Neo (Homeless Man) about the need to reopen Lucy Faithfull House to provide spaces for homeless people.

The text of his submitted speech is appended to these minutes.

Councillor Rowley, Board Member for Housing, responded.

In summary, he thanked the speaker and thanked the Iffley Open House residents for meeting with him. He explained the difficulties in providing support for homeless people with no local connection in the current legal and funding climate. The council provided funding to support those it could and sought to secure support from the appropriate local authorities for those with no qualifying connection to Oxford. All places in Lucy Faithfull House had been replaced with supported housing. While he appreciated the need for such housing, for these and other reasons, he could not support the Green group's amendment to use a one-time saving to incur a continuing cost.

82. Report of the Council's Chief Finance Officer on the robustness of the 2017/18 budget

Council considered a report from the Head of Financial Services on the soundness of the financial proposals before Council. The Head of Financial Services drew attention to the key points and to the levels of the Council's reserves and balances.

Council resolved to note the report and its implications.

83. Scrutiny Response: Budget 2017/2018

Council considered the report and recommendations of the Finance Panel of the Scrutiny Committee to the City Executive Board meeting on 9 February and the Board's response.

Council resolved to note the report and the response.

84. Licensing and Gambling Acts and General Purposes Licensing Committees recommendations on fees and charges

Councillors Abbasi and Malik, having declared this related to their disclosable pecuniary interests, withdrew from the council chamber for the duration of this item.

Council considered the recommendations of the Licensing and Gambling Acts and General Purposes Licensing Committees on fees and charges included in the budget before Council as part of appendix 7.

Council resolved to:

1. agree the recommendations of the Licensing and Gambling Acts Committee (Appendix 7, relevant Community Services Fees and Charges); and
2. agree the recommendations of the General Purposes Licensing Committee in respect of fees for other licensable activities (Appendix 7, relevant Community Services Fees and Charges); and
3. agree the recommendations of the General Purposes Licensing Committee in respect of fees for miscellaneous activities (Appendix 7, relevant Planning and Regulatory Fees and Charges).

85. Budget 2017/2018: Medium Term Financial Strategy 2017-18 to 2020-21 and 2017-18 Budget

Councillor Goddard arrived shortly after the start of this item and Councillor Clarkson arrived during the second amendment debate.

Council had before it and considered:

- The budget submitted to the City Executive Board for consideration on 9 February 2017;

- The recommendations from the City Executive Board from that meeting;
- The Liberal Democrat group's submitted amendments published with the briefing note;
- The Green group's submitted amendments published with the briefing note;
- The Deputy Leader's submitted amendment on behalf of the Executive Board published with the briefing note;
- Two amendments from the Liberal Democrat group submitted at the meeting;
- Two amendments from the Green group submitted at the meeting.

Councillor Turner, seconded by Councillor Price, moved the City Executive Board recommendations and an amendment to these. This was agreed and included at (9) in the decision below.

a) Alternative budget proposals

Councillor Fooks, seconded by Councillor Gant, moved and seconded the Liberal Democrat group amendments circulated before the meeting.

After debate these were put to the vote.

With more councillors voting against than for, the Liberal Democrat amendments were not carried.

Councillor Simmons, seconded by Councillor Thomas, moved and seconded the Green group amendments circulated before the meeting.

After debate these were put to the vote.

With more councillors voting against than for, the Green group amendments were not carried.

b) Further amendments to the City Executive Board budget as proposed and amended

1. Councillor Thomas, seconded by Councillor Simmons, moved and seconded an amendment: *each year from 2017/18 to 2020/21 to use £50,000 of the vacancy factor identified in LibDem substantive budget amendment to provide additional transitional support to Children's Centres within the city.*

Councillor Turner proposed a further amendment: *each year from 2017/18 to 2020/21 to use £30,000 and provide support through the small grants budget to allow flexibility.* This was accepted by the proposer.

The S151 officer confirmed this was feasible but there were risks in using the vacancy factor this way. After debate this was put to the vote.

With more councillors voting for than against, the amendment was carried:

to use £30,000 of the vacancy factor identified in LibDem substantive budget amendment to provide additional transitional support to Children's Centres within the city, provided through the small grants budget.

2. Councillor Simmons, seconded by Councillor Gant, moved and seconded an amendment: *reduce the size of the communications team from 6 to 4, draw down*

the disabled transport reserve and invest in a new fraud officer to generate sufficient on-going revenue to fund a range of small initiatives in opposition budget amendments.

The S151 officer confirmed this was feasible. After debate this was put to the vote.

With more councillors voting against than for, the amendment was not carried.

3. Councillor Gant, seconded by Councillor Fooks, moved and seconded an amendment: *from 2017/18 onwards to use £20,000 of the vacancy factor identified to fund additional ESOL teaching.*

The Leader stated that while he would not support this he would be open to providing additional funds if there was a proven need. The S151 officer confirmed this was feasible but there were risks in using the vacancy factor this way. After debate this was put to the vote.

With more councillors voting against than for, the amendment was not carried.

4. Councillor Landell Mills, seconded by Councillor Goff, moved and seconded an amendment: *in 2017/18 only to make the £40,000 disabled transport contingency available for community initiatives.*

The S151 officer confirmed this was feasible. Councillor Hollingsworth stated that he planned to ensure the reserve was used for its intended purpose or released for other uses within the next financial year. After debate the amendment was put to the vote.

With more councillors voting against than for, the amendment was not carried.

c) Decision on the City Executive Board budget as amended

After debate, the recommendations of the City Executive Board and two agreed amendments including the details of the medium term financial strategy, budget, capital programme, HRA, fees and charges and other matters as set out in the papers for the City Executive Board meeting and with the amendment agreed above, were put to the vote.

Council agreed to accept an amendment from the Green group to vary the procedure for voting to take three separate named votes: on the General Fund capital programme, the HRA capital programme, and the remainder of the recommendations.

In accordance with procedure rules and as required by law named votes were taken.

Council resolved by assent to:

- a. note that the City Executive Board agreed to recommend to Council the budget published as part of the agenda for their meeting on 9 February with amendments as set out below;
- b. note the implications (contained in this budget) of the City Executive Board's decision on [15 December 2016](#) to make an investment to expand the [commercial waste fleet collection capacity](#) by adding an additional refuse collection vehicle (RCV) to the vehicle replacement programme and place an order for this vehicle

now and creating two permanent posts, one driver and one loader, to crew the additional RCV;

In accordance with legislative requirements, named votes were taken:

Recommendation 1 (c): General Fund capital programme

For the recommendations in the report – Councillors Abbasi, Anwar, Azad, Brown, Chapman, Clarkson, Cook, Coulter, Curran, Fry, Haines, Hayes, Henwood, Hollingsworth, Iley-Williamson, Kennedy, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pegg, Pressel, Price, Rowley, Sanders, Simm, , Sinclair, Smith, Tanner, Tarver, Taylor, Tidball, Turner, Upton. (37)

Against the recommendations in the report – Fooks, Gant, Goddard, Goff, Landell Mills, Wade, Wilkinson. (7)

Abstentions – Altaf-Khan, Brandt, Simmons, Thomas, Wolff. (5)

Recommendation 1 (c): Housing Revenue Account capital programme

For the recommendations in the report – Councillors Abbasi, Altaf-Khan, Anwar, Azad, Brandt, Brown, Chapman, Clarkson, Cook, Coulter, Curran, Fooks, Fry, Gant, Goddard, Goff, Haines, Hayes, Henwood, Hollingsworth, , Iley-Williamson, Kennedy, Landell Mills, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pegg, Pressel, Price, Rowley, Sanders, Simm, Simmons, Sinclair, Smith, Tanner, Tarver, Taylor, Thomas, Tidball, Turner, Upton, Wade, Wilkinson, Wolff. (47)

Against the recommendations in the report – None.

Abstentions – None.

Recommendations from the City Executive Board 1(a), 1(b), 2-7, and the agreed amendments to the budget at 8 and 9:

For the recommendations in the report – Councillors Abbasi, Altaf-Khan, Anwar, Azad, Brandt, Brown, Chapman, Clarkson, Cook, Coulter, Curran, Fry, Haines, Hayes, Henwood, Hollingsworth, Iley-Williamson, Kennedy, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pegg, Pressel, Price, Rowley, Sanders, Simm, Simmons, Sinclair, Smith, Tanner, Tarver, Taylor, Thomas, Tidball, Turner, Upton, Wolff. (40)

Against the recommendations in the report – Councillors Fooks, Gant, Goddard, Goff, Landell Mills, Wade, Wilkinson. (7)

Abstentions – None.

Council resolved after the named votes as above to:

1. **approve** the 2017-18 General Fund and Housing Revenue Account budgets and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-10, noting:
 - a) the Council's General Fund Budget Requirement of £21.055 million for 2017/18 and an increase in the Band D Council Tax of 1.99% or £5.67 per annum representing a Band D Council Tax of £290.19 per annum;

- b) the Housing Revenue Account budget for 2017/18 of £44.285 million and a reduction of 1% (£1.06/wk) in social dwelling rents from April 2017 giving a revised weekly average social rent of £105.65 as set out in Appendix 4;
 - c1) the General Fund Capital Programme as shown in Appendix 6;
 - c2) the Housing Revenue Account Capital Programme as shown in Appendix 6;
2. **agree not to implement** the voluntary 'Pay to Stay' policy for Council house tenants (para 28 of the report refers);
 3. **agree** the fees and charges shown in Appendix 7 with the amendment to waive the fees for:
 - Interment of a child – who at the time of death was less than 1 month (Resident); and
 - Interment of a child - who at time of death was prior to 12th birthday (Resident).
 4. **delegate authority** to the Section 151 Officer in consultation with the Board Member for Finance, Asset Management and Public Health the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 16-17 of the report;
 5. **agree** an additional loan of up to £75,000 for working capital to Oxwed (Oxford West End Development Company) as highlighted in paragraph 41 of the report;
 6. **agree** provision of a loan facility to Oxford City Housing Ltd of up to £61 million (paras 39-40 of the report) an extra £48.75 million over the next four years, subject to the provision of; and agreement to a business plan by the Company;
 7. **agree** to retain the additional £200,000 pension provision to cover potential increased liability to the Council arising from TUPE transfer of staff to a Local Authority wholly owned company for Direct Services;
 8. **agree** the allocation of reserves in respect of Grenoble Road planning fees (an additional £220k) and responding to proposals for local government reorganisation and on a devolution deal (in the order of £75k) in accordance with the recommendation at paragraph 30 of the Report of the Council's Chief finance Officer (Minute 82); and
 9. **agree** to use £30,000 of the vacancy factor identified in LibDem substantive budget amendment to provide additional transitional support to Children's Centres within the city, provided through the small grants budget.

86. Council Tax 2017/18

Council considered a report setting out the necessary calculation to enable Council to set the 2017/18 Council Tax for Oxford City. As there were no changes to the budget requirements as a result of the decision at Minute 85 these were unchanged.

In accordance with legislative requirements, a named vote was taken:

For the recommendations in the report –

Abbasi, Altaf-Khan, Anwar, Azad, Brandt, Brown, Chapman, Clarkson, Cook, Coulter, Curran, Fooks, Fry, Gant, Goddard, Goff, Haines, Hayes, Henwood, Hollingsworth, , Iley-Williamson, Kennedy, Landell Mills, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pegg, Pressel, Price, Rowley, Sanders, Simm, Simmons, Sinclair, Smith, Tanner, Tarver, Taylor, Thomas, Tidball, Turner, Upton, Wade, Wilkinson, Wolff (47)

Against the recommendations in the report – None

Abstentions – None.

Council resolved to approve for 2017/18:

1. The City Council's precept and Council Tax requirement of £13,163,986 including Parish precepts and £12,949,098 excluding Parish precepts.
2. The average Band D Council Tax figure (excluding Parish Precepts) of £290.19, a **1.99%** increase on the 2016/17 figure of £284.52. Including Parish Precepts the figure is £295.00, a 2.06% increase (paragraphs 3 & 4 of the report).
3. A contribution of £10,000 to Old Marston Parish Council in recognition of the additional expenditure that the Parish incurs as a consequence of maintaining the cemetery (paragraphs 11 and 12 of the report).
4. The amount of £561,275 to be treated as Special Expenses (paragraph 15 of the report).
5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's precepts) as follows:

Littlemore	£326.64
Old Marston	£320.16
Risinghurst and Sandhills	£310.16
Blackbird Leys	£288.43
Unparished Area	£292.58
6. These figures include the Parish Precepts and special expensing amounts as appropriate; in addition to the City-wide Council Tax of £277.61.

Council resolved to note:

7. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 18 of the report.
8. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 19 of the report, and

The overall average Band D equivalent Council Tax of £1,810.87 including Parish Precepts (subject to confirmation of the Band D figures for the County Council and Police and Crime Commissioner – as set out in paragraphs 18 and 19 of the report).

87. Treasury Management Strategy 2017/18

Council considered a report submitted to the City Executive Board on 9 February setting out the Council's Treasury Management Strategy for 2017/18 together with the Prudential Indicators for 2017/18 to 2019/20.

Council resolved to:

1. **approve** the Treasury Management Strategy 2017/18, and adopt the Prudential Indicators for 2017/18 – 2019/20 as set out in paragraphs 7 to 37 and Appendix 2 of the report;
2. **approve** the Borrowing Strategy at paragraphs 7 to 18 of the report;
3. **approve** the Minimum Revenue Provision (MRP) Statement at paragraphs 19 to 22 of the report which sets out the Council's policy on charging borrowing to the revenue account; and
4. **approve** the Investment Strategy for 2017/18 and investment criteria as set out in paragraphs 23 to 37 and Appendix 1 of the report.

88. Sale of properties to Oxford City Housing Limited

Council considered a report submitted to the City Executive Board on 9 February asking for authorisation for the transfer of 5 properties to the company.

The Board Member for Housing explained that the low valuation reflected the proposed requirement that rent charged for the properties be set at the level of housing benefit payable in perpetuity.

Council resolved to:

1. **make available in 2016-17** a state aid compliant loan facility for Oxford City Housing Limited to enable the company to purchase the 5 properties identified in this report; the loan being for £742,606 which includes the purchase price and the associated costs of acquisition.
2. **include** the provision of the loan facility mentioned above as an additional expenditure item in the 2016/17 capital programme, funded by the associated capital receipt received from the disposal.

89. Annual update on the Corporate Plan 2016-2020

Council considered a report submitted to the City Executive Board on 9 February which seeks approval of the 2016 annual update report on the Corporate Plan 2016-20.

The Leader explained that the Board had agreed amendments to the document to correct numerical errors and officers had authority to make further necessary changes to ensure the accuracy of the document.

Council resolved to note the annual update of the Corporate Plan 2016-20.

The meeting started at 5.00 pm and ended at 8.50 pm

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To: Council

Date: 24 April 2017

Report of: Monitoring Officer

Title of Report: Constitution Review 2017

Summary and Recommendations

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

Policy Framework: N/A

Recommendation(s): Council is RECOMMENDED to approve, with immediate effect, the amendments to the Constitution outlined in the report and detailed in appendices 1 to 4.

Appendices

Appendix 1 – Petitions Scheme

Appendix 2 – Contract Procedure Rules

Appendix 3 - Miscellaneous proposed changes

Appendix 4 – Annex to Whistleblowing Policy

Summary of report

1. The Constitution is reviewed on an annual basis to ensure that it remains fit for purpose.
2. The report proposes changes to the provisions contained in the Council Procedures, the Call-in Procedures and the Code of Practice for dealing with planning applications at Area Planning Committees and the Planning Review Committee. Revised provisions, track changed, are attached as **Appendices 1 and 2**. Miscellaneous changes are also proposed. These changes are shown as tracked changes in **Appendix 3**.
3. The structure chart in section 9 of the Constitution will be updated to reflect the recent changes to the senior management structure.

Petitions Procedures (Appendix 1)

4. Extracts of Sections 1 and 11 of the Constitution Scheme are reproduced, with tracked changes, as Appendix 1. It is recommended that the Petitions Scheme which currently forms an annex to Section 11 of the Constitution is replaced with the scheme in Appendix 1. The proposed changes to the Petitions Scheme are intended to:
 - simplify the process for dealing with petitions made to the Council and to take account of the different ways that petitions are submitted to the Council;
 - prevent misunderstandings when petitions are not properly submitted to the Council;
 - provide clarity around the process;
 - ensure that petitions are dealt with effectively rather than bureaucratically; and
 - retain the trigger for a full Council debate when 1500 signatures have been obtained but include a provision that this must be formally requested.

Contract Procedure Rules (Appendix 2)

5. Section 19 of the Constitution is reproduced, with tracked changes, as Appendix 2. The proposed changes to the Contract Procedure Rules are seek to:
 - reflect current practice; and
 - provide clarity.

Miscellaneous Changes (Appendix 3)

6. Extracts of the Constitution are reproduced, track changed, in Appendix 3 to illustrate other proposals to change several parts of the Constitution.
7. Amendments are proposed to the delegated powers given to the Head of Planning and Regulatory Services that are set out in Section 5 to allow for applications relating to the Council's housing stock to be dealt with more efficiently and to provide clarity. The proposals are set out in Appendix 3.
8. The Constitution does not currently allow for the scrutiny of decisions by the Council in respect of Council owned companies. Proposed amendments are contained in Appendix 3.
9. It is necessary to streamline the decision making process in relation to external funding. Where the Council has been awarded external funds either by way of third party contributions or by way of external grant it seems relatively low risk to commence works in relation to this grant that are in effect fully funded. In fact awaiting a Full Council decision may compromise the conditions of the external funding which is sometimes time limited in terms of it use. The Finance Rules currently preclude the Council commencing work where there is no separate budget identified even though the work in question may be fully funded from external resources. The proposed change to paragraph 18.13 (in Appendix 3) seeks to address this situation.

10. There are no specific rules for the approval of loans to outside bodies or to wholly owned Council companies within the Councils Constitution. The suggested paragraph 18.23 (in Appendix 3) addresses this situation.
11. Extracts of the Constitution and the Code of Practice for dealing with planning applications at Area Planning Committees and the Council's Planning Review Committee are reproduced with tracked changes, in Appendix 3. There are proposals for changes to the way that planning applications are dealt with at Committee. The changes to the Code seek to:
 - provide clarity;
 - allow for adequate briefing of the Chair and members;
 - allow the efficient administration of the meetings;
 - allow the Chair to better manage the meetings, requests for additional time and order of business;
 - regularise the practice for substitutes at Planning Committees since changes should only be made to the membership of a committee in the event of an appointed member being unable to attend and for the whole meeting; and
 - allow speakers to be informed of others speaking so that they are better able to prepare and make best use of their available time or to appoint a spokesperson or agree a statement.

Whistleblowing Policy (appendix 4)

12. A proposed annex to the Whistleblowing Policy is attached as Appendix 4 to the report. The annex is a flowchart which sets out how a whistleblowing concern will be dealt with. The addition of the flowchart is to aid understanding of the policy contained in Section 25 of the Constitution.

Financial and Legal Implications

13. There are no financial or legal implications arising from the recommendations contained in the report.

Name and contact details of author:-

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Background papers: none

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Petitions Scheme

1.1 Summary of citizens' rights

Citizens have the right to:

.....

