

# Agenda

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## City Executive Board

Date: **Tuesday 15 August 2017**

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Time: **5.00 pm**

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

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For any further information please contact:

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# City Executive Board

## Membership

<b>Chair</b>	Councillor Bob Price	Corporate Strategy and Economic Development
	Councillor Ed Turner	Finance, Asset Management
	Councillor Susan Brown	Customer and Corporate Services
	Councillor Tom Hayes	Community Safety
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Mike Rowley	Housing
	Councillor Dee Sinclair	Culture and Communities
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford
	Councillor Marie Tidball	Young People, Schools and Public Health

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

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# AGENDA

## PART ONE PUBLIC BUSINESS

### Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC

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

5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

6 ITEMS RAISED BY BOARD MEMBERS

7 SCRUTINY COMMITTEE REPORTS

None

8 RE-CLADDING OF EVENLODE AND WINDRUSH TOWER BLOCKS

**Lead Member:** Councillor Rowley, Board Member for Housing

Report to follow.

9 DISCRETIONARY BUSINESS RATES SUPPORT SCHEME-

9 - 20

**Lead Member:** Councillor Brown, Board Member for Customer and Corporate Services and Councillor Turner, Board Member for Finance and Asset Management

The Head of Financial Services has submitted a report which advises Members of additional rate relief schemes arising from the Government's spring budget and to agree the recommendations below:

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

1. Delegate to the Head of Financial Services the authority to administer

- a) the Public Houses Relief Scheme and
- b) the Supporting Small Business Relief Scheme.

2. Approve the Revaluation Discretionary Relief Scheme for businesses for 2017-18 at Appendix 1
3. Delegate authority to the Head of Financial Services to administer and award the reliefs in the Revaluation Discretionary Relief Scheme at Appendix 1 including revising the scheme for the subsequent 3 years.

## **10 LITTLEMORE NEIGHBOURHOOD PLAN AREA APPLICATION**

21 - 36

**Lead Member:** Councillor Hollingsworth, Board Member for Planning and Regulatory Services

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report which seeks to designate the Littlemore Neighbourhood Area for the purpose of delivering a Neighbourhood Plan.

**Recommendation:** That the City Executive Board resolves to designate the proposed Littlemore Neighbourhood Area

## **11 APPOINTMENT TO NEW OUTSIDE BODY 2017/2018**

37 - 42

**Lead Member:** Councillor Price, Board Member for Corporate Strategy and Economic Development

The Acting Head of Law and Governance has submitted a report to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on to the list of Oxford City Council Outside Bodies and to appoint a representative for the 2017/18 Council Year.

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

1. Agree to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on the list of Oxford City Council Outside Bodies and;
2. To appoint Councillor Jamila Azad as the Oxford City Council representative to the National Association of Black, Asian and Ethnic Minority Councillors (UK) for the 2017/18 Council Year.

## **12 MINUTES**

43 - 50

Minutes of the meeting held on 18 July 2017

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 18 July 2017 as a true and accurate record.

### **13 DATES OF FUTURE MEETINGS**

Meetings are scheduled for the following dates:

19 September 2017

17 October 2017

21 November 2017

19 December 2017

All meetings start at 5pm.

## **DECLARING INTERESTS**

### **General duty**

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

### **What is a disclosable pecuniary interest?**

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

### **Declaring an interest**

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

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

### **Members' Code of Conduct and public perception**

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

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

## **HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CITY EXECUTIVE BOARD**

### **Addresses and questions by members of the public, (15 minutes in total)**

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email ([executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Board member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

### **Councillors speaking at meetings**

Oxford City councillors may, when the chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Board member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

Any City Councillor can raise local issues on behalf of communities directly with the Board. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Board within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

### **Items raised by Board members**

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Board decision. Any item which requires a decision of the Board will be the subject of a report to a future meeting of the Board

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**To:** City Executive Board  
**Date:** 20 August 2017  
**Report of:** Head of Financial Services  
**Title of Report:** Discretionary Business Rates Support Schemes

Summary and recommendations	
<b>Purpose of report:</b>	To advise Members of additional rate relief schemes arising from the Government's Spring budget and to agree the recommendations below.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Cllr Susan Brown, Customer and Corporate Services
<b>Corporate Priority:</b>	A Vibrant and Sustainable Economy An Efficient and Effective Council
<b>Policy Framework:</b>	None
<b>Recommendations:</b> That the City Executive Board resolves to:	
<ol style="list-style-type: none"> <li><b>Delegate authority</b> to the Head of Financial Services the authority to administer <ol style="list-style-type: none"> <li>the Public Houses Relief Scheme and</li> <li>the Supporting Small Business Relief Scheme.</li> </ol> </li> <li><b>Approve</b> the Revaluation Discretionary Relief Scheme for businesses for 2017-18 at Appendix 1</li> <li><b>Delegate authority</b> to the Head of Financial Services to administer and award the reliefs in the Revaluation Discretionary Relief Scheme as outlined in Appendix 1 including revising the scheme for the subsequent 3 years.</li> </ol>	