- ~~have petitions considered by full Council or to call officers to account, in each case depending upon the number of signatures the petition contains – 1,500 to trigger consideration by full Council and 750 to call officers to account (see 11.13)~~
- submit petitions to the Council either electronically or in paper and have officers consider what actions may be taken in response
- have petitions containing at least 1,500 signatures considered by a meeting of Council if the petition organiser makes a request for such a debate in writing to the Head of Law and Governance

11.14 Petitions to Full Council

~~Under the Council's petitions scheme (annexed to this part of the Constitution), if a petition contains at least 1,500 signatures it will be debated at full Council. Any petition presented as part of an address (see 11.10) directly to full Council and that contains at least 1,500 signatures will not be debated at that meeting but at the next ordinary meeting. The petition organiser may address full Council upon the petition for up to five minutes before the debate upon the petition at that next ordinary meeting.~~

~~If a Member wishes to put a substantive motion/recommendation on a petition then they must let the Head of Law and Governance have that motion/recommendation by 10am on the working day before the full Council meeting. These would then be published in the Council briefing note. Any amendments to these would have to be with Committee and Members' Services by 11.00am on the day of the meeting.~~

~~A substantive motion is anything other than deferring, referring or noting the issues raised by the petition.~~

~~Following any address by the petition organiser full Council will debate the petition in any way that full Council chooses and decide one of the following:~~

- ~~note the petition~~
- ~~take the action the petition requests~~
- ~~not take the action the petition requests~~
- ~~commission further investigation into the matter~~
- ~~where the matter is one which the executive is required to make the final decision, decide whether to make recommendations to inform that decision.~~

There is a limit of 15 minutes for dealing with each petition

A petition containing at least 1,500 signatures will be debated at full Council if the petition organiser makes a request for a debate in writing directly to the Head of Law and Governance.

Requests must be sent in writing, accompanied by the petition, to Head of Law and Governance at least 3 weeks prior to the Council meeting. Any petition presented as part of an address (see 11.10) directly to full Council and that contains at least 1,500 signatures will not be debated at that meeting but at the next ordinary meeting.

Council will receive a report setting out the petition and the steps Council can take.

The petition organiser may address full Council upon the petition for up to five minutes before the debate upon the petition at that next ordinary meeting.

If a Member wishes to put a substantive motion/recommendation on a petition they must let the Head of Law and Governance have that motion/recommendation by 10am on the working day before the full Council meeting. These would then be published in the Council briefing note. Any amendments to these would have to be with Committee and Members' Services by 11.00am on the day of the meeting.

Annex to Section 11 of the Constitution to be replaced with:-

OXFORD CITY COUNCIL PETITIONS SCHEME

We will treat something as a petition if it is identified as being a petition and if it is formally submitted to the relevant Head of Service or the Head of Law and Governance.

A petition containing at least 1,500 signatures will be debated at full Council if the petition organiser makes a request for a debate in writing directly to Head of Law and Governance, accompanied by the text of the petition and the list of signatures, and a link to the petition if relevant.

Petitions run through epetition sites must be formally submitted by the organiser at the end of the signature gathering period: simply setting the petition up on such a site does not constitute formal submission.

Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- The name and address and signature of any person supporting the petition. Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. If the petition does not identify a petition organiser, we will not be able to respond to the petition.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted and we will not take any action on these.

- In the period immediately before an election or referendum we may need to deal with your petition differently. If this is the case we will explain the reasons and discuss the revised timescale which will apply.

The Council will consider all the specific actions it can potentially take on the issues highlighted in a petition and may take such action as is appropriate.

If we can do what your petition asks for, we may confirm what action we have taken.

- If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as Council tax banding and non-domestic rates, other procedures apply. Further information on all these procedures can be obtained from the Head of Law and Governance or by telephoning 01865 252230.
- If we are not able to take action (for example if what the petition calls for conflicts with council policy; involves other partners or parties; is not within our control; is unaffordable, impractical or not legal; or conflicts with other priorities of the community), then we will tell you this. You can find more information on the services for which the council is responsible on our About Us page on our website.
- If your petition is about something over which the Council has no direct control (for example the local railway or hospital) we will consider making representations on behalf of the community to the relevant body or where possible will work with our partners to respond to your petition.
- If your petition is about something that a different Council or body or agency is responsible for we will tell you and ask you to send the petition to them.

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19. CONTRACT RULES

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19.1 When do these rules apply?

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

- contracts for goods, works or services. Different rules apply to the acquisitions and disposal of land or buildings. (See 19.26)

The Board can waive any of these rules after considering a report from the relevant Head of Service giving reasons for the waiver and taking into consideration advice from the Head of Financial Services and the Head of Law and Governance. (But it must always comply with national and EU law).

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

These rules do not apply to the following arrangements:

- grant giving – the rules for this are in the Council's grants prospectus
- where the Head of Financial Services agrees that there is no viable alternative supplier such as in relation to utility related works

These contract rules do not apply to services provided in house by the Council's own employees. However, the Council must satisfy itself that the services provided represent best overall value.

19.2 Other Relevant Guidance, Rules and Law

Attention should also be paid to:

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

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

19.3 Responsibility to Follow these Rules and Relevant Law

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

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

19.4 Interests of Councillors and Officers in Contracts

(a) Avoiding Conflicts of Interest

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

(b) Councillors' Interests

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

(c) Officers' Interests

Officers must declare interests in existing and proposed contracts. It is a criminal offence for an officer not to declare a financial interest in a contract.

This does not apply to an officer's own contract of employment or their tenancy of a Council house.

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

(d) Officer Reports and Advice

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

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

19.5 Before a Contract is Agreed

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

- They will help a service area to achieve its service plan
- The Council has the legal power to enter into the contract and relevant internal approval.
- There is a budget to fund the whole life of the contract.
- Relevant project approval has been granted – see 18.12
- The total contract value has been calculated – see 19.6
- It provides value for money over the life of the contract
- There is no existing contract in place which covers, for the whole organisation (a corporate contract), the procurement of a particular service or supplies
- Where the Head of Financial Services has approved an exemption from a corporate contract. An exemption will only be given when it is inappropriate to use a corporate contract: for example where that contractor is unable to provide the service.

19.6 Total Contract Value

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

- the value of anything the Council is getting free of charge as part of the contract or which is charged on to a third party.
- any amount that could be paid by extending the contract (if there is a contractual right to extend it).
- If the length of a contract is unspecified, its total value will be calculated on the basis of the contract having a duration of 48 months.

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

19.7 Sub-contracting

Where in a particular contract the main contractor intends to appoint one or more sub-contractors to discharge some or all of its contractual obligations, the main contractor must be placed under an obligation to so inform the Council. The Council's Head of Financial Services shall consider whether in each case a collateral warranty from the sub-contractor in favour of the Council is required.

19.8 Format of Contracts

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

Contracts with a total contract value over ~~£150,000~~ ~~£100,000~~ must be sealed (see 21.3). Contracts under ~~£150,000~~ ~~£100,000~~ must be signed by two officers with operational responsibility– one of whom must be the relevant Director or Head of Service (or an officer authorised by them).

All contracts over £100,000 must be in a form approved by the Head of Law and Governance and where appropriate include the Council's standard contract terms. Any variation to the contract terms must be approved by the Procurement Team (in consultation, where appropriate, with the Head of Law and Governance).

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

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

19.9 Clauses that must be included in all Contracts

Contracts must:

- say what is to be supplied or done, the timescale for performance and standards of performance required;
- state the payment arrangements and any arrangements for deductions and discounts. The payment arrangements must not allow for payment in advance of the provision of goods or services unless the Head of Financial Services agrees;
- state the period/duration of the contract;
- require contractors to meet any standards set by the Head of Service and any appropriate British Standard or EU equivalents. EU standards must be included if the total contract value is over the EU threshold;
- require contractors to follow all appropriate codes of practice;
- require the contractor to hold appropriate insurance cover – the level of indemnity will be set by the Service Head after assessing the risk and

consulting with the Council's insurance officer if necessary. However this cover must include a minimum of £5 million public liability insurance, unless a lower level of cover has been agreed by the Head of Financial Services;

- seek a commitment from contractors to pay their employees at least the Oxford living wage: this includes (where appropriate) any employees engaged by a sub-contractor in fulfilling the contract; and
- include any other conditions and terms that have been agreed.

19.10 Contracts valued over £100,000

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

- (a) a clause allowing the Council to cancel the contract and recover any resulting losses from the contractor if it discovers that:
 - the contractor or its employees have given, offered or promised anything to influence how the Council awarded or managed the contract;
 - the contractor or its employees have committed an offence under the Bribery Act 2010, and
 - the contractor or its employees have given anything that Section 117(2) of the Local Government Act 1972 forbids officers from accepting.
- (b) a clause requiring the contractor to:
 - provide £5,000,000 employer liability insurance indemnity or any other level of cover recommended by the Head of Financial Services
 - provide £1,000,000 professional insurance or any other level of cover recommended by the Head of Financial Services
 - produce proof of insurance (for example copies of the insurance certificates) if the head of service thinks it necessary
 - provide a bond (or other suitable form of guarantee) for 10 per cent of the contract value if the Head of Financial Services thinks it necessary
- (c) a clause saying who will manage the contract on behalf of the Council and the approval process for any necessary changes to its terms;
- (d) a clause requiring the contractor to protect the health and safety of anyone affected by its work;
- (e) a clause requiring the contractor to comply with data protection laws and help the Council to comply with the Freedom of Information Act or Environmental Information Regulations;
- (f) a clause requiring the contractor to get the Council's permission before subcontracting or transferring any of the contract;
- (g) a clause giving the Council the right to end the contract if the contractor does not meet the Council's standards and timescales and to bill the contractor for:
 - the administrative costs of finding and appointing a new contractor, and

- any amount by which the new contract exceeds the old one.
- (h) if the Service Head considers it necessary, a clause saying what damages must be paid if the contractor breaks the contract and explaining how the amount of damages was reached – the Service Head will consult the Head of Law and Governance on the amount of the damages and what should trigger them;
- (i) a clause giving the Council the ability to exclude the contractor from applying for new contracts where there has been significant or persistent deficiencies in the performance of a significant requirement under a prior public contract;
- (j) where relevant and operationally possible, a clause requiring the contractor to fit side guards and appropriate side mirrors to vehicles over 3.5 tonnes to protect cyclists and pedestrians when driving to and from any site specified by the Council; and
- (k) a clause indicating that the Council is required to publish all new contracts on its website, and will do so in accordance with its obligations, subject to any operative exemptions, within the applicable local government transparency regulations.

19.11 Thresholds for quotes and tenders

The Council is seeking to ensure that all purchases made are undertaken through a single electronic tendering system (“the Corporate System”). The Head of Financial Services will provide details of the Corporate System and any changes to it. Except where an Approved List is used all purchases of goods, services and works with a value in excess of £10,000 must, therefore, be undertaken through the Corporate System. All such purchases shall also comply with the thresholds for quote and tender provisions as set out below. Exemption from using the Corporate System can only be obtained with the written consent of the Head of Financial Services or an officer nominated by them.

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

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

Service Heads must consider advertising all contract opportunities valued up to £150,000. Where contract opportunities are advertised, and the value exceeds £25,000, in addition to the Corporate System the opportunity must also be advertised on the Government’s procurement portal, Contracts Finder.

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

Quotation and tender documentation must clearly specify the basis on which the most economically advantageous offer will be determined using a combination of cost and quality. Deviation from the Council's standard price:quality model requires the prior approval of the Head of Financial Services or an officer nominated by them.

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

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

If fewer than the requisite number of quotations is obtained it will be possible to proceed to award a contract if it can be demonstrated that competition has been sought. Award of a contract in such circumstances is delegated to:-

- the relevant Head of Service up to a contract value of £100,000;
- the relevant Head of Service and the Head of Financial Services for contracts with a value above £100,000.

This does not remove the obligation to secure best value for money.

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

The Head of Financial Services can approve the creation of an Approved Supplier list in the following circumstances:

- where the services are not suitable or already available through an existing framework contract;
- the suppliers have been subject to a pre-qualification assessment by the Procurement Team; and
- no single contract has a value of more than £100,000.

~~The Head of Financial Services, and the Monitoring Officer can approve an~~ An exemption to not seeking quotes or tenders may be given in the following circumstances:

(a) Emergencies

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

(b) Where there is no overall economic benefit to the Council

An exemption may be granted where there is no overall economic benefit, for example where there is only one supplier or no competitive market exists.

Service Heads do not have to seek or obtain quotes for contracts with a value up to £150,000 where ~~the Head of Financial Services and Monitoring Officer give their~~ written approval to waive the requirement to seek or obtain quotes has been given:

- by the Head of Financial Services and the relevant Service Head for contracts up to £100,000; and
- by the Head of Financial Services, Monitoring Officer and the relevant Service Head for contracts between £100,000 and £150,000.

19.13 Exclusion Lists

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

Any exclusion list must be approved by the Head of Financial Services.

19.14 Tendering of contracts over £150,000

If the total contract value is over £150,000 tenders must be sought. Tenders can also be sought for lower contract values. Tenders will be sought in accordance with the requirements of ~~and the best practice as specified by the~~ UK Public Contract Regulations. Paragraphs 19.15, 19.16 and 19.17 set out the principal tendering methods but alternative methods may be used provided

that they are compliant with the UK Public Contracts Regulations and the Head of Financial Services has given their express agreement. Paragraphs 19.20, 19.21, 19.22 and 19.23 apply to all tenders.

19.15 Open Tendering

(a) The Council will

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

(b) The notice will:

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

The notice must be published at least 14 days before the deadline for tenders. If the total contract value is above the EU threshold, the UK Public Contract Regulations must be followed. These require the notice to be published in the Official Journal of the European Union at least 35 days before the deadline for tenders based on the tenders being submitted electronically.

19.16 Restricted tendering

(a) A restricted tender process can only be used for contracts valued above the EU thresholds.

Expressions of interest will be sought via advertisement on the Council's Corporate System, the Government's procurement portal (Contracts Finder) and the Official Journal of the European Union.

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

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

(b) The advertisement notice will:

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

The UK Public Contract Regulations require the notice to be published in the Official Journal of the European Union for at least 30 days based on the tender being submitted electronically. The full tender documentation must be published at the time of placing the advert.

19.17 Negotiated tendering

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

19.18 Other EU Procurement Procedures

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

(a) Competitive dialogue

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

(b) Framework agreements

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

(c) Electronic Auction

eAuctions are electronic auctions where suppliers bid against each other to offer the lowest price. They are open to any supplier that meets certain conditions and include all tenders that meet the specification.

(d) Public auction

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

(e) Purchasing consortiums

Purchasing consortiums must be able to show that they comply with the UK Public Contract Regulations.

(f) Innovation Partnership

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

19.19 Submitting a tender

(a) Every tender must include a declaration that the tenderer has not:

- told anyone except the Council the amount of the tender
- changed the amount of the tender as part of an agreement with anyone
- lobbied councillors or officers about the tender.

(b) Tenders must be submitted via the Corporate System or the electronic system that was used to invite tenders.

19.20 Council's Handling of Tenders Received through Portal

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

19.21 Accepting quotes and tenders

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

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

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

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

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

(c) Total contract value £500,000 or over where the Council is the seller

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

(d) Total contract value is over £500,000 but less than £1,000,000 where the Council is the buyer

A Director may accept the most economically advantageous tender, as long as:

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

(e) Total contract value £1,000,000 or over where the Council is the buyer

Tenders of £1,000,000 or over must be the subject of a written report to the Board unless the Board has already delegated authority in relation to the tender.

The relevant Head of Service will be responsible for ensuring the publication of Executive Decisions taken by them or in their name.

19.22 Copies of contracts and register of contracts

(a) Keeping copies of old contracts

If the total contract value is over £5,000 and is in written form (bespoke, not an official purchase order), the Head of Financial Services will keep the contract in a secure place:

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

(b) Keeping a register of contracts

The Head of Financial Services will keep a central register of contracts over £5,000.

All Service Heads are required to provide the original of all signed written (bespoke) contracts over £5,000 to the Head of Financial Services.

(c) What will the register record?

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

(d) Register of certified contracts

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

19.23 Contract Management

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

Contract Managers will be responsible for:

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

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

19.24 Legal claims relating to contracts

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

19.25 Varying contracts

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

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

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

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

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

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

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

19.26 Acquiring and disposing of land and buildings

- (a) This rule applies to acquisitions and disposal of:
- freeholds or leaseholds with a consideration or premium over £500,000
 - leases with a rental value over £125,000 per annum
 - freeholds and leases for less than best consideration except when the acquisition or disposal is made:
 - under a legal duty
 - under a confirmed compulsory purchase order
 - under a scheme that has already been agreed by the Board for acquiring or disposing of more than one piece of land or more than one building.
- (b) Before any formal commitment is made to dispose of land a report must go to the Board covering:
- the Council's present or most recent use of the land or buildings,
 - other uses the Council could make of the land or buildings
 - other uses a buyer could make of the land or buildings
 - the estimated value of the land or buildings
 - how the land or buildings will be disposed of.
- (c) Tenders for acquisition or disposal of property are not required to be submitted through the Corporate System but must be held securely until after the tender deadline and opened after the deadline by two Officers nominated by the Head of Housing and Property.
- (d) After a provisional agreement has been reached on an acquisition or disposal, another report must go to the Board covering the terms of the disposal or acquisition and how the land or buildings will be used. If a disposal is for less than best consideration, the report must say why and whether consent is needed from the Secretary of State.
- (e) Where the acquisition or disposal of a freehold or leasehold has a consideration or premium up to £500,000 or a lease has a rental value up to £125,000 per annum authorisation must be given by the relevant Head of Service and the Head of Law and Governance.
- (f) The documentation in relation to the acquisition or disposal of land and buildings will be executed by (or on behalf of) the Head of Law and Governance.

19.27 Interpreting the contract rules

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

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Miscellaneous changes to sections of the Constitution as numbered

1. Delegated Powers – Planning

5.3 Planning

(a) Who carries out the responsibility?

The following responsibilities are carried out by area planning committees:

.....

- deciding planning applications by the Council except where these relate to council housing stock (Regulation 3 approvals) and the application is consequent to a publically available decision or policy
- deciding planning applications made by councillors or officers
- deciding planning applications that would otherwise be decided by officers that have been called in during the initial 21-day consultation period or during subsequent periods of consultation resulting from a significant change to material planning considerations (see 17.3)

2. Scrutiny Committee – Council owned companies

8.3 Roles of the scrutiny committee

(a) Developing and reviewing policy

The scrutiny committee can:

- Help full Council and the Board to develop policy by studying issues in detail
- Carry out research and consultation on policy
- Consider and introduce schemes to involve the public in developing policy
- Work with national, regional and local organisations to promote the interest of local people.

(b) Holding the executive to account

The scrutiny committee can:

- Review the performance and decisions of the Board, and Council officers (but not decisions on individual planning or licensing applications)

- Review the Council's progress in achieving its policy aims and performance targets
- Review the performance of individual services
- Review executive decisions in respect of any companies wholly or partly owned by the Council and hold the shareholder to account for the performance of those companies. Decisions of Council owned companies do not fall within the remit of the scrutiny committee.
- Ask Board members, and senior officers (see 9.1) questions about their decisions and performance – these may be questions about general performance or about particular decisions and projects.

13.13 Duty of Board members and officers to attend scrutiny committees

(a) Duty to attend

The scrutiny committee can require members of the Board and officers in the senior management structure (see 9.1) to attend and answer questions about:

- their performance
- decisions they were involved in
- the extent to which they have followed the budget and policy framework

The Scrutiny Committee can also require executive members and their advisors to attend and answer questions about shareholder decisions relating to companies wholly or partly owned by the Council and the performance of those companies.

3. Finance Rules –Capital programme and loans to Council owned companies

18.13 Monitoring of the Capital Programme

The Capital Programme is approved as part of the Council's annual budget setting process. Monitoring of the Capital Programme will be undertaken by the Head of Financial Services in conjunction with Project Managers and associated Heads of Service. A report will be submitted to relevant Officers periodically, and the Board on a quarterly basis, setting out the projected outturn and progress of schemes including slippage, under and overspends together with any associated mitigating action.

Capital expenditure may only be incurred if:

- The Capital Gateway process has been complied with
- Budgetary provision has been made within the approved Capital Programme
- Project approval, if required, has been given
- The Contract Rules have been complied with.

Where it is anticipated that the budget for a capital project will be overspent against its approved budget the relevant Head of Service will be responsible for notifying the Head of Financial Services. Overspend up to £250,000 may, with the approval of the Head of Financial Services, be accommodated by virement from other schemes' underspending within the approved Capital Programme. The size of the project will be considered as part of this process. Where monies cannot be vired from other schemes or the overspend is in excess of £250,000 the projected overspend must be reported to the Board and subsequently full Council requesting a supplementary estimate if required.

Where a scheme is within the capital programme and it is not possible for it to progress in a particular year or where it is progressing faster than anticipated, the Head of Financial Services in conjunction with the Executive Director Organisational Development and Corporate Services can move the approved capital budget for a scheme between adjacent financial years providing that the overall budget for the scheme is not exceeded and capital financing resources are available to finance the scheme Any schemes which remain uncommitted at the end of the financial year in which they were due to start will be reviewed as part of the annual budget process.

Where the Council has obtained external funding for a capital project or that project can be funded by virement, the Head of Financial Services may, subject to it being included in the next available monitoring report, raise an additional budget head to facilitate timely project commencement.

18.23 Loans to Council owned Companies

The Head of Financial Services may authorise an advance of up to £250,000 to a Council wholly owned company provided provision has been made within the Council's budget and that he is satisfied:

- a. With the terms of the loan agreement;
- b. the robustness of the company's business plan; and
- c. That state aid rules are not breached.

Loan advances of over £250,000 and loans to a company which is not wholly owned by the Council must have approval by CEB and Full Council where the loan is to be advanced for capital purposes.

4. Dealing with Planning Applications at Committee

14.7 Substitutes

Council appoints Councillors as members of its committees. The Leader appoints Councillors as members of the City Executive Board. A committee appoints Councillors as members of its sub-committees.

Substitutes are not permitted for the Licensing and Gambling Acts Committee or the General Purposes Licensing Committee.

Only members of the General Purposes Licensing Committee can act as substitutes for the members of its sub-Committees.

For other committees, a member of the committee can send another councillor as their substitute. These substitute will have the powers of an ordinary member of the committee for that meeting.

Substitutions must be for the whole meeting. A member of a committee cannot take over from their substitute or hand over to them part of the way through the meeting. ~~There is one exception to this: substitutes at the area planning committees and the planning review committee can attend for just a single item.~~

~~Substitutes on Planning Review Committee cannot have been a voting member at the meeting of the Area Committee that determined the application before it was called in the Planning Review Committee.~~

On a call-in from a planning committee to the Planning Review Committee, no councillor may participate in the consideration of the specific planning application called-in if they have previously participated in any consideration of that application (listed as a separate item and requiring a decision on the agenda) by the area committee.

Substitutes cannot appoint substitutes of their own.

If a member of a committee wants to send a substitute, they must tell the Head of Law and Governance before the meeting.

14.9 Area planning committees and planning review committee

- (a) ~~Councillors cannot be a member of more than one planning committee.~~ Council may not appoint a councillor to more than one planning committee. Any Councillor that determines an application at an Area Planning Committee cannot re-determine the same application at the Planning Review Committee.

24.17 Committee members speaking in the public speaking slot

Committee members can choose to speak during the public speaking slot but they must notify the chair of their intentions before the meeting begins. They cannot participate in determining the application. ~~but can appoint a substitute for the item.~~ Once the matter has been concluded, the member can re-join the committee.

CODE OF PRACTICE FOR DEALING WITH PLANNING APPLICATIONS AT AREA PLANNING COMMITTEES AND PLANNING REVIEW COMMITTEE

.....

5. Public requests to speak

Members of the public wishing to speak must notify the Democratic Services Officer ~~before the meeting starts~~ by noon on the working day before the meeting, giving their name, the application/agenda item they wish to speak on and whether they are objecting to or supporting the application. Notifications can be made via e-mail or telephone, to the Democratic Services Officer (whose details are on the front of the Committee agenda) or given in person before the meeting starts.

6. Written statements from the public

~~Members of the public and councillors can send the Democratic Services Officer written statements and other material to circulate to committee members, and the planning officer prior to the meeting. Statements and other material are accepted and circulated by noon, two working days before the start of the meeting.~~

Any written statements that members of the public and Councillors wish to be considered should be sent to the planning officer by noon two working days before the day of the meeting. The planning officer will report these at the meeting. Material received from the public at the meeting will not be accepted or circulated, as Councillors are unable to give proper consideration to the new information and officers may not be able to check for accuracy or provide considered advice on any material consideration arising. Any such material will not be displayed or shown at the meeting.

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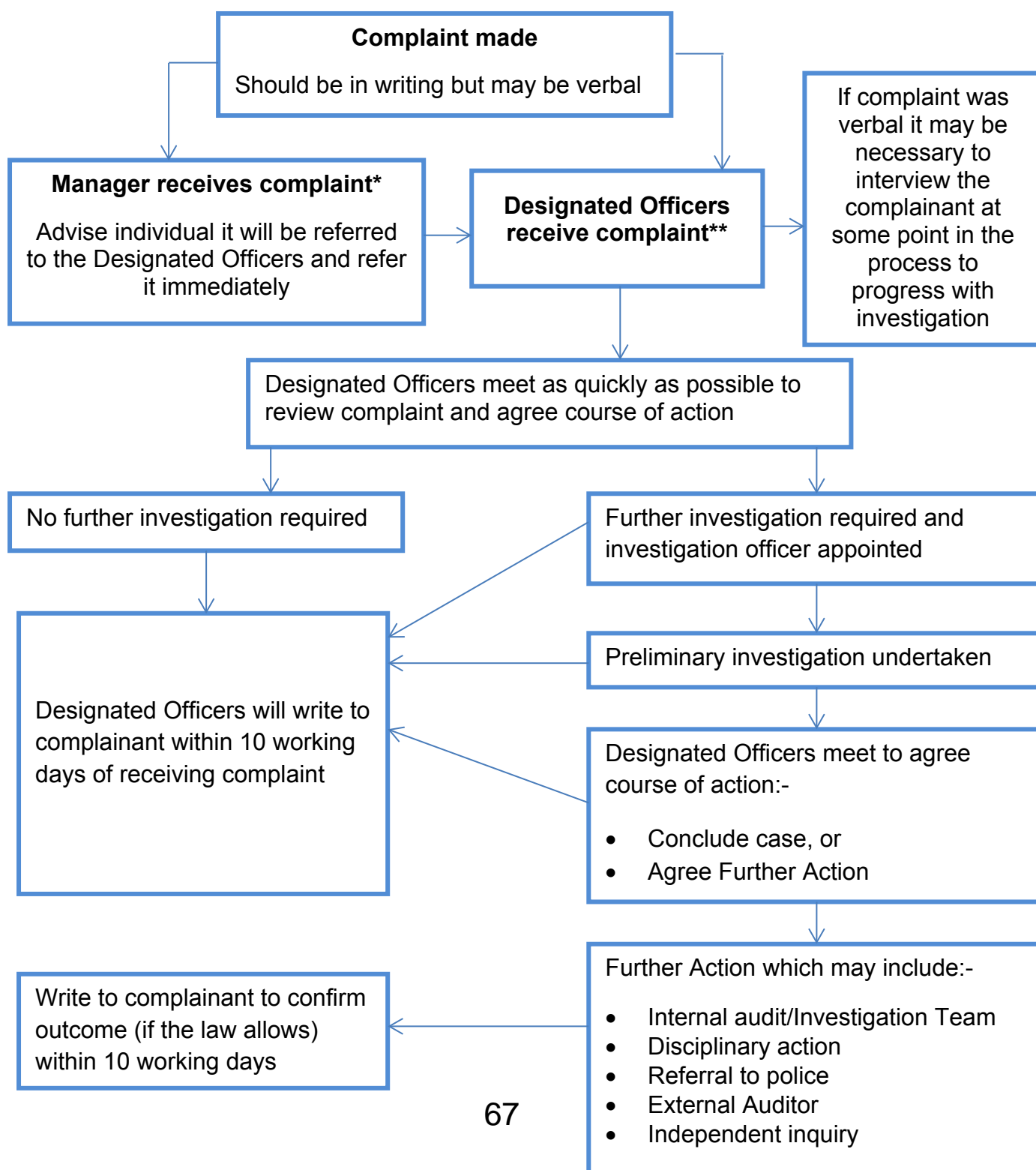
How to respond to a Whistleblowing Concern – Flow Chart

This is an overview only and should be used in conjunction with the Whistleblowing Policy.

Designated Officers are Head of Business Improvement, Head of Financial Services and Monitoring Officer.

* If there is any doubt as to whether the complaint could be considered to be whistleblowing the manager must refer it as such.

** Unless the complaint is about one or more of the Designated Officers when it should be referred to an Executive Director or the Chief Executive.



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To: Council
Date: 24 April 2017
Report of: Head of Business Improvement
Title of Report: Pay Policy Statement 2017

Summary and recommendations	
Purpose of report:	To approve the Annual Pay Policy Statement in accordance with legislative requirements
Key decision:	No
Executive Board Member:	Councillor Susan Brown
Corporate Priority:	Efficient and Effective Council
Policy Framework:	None
Recommendation: That Council resolves to approve the Annual Pay Policy Statement 2017 as attached at Appendix 1.	

Appendices	
Appendix 1	Annual Pay Policy Statement 2017
Appendix 2	Risk Register

Introduction and background

1. The Council is required by legislation to approve and publish a Pay Policy Statement annually.

Overview

2. The Pay Policy Statement attached at Appendix 1 reflects the Council's current agreements and arrangements with regard to pay.
3. There are no proposed changes to the current arrangements. Any changes are required to go through a process of consultation prior to implementation.
4. New legislation regarding specific reporting requirements on the Gender Pay Gap came into force on 1st April 2017. The Council is required to publish its first report under this legislation by 31st March 2018. As this new information will be more detailed than the brief analysis included in previous statements, and cannot be prepared until after the April salary has been paid in any reporting year, we have removed it from this report and it will be published separately in its new format in future.

5. Consultation is also currently taking place regarding: a) the recovery of exit payments for senior officers who return to work in the public sector within twelve months of receipt of such payment and b) capping exit payments to public sector employees. It is expected that the legislation will be in force later this year. Following the legislation being finalised we will review the implications, however, the capping of exit payments is likely to have implications for the current policy on exit payments.
6. Negotiations are currently taking place regarding pay arrangements from 1st April 2018 as the current pay agreement expires on 31st March 2018. These do not affect the Pay Policy Statement.
7. Direct Services employees may transfer to the local authority trading company during the period covered by this statement. It is the intention that all Council policies will apply in the first instance.
8. New Legislation came into force on 6th April 2017 regarding the way tax and national insurance deductions are made for contractors and procedures have been put in place to ensure compliance with the legislation.

Financial implications

9. The financial implications of this Pay Policy Statement and the 5 year pay agreement negotiated in April 2013 have been included within the Council's Medium Term Financial Plan.
10. It is worth noting that the Council includes the requirement for the Oxford Living Wage to be taken into account in its standard procurement terms and conditions by any supplier, contractor or sub-contractor. The requirement to pay the Oxford Living Wage as a minimum also covers its Leisure Services partner.

Legal issues

11. The Council is legally required to approve and publish its Annual Pay Policy Statement. There are no other legal issues.

Level of risk

12. A risk register can be found at Appendix 2.

Equalities impact

13. An Equalities Impact Assessment is not necessary as this report is to approve publication of details of existing pay arrangements. Future changes to pay arrangements will be subject to consultation, appropriate approvals and equalities impact assessments.

Report author	Helen Bishop
Job title	Head of Business Improvement
Service area or department	Business Improvement
Telephone/ email	01865 252233 hbishop@oxford.gov.uk

Background Papers: None

PAY POLICY STATEMENT 2017

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PAY POLICY STATEMENT

Aim

1. To ensure the Council can be competitive in the local labour market and attract and retain employees with high levels of capability, capacity, motivation and who are a good fit with the Council's values. In doing so we need to:
 - Ensure value for money
 - Be transparent
 - Be fair, free from bias or discrimination
 - Ensure the differences in pay between the lowest and highest are not unnecessarily large.

Decision Making

2. Full Council sets the pay policy, it delegates to the Appointments Committee setting the Chief Executive and Directors pay. The Appointments Committee is politically proportionate in representing all party groups on the Council. The Chief Executive as Head of Paid Service has delegated authority in respect of all other pay decisions.

Scope

3. The Council's Pay Policy Statement covers all employees.
4. Direct Services employees may transfer to the local authority trading company during the current financial year. It is the intention that all Council policies will apply in the first instance.

Definitions

5. This statement makes reference to the following:

'National Minimum Wage' – the national minimum wage is determined by Government and sets minimum hourly pay rates for everyone under the age of 25.

'National Living Wage' – the national living wage is determined by Government and sets minimum pay rates for everyone who is 25 or over.

'Voluntary Living Wage' – the voluntary living wage is a voluntary higher pay rate, that employers are encouraged to pay everyone over the age of 18. The Living Wage Foundation has determined two rates: £9.75 in London, £8.45 in the rest of the UK.

'Oxford Living Wage' – Oxford City Council has adopted a voluntary 'Oxford Living Wage' which is set at 95% of the Voluntary Living Wage in London. This is currently £9.26.

'Lowest paid employees' – for the purposes of this Statement, these are defined as: those employees paid at the prevailing Oxford Living Wage rate (on the basis these are the Council's lowest paid staff) with the exception of those identified at paragraph 20 (below). From October 2013 no Oxford City Council employee has been paid at a rate below grade 3, except those identified at paragraph 20 (below).

'Pay multiple' - the ratio between the highest paid employee and the median earnings calculated across the whole Council.

‘Remuneration’ – includes all pay elements and also severance payments.

Legislation

6. The Council is required by the Localism Act 2011 to prepare, approve and publish a Pay Policy Statement.
7. The Council must also have regard to the Code of Recommended Practice for Local Authorities on Data Transparency which makes a commitment to follow three principles when publishing data: responding to public demand; releasing data in open formats available for re-use; and, releasing data in a timely way. This includes data on senior salaries and the structure of the workforce.

Principles

Remuneration

8. The City Council currently remunerates all staff through the following elements:
 - Salary – the Council has adopted an ‘Oxford Living Wage’. No employee or agency worker earns less than £9.26 per hour. The lowest Council employee rate (except for those employees identified in paragraph 20 below) is £9.49 per hour.
 - From April 2013 a new 5-year pay deal was agreed which introduced a 1.5% cost of living award each year, re-introduced increments (for those on the lowest spinal column point in each grade and subject to an assessment of performance and attendance) and continued the partnership payment.
 - Partnership Payment - payable to all staff who achieve an acceptable level of attendance and performance and who are not in receipt of an increment on the basis that the Council achieves its budget requirements. The Chief Executive and Directors have voluntarily withdrawn from the payment.
 - Various allowances payable where additional duties are undertaken and payment for which is not included through normal salary e.g. standby and overtime. There are various rules regarding these payments such as earnings limits over which certain items cannot be claimed.
 - A travel concession for all staff travelling to work by public transport and purchasing a season ticket – at a rate of 20% of the cost of the ticket or £150 per year, whichever is lower.
 - Other payments and allowances as appropriate in accordance with the conditions for the particular payment including:
 - Honoraria/Acting Up Allowances – where an employee has taken on additional duties or responsibilities for a defined period of time
 - Market Supplements – used in exceptional circumstances to supplement pay where market conditions do not enable the organisation to recruit at its normal pay grades. Any such payment is for a defined period and subject to review
 - Pay protection – where an employee has had a reduction in pay due to a change in responsibilities, or a new role through the Council’s Organisational Change process. The employee receives stepped pay protection over a 3 year period following the change.

- Working from home allowance – paid to employees who work more than 2 days a week from home to recognise the additional expenses they incur.
9. All staff are eligible to join the Local Government Pension Scheme. They are automatically enrolled and are required to specifically opt out should they so wish unless their contract is for less than three months when they must opt to join.
 10. Expenses such as work travel costs are reimbursed. The Council seeks to minimise the use of private vehicles for work purposes through encouraging the use of public transport, pool cars and bicycles. As well as reducing the cost to the Council, use of alternatives supports the organisation's corporate priority to be a Clean and Green Oxford. Where the use of private vehicles is necessary mileage is paid at the rate of 40p per mile.
 11. There are a range of benefits such as flexible working, leisure concessions, childcare vouchers, car scheme, cycle scheme, employee assistance programme and various discounts on high street goods and services. Some are available through approved salary sacrifice schemes.

Variations in Remuneration

12. Apart from the differences identified in paragraphs 12 & 13, there are no other distinctions made in terms of remuneration. Severance payments are made in accordance with the Council's Organisational Change Policy which applies to all staff.

Current Pay Schemes

13. Three pay schemes are operated (in agreement with trade unions) as follows:
 - 1) National Joint Council (NJC) for Local Government Services. Grades 3 – 11 using a set of salary points. This covers the majority of staff (Scheme 1)
 - 2) Joint National Council (JNC) for Craft & Associated Employees. Grades. This covers approximately 150 employees (Scheme 2)
 - 3) Senior Management Grades for certain senior positions (Scheme 3)
14. Staff are appointed at the bottom of the grade unless there are exceptional circumstances which must be agreed by the Human Resources and Payroll Manager. The schemes in more detail are as follows:

Scheme 1 – the principal scheme for the majority of staff was introduced as a result of Single Status and in agreement with trade unions. It consists of 9 grades and was based on the national spinal column points at the point the Council entered a local pay agreement. It is based on an analytical job evaluation scheme with a pay line set at broadly median market rate. Those employees on the bottom of each grade are eligible for biennial progression based on an assessment of performance and attendance up to the mid point of the grade. In sales related jobs, there is a documented bonus scheme in place payable as a result of new business opportunities realised.