Appendices	
Appendix 1	Revaluation Discretionary Relief Scheme
Appendix 2	Risk register

## **Introduction and background**

1. The rateable values of all non-domestic properties have recently been re-assessed by the Valuation Office Agency. Properties are normally revalued every 5 years; the last revaluation was in 2010. However, the latest revaluation has been delayed by 2 years.
2. New rateable values came into force on 01/04/2017. As a result of the revaluation and changes to the Small Business Rate Relief and Rural Rate Relief schemes, some businesses are facing large increases in the amount they have to pay.
3. When a revaluation takes place the government designs a transitional relief scheme which phases in any large increases or decreases in rateable values over several years. Any such schemes must be implemented by the Council as a billing authority.

## **Spring budget Additional Relief Schemes**

4. In the Spring budget in March 2017, the Chancellor announced three further relief schemes to support certain businesses as a result of the 2017 revaluation exercise.
  - Public Houses Relief Scheme  
Eligible public houses with a rateable value of below £100,000 will receive up to £1,000 discount on their bill in 2017/18. This will be treated as a local discount and backdated to 1 April 2017.
  - Supporting Small Businesses  
From 1 April 2017 the thresholds for Small Business Rate Relief have been changed and this along with the revaluation has resulted in some businesses facing large increases in the amount payable. These businesses will have their increases capped.
  - Revaluation Discretionary Relief  
A £300 million pot of money will be distributed to local authorities over the next 4 years for them to help businesses facing large increases. The funding allocation is based on the number of properties with rateable values of under £200,000 and experiencing an increase in rates from the previous year, before other reliefs, of more than 12.5%. Consultation around this scheme was open to everyone, but sought views in particular from businesses and their representative bodies, English local authorities and the Local Government Association (LGA). The consultation closed in early April. Further progress was then delayed by the general election.  
  
The design and administration of revaluation discretionary relief schemes is for local authorities to determine, and does not have to follow the distribution methodology used to determine the grant allocations. This policy is independent of the Council's existing Discretionary Rate Relief policy, which is aimed at charitable bodies, Community Amateur Sports Clubs and Non-profit making organisations.

## **Details of each scheme**

### Public House Relief Scheme

5. This Relief applies for one year only to occupied properties. The eligibility criteria listed in Business Rates Implementation Letter (BRIL 4/2017) will determine the level of relief available. The intention is that eligible public houses should:
  - Be open to the general public
  - Allow free entry other than when occasional entertainment is provided
  - Allow the consumption of alcohol without requiring food to be consumed
  - Permit drinks to be purchased at a bar

For these purposes it will exclude certain premises such as restaurants, cafes, nightclubs, hotels, snack bars and guest houses amongst others. The Council has identified 121 properties to date which it believes will be eligible for this relief.

### Supporting Small Businesses

6. Following further guidance from the Department for Communities and Local Government (DCLG) 14 properties have been identified which will potentially benefit from the cap on business rate increases for small businesses.
7. The Supporting Small Business Relief will ensure that the increase per year in the bills of these ratepayers is the greater of:
  - a. a percentage increase p.a. of 5%, 7.5%, 10%, 15% and 15% (2017/18 to 2021/22) all plus inflation; or
  - b. a cash value of £600 per year (£50 per month). This cash increase ensures that those ratepayers paying nothing or very small amounts in 2016/17 after small business rate relief pay something.
8. Many authorities are awaiting software from their suppliers, which is due to be delivered mid- August, which will allow them to calculate the relief available to each property affected.

### Revaluation Discretionary Relief

9. Billing authorities are responsible for designing the Revaluation Discretionary Relief schemes that will operate in their areas. Officers have consulted, as required, with the Council's major preceptors (Oxfordshire County Council and Thames Valley PCC) and met with other Oxfordshire authorities, including those operating shared services, to agree a county-wide Revaluation Discretionary Relief Scheme. The scheme will allow for each authority to apply local variances in line with each authority's grant allocation. The DCLG has announced the amounts it intends to allocate to this authority over the next 4 years as follows:

## Grant allocation

Local authority	2017-18 Gross