Scheme 2 – the Council has an agreement with trade unions whereby it adopts the national scheme for skilled craft workers with a productivity element determining

progression. The scheme recognises the nature of progression through apprenticeships, and then once skilled the reasonably high level of competence needs to be maintained to perform safely and effectively.

Scheme 3 - there are separate grades for senior officers as follows:

- Chief Executive
- Executive Directors
- Heads of Service (2 different grades according to level of responsibilities and market factors)
- Business Lead (in corporate leadership roles or areas of major staff and budget responsibilities)
- Service Manager + (in Housing to reflect increased responsibilities over grade 11 but less than Business Lead)

Progression is based on an assessment of competency and performance. The manager in each case determines progression within grades apart from the Chief Executive and Directors which is as set out in paragraph 2.

For all 3 schemes (except for Directors and the Chief Executive) an annual Partnership Payment is payable to eligible staff (i.e. those not receiving an increment) subject to the Council achieving its budget and an acceptable level of individual performance and attendance.

Returning Officer

15. The Council's Returning Officer (for the purposes of elections) is paid a separate fee in addition to normal salary in accordance with the prescribed fee for each election.

Pensions and Severance Payments

16. The Council's Pensions and Retirement Options Statement, including the Council's policy in relation to the Local Government Pension Scheme Regulations, applies to all staff. In accordance with this policy the Council does not augment pensions.
17. Severance payments are made in accordance with the Council's Organisational Change Policy which details the Council's redundancy scheme.
18. All payments are subject to an authorisation process involving Senior Officer approval. In cases where the severance package exceeds £100,000 they are also subject to the approval of full Council. The Council will also apply the Public Sector Exit Payment Recovery Regulations (expected to be introduced soon) as appropriate.
19. In accordance with the Council's normal arrangements regarding termination and severance payments, no employee leaving under a settlement agreement with a redundancy payment can be re-employed by the Council within a period of 36 months.
20. The same arrangements apply to ex-employees seeking engagement through an agency or under a contract for services.

Lowest Paid Employees

21. The Council adopted an 'Oxford Living Wage' in 2009 which is currently £9.26 per hour. No Council employee* is paid less than this, apart from the Council's apprentices who commence their apprenticeship below the Oxford Living Wage but rapidly progress to rates in excess of it. The 2013 – 2018 pay deal gives further attention to the lowest paid by increasing the lowest spinal column point to £9.49 per hour from April 2017 (for Council staff only).

** No agency worker will be paid less than the prevailing Oxford Living Wage (the hourly rate calculation can include payment in lieu of holiday pay)*

Pay Multiple

22. As at April 2017 the highest paid officer currently receives £124,473 per annum (full time equivalent £155,591) including all elements of pay. The bottom point of Grade 3 is the lowest rate paid by the Council which is £18,308 per annum. The Council's current median salary is £29,142 per annum. This makes Oxford City Council's pay multiple 1:5.

The highest paid salary is 1:8 times more than the lowest paid salary.

Equal Pay

23. The Council will periodically undertake an equal pay review in agreement with trade unions. An independent review is being finalised.
24. In compliance with legislation coming into force on 1st April 2017 the Council will be produce a separate report on its gender pay gap by the end of March 2018.

Communication & Data Publication

25. The Council will publish its Annual Pay Policy Statement on its website as soon as possible in each financial year following the first meeting of Council in that financial year.
26. Any changes to the Pay Policy Statement may be made by resolution of the Council (including during the financial year to which it relates). Any changes will be publicised on the Council's website as soon as possible after revision.
27. The Council will also publish data annually relating to senior officer remuneration as outlined in the Code of Recommended Practice for Local Authorities on Data Transparency.
28. The following information is available on the Council's Website:-
- Senior Officer Pay information
 - Pay scales for all schemes
 - Severance pay information contained in the Annual Statement of Accounts

Monitoring/Review

29. The Chief Executive, as the Head of Paid Service, has overall responsibility for employees and therefore annual publication of the Pay Policy Statement and pay data produced in relation to it.

Appendix 2

Employment Policies and Procedures: Pay Policy Statement - Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Employment Policies and Procedures	Failure to provide a suite of policies that comply with employment legislation and that are fit for purposes of improving performance and managing risk	T	Managers not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	16.02.16	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Helen Bishop
Employment Policies and Procedures	Loss of opportunity to have a suite of policies that implement good practice	O	Manages not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	16.02.16	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ngoing	open	80	Helen Bishop
Employment Policies and Procedures	Damage to Council's reputation	T	Failure to comply with legislative requirements	Required Statement not published	16.02.16	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Helen Bishop

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To: Council

Date: Monday 24 April 2017

Report of: Head of Law & Governance

Title of Report: Regulation of Investigatory Powers Act 2000

Summary and Recommendations

Purpose of report: To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000

Key decision? No

Executive lead member: Councillor Price

Report approved by: Acting Head of Law & Governance

Policy Framework: Not applicable

Recommendation:

Council is asked to note the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA) for the period 1st April 2016 to 31st March 2017.

Introduction

1. This report relates to the Council's use of the Regulation of Investigatory Powers Act 2000 (RIPA) for the period April 2016 to March 2017. The three investigatory powers available to the Council are, directed covert surveillance, the interception of communications data and the use of Covert Human Intelligence Sources (CHIS). The Council has only ever authorised directed covert surveillance.

The Council's use of Covert Surveillance

2. There were no authorisations for the period 1st April 2016 to 31st March 2017.

Name and contact details of author:

Jeremy Franklin
Litigation Team Leader, Law and Governance
Tel: 01865 252412 email: jfranklin@oxford.gov.uk

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Minutes of a meeting of the CITY EXECUTIVE BOARD on Thursday 9 February 2017



Committee members:

Councillor Price (Chair)

Councillor Brown

Councillor Rowley

Councillor Sinclair

Councillor Tanner

Councillor Turner (Deputy Leader)

Councillor Hollingsworth

Councillor Simm

Councillor Smith

Officers:

David Edwards, Executive Director City Regeneration and Housing

Jackie Yates, Executive Director Organisational Development and Corporate Services

Julia Tomkins, Grants & External Funding Officer

Gill Butter, Conservation and Urban Design Officer

Sarah Chesshyre, Planner Apprentice

Jo Colwell, Service Manager Environmental Sustainability

Andrew Brown, Scrutiny Officer

Lindsay Cane, Acting Head of Law and Governance

Sarah Claridge, Committee Services Officer

Also present:

Councillor Andrew Gant, Liberal Democrat Group Leader, Liberal Democrat shadow member for Corporate Strategy & Economic Development, Chair, Scrutiny Committee

Councillor Craig Simmons, Leader of the Green Group and Green Group shadow member for finance, leisure, parks and sports, Chair, Scrutiny Finance Panel

121. Apologies for Absence

Apologies for absence received from Cllr Kennedy

122. Declarations of Interest

None

123. Addresses and Questions by Members of the Public

None received

124. Councillors Addresses on any item for decision on the Board's agenda

None received.

125. Councillor Addresses on Neighbourhood Issues

None received.

126. Items raised by Board Members

None received

127. Budget 2017/2018

The Head of Financial Services submitted a report which presented the outcome of the budget consultation and the Council's Medium Term Financial Strategy for 2017-21 and 2017-18 Budget, for recommendation to Council

Cllr Turner, Board Member for Finance, Asset Management and Public Health said that the government grant will be zero by 2020. There are no frontline service cuts, we are investing in service improvements and are creating a trading company so we can increase the trading we do.

Highlights include:

- the housing company being established;
- we're investing in new properties for homeless families and building new council housing, and
- Retaining in full our homelessness prevention budget and our budget for the third sector.

Financial pressures include changes to the New Homes Bonus (NHB) which caused a grant reduction and pressure in year 4. A reduction in funding from business rates as part of the fairer funding process will give us less money than we would have wished. Additional budget items include money for low emission taxi vehicles, designer costs at Cowley Marsh pavilion and additional funding to assist children centres run stay and play for one year only.

In terms of the Housing Revenue Account, the government had delayed introducing the Right to Buy Scheme to housing associations so the Council will not be forced to sell high value empty council houses to reimburse the government in 2017/18.

Council agreed two budgetary motions at its meeting on 6 February –

- To retain the additional £200,000 pension provision, which will cover potential increased liability to the Council arising from TUPE transfer of staff to a Local Authority wholly owned company for Direct Services; and

- To waive interment fees for stillborn babies and children under 12 years old for Oxford residents. Changing the Council's fees and charges with immediate effect is estimated to reduce income by a small amount in 2016-17 and around £5100 in a full year for 2017-18. This pressure can be accommodated within the Council's overall budget in 2016-17 and 2017-18, and the budget may be rebased if appropriate in future years.

Cllr Hollingsworth asked about the gap in the budget from the loss in new homes bonus in years 3 and 4

The Director for Organisational Development and Corporate Services explained that the NHB figures are based on current information. However there is a fixed pot for NHB so it depends on the number of new homes other councils are able to generate which will determine the proportion of the NHB we receive.

Recommendations: That the City Executive Board resolves to:

1. **Agree** the amendments to the Consultation Budget, in light of the outcomes of the public consultation.
2. **Recommend that Council** approve the 2017-18 General Fund and Housing Revenue Account budgets and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-10, noting:
 - a) the Council's General Fund Budget Requirement of £21.055 million for 2017/18 and an increase in the Band D Council Tax of 1.99% or £5.67 per annum representing a Band D Council Tax of £290.19 per annum
 - b) the Housing Revenue Account budget for 2017/18 of £44.285 million and a reduction of 1% (£1.06/wk) in social dwelling rents from April 2017 giving a revised weekly average social rent of £105.65 as set out in Appendix 4
 - c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.
3. **Recommend that Council** agree not to implement the voluntary 'Pay to Stay' policy for Council house tenants (para 28 refers)
4. **Recommend that Council** agree the fees and charges shown in Appendix 7 with the amendment to waive the fees for:
 - Interment of a child who at the time of death was less than 1 month (Resident); and
 - Interment of a child who at time of death was prior to 12th birthday (Resident).
5. **Recommend that Council** delegate authority to the Section 151 Officer in consultation with the Board Member for Finance, Asset Management and Public Health the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 16-17 below.

6. **Recommend that Council** agree an additional loan of up to £75,000 for working capital to Oxwed as highlighted in paragraph 41
7. **Recommend that Council** agree provision of a loan facility to Oxford City Housing Ltd of up to £61 million (paras 39-40) an extra £48.75 million over the next four years, subject to the provision of; and agreement to a business plan by the Company.
8. **Recommend that Council** agree to retain the additional £200,000 pension provision to cover potential increased liability to the Council arising from TUPE transfer of staff to a Local Authority wholly owned company for Direct Services.

a) Scrutiny Response: Budget 2017/2018

Cllr Simmons, Chair of the Scrutiny Finance Panel presented the report. He said there was a huge amount of external uncertainties at the moment so the focus of the Finance Panel had been testing the robustness of the assumptions made.

He made the following comments:

- The Budget balances over 4 years but he was cautious about the Council's approach in year 4 to transferring £800k from the general fund to balance the budget.
- The Council is maximising revenue through trading services which the Panel support.
- We would like to see which fees and charges (rec 2) we have discretion to raise and which we do not.
- Reducing licensing fees (rec 4) might create more revenue from street trading for areas outside the city centre.
- Revenue from car parking fees may be affected by proposed new rail routes and should be labelled high risk (rec 6)
- Invest to save initiatives are happening in the capital programme but not in the revenue budget. There is £750k in the Invest to Save fund which has not being used. The Panel believe officers should be encouraged to suggest more high risk schemes.
- Given that contingencies on high risk efficiency saving projects have not been drawn on. Council could consider releasing more contingency.
- The Panel supported the Audit and Governance Committee looking at the governance of the companies and whether the council has the in-house expertise to run them.
- He queried some of the political priorities in the budget and asked whether the money allocated to the Council tax support scheme (rec 12) was the best way to get people out of poverty. Likewise the apprentices' scheme (rec 14) has a significant cost to it. What assessments are done to prove the value of such schemes?
- He mentioned the archive project and the need to fund the completion of it. As items might cost us more in the future if we don't fund them properly now.

Cllr Turner, Board Member for Finance, Asset Management and Public Health made the following comments:

- The Finance Panel report was thoughtful, useful and productive and was a good example of scrutiny working well.
- It is prudent to leave the contingencies as they are, and not spend one off contingency in service delivery. We encourage managers to suggest efficiency savings. Suggestions will not always be successful and will get harder and harder every year. So it is important we retain the contingencies in case projects don't work out.
- Invest to save – correct most are capital but we are keen for revenue suggestions as well.
- Note the big challenge in year 5, we don't know what is going to happen.
- Challenge of creating a trading company. The market is changing, and we recognise we already have a significant market share in some areas (trade waste for example). There is also the challenge of experienced officers retiring in the next few years which will have an impact.
- The Council tax support grant is not a massive expense. We will review it and see how we can we maximise its impact. Cllr Brown said that we haven't included the Council tax support grant in the budget without considering it every year. Did discuss with the Scrutiny Committee how we would review it in the future. Removing it doesn't necessary provide savings as it would be hard to collect council tax from those who currently receive support.

Cllr Turner said that in terms of the budget bids (rec 16):

- Supportive of the fraud team,
- Archive, there is a predicted underspend in Law and Governance which we will roll forward - so this work can progress.
- Streetscene: It is being reviewed whether Westgate will be cleaned by the new tenant. We could offer Westgate a contract to clean it for them.

128. Treasury Management Strategy 2017/18

The Head of Financial Services submitted a report which presented the Council's Treasury Management Strategy for 2017/18 together with the Prudential Indicators for 2017/18 to 2019/20.

Cllr Turner, Board Member for Finance, Asset Management and Public Health presented the report.

Cllr Price asked if the Council had any investments on the stock-market. The Director for Organisational Development and Corporate Services said that the Council does not invest in stocks and shares as the risk is too great. We prefer low risk investments such as bonds in building societies but also had money invested in property funds. Until the Bank of England's base rate increases, Council won't see a huge change in its investment strategy.

The City Executive Board resolves to:

1. **Recommend that Council** approve the Treasury Management Strategy 2017/18, and adopt the Prudential Indicators for 2017/18 – 2019/20 as set out in paragraphs 7 to 37, and Appendix 2;
2. **Recommend that Council** approve the Borrowing Strategy at paragraphs 7 to 18;
3. **Recommend that Council** approve the Minimum Revenue Provision (MRP) Statement at paragraphs 19 to 22 which sets out the Council's policy on charging borrowing to the revenue account; and
4. **Recommend that Council** approve the Investment Strategy for 2017/18 and investment criteria as set out in paragraphs 23 to 37 and Appendix 1.

129. Scrutiny Committee Reports

Scrutiny reports were taken alongside their corresponding Board report.

a) Scrutiny Response: Recycling rates

Cllr Gant, Chair of the Scrutiny Committee presented the report and said the committee recommended continuing the recycling incentive scheme.

Cllr Tanner, Board Member for A Clean Green Oxford agreed with the recommendation but it depends if there is money available in the forthcoming financial year to continue the incentive scheme.

b) Scrutiny Response: Safeguarding Language School Students

Cllr Gant, Chair of the Scrutiny Committee presented the report. He said it's quite widespread for under 18s attending language schools in Oxford to stay in homestays. There is no legal requirement for organisations to inform the local authority of these arrangements unless the child is staying longer than 28 days, most stay fewer than this.

Cllr Sinclair, Board Member for Community Safety gave an update on the work councillors have done to raise awareness of the issue. Cllr Coulter wrote to the chair of the District Council's Network Assembly who had formed a task and finish group to review the issue. Cllr Coulter has asked for Oxford to be included in this review.

Cllr Sinclair has emailed both Oxford MPs, there's been no response from Nicola Blackwood but Andrew Smith had asked for a Westminster debate on the issue. She suggested the City Executive Board could write to the MPs to add weight to the issue. Cllr Price agreed.

Cllr Sinclair said she had brought the issue up with the Oxfordshire Safeguarding Children Board but will do so again.

Cllr Brown suggested we contact the Local Government Association to work with similar councils ie Cambridge, Brighton.

All responses to be circulated to City Executive Board members and the Scrutiny Committee.

c) Scrutiny Response: Cycling

Cllr Gant, Chair of the Scrutiny Committee presented the report. The Committee asked for more guidance for ward members to pool CIL money to focus on cycling

Cllr Hollingsworth, Board Member for Planning and Regulatory Services said that there was an issue with members wanting to spend their CIL money on repainting specific cycle symbols. Traffic guidance regulations frequently change and if road markings aren't in the current regulations, such as markings on Cowley Road, they cannot be repainted. He recommended that members focus on schemes that can be completed quickly.

Cllr Sinclair said that repainting of road markings requires getting costly traffic regulations orders (TROs). County officers tend not to look at proposals unless there is money available to fund them.

Cllr Brown said that the County is short staffed and are not producing TROs at the moment which is holding up schemes. Cllr Tanner said the County outsources the TRO work to Buckinghamshire County Council so often waits until there are lots of TROs to do before requesting the work.

130. Sale of properties to Oxford City Housing Limited

The Heads of Housing and Property Services; and Financial Services submitted a report which updated members on the progress of the housing company, to agree the transfer of 5 properties to the company and note the initial development programme.

Cllr Rowley, Board Member for Housing presented the report. He said the Government's high value housing levy had been delayed till next year; however we don't want to lose housing – so we are recommending moving 5 properties to the housing company. This transfer won't involve a loss of social housing, as a condition of sale is that they remain social housing in perpetuity. Hence the low sale price.

The Director of City Regeneration and Housing said the report also recommends the Council loans the Housing Company the money to buy the properties. The loan is State Aid compliant, (meaning the money is lent to the Housing Company at a market rate).

The Board of Director's Business plan is a working draft and is being checked by external advisors. The plan will go to the Housing Company's shareholders (who are members of the executive board) for discussion and consideration in March.

The City Executive Board resolves to:

1. **Note** progress with the establishment of the Oxford City Housing Company.
2. **Agree** to the sale of the 5 properties detailed at section 3 for the sum of £730,000 subject to the conditions set out in this report and subject to the verification of the valuation prices.
3. **Recommend that Council** make available in 2016-17, a state aid compliant loan facility for Oxford City Housing Limited to enable the company to purchase the 5 properties identified in this report; the loan being for £742,606 which includes the purchase price and the associated costs of acquisition.
4. **Recommend that Council** include the provision of the loan facility mentioned above as an additional expenditure item in the 2016/17 capital programme, funded by the associated capital receipt received from the disposal.
5. **Delegate authority** to the Chief Executive to agree the final decision on sale and amount of loan that needs to be made available to the company, should the final valuations vary from those contained in the report.
6. **Note** the draft development programme detailed in appendix 1 and that City Executive Board will receive further reports with regard to land sales to facilitate the delivery of that programme

131.North Oxford Victorian Suburb Conservation Area Appraisal- Adoption

The Head of Planning and Regulatory submitted a report which presented the North Oxford Victorian Suburb Conservation Area Appraisal and sought approval to go out to consultation.

Cllr Hollingsworth, Board Member for Planning and Regulatory Services presented the report. He explained that the appraisal would go out for consultation.

The Apprentice Planner said the appraisal lists the heritage of the area. Adopting a character appraisal will inform future decisions in the North Oxford Area. There is potential to expand the current conservation area boundary and merge several conservation areas into one. This will be considered during the consultation process.

Cllr Price asked how Council was going to engage with conservation groups. The Team Leader for Design, Heritage & Trees said that several public meetings for conservation groups and residents have been arranged. The consultant of the report will also be attending.

The earliest the report will come back to CEB will be June 2017, however if the boundary of the conservation area changes this will delay the final report.

The City Executive Board resolves to:

1. **Endorse** the draft conservation area appraisal as the basis for public consultation (attached to this report);
2. **Approve** the carrying out of consultation upon the draft appraisal; and
3. **Approve** the seeking of views on additions and deletions to the conservation area.

132. Grant Allocations to Community and Voluntary Organisations 2017/2018

The Head of Community Services submitted a report which allocated grants to community and voluntary organisations through the Community Grants Programme.

Cllr Simm, Board member for Culture and Communities presented the report; she said that there was a growing level of need due to County Council and government cuts to grant funding. She praised officers for being proactive at understanding voluntary groups' needs and coming up with solution to improve them. The City Council has not cut its grant budget.

Cllr Brown, Board member for Customer and Corporate Services explained that a lot of the grant funding goes to assist financial inclusion groups. Advice agencies work has become more urgent due to County Council cuts and it is fantastic we can continue to support this work.

The Grants and External Funding Officer explained that there was a change in the proposed grants list in Appendix 2. The Rose Hill Junior Youth Club grant for £9,900 was no longer needed as they had been successful at securing the money elsewhere, so there was extra money to allocate. It is recommended to grant £2,500 to Oxfordshire Play Association for a play day at Blackbird Leys which leaves £7,400 unallocated. The Board might want to allocate this money tonight.

Cllr Simm recommended the money be added to the budget already allocated for Stay and Play sessions to be held in the children centres for a year. The Board agreed.

Cllr Sinclair welcomed the 3 year focus on commissioning she said that awarding only annual amount makes it difficult for 3rd sector groups to operate.

Cllr Price thanked officers for the work done, he said awarding the grants and monitoring how the organisations spend the money was a huge job.

The City Executive Board resolves to:

1. **Approve** the recommendations for the 2017/2018 commissioning programme as set out in Appendix 1
2. **Approve** the recommendations for applications received to the grants annual open bidding programme as set out in Appendix 2

3. **Delegate authority** to the Executive Director for Organisational Development and Corporate Services in consultation with the Board Members for Customer and Corporate Services and Culture and Communities to allocate the residual funding in the Advice and Money Management commissioning theme.
 4. **Agree** to grant £7,400 to the Stay and Play sessions and £2,500 to Oxfordshire Play Association
- a) **Scrutiny Response: Grant Allocations to Community and Voluntary Organisations 2017/2018**

The Scrutiny Officer presented the report. He said the Committee had sought reassurances that all the grant money would be spent in the year and had made some suggestions for making the grant allocations process more transparent, which had been agreed.

Cllr Brown, Board member for Customer and Corporate Services said the unallocated money was deliberately left to deal with any crises we might have during the year. She said she'd do her best to make sure the money was spent.

133. Annual Update on the Corporate Plan 2016- 2020

The Assistant Chief Executive submitted a report which sought approval of the 2016 annual update report on the Corporate Plan 2016-20

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

The City Executive Board resolves to:

1. **Approve** the annual update report on the Corporate Plan 2016-20, as set out in Appendix 1.
2. **Delegate authority** to the Assistant Chief Executive to make minor textual/formatting changes to the annual update report in advance of formal publication

a) **Scrutiny Response: Update on the Corporate Plan 2016- 2020**

The Scrutiny Officer presented the report. He explained that parts of the report read that projects have been fully funded by the Council when in fact they were a joint initiative. The report needs to mention the contributions made by the partner organisations.

Cllr Price, Board Member for Corporate Strategy and Economic Development agreed and said the report would be amended to highlight the valuable contributions made by partners.

134. Report on the Community Infrastructure Levy (Neighbourhood Portion) - Agreeing the expenditure deadline for Ward funds

The Head of Planning and Regulatory submitted a report to agree a deadline of expenditure of payment of the Neighbourhood portion of CIL to Wards (non parished).

Cllr Hollingsworth, Board Member for Planning and Regulatory Services presented the report. He explained that the Council was proposing to roll forward Member's CIL reserves for one year.

The City Executive Board resolves to:

Agree an amended expenditure deadline of Neighbourhood CIL funds paid into Ward budgets (non parished)

135. Refresh of Carbon Management Plan: 2017 -2022

The Manager of Environmental Sustainability submitted a report to approve the next five year phase of the Council's Carbon Management Plan (CMP) 2017-2022. The current five year phase of the CMP concludes at the end of March 2017.

Cllr Tanner, Board Member for A Clean Green Oxford said the Council had been very successful at reducing its carbon emissions by 5% each year. This plan commits us to continue this approach; however we will need to borrow to bring forward modernising projects to continue the work.

The Service Manager for Environmental Sustainability said there are several transformation schemes planned. The Council plans to invest in renewable energy efficiency measures in leisure facilities such as installing heat pumps and installing a canopy over the car parks.

The Energy management project is a prescribed framework with set measures. It means we can compare ourselves against other organisations that use the same framework.

The City Executive Board resolved to:

1. **Adopt** the new Carbon Management Plan as detailed in Appendix 1
2. **Note** that now straight-forward and accessible carbon reduction measures have been implemented through use of the Salix and Salix Plus funds, there will be the need to make financial bids for external support for larger capital projects, additional match funding requests or innovative approaches of using community funding models with shared financial advantages;

3. **Endorse** the phased development of an Energy Management system (ISO 50001) over the next 5 years across all key significant energy use areas at the Council (e.g. Offices, Depots, Leisure Centres, Fleet fuel consumption).

a) Scrutiny Response: Carbon Management Plan: 2017 -2022

Cllr Gant, Chair of the Scrutiny Committee presented the report.

Cllr Tanner, Board Member for A Clean Green Oxford agreed with all of Scrutiny's recommendations.

136.Minutes

The City Executive Board NOTED the minutes of the meeting held on 19 January 2017 as a true and accurate record.

137.Dates of Future Meetings

The Board noted the next meeting was scheduled for 9 March 2017

The meeting started at 5.00 pm and ended at 6.35 pm

MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 9 March 2017



COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Brown, Hollingsworth, Kennedy, Rowley, Sinclair, Smith and Tanner.

OTHER MEMBERS PRESENT: None

OFFICERS PRESENT: Peter Sloman (Chief Executive), Lindsay Cane (Acting Head of Law and Governance), Nigel Kennedy (Head of Financial Services), Simon Howick (Corporate Lead - HR/OD), Richard Wyatt (Senior Planner), Mark Jaggard (Planning Policy Manager), Dave Scholes (Housing Strategy & Needs Manager), Ossi Mosley (Rough Sleeping & Single Homelessness Officer) and Mathew Metcalfe (Democratic and Electoral Services)

138. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Simm

139. DECLARATIONS OF INTEREST

None

140. ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC

None

141. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

None

142. COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

None

143. ITEMS RAISED BY BOARD MEMBERS

None

144. SCRUTINY COMMITTEE REPORTS

None

145. CAPITAL STRATEGY 2017-18

The Head of Financial Services submitted a report which presented the Capital Strategy for approval.

Councillor Turner, Board Member for Finance, Asset Management and Public Health presented the report.

The City Executive Board resolved to:

1. **Approve** the Capital Strategy 2017/18-2020/21 as attached at Appendix A to the report.

146. QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q3

The Heads of Head of Financial Services and Business Improvement submitted a report which updated Members on Council's finances, risk and performance as at 31 December 2016.

Councillor Turner, Board member for Finance, Asset Management and Public Health presented the report. He thanked Oxford City Council staff for their hard work in continuing to provide high quality services to the citizens of Oxford despite the current uncertainty over the structure of local government in Oxfordshire.

The City Executive Board resolved to:

1. **Note** the projected financial outturn and current position on risk and performance as at the 31 December 2016
2. **Note** the transfer to HRA reserves of £0.700 million as at the 31 December 2016

147. ESTABLISHING A LOCAL AUTHORITY TRADING COMPANY

The Head of Direct Services has submitted a report which presents the business case and seeks approval for the establishment of a Local Authority Trading Company.

Councillor Turner, Finance, Asset Management and Public Health presented the report. He thanked senior officers and union representatives for their work towards the establishment of the company.

The Board noted the exempt appendix to this report which contained legal opinion about the creation of a trading company.

The City Executive Board resolved to:

1. **Agree** in principle the setting up of a Local Authority wholly owned trading group of companies ('the company') from April 2017.
2. **Delegate authority** to the Chief Executive, in consultation with the Council's statutory officers and Board member for Finance, Asset Management and Public Health, authority to set up an appropriate company structure, including:
 - Selection of the name of the company(s)
 - Approval of the type of company, the articles of the company and the size and composition of its board
 - Recommending to the Shareholder Committee appointments to the posts of Managing Director, Directors, Company Secretary and Non-Executive Directors of the company
 - Preparation of a shareholder's agreement to be entered into between the company and the Council for consideration by the Shareholder Committee
 - Ensuring that the company holds appropriate insurances and/or benefit from insurances that the Council holds
3. **Agree** that new externally traded work is managed and accounted for through the new company once appropriate arrangements are in place and it is practical to do so.
4. **Approve** provision of an initial loan of £250k for working capital at state aid compliant interest rates.
5. **Delegate authority** to the Chief Executive, in consultation with the Council's statutory officers, to undertake further work and report back to the City Executive Board on matters including:-
 - Which services should be transferred or not and if so into which part of the structure principally having regard to the financial impact on the Council.
 - Which if any staff should transfer from the Council to the Local Authority Trading Company.

- Client side arrangements as appropriate.
6. **Note** the establishment of a Shareholder Committee (comprising the members of the City Executive Board) which will represent the Council as shareholder in the company.

148. HEADINGTON NEIGHBOURHOOD PLAN - (REGULATION 19) DECISION NOTICE

The Head of Planning and Regulatory submitted a report to consider the Examiner's Report, approve modifications to the Headington Neighbourhood Plan and agree that the Headington Neighbourhood Plan is submitted to a referendum.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services presented the report. He thanked officers and members of the Headington Neighbourhood Forum for their work on the Headington Neighbourhood Plan.

The City Executive Board resolved to:

1. **Approve** the Modifications to Policies in the Headington Neighbourhood Plan as recommended by the Examiner's Report (January 2017).
2. **Approve** the factual modifications that have been made for the purpose of correcting errors and approve the factual modifications relating to textual changes in the introductory chapters or in terms of the justification for the policies in the Headington Neighbourhood Plan.
3. **Agree** that the Headington Neighbourhood Plan (as modified in the form at Appendix 3) is submitted to a referendum.

149. HOMELESS ACCOMMODATION PROPERTY INVESTMENT

The Executive Director for City Regeneration and Housing submitted a report which requested officer delegation for property purchases over £500,000 for the Homeless Accommodation property investment project which would otherwise require City Executive Board approval for each transaction.

Councillor Turner, Board Member for Finance, Asset Management and Public Health presented the report.

The City Executive Board resolved to:

1. **Delegate authority** to the Chief Executive, having notified in advance the Board Members for Finance, Asset Management and Public Health, and Housing, to approve any property purchases over £500,000 for the Homeless Accommodation Property Investment project.

150. ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2017/18

The Head of Housing and Property submitted a report which approved the allocation of homelessness prevention funds, with the purpose of meeting the objectives of the Homelessness Strategy.

Councillor Rowley, Board Member for Housing presented the report.

The City Executive Board resolved to:

1. **Approve** the allocation of Homelessness Prevention funds to commission homelessness services as outlined in paragraph 28.
2. **Agree** that any savings from 2016/17 budget allocations for Homelessness Prevention activities are, at the end of the financial year considered to be carried forward to fund necessary and additional services in 2017/18 and 2018/19 including those items as outlined in paragraph 22-27.
3. **Delegate authority** to the Head of Housing and Property, in consultation with the Board Member for Housing and the Chief Finance Officer, the discretion to revise the intended programme of use associated with the 2017/18 Homelessness Prevention budget.

151. PROPOSAL FOR AN OXFORD LOTTERY TO RAISE MONEY FOR GOOD CAUSES

The Executive Director for Organisational Development and Corporate Services submitted a report which proposed to set up an Oxford Lottery to ease growing demand on the Council's open and small grants programmes.

Councillor Brown, Board member for Customer and Corporate Services presented the report.

The City Executive Board resolved to:

1. **Request** that the Executive Director for Organisational Development and Corporate Services bring a further report to City Executive Board following soft market testing for an External Lottery Manager and engagement with the voluntary and community sector to understand the appetite for and implications of setting up the lottery.

152. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 9 February 2017 as a true and accurate record.

153. MATTERS EXEMPT FROM PUBLICATION

The Board did not go into private session.

The meeting started at 5.00 pm and ended at 6.30 pm

Minutes of a meeting of the CITY EXECUTIVE BOARD on Thursday 6 April 2017



Committee members:

Councillor Price (Chair)	Councillor Brown
Councillor Hollingsworth	Councillor Kennedy
Councillor Rowley	Councillor Simm
Councillor Sinclair	Councillor Smith

Officers:

Tim Sadler, Executive Director for Sustainable City
Richard Adams, Community Safety Service Manager
Lindsay Cane, Acting Head of Law and Governance
Nigel Kennedy, Head of Financial Services
Sarah Claridge, Committee Services Officer

Also present:

Councillor Andrew Gant, Chair, Scrutiny Committee
Councillor Sian Taylor, Member, Scrutiny Health Inequalities Panel
Councillor Tom Landell Mills, Councillor for St Margaret's ward

153. Apologies for Absence

Apologies received from Cllr Turner and Cllr Tanner.

154. Declarations of Interest

None

155. Addresses and Questions by Members of the Public

None

156. Councillors Addresses on any item for decision on the Board's agenda

Cllr Landell-Mills spoke on the Public Safety on Oxford's Waterways (minute 160). He approved of the measured approach in the report but felt the mini PSPO proposed was disproportionate to the problems.

He suggested the following solutions to anti-social behaviour on the waterways:

A new sanitary facility on the Thames in Oxford

2 or 3 new recycling and rubbish bins which are regularly collected

A boater caretaker (full or part time) , possibly working in lieu of rent for mooring, who could deal with over-staying and anti-social behaviour

A community psychiatric/ mental health worker (full or part time) , to work alongside the community services team

He felt solutions to problems on the waterways should be couched within the broader agenda of seeing the waterways as a strong positive feature in Oxford. The Council should look for ways it can better use them for leisure, amenity and recreation and consider the possibility of more people living on them for cheap flexible accommodation.

157.Councillor Addresses on Neighbourhood Issues

None

158.Items raised by Board Members

None

159.Scrutiny Committee Reports

a) Scrutiny Response: Health Inequalities

Cllr Taylor, Member of Health Inequalities Panel presented the report. The Board approved all the recommendations.

The Board discussed the following:

- Broadening the remit of the social impact assessment for leisure services to include youth ambition has allowed a small percentage of NHS funds to be transferred from treating to preventing illness.
- Some parts of the city offer no afterschool provisions. Council programmes eg youth ambition should be offered to these schools.
- Linkages between health professionals, schools and council services need to be strengthened so that people are aware of the leisure and wellbeing activities available in their community.

- Social prescribing in GP surgeries needs more council support and advice. GP advice is being covered by the advice commissioning review.
- Integrating services hasn't happened as well as we had hoped. Genuine partnership working been reduced due to austerity.
- The Policy Manager will be responsible for taking these recommendations forward.

b) Scrutiny Response: University Housing Needs

Cllr Gant, Chair of the Scrutiny Committee presented the report. He asked whether a detailed board member response to the recommendations would be presented to the Scrutiny Committee before the Local Plan: preferred options report expected in June.

Cllr Hollingsworth, Board Member for Planning and Regulatory Services said that he didn't want to pre-empt the local plan process so offered to give a fuller response of each element of the recommendation immediately after the publication of the Local Plan: preferred options report. Cllr Gant formally accepted Cllr Hollingsworth's proposal.

c) Scrutiny Response: Air Quality

Cllr Gant, Chair of the Scrutiny Committee presented the report. The Board agreed all the recommendations.

d) Scrutiny Response: Workplace Parking Levies

Cllr Gant, Chair of the Scrutiny Committee presented the report.

Cllr Hollingsworth, Board Member for Planning and Regulatory Services said the responses to the recommendations applied equally to congestion charges and workplace parking levies. He had only partly agreed to them as there is still a lot of work to do to decide how such schemes could work in practice. The revenue stream isn't going to be as much as Nottingham's as there are not very many work place parking spaces in Oxford.

The Board discussed the problems of residential parking and the benefits and negative effects of CPZs in the city.

e) Scrutiny Response: Thames Valley Police and Crime Panel

Cllr Gant, Chair of the Scrutiny Committee presented the report.

Cllr Sinclair, Board Member for Community Safety accepted the recommendations and would present them to the Thames Valley Police and Crime Panel (TVPCP) tomorrow night.

Cllr Price suggested that any relevant TVPCP decisions for Oxford could be advertised on the City Council website.

f) Scrutiny Response: Public Safety on Oxford's Waterways

This report was discussed during Item 8 Public Safety on Oxford's Waterways (minute 160)

160. Public Safety on Oxford's Waterways

The Executive Director for Sustainable City submitted a report which outlined the outcome of the consultation regarding the proposal to make a Public Spaces Protection Order in respect of the waterways of Oxford and make recommendations as to the way forward.

Cllr Sinclair, Board member for Community Safety presented the report. She said that after consulting with the public the Council had decided not to pursue a full waterways PSPO but would look at alternative solutions to deal with the problems faced on the waterways. She said to Cllr Landell-Mills that his waste disposal idea would be considered.

The Community Safety Service Manager said that the Folly Bridge to the ring road section of the Thames would take significant partnership work to improve the anti-social behaviour issues faced on that stretch of river.

He outlined the progress made in the other areas listed in the report.

- Aristotle Lane - the river trust are involved and the anti-social behaviour issues are being reviewed on a case by case basis.
- Castle Mill – the land ownership issue is being looked into; and
- Aston's Eyot - work is progressing

Cllr Gant, Chair of the Scrutiny Committee presented the report and the recommendations were accepted.

Cllr Price asked about the timescale to take this project forward. The Executive Director for Sustainable City said that a project manager would progress the project. It is probably 18 months' worth of work.

The City Executive Board resolved to:

1. **Not progress** the proposal for a Public Spaces Protection Order for the generality of the waterways of Oxford;

2. **Commission** officers to develop localised solutions to public safety concerns for four identified priority areas;
3. **Commission** officers to further develop policy proposals that will address public safety and anti-social behaviour problems and improve public enjoyment of the city's waterways resources.

161. Oxford Flood Alleviation Scheme

The Executive Director for Sustainable City submitted a report which requested approval to increase Oxford City Council's project contribution towards Oxford Flood Alleviation Scheme by up to £1,000,000 funded from in-kind contributions in terms of land disposal and compensation values foregone.

Cllr Price, Board Member for Corporate Strategy and Economic Development presented the report. He explained that the proposed in-kind land contribution to the Environment Agency would bring the scheme closer to completion. The land doesn't have a huge value for other purposes, it is mostly grazing land and there are small parts of the Redbridge and (extension of the) Seacourt Park n Rides included in the land contribution. He said the scheme would reduce the flood risk to 1,500 properties.

Cllr Smith asked if there was a guarantee from the Environment Agency that the scheme would enhance the wildlife of the area. The Executive Director for Sustainable City said whilst the design would improve the wildlife of the area, the design no longer includes a cycling or public walkway as surrounding landowners had expressed concerns about allowing public access.

The City Executive Board resolved to:

1. **Approve** the increase of Oxford City Council's project contribution towards Oxford Flood Alleviation Scheme by up to £1,000,000 funded from in-kind contributions from land disposal and compensation foregone; and
2. **Delegate authority** to Executive Director for Sustainable City, in consultation with the Heads of Financial Services and Law and Governance, to be able to enter a funding agreement with Environment Agency.
3. **Note** that a detailed report on proposed disposals to facilitate the Oxford Flood Alleviation Scheme and discounts proposed will be made to the City Executive Board in due course.

162. Minutes

Minute 148 – Headington spelt incorrectly.

The Board resolved to APPROVE the amended minutes of the meeting held on 9 March 2017 as a true and accurate record.

163.Dates of Future Meetings

The Board noted the next meeting would be held on 11 May 2017.

164.Matters Exempt from Publication

The Board indicated their intention to go into confidential session and the public left the room.

The Board resolved to go into confidential session in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule I2A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

165.Exempt Appendix 1_ Oxford Flood Alleviation Scheme

Cllr Price, Board Member for Corporate Strategy and Economic Development updated the Board on the contributions received for the scheme.

The meeting started at 5.00 pm and ended at 6.07 pm

Officer report to: Council
Date: 24 April 2017
Report of: Acting Head of Law and Governance
Title of Report: Petition submitted in accordance with Council procedure rules.

Summary and recommendations	
Purpose of report:	To set before Council a petition meeting the criteria for debate under the Council's petitions scheme.
Decision required:	Yes
Corporate Priority:	Not applicable.
Policy Framework:	Not applicable.
Recommendation(s): That Council:	
1.	<p>in line with the procedure for large petitions:</p> <ul style="list-style-type: none"> • hears the head petitioner for the petition; • debates: <ul style="list-style-type: none"> ○ the proposal to the Council contained within the petition; or ○ relevant motions submitted by councillors by the deadline ; and • decides the action it wishes to take.
<p>The petition proposes:</p> <p><i>Can you support Iffley Open House in calling on Oxford City Council to do the right thing and to re-open Lucy Faithful House as a night shelter?</i></p>	

Executive Board Member responsible : Councillor Mike Rowley, Board Member for Housing

The petition

1. A paper petition signed by just over 1800 people was delivered to the Acting Head of Law and Governance at the Council meeting on 20 February 2017 as part of the speech by Neo about the Council's budget.

2. The petition states:

Can you support Iffley Open House in calling on Oxford City Council to do the right thing and to re-open Lucy Faithful House as a night shelter?

Last year Lucy Faithful House was forced to close after 30 years of operation as a night shelter serving the homeless of Oxford due to budget cuts. This year further planned closures will mean a total loss of 261 beds for the homeless over the next 12 months across the city.

Meanwhile homeless has doubled in the last year and cuts to housing support services are making it harder for people to find a safe, secure home in their city.

At the Oxford City Council Budget meeting on 20th February we are calling for a vote to save Lucy Faithful House and reinstate it as a vital social service for the homeless.

The residents of Iffley Open House, a group that occupied an empty garage in east Oxford on New Year's Eve, are being forced to leave by the 27th February. The building owned by Wadham College has been run as a shelter and social space for and by homeless and rough sleepers. With no alternative the residents will be thrown back on the street on the 27th February in freezing temperatures. We are appealing to the council and wider public to support us in helping to rehouse the residents.

The Council administration want to sell off the Lucy Faithfull House site, most probably for luxury housing BUT there is an opposition amendment which will save the building and restore it as much needed homeless accommodation. The decision will be made at the Oxford City Council meeting on Monday 20th February.

If this petition gets 1500 signatures before the Council meeting then City Councillors will have to debate saving Lucy Faithfull House at the next Council meeting in April.

3. The signatures are valid and come from a range of postcodes and include a number from outside the city. Not all signatories will live, work or study in the city. The Council's petition scheme does not require any conditions to be met before accepting a signature as valid.

The petition therefore meets the criteria for debate at Council.

Constitution rules and procedure

4. The Council's scheme for handling petitions is set out in the Constitution. The scheme specifies that petitions requesting action within the Council's powers and containing over 1,500 signatures will be debated by Full Council. The scheme also specifies that the petition organiser can address Council for up to five minutes at the start of the debate in order to present the petition.
5. If a Member wishes to put a substantive motion/recommendation on a petition that differs from the proposal in the petition then they must let the Acting Head of Law and Governance have that motion/recommendation by 10.00am on the working day before the full Council meeting. These would then be published in the Council briefing note.

Any amendments to these would have to be with Committee and Members' Services by 11.00am on the day of the meeting.

6. A substantive motion in this case is anything other than adopting the actions suggested in the petition, or deferring, referring or noting the issues raised by the petition.

Actions for Council

7. The Constitution states that there is a limit of 15 minutes for dealing with each petition. On this occasion and should the head petitioner speak for 5 minutes the Council rules then allow 10 minutes for debate and decision.
8. The action proposed for Council in the petition is:
Can you support Iffley Open House in calling on Oxford City Council to do the right thing and to re-open Lucy Faithful House as a night shelter?
9. Actions open to Council include:
- note the petition
 - take the action the petition requests
 - not take the action the petition requests
 - commission further investigation into the matter
 - where the matter is one where the Executive is required to make the final decision, decide whether to make recommendations to the Executive to inform that decision.

Financial implications

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

Legal issues

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

Report author	Jennifer Thompson
Job title	Committee and Members Services Officer
Service area or department	Law and Governance
Telephone	01865 252275
e-mail	jthompson@oxford.gov.uk

Background Papers:	
1	Petition available on Oxford city council website Change.org website

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To: Council
Date: 24 April 2017
Title of Report: Motions submitted by Councillor Rowley in response to petition (Item 14)

Councillor Rowley will be asked to propose his motion submitted in response to this petition

Councillors are asked to debate and reach conclusions on the motion proposed here and/ or the requested actions in the petition.

Motion relating to petition submitted on situation in Kashmir (proposed by Councillor Rowley)

Labour member motion

Council notes the petition, and welcomes the support from the signatories for sustainable solutions to single-person homelessness in Oxford.

As elsewhere in the country, the rise in single-person homelessness is as a consequence of the government's attack on Social Security, its cuts in mental health provision, and its failure to increase the number of affordable and social homes over the last seven years in government.

In noting the petition, Council also observes that re-use of Lucy Faithfull House would not be a sensible proposition, because no need has been demonstrated. All of the LFH beds have been replaced by beds in Oxford with support provided, and existing homelessness provision is not over-occupied. Council also noted, in rejecting the Budget amendment referred to, that there is no way to make LFH sustainable beyond the lifetime of the Budget.

Council notes that its current approach to homelessness funding has allowed us to shield vital services affected by County Council cuts and maintain funding for services across the City.

Council also notes that it is untrue that "luxury" accommodation is intended to be built on the Lucy Faithfull House site. The site has potential to contribute to the Council's affordable housing strategy, although this will require an agreement with the leaseholder.

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To: Council

Date: 24 April 2017

Report of: Councillor Bob Price, Leader and Board Member for Corporate Strategy and Economic Development

Title of Report: **The Oxford Strategic Partnership**

Summary and Recommendations

Purpose of report: To inform members of the work of the Oxford Strategic Partnership and to answer questions about the work of the Partnership

Executive lead member: Councillor Bob Price, Leader and Board Member for Corporate Strategy and Economic Development

Policy Framework: The Corporate Plan

Recommendation:

Council is asked to note the contents of the report

Background

1. The Oxford Strategic Partnership (OSP) was founded in 2003. It brings together key representatives from the public, business, community and voluntary sectors who share a clear and ambitious vision for the city.
2. The ambition of the Partnership is that 'Oxford should be a city in which all our citizens feel happy to live and experience a high quality of life. We want Oxford to be a world-class city for everyone'.
3. The partners on the OSP recognise that many issues in the city cannot be addressed by organisations working alone, but only by working in partnership.
4. The partnership is managed and co-ordinated by Oxford City Council.
5. The Partnership's Report Oxford: A world-class city for everyone outlines the aims, challenges and priorities for 2013–2018. This report provides an overview of planned work in our four priority areas. It also provides information on the review of the OSP's aims and priorities currently being undertaken.

The current aims of the Oxford Strategic Partnership

6. The current aims of the Oxford Strategic Partnership are:

- To provide a clear and ambitious vision for the future of Oxford, developing its environmental, economic and social life in a positive and sustainable way;
- To improve the quality of life of all sections of the community, to reduce inequalities, and support the needs and aspirations of citizens in their local areas;
- To foster and promote closer working between local agencies to deliver responsive and high quality services across the city.

The Steering Group

7. The Steering Group provides strategic guidance and input to developing the vision for Oxford, identifies partnership priorities to meet that vision and champions the development of action plans.
8. Core members are drawn from the statutory services (Oxford City Council, Oxfordshire County Council, Health and Police), businesses, universities and colleges and community groups. A complete list of members is available on the Oxford Strategic Partnership website at https://www.oxford.gov.uk/oxsp/info/1/about_us/3/membership
9. The Steering Group is chaired by Anne Gwinnett, Director of Corporate Affairs at Oxford Brookes University. The Vice Chair is Jackie Wilderspin, Public Affairs Specialist, Oxfordshire County Council.
10. The Partnership aims at encouraging closer working between agencies to deliver responsive services across the city.

The OSP's Priorities and Focus in the last two years

11. Over the last two years the focus of the OSP has been on four key priorities:
 - Economic Development, Growth and Regeneration
 - Stronger Communities
 - Low Carbon Oxford
 - Safer Communities

Economic Development, Growth and Regeneration

12. Oxford's economy is a national asset and the engine of the Oxfordshire economy. It provides over one-third of the county's jobs, and almost half of those who work in the city live elsewhere. Oxford has seen the sixth fastest rate of growth out of any UK city. The strong employment rate has been accompanied by strong private sector jobs growth. Oxford is one of the Fast Growth Cities that has seen higher business starts than closures over the last ten years.
13. The Partnership adopted the Oxford Economic Growth Narrative and Strategy in 2013, and the action plan was developed in early 2014. The OSP's Oxford Economic Growth Steering Group (OEGSG) oversees delivery of the action plan. It includes representatives from businesses, network groups, universities and public sector organisations. The Group is co-chaired by Richard Venables (the Oxford Business Representative on the Local Enterprise Partnership) and Cllr Bob Price (Leader of Oxford City Council). The Economic Growth Strategy and Action Plan can be downloaded from

https://www.oxford.gov.uk/oxsp/info/3/our_vision/6/economic_development_growth_and_regeneration.

14. A refreshed Economic Narrative for Oxford is currently being written that reflects the growth of the economy, new and emerging sectors and the challenges faced in and around Oxford – housing and transport pressures, lack of office space in the city centre, skills and labour shortages. When completed this Narrative will be published on the OSP and Oxford City Council websites. A first draft has been reviewed by the OEGSG.
15. The steering group oversees the delivery of the action plan with a particular focus on the Oxford growth ambitions and engagement with businesses in and around the city. It also focuses on progress with land and premises supply for employment, housing, infrastructure, supporting retail and tourism, a low carbon economy and Smart City.
16. The steering group has overseen the development of the Smart Oxford partnership. Smart Oxford is the strategic programme of a wide range of city partners working together to develop and promote Oxford as a smart city. By 'smart' we mean creating an environment and infrastructure that engages with the current step-change in digital technologies to support the generation & sharing of city information and to facilitate the development of innovative city-related solutions more effectively, cheaply, sustainably, fairly and inclusively. More details about Smart Oxford and some of the projects being developed can be found at <http://oxfordsmartcity.uk>.
17. The OSP was a founding partner and sponsor of Business in Oxford. Business in Oxford brings together businesses and organisations supporting business from across the city and wider city region to network and learn about developments in and around Oxford – to engage, inspire and inform. This year's event is taking place on the 11th May 2017. More details can be found at <http://businessinoxford.com>.
18. In 2016 the OSP's Economic Growth Steering Group oversaw Oxford's bid to be European Capital of Innovation 2016/17. Oxford was one of the shortlisted cities alongside Paris, Milan, Turin, Berlin, Eindhoven, Glasgow, Vienna and the winner Amsterdam. More details and our video promoting innovation and collaboration in Oxford can be found at http://ec.europa.eu/research/innovation-union/index_en.cfm?section=icapital.
19. The OSP and the Economic Growth Steering Group have been key bodies for consultation on the Local Plan as it is being developed.

Stronger Communities

20. The Stronger Communities programme of work is made up of five "themes" which all link together through the Stronger Communities Steering Group. These are:
 - Health Inequalities
 - Aging Successfully
 - Educational Attainment
 - Youth Ambition
 - Employment and Skills

21. The common feature of this work is that it is targeted at the areas of Oxford with the worst outcomes – whether these are for health, educational attainment, income or life expectancy. The aim of this work is to work together to improve those outcomes. The group oversees and supports delivery of five strands of work, working alongside other delivery groups where they exist.
22. Work focussed on Educational Attainment was completed in 2016 and an independent report presented to the OSP in January 2017. The report can be found at http://mycouncil.oxford.gov.uk/documents/s32208/Final%20OCC%20EAP%20Report_June.pdf.
23. The OSP meeting held on 14th March 2017 focussed on Adult Social Care and the challenges facing Oxford and Oxfordshire. One key area of interest to the OSP is loneliness and this is emerging as a potential theme for more focussed work by the partnership.
24. A copy of the report and presentation given on behalf of the Stronger Communities Steering Group in March 2016 can be found at https://www.oxford.gov.uk/oxsp/downloads/5/meetings_in_2016. A further report will be given later in 2017.

Low Carbon Oxford

25. The work around Low Carbon Oxford and the Low Carbon Oxford Partnership has been led by the City Council's Environmental Sustainability Team. More details about Low Carbon Oxford can be found at <http://lowcarbonoxford.org/>. The OSP receives an annual report from the Low Carbon Oxford team on the priorities and work of the Low Carbon Oxford Partnership.
26. Low Carbon Oxford started in 2010 and now has over 40 pathfinders. In 2011 pathfinders adopted the target of reducing city emissions by 40% by 2020 against a 2005 baseline.
27. The OSP has supported and provided funding to the Low Carbon Oxford week in 2015, 2016 and has committed to support the newly rebranded Green Week in June 2017. The week includes a wide range of events that profiles and promotes the City's Low Carbon projects and aspirations and engages with thousands of people (estimated 40,000 in 2016) through talks, workshops and gatherings. More details can be found at <http://lowcarbonoxford.org/oxford-green-week/>.
28. A copy of the report and presentation given in January 2016 can be found at https://www.oxford.gov.uk/oxsp/downloads/file/16/presentation_item_6_-_low_carbon_oxford_update. An annual report for 2016/17 will be received later this year after Oxford Green Week.

Safer Communities

29. The work around Safer Communities has been driven by the Safer Communities Partnership (led by the Police and supported by the City Council's Community Safety Team). The OSP has received annual reports from the Oxford Area Commander on the priorities of the Safer Communities Partnership and the progress against the action plan they are working to deliver.
30. The Community Safety Plan focussed on three broad areas of work:

- Activities that tackle problems affecting the whole community;
- Activities that support victims or prevent a person from becoming a victim of crime or anti-social behaviour;
- Activities that target those who commit, or are at risk of committing, crime and anti-social behaviour.

31. Priorities for 2015/16 included:

- Inter-personal abuse, including domestic abuse and sexual abuse, human trafficking, sex working, child sexual exploitation and other models of exploiting the vulnerable.
- Violent crime, including alcohol related disorder, serious youth violence, hate crime and robbery.
- Tackling the threat of terrorism and radicalisation by supporting the Government's Prevent programme.
- Tackling serious and organised crime within the community.
- Anti-social behaviour, including neighbourhood nuisance, environmental concerns, drugs misuse.

32. A copy of the report and presentation for 2015/2016 November 2015 can be found can be found at

https://www.oxford.gov.uk/oxsp/downloads/download/28/oxford_strategic_partnership_meeting_-_19_november_2015_agenda_and_papers . The Annual report for 2016/17 will be given later this year.

Review of Vision, Aims and Priorities

33. The OSP's existing vision, aims and priorities are currently being reviewed. The review is being undertaken by a sub group led by Anne Gwinnett, Chair of the OSP. Other members of the group include Cllr Bob Price (Leader of Oxford City Council), Caroline Green (Assistant Chief Executive, Oxford City Council), Richard Venables (OSP member and Oxford business representative on the Oxfordshire Local Enterprise Partnership), Sebastian Johnson (OSP Manager) and Shelley Ghazi (Policy Officer, Oxford City Council).

34. The following draft vision and mission statement was presented to the OSP at the meeting on 14th March 2017. This is work in progress.

35. "The vision of the OSP is that, through effective collaboration between local agencies and partners, we will have achieved a city and surrounding area where all individuals and communities enjoy a good quality of life - environmentally, economically, and socially - and where long standing inequalities have been addressed."

36. As part of the review process the sub group has considered the draft visioning document "Oxford 2050: A vision for a successful and sustainable city for everyone". This document is being developed to set a long term and ambitious new vision for a successful and sustainable future for the city, with the intention of providing a framework for the future development of key council policies including the Corporate Plan, the Local Plan and the Sustainability Strategy. The document will be considered by the City Executive Board and when finalised it will be presented to the OSP Steering Group for consideration and endorsement.

37. A long term partnership vision for the city will be of value to all partners.

38. Next steps in the review include:

- Agree OSP mission and aims and priorities – May 2017
- Review membership and agree any required changes - July 2017
- New membership operational from September 2017
- Formal launch of 'refreshed' OSP – September/November 2017

39. A public event will be held towards the end of the year to re-launch the OSP and promote the revised mission, aims and priorities.

Resources

40. The work of the Oxford Strategic Partnership is supported by the Policy and Partnership Team. There is 0.4 FTE to manage, support and facilitate the work of the Partnership and Sub Groups. This includes organising events, undertaking research and coordinating and developing a range of activities.

41. The Manager of the Oxford Strategic Partnership is Sebastian Johnson and the Policy Officer lead is Shelley Ghazi. OSP Champions and City Council staff leads for each of the current four priority areas are listed below:

Priority Area	Champion	City Council Lead
Economic Development, Growth and Regeneration	Cllr Bob Price, Oxford City Council	Sebastian Johnson, OSP Manager and Principal Economic Development Officer
Safer Communities	Superintendent Joe Kidman, Thames Valley Police	Richard Adams, Service Manager, Community Services
Stronger Communities	Jackie Wilderspin, Public Health, Oxfordshire County Council	Val Johnson, Policy and Partnership Team Leader
Low Carbon City	Cllr John Tanner, Oxford City Council	Jo Colwell, Service Manager, Environmental Sustainability

42. The Oxford Strategic Partnership also draws upon the work of the Social Research Officer, within the Policy and Partnership Team, so that its priorities and plans are based upon evidence to support the needs of the City. Use of population forecasts and economic and social trends are used to steer our vision for the future of Oxford. The Oxford Profile and other data and statistics relating to the city are the basis of this work. These can be found at <http://www.oxford.gov.uk/oxfordstats>.

43. A "State of City" report will be produced by the Social Research Officer and presented to the OSP and a wider OSP event at the time of relaunch.

Financial Implications

44. Total controllable spend for 2015/16 was £21,358 and approved budget for 2016/17 is £21,373 and 2017/18 is £21,373.

Legal Implications

There are no legal implications

Name and contact details of author:-

Name: Sebastian Johnson

Job title: OSP Manager and Principal Economic Development Officer

Service Area: Regeneration, Economy and Partnerships

Tel: 07483 010524

e-mail: srjohnson@oxford.gov.uk

List of background papers:

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

<http://www.oxfordpartnership.org.uk/>

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To:	Council
Date:	24 April 2017
Report of:	Chair of the Scrutiny Committee
Title of Report:	Scrutiny briefing
Purpose of report:	To update Council on the activities of the scrutiny function

Appendices

Appendix 1 - Scrutiny work plan – April 2017

Appendix 2 - Scrutiny recommendation tracker – February 2017 to April 2017

Introduction

1. The first thing to say on behalf of the Scrutiny Committee is how saddened we were about the passing of our esteemed colleague Cllr Van Coulter. Van was a very engaged scrutiny councillor who had chaired a number of scrutiny reviews with distinction and always remained focused on making real improvements to peoples' lives. He will be sorely missed. An impeccably observed minute's silence was held at our meeting on 27 March 2017.
2. We're approaching the end of the Council year and my first 12 months as Chair of Scrutiny have certainly been busy and interesting. Scrutiny has sought to continue to make incremental improvements to the scrutiny function whilst also adapting to the changing needs of the organisation. An example is the recent establishment of a new Scrutiny Shareholder Panel to scrutinise executive decisions relating to the new Council-owned companies.
3. The Scrutiny Committee's annual report for 2016/17 will be presented to Council in September and will summarise the work the Committee has undertaken and commissioned this year. By the time of annual council a total of 35 scrutiny meetings will have taken place; 11 committee meetings, 10 standing panel meetings, 10 review group meetings and 4 one-off meetings. This year only one-third of all the substantive items considered at meetings of the Committee and

two standing panels have been City Executive Board (CEB) decisions. The majority of the reports considered were independently commissioned by Scrutiny. In the previous two years there was a fifty-fifty split between CEB and non-CEB items. To date 84% of Scrutiny recommendations to the CEB have been agreed, with 6% agreed in part and only 9% not agreed.

4. Effective scrutiny is an essential component of good governance but it doesn't just happen. It requires effort, strong relationships and a positive organisational culture for Scrutiny to function effectively and add value to Council business and decision making. To this end I would like to put on record my thanks to all the members who have contributed to the scrutiny process this year, either as committee or panel members, or as Board Members who have attended and contributed to our various debates. At the main committee Board Members have been present for the vast majority of our discussions and the Committee are grateful to them for buying-in to the scrutiny process. I would also like to thank all the Council officers who have supported Scrutiny during the year by writing reports and attending meetings, sometimes until quite late in the evening. Particular thanks as always go to Andrew Brown, our unfailingly able and reliable Scrutiny Officer, and Sarah Claridge for clerking with great efficiency. I'm sure with this continued support the Committee can build on the good progress that has been made in recent years and continue to go from strength to strength.

Work plan

5. The latest Scrutiny work plan can be found in Appendix 1. A new work plan for 2017/18 is now being formulated based on suggestions from all members and senior officers. To contribute suggestions for the new scrutiny work plan please email Andrew Brown (abrown2@oxford.gov.uk) by 21 May 2017. In June the new Committee will consider and prioritise all suggestions received and this exercise will help to inform which items will be selected as a priority for review.

Current Activity

Scrutiny Shareholder Panel

6. The establishment of Council-owned companies introduces a new dynamic to the scrutiny function because, strictly speaking, company directors are independent and legally separate from the Council and are therefore not accountable to Scrutiny in the normal way. Scrutiny can however review company performance and hold the shareholder (i.e. CEB meeting as a 'Shareholder Group') and their advisors to account for the decisions they make as a company shareholder.
7. The Committee has therefore established a new panel, very ably chaired by Cllr Fry and including the chairs of the committee and two standing panels, in order to scrutinise shareholder decisions. On 22 March 2017 the Panel met to consider the business plan for the Council's housing company, Oxford City Housing Limited, before the Shareholder Group met to endorse this plan. The Panel were supportive of the aims of the company and sought and received assurances on a number of specific points. The Panel asked to meet again in the summer to consider a sensitivity analysis of the 40-year business plan, together with responses to written questions. It is envisaged that the Panel will take a similar

approach to shareholder decisions affecting the new wholly-owned Direct Services trading company and potentially to OxWED, in which the Council has a 50% shareholding.

Health Inequalities Panel

8. The Health Inequalities Panel followed on from the work of Inequalities Panel, also chaired by Cllr Coulter. The Panel focused specifically on the City Council's role in implementing the recommendations of the Oxfordshire Health Inequalities Commission. The Panel produced ten recommendations of their own, which have all been accepted by the Board. This was sadly Cllr Coulter's final contribution and it's fitting that it has been so thoroughly and thoughtfully responded to by the Board Member and CEB.

The Scrutiny Committee

9. Since my last update to Council Scrutiny Committee meetings have been held on 30 January, 28 February and 27 March. The following items have been considered and the numbers of recommendations made to the Board and those agreed (either in full or in part) are given in brackets:
 - Oxford Flood Alleviation Scheme (0)
 - Graffiti prevention (0)
 - Recommendation Monitoring – Guest Houses (0)
 - Update on City Centre and Foresters Tower PSPOs (0)
 - Public safety and addressing antisocial behaviour on Oxford's waterways (1 / 1)
 - Performance monitoring – quarter 3 (0)
 - Police and Crime Panel update (2 / 2)
 - Workplace parking levies (2 / 2)
 - Air quality (3 / 3)
 - Refresh of Carbon Management Plan: 2017 – 2022 (2 / 2)
 - Corporate Plan 2017/2018 (1 / 1)
 - Grant Allocations to Community and Voluntary Organisations 2017/2018 (4 / 4)
 - Leisure Performance Update (0)

Housing Panel

10. The Housing Panel met on 1 March 2017. The Panel agreed their report on university housing needs, which highlighted a number of suggested proposals relating to student and key worker housing for consideration as the local plan preferred options document is formulated. These suggestions were based on discussions with the two universities, Board Member and Council officers, and CEB have welcomed this contribution. The Panel have considered reports on the following:
 - University housing needs (1 / 1)
 - Housing performance (0)
 - Council support for people accessing the private rented sector (0)
 - Services for rough sleepers (0)
 - The allocation of homelessness prevention funds (0)

Finance Panel and Budget Review

11. The Finance Panel's annual review of the Council budget has been concluded with sixteen recommendations to the City Executive Board, of which all but one were agreed. At meetings on 1 February 2017 and 29 March 2017 the Panel considered the following items:

- Budget 2017/18 (16 / 15)
- The Implications of Brexit (1 / TBC)
- Fundamental Service Reviews (0)
- Treasury Management Strategy 2017/18 (0)

Looking ahead

12. A Committee meeting will be held on 2 May 2017 where the Committee plan to look at CEB decisions on Fusion Lifestyle's Annual Service Plan, Community Leases and the Oxford Railway Station Supplementary Planning Document.

13. The special Scrutiny Committee meeting on 6 June will be the first of the year and, aside from the matter of electing a chair for the year, the Committee will be focused on the Local Plan Preferred Options decision. A further 'normal' meeting is being held two days later on 8 June 2017, at which the Committee will focus on its normal business and agreeing a work plan for the year ahead.

14. The Housing Panel meet on 26 April 2017 to review the progress of Council's Great Estates investments and tower block refurbishment project. The Panel will also consider any proposed changes to the Council's Empty Property Strategy.

Councillor Andrew Gant – Chair of the Scrutiny Committee

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Andrew Brown – Scrutiny Officer

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SCRUTINY WORK PLAN

April 2017 - June 2017

Published on: 07/04/17

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](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will 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 / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Azad, Chapman, Coulter, Fry, Gant (Chair), Hayes, Henwood, Pegg, Simmons, Taylor, Tidball & Wilkinson
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (Chair), Pegg, Sanders, Thomas & Wade, Geno Humphrey (tenant co-optee)
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Fry, Gant, Henwood & Simmons

Completed review groups and one-off panels

Topic	Scope	Nominated councillors
Budget review 2017/18	To review the Council's 2017/18 draft budget and medium term financial strategy	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Devolution plans for Oxfordshire review	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Health inequalities (one- off panel)	To consider the council's response to the recommendations of the Independent Commission on Health inequalities	Cllrs Coulter (Chair), Taylor, Thomas, Wade

SCRUTINY COMMITTEE

2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Fusion Lifestyle's Annual Service Plan 2017/18	Yes	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 2017/18.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Community Leases	Yes	This report requests CEB to agree an approach to community leases	Culture and Communities	Ian Brooke, Head of Community Services
Oxford Railway Station Supplementary Planning Document (SPD)	Yes	To seek approval to consult on the draft Oxford Railway Station Supplementary Planning Document (SPD).	Planning and Regulatory Services	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy

6 JUNE 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Local Plan Preferred Options	Yes	Progress of the review of the Local Plan	Planning and Regulatory Services	Sarah Harrison, Senior Planner

8 JUNE 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Assessing disabled impacts in planning	No	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.	Planning and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services

Planning & Regulatory Services Improvement Plan	No	To update the committee on the progress of implementing the improvement plan for Planning and Regulatory Services.	Planning and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
City Centre Strategy	Yes	To approve the City Centre Strategy	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Grant Allocations to Community and Voluntary Organisations 2017/18	Yes	A monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in June 2018.	Customer and Corporate Services, Culture and Communities	Jackie Yates, Executive Director Organisational Development and Corporate Services
Low Emissions Taxi Infrastructure Scheme	Yes	Oxford City Council has been awarded capital funding for the provision of electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis.	A Clean and Green Oxford	Jo Colwell, Service Manager Environmental Sustainability
Safeguarding Report 2017/18	Yes	An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader

7 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor

Commissioned Advice Strategy 2018-2021 - Progress report	Yes	To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel.	Planning and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
Governance of Council-owned companies	No	To receive an update following the consideration by the Audit and Governance Committee of the long term risks and governance issues associated with Council-owned companies	Corporate Strategy and Economic Development	Nigel Kennedy, Head of Financial Services

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Disabled Students' Allowance	No	To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
NHS Sustainability and Transformation Plan	No	To receive a briefing on the emerging STP and its implications for the city.	Finance, Asset Management & Public Health	Andrew Brown, Scrutiny Officer

HOUSING PANEL

26 APRIL 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and priority improvement schemes.	Housing	Stephen Clarke, Head of Housing Services
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty and former garage sites.	Housing	Martin Shaw, Property Services Manager
Empty Property Strategy	No	To receive a briefing on the Council's approaches to dealing with empty properties in the City ahead of a refresh of the Empty Property Strategy.	Housing	Melanie Mutch, Empty Property Officer (Private Sector)
Tower block refurbishment	No	To receive a progress update on the Tenant Scrutiny Panel's review of the tower block refurbishment project.	Housing	Stephen Clarke, Head of Housing Services

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Private Sector Licencing	Yes	To pre-scrutinise any decisions on the extension of licencing to the non-HMO private rented sector.	Planning & Regulatory Services	Ian Wright, Environmental Health Service Manager
Management of void properties	No	To consider how the Council manages void properties.	Housing	Bill Graves, Landlord Services Manager
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent Councils from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

Scrutiny recommendation tracker 2016/17 – April 2017

Total recommendations (year to date):	139	
Agreed	117	84%
Agreed in part	9	6%
Not agreed	13	9%

6 APRIL 2017 CITY EXECUTIVE BOARD

University housing needs

Recommendation	Agree?	Comment
<p>That options are explored through the new Local Plan 2036 processes relating to student accommodation, and that early discussions are sought with the two universities (and neighbouring authorities where relevant) aimed at building shared concerns and shared efforts to improve the housing situation in the city. Consideration should be given to:</p> <ul style="list-style-type: none"> a) Encouraging the University of Oxford to present proposals for accommodating postdocs in the city; (para. 4) b) Allocating specific sites for new student accommodation for the two universities; (paras. 8a & 16) c) Limiting the amount of student accommodation allowed within any given geographical area; (para. 17) d) Encouraging the universities to provide accessible accommodation as part of any proposed new developments of student accommodation; para 18) e) Exempting groups such as post-doctoral researchers and nursing and teaching students from the target of no more than 3,000 students from each university living outside of university-provided accommodation in the city, balanced by a reduction in the target figures; (paras. 2a, 8b & 19) f) Extending the targets for students living outside of provided accommodation to other large educational institutions based in the city; (para. 20) g) Limiting the use of new student accommodation to the two universities; (para. 21) h) Whether university students housed in non-university 	Yes	<p>I welcome the constructive and open dialogue with the two Universities about their accommodation needs, which have been held between officers, members and the two institutions over a prolonged period, and will continue to be held.</p> <p>I recognise the positive contribution that the Universities make to the city in terms of economic growth, vitality, and employment, and the City Council wants to continue to support them. This kind of engagement is exactly what this stage of the Local Plan is all about, as we work towards publishing the Preferred Options in June 2017.</p> <p>At present detailed evidence, technical work, consultation responses from last summer, and sustainability appraisal are all being considered, and will inform the direction of policies to be published in the Preferred Options. The evidence given by the Universities to the Scrutiny Committee, and the Scrutiny Committee's recommendations, will be included in that consideration.</p> <p>While that work is still ongoing it would not be appropriate to respond in detail at this stage to the precise proposals, other than to confirm that they are all being considered</p>

<p>provided student housing should count towards the 3,000 target figure; (para. 22)</p> <p>i) Encouraging private developers of student accommodation to work closely with the universities; (para. 23)</p> <p>j) Reviewing the local key worker definition to potentially include post-doctoral researchers, nursing and teaching students and lower-paid university support staff; (para. 24)</p> <p>k) Providing some flexibility to substitute some of the social rent planning obligations with key worker housing obligations in order to encourage key worker housing schemes (including accommodation for post-doctoral researchers and lower-paid university support staff); (para. 25)</p> <p>l) Providing additional flexibility in the balance of dwellings policy specifically for key worker housing schemes. (para. 26)</p>		<p>alongside all other proposals. That being said, there are a number of very useful and interesting proposals within the report which are being given very careful consideration as to whether they could be included in the Preferred Options document.</p> <p>Given that it is not possible at this stage to pre-empt the proposals that will be included in the Preferred Options document, but being aware of the detailed work that the Scrutiny Panel have done on this issue, I propose that a full and detailed response to each proposal in the Scrutiny Panel report is sent back to the Panel once the Preferred Options document has been published.</p>
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Public safety and addressing anti-social behaviour on the Oxford waterways

Recommendation	Agree?	Comment
1. That resources are made available at the earliest opportunity for addressing the areas of concern and conducting a wider review of the use of the Oxford waterways.	Y	The 'hotspots' identified will be prioritised and resourced within the existing Community Response and Anti Social Behaviour team. In respect of the longer term issues of regularising the moorings along the Thames, a part time resource has been identified to coordinate a scoping report on options and costs and will be available during the 2017/2018 municipal year.

Health inequalities

Recommendation	Agree?	Comment
1. That the recommendations of the Health Inequalities Panel that have been identified as being most relevant to district councils (see appendix) are supported as far as possible by the Council within existing resources.	Yes	See separate comments in paper attached “OCCG Inequalities Commission Recommendations Relevant to Oxford City Council”
2. That the Council supports reducing health inequalities and will adopt the ‘Health in All Policies’ approach, which is supported by government and the World Health Organisation.	Yes	The policy review process, which new and renewed policies go through, requires a consideration of impacts and equalities. We will investigate how we can widen this consideration to incorporate health more explicitly and make a recommendation

		to the programme boards who manage this process.
3. That the Council looks at how it can improve monitoring the health and wellbeing impacts of key services that impact on health and wellbeing.	Yes	<p>As part of the Leisure and Wellbeing Strategy a range of indicators are being developed such as: Leisure Centre Usage by Target Groups (p 22)</p> <p>The policy review process has been revised and will now include a section on monitoring and evaluation that considers the impact of the policy over a set period. We will further encourage service areas to include health measures in their policy evaluation via the policy development toolkit.</p>
4. That consideration is given to whether more could be done within existing resources to tackle loneliness and isolation among the city's growing elderly population through community services, with reference to the work of the Jo Cox Foundation's Loneliness Commission.	Yes	<p>Through the community grants programme we have and will continue to fund community and voluntary organisations whose work contributes towards alleviating isolation and loneliness for many people in Oxford.</p> <p>This includes funding The Clockhouse project based in Greater Leys who provides activities for older people, the Parasol Project in Northway that provides inclusive leisure and play activities for disabled children and young people and Open Door that works from East Oxford community centre which is a drop in service for refugees and asylum seekers.</p> <p>Of the community associations leasing community centres at peppercorn rent many provide lunch clubs that target older people in their local community and put on family activities all helping towards reducing isolation and loneliness.</p> <p>The OSP of which the council is a partner, is looking to add value to work that reduces loneliness and isolation. For example the council, via the OSP has contributed funding to an AGE UK event in May, linked to the Jo Cox loneliness commission, bringing together organisations to look at what more can be done in Oxfordshire around loneliness. The OSP will also be looking at ways to influence partners to encourage more staff to volunteer their time via organisations such as Ami https://www.withami.co.uk/ that works to reduce loneliness and isolation. As a member of the OSP the council can look at what</p>

		<p>more can be done to encourage our own staff to volunteer via organisations such as Ami.</p> <p>We will consider whether this area can be further supported when commissioned grants are next reviewed.</p>
5. That the Council continues to support and encourage advice agencies in helping people to claim the benefits they are entitled to.	Yes	<p>Ensuring that people suffering from poor health and disabilities have access to the right benefits plays a key role in reducing health inequalities. The council funds four advice agencies that provide a range of support to some of our most vulnerable residents. Recent work has supported people moving from Disability Living Allowance to Personal Independence Payment around understanding the changes and in some circumstances challenging decisions. The Council gathers monitoring information on the client group of advice agencies including those who are disabled, and will be reviewing the service in advance of new contracts in 2018. There is no intention to reduce funding but the review will ensure the Council commissions the right service to ensure the needs of our most vulnerable residents continue to be met.</p> <p>We will be interested in discussing collaboration with the CCG in this area as well, and assessing the outcomes of the <i>Benefits in Practice</i> pilot.</p>
6. That consideration is given to how the 1001 Critical Days Manifesto, which focuses on the importance of the conception to age 2 period, is relevant to the work of the Council, including support provided to children's centres in the city.	Yes	<p>The vision of the 1001 Critical Days Manifesto is here http://www.1001criticaldays.co.uk/sites/default/files/1001%20days_oct16_1st.pdf. While the council is not directly responsible for services for 0-2 year olds, we support them in other ways for example; funding and supporting community centres that host a range of pre and post natal activities for parents and babies; improving air quality in the city which has a direct impact on children's' health; ensuring we have appropriate safeguarding processes in place to identify risk to children; continuing to fund grants to the voluntary sector who provide a range of services that support young children and their families. This year's budget also included some support for "stay and play" provision, which is sadly being withdrawn by the Oxfordshire County Council in almost its entirety.</p>

		Oxfordshire County Council will be presenting on children's services at the next OSP meeting in May. At this meeting the OSP will identify ways in which partners, can add value to their work. Through this process we will be able to highlight if the council can add any further value to this area of work.
7. That the Council looks again at whether it could provide funding for struggling city schools with poor levels of attainment, perhaps focused on sports provision or other activities that can reduce health inequalities.	Yes	<p>The City Council has been involved with the strategic school partnership and is attending their meetings to gain a better understanding of the position of schools and to work with partners to identify appropriate support and actions. The City Council is represented on the vulnerable learners group which is developing a strategy to support vulnerable learners. We are also engaged in a number of projects to promote attainment such as;</p> <ul style="list-style-type: none"> - supporting the legacy project to enable teachers to learn from best practise, following on from the learning and leadership programme - support to pupils on the pupil premium to access cultural opportunities (May evaluation forthcoming) - a range of youth ambition projects that promote and support improved educational attainment. <p>A key concern is around recruitment and retention of key staff, and we are part of an open dialogue with schools about housing projects, and have kept funding in our capital programme to support loans for senior teachers to help with purchasing a property.</p> <p>We share the panel's frustration at areas of poor attainment, and will keep the role we can play under close review.</p>
8. That the Council redoubles efforts to publicise, promote and enhance the visibility of the Oxford Living Wage scheme (as well as other good employment practices), given that the new Westgate Shopping Centre will reopen in autumn 2017.	Yes	<ol style="list-style-type: none"> 1. Because of the high costs of living in Oxford, we have set a separate Oxford Living Wage based on the Living Wage. We pay this to all our staff and agency workers working for us and it is above the Living wage 2. We also require all contractors with contracts over £100,000 to pay the Oxford Living Wage to their staff and subcontractors.

		<p>3. We believe this benefits staff, employers and the wider Oxford economy.</p> <p>4. The Oxford Living Wage is currently £9.26 an hour. For someone working a 38 hour week, this would mean annual pay of £18,303.</p> <p>Currently more than 2,000 employers are signed up to the Living Wage scheme, which offers a number of business benefits to employers:</p> <ul style="list-style-type: none"> • 80% of employers believe that the Living Wage has improved their staff's quality of work • Better loyalty and customer service, and fewer complaints • Absenteeism down by a quarter • Better retention of staff and lower HR costs • 70% of employers think that the Living Wage has increased consumer awareness of their commitment to be an ethical employer • Living Wage accreditation is <u>confirmed by a license signed between the Living Wage Foundation and an employer</u>. <p>As a Council we advertise the OLW within all our recruitment activities and also apply 1 above. In addition there is the requirement at 2 above however the council could consider reducing this figure (for example down to £50,000). There is also potential to advertise it further within Oxford and have our own 'Council Accreditation' scheme although the legalities of this would need to be explored. As we have a high employment rate there may be some attraction to businesses locally. We will continue to seek out new avenues to promote the OLW and are very open to suggestions.</p>
9. That the Council uses procurement as a tool for tackling poverty and to extracting measurable social value, drawing on good practice from Manchester City Council, and reinforces rules for contractors to pay Oxford Living Wage	Yes	<p>The City Council aims to seek social value where it practically can through procurement. Where services or works are delivered within Oxfordshire we already encourage suppliers to pay their staff at least the Oxford Living Wage. Social value considerations are included where relevant and are subject to</p>

		<p>evaluation. An example of social value being delivered under a construction contract is for the Oxford Tower Refurbishment project with circa £900k of social value being committed by the contractor; there are lots of examples of the different types of social value being offered including apprenticeships, training and educational opportunities, supporting local community projects etc. The Procurement Team are working with the LEP to review our Ethical & Sustainability guide which forms part of our Corporate Procurement Strategy to include more guidance around social value. Over the next financial year the importance and benefits of social value will be promoted to officers through the Procurement Champions network.</p>
<p>10. That the Council continues to engage constructively with partners, including through discussions about the emerging local NHS Sustainability and Transformation Plan, about delivering more health services in community facilities and improving access to health and other services in estates.</p>	Yes	<p>Oxford City Council is actively engaged in the Health & Wellbeing Board, the Health Improvement Board and the Children's Trust and a number of working groups. Through this process the council works closely with other agencies to deliver health services in the community. For example; supporting the homelessness pathway; strategies to reduce obesity; promotion of health initiatives, and fuel poverty. On each of our estates we have a health partnership that supports the health needs of the neighbourhoods and is underpinned by an action plan.</p> <p>In addition to the day to day work the council undertakes to support the health of the population, we are working closely with Barton Health Town to pilot innovative approaches to health. The council is also supporting the food poverty programme which may lead to a food project being delivered on one of our estates. The council are responding to the OCCG consultation on their transformation plans.</p> <p>Our community centres are a tremendous resource for healthcare facilities and we hope that at Barton and Rose Hill, there will be a significant and ongoing offering of health facilities. We are extremely open to including health partners in discussions about community buildings to ensure they can offer services in them.</p>

Air quality

Recommendation	Agree?	Comment
1. That as part of the Local Plan review consideration is given to policies to mitigate the negative impacts of development in areas with poor air quality.	Yes	This is already part of the Local Plan development. Environmental Sustainability Officer will continue work to support Planning Officers developing the Local Plan.
2. That consideration is given to implementing differentiated car-parking charges in order to offer cheaper parking for electric vehicles.	Yes	Dialogue will continue within Oxford about the best way to support the uptake of electric vehicle to residents and visitors.
3. That the feasibility and impact of measures contained in the City's Air Quality Annual Status report that have not been progressed to date are reviewed annually.	Yes	We do a review and update of actions as part of the Annual Status Report anyway for DEFRA, so this action will be carried out as part of this exercise.

Police and Crime Panel

Recommendation	Agree?	Comment
1. That the Council encourages the Thames Valley Police and Crime Commissioner to publicise and consult on his new Police and Crime Plan.	Yes	
2. That the PCP are asked to look again at rotating meetings around the Thames Valley area to encourage public engagement and focus on local issues.	Yes	
3. That consideration is given to whether the Council could help to raise awareness of the PCP e.g. by publicising meetings of the PCP through Council media channels.	Yes	

Workplace Parking Levies

Recommendation	Agree?	Comment
1. That the City Council supports the County Council's development of proposals for a workplace parking levy and a congestion charge given that both approaches have the potential to generate significant additional funding for transport	In part	At this stage, as the report to the Scrutiny Committee makes clear, the proposed Workplace Parking Levy is at the very earliest stages, and it is not clear how it might work, what the impacts would be broadly or an individual employers, what

improvements in the city and reduce congestion.		<p>exemptions might be put in place and to what purposes the funding might be put. The one potential consequence outlined in the report – that the entire city might need to be covered with controlled parking zones for the scheme to work – would mean that every household in the city with a car and no off-street parking space would be required to buy a parking permit. This is a significant financial impact on residents of the city, and would need to be weighed up against the broader benefits of the scheme.</p> <p>At present the City Council supports the work done by the County Council to develop the detail of the scheme further, but reserves judgement until that detail is available for consideration as to whether the benefits of the scheme outweigh its costs.</p>
2. That consideration is given to how the City Council could help to mitigate and manage the wider impacts of the future implementation of either a workplace parking levy or a congestion charge on parking in the city, for example through additional controlled parking zones.	In part	<p>The City Council will certainly give very careful consideration to the potential impacts of the scheme, and the actions needed to mitigate those impacts, as part of the kind of detail needed to evaluate the benefits and costs of the scheme as a whole.</p>

10 MARCH 2017 CITY EXECUTIVE BOARD – No recommendations

9 FEBRUARY 2017 CITY EXECUTIVE BOARD

Budget 2017/2018

Recommendation	Agree?	Comment
1. That future budget reports should provide current and past data alongside figures for the coming four years, and gross as well as net figures, in order to present them in context.	Y	Agreed – Happy to provide further clarity
2. That clarity is provided in future years as to which fees and charges are discretionary and which are restricted to a level based on cost recovery or set by other bodies.	Y	Agreed – Happy to provide further clarity
3. That opportunities to generate additional revenue from discretionary fees and charges within the Planning and	Y	Agreed - We will continue to increase income from discretionary services

Regulatory Service (e.g. by issuing more Street Trading Licences) should be kept under review, given that unmet income targets have been rebased.		
4. That consideration is given to charging a lower rate for Street Trading licences in areas outside the city centre, hence making compliance without the need for enforcement more likely and maximising income.	Y	<p>A new reduced fee of £350 was included in the 17/18 Fees & Charges Schedule and was approved by General Purposes Licensing Committee on 23rd January. The following is taken from the January 23 GPL committee report:</p> <p>A new fee of £350 is proposed to assist businesses in low footfall areas outside the city centre. This fee would apply to premises located in the existing Neighbourhood Shopping Centres (as listed in Appendix 9 of the Oxford Local Plan 2001-2016).</p> <p>The introduction of a reduced fee is recommended in the interests of encouraging increased vitality in low footfall out of town areas where small businesses may struggle to establish themselves. The level has been set to reflect the reduced impact, size and compliance risk of street cafes in these areas, whilst balancing the need to cover costs.</p>
5. That additional income from car parking charges should be rated high risk (and therefore have a 30% contingency) given the significant increases in rail capacity in the city.	Y	<p>Additional income arising from increasing the park and ride charges in April 2018 is classified as high risk and mitigated by a 30% contingency. Other increased income arising from volume changes on park and ride and increases in off street parking fees is considered to be a medium risk given the changes that are expected in vehicle movements arising from the opening of the Westgate. Car parking income this financial year is already exceeding budget.</p>
6. That consideration is given to how 'Invest to save' items are classified and presented in future budgets given that there are few invest to save revenue items but numerous capital projects that generate revenue savings (e.g. homelessness property investments).	Y	<p>The Council has a budgeted for a significant amount of capital expenditure which will give rise to savings in the revenue budget, including waste transfer station- £2.4 million, Seacourt park and ride extension -£3.9 million, purchased of properties for homeless families - £10million, Loan to Oxwed - £4.1 million and Loans to Housing Company -£60million. We are happy to consider ways to make such schemes more prominent in the Budget report if it is the view of Scrutiny that they were not clear.</p>
7. That officers are encouraged to submit invest to save ideas,	Y	<p>Officers are encouraged to consider 'invest to save' proposals</p>

even if the savings are likely to be high risk, given there is still a significant transformation reserve that can be drawn on to fund these (c.£750k).		through the Budget Setting process. Most of those for this year's budget setting process are capital by nature as identified in recommendation 6 above. This will continue to be a key theme during budget setting going forward as balancing the budget becomes more challenging. It is to be noted that retaining a contingency against high risk savings can serve as encouragement to put these forward.
8. That further consideration is given to the allocation of contingencies against high risk efficiency savings (which are reducing from 40% to 30%), given the council's recent record of not drawing on contingencies and the fact that unachieved efficiencies can be covered in other ways (e.g. by making alternative savings), or reported as pressures the following year.	N	The Medium Term Financial Plan provides for around £3.5million of increased efficiencies and fees and charges by year four with contingencies relating to non-achievement of high risk areas of £340k. Whilst the Council has had a good track record of achieving all savings or replacing them with other savings, this will become more and more challenging. It is still considered prudent to make some contingency in order to protect the revenue account, and indeed to send a clear message to officers that such savings proposals are desirable, and some non-achievement will not result in budget shortfalls.
9. That the council's Audit and Governance Committee considers the long term risks, controls and governance issues associated with the establishment of fully or partly council-owned companies and other new delivery vehicles (e.g. trust models).	Y	Agree. A review of the Governance of companies established by the Council by the Councils internal auditors, BDO, is part of the draft internal audit work programme
10. That the council's capacity and skills to support the new companies should be closely monitored, the risk being that if these efforts are under-resourced then opportunities will not be maximised.	Y	Agree – as the Council's wholly owned companies grow they will become more complex and require more resource to service. The resources required to support these companies will be closely monitored and if appropriate will be increased
11. That consideration is given to using a property agent to improve the council's capacity and agility in the property market (e.g. for homelessness property purchases), as this could enable the council to move quickly to take better opportunities and potentially save money.	Y	Agree -The Council is currently making use of its internal staff resource to manage the purchase of these properties. If it is considered that more resource is required to accelerate the process then this will be procured.
12. That the next annual review of the Council Tax Support Scheme includes an assessment of the impacts of the scheme on reducing poverty in the city to provide assurance that this is the best way of targeting resources to improve outcomes.	Y	Agree – The Council is required to annually review the scheme and consult on any subsequent changes. To date the Council has decided not to change the scheme from that originally introduced. The scheme will be considered again in September 2017 for the year 2018-19. The administration is clear that any changes will be driven by a desire to maximise our ability to prevent financial hardship, rather than achieve savings.

13. That further discussions are held with Oxfordshire Clinical Commissioning Group to explore how community facilities can be incorporated into the provision of health care services.	Y	We are confident that the space at Rose Hill will soon be taken by health users. The health authorities are interested in using community spaces to deliver some services, and we welcome this (especially since there may be synergies with other aspects of our community development work). The work at Rose Hill has, however, made it clear that leasing space is not a straightforward process for the health authorities, and this will need to be borne in mind when planning future occasion of our centres.
14. That a review of council spending on apprenticeships is undertaken that includes identifying how to maximise opportunities to claim back part of the levy to fund external training for apprentices.	Y	Agree -The Council is currently looking at the best way to mitigate the cost of the levy by the charging of appropriate apprenticeship training costs
15. That costs arising from uplifts in the Oxford Living Wage (OLW) should take account of the expected convergence of the OLW and the National Living Wage (which will rise to £9 per hour by 2020 for over 25s), which may release some small savings over the plan period.	Y	Agree- Whilst it is agreed that by 2020 the National Living Wage will overtake the Fusion contracted wage, the saving to the Council will be minimal in the context of the overall Council budget. We will review the position annually
16. That the following areas should be priorities for further spending if additional revenue resources become available: a) The Fraud Team, given its potential to raise revenue; b) An Occupational Therapist to work within existing governance structures, which could prevent unspent Disabled Facilities Grant funding being returned to Government; c) One-off funding to protect archived documents in the Town Hall basement from flooding (e.g. waterproof filing systems); d) An additional Streetscene operative;	Y	CEB note the above priorities suggested by the Panel and will consider these alongside other competing priorities if and when available financial resources allow.

Update on the Corporate Plan 2016 - 2020

Recommendation	Agree?	Comment
1. That the report makes it clearer where the council's key achievements have been funded or delivered in partnership with voluntary groups and other organisations.	Y	The final published text will refer to partnership funding for the projects concerned.

Carbon Management Plan: 2017 - 2022

Recommendation	Agree?	Comment
1. That consideration is given to releasing revenue from the transformation budget and prudential borrowing in order to fund carbon reduction schemes, subject to robust business cases.	Y	
2. That guidance and best practice in relation to carbon reduction measures are taken into account during the Local Plan review and influence future planning conditions on new developments.	Y	

Grant allocations to community and voluntary organisations 2017/2018

Recommendation	Agree?	Comment
1. That the unallocated funding for the Advice and Money Management commissioning theme is kept under review with a view to ensuring that all available funding is allocated during the year.	Y	
2. That workshops aimed at encouraging and supporting under-represented groups to bid for small grants are offered in a wider range of locations across the city.	Y	With a specific focus on reaching regeneration areas which grants target, yes.
3. That details of the criteria used to assess applications received through the Annual Open Bidding programme are made available to applicants (e.g. on the application forms).	Y	Details are already made available. The proposal to include on application forms and perhaps give a sense of weightings, would be particularly useful. We have also committed to start providing feedback on any trends amongst the quality of applications assessed to OCVA after each grant round. This will allow attendees at workshops to benefit from focused support in any areas of potential weakness
4. That in future grant allocation reports a consistently transparent approach is taken to explaining the rationale for the levels of grants awarded through the Annual Open Bidding programme.	Y	

Cycling – progress update

Recommendation	Agree?	Comment
1. That guidance is provided to elected members on the use of CIL funding allocated to ward budgets to fund cycling improvement schemes, including guidance on the pooling of these resources.	Yes	Yes, this can be done. As Portfolio Holder I will work with planning officers to draft some simple guidelines on how to approach schemes of this sort, and circulate it.
2. That the replacing of cycle symbols on the Cowley Road is the priority for any unspent capital funding for cycling improvement schemes in 2016/17, subject to County Council approval.	No	The County Council has previously been asked to carry out this work by local councillors, and informed them that it is contrary to the provisions of the Regulations governing the use of traffic markings. The County Council contacted the Department for Transport to ask if an exemption would be granted, and were told in no uncertain terms that it would not be. This too was conveyed to local councillors. The City Council is unable to do works on the highway without the County Council's permission, and the County Council cannot do works that are contrary to the Regulation for road markings without the permission of the Department for Transport. That permission will not be forthcoming. This example makes the case for continuing our current policy of focussing on projects that can proceed immediately without the need for third party authorisation.
3. That the City Council contacts the Vice-Chancellors of both universities to request their intervention to achieve the delegation of the power to remove abandoned bicycles on University or College-owned land to the City Council.	Yes	The Council will contact the two universities to see whether this delegation can be achieved, and under what terms.

Safeguarding Language School Students

Recommendation	Agree?	Comment
That the City Council lobbies for a strengthening of the legislation to require that local authorities are informed by language schools when minors are temporarily placed in a private home for more than a few days.	Y	I agree the recommendation. Portfolio Holder suggests CEB to write to relevant ministers and the LGA setting out our concerns and urging prompt action

Recycling

Recommendation	Agree?	Comment
1. That every effort is made to fund recycling incentive campaigns beyond October 2018, when grant funding for the Blue Bin Recycling League comes to an end.	Y	<p>The Blue Bin Recycling League is doing excellent work in encouraging recycling in Oxford. I'd like to put on record my thanks to the staff team running the scheme. It is too early to say whether or not the City Council will be able to continue this project when Government funding ends.</p> <p>"But I would expect recycling incentive schemes to be part of the mix in the refuse and recycling services the City Council provides. But we need to learn the lessons by a careful appraisal of the Blue Bin League's successes and any failures.</p> <p>"We will then have to determine what money might be available and how best it could be used. The City Council should be guided in that by our continued determination to increase recycling and reduce waste.</p>

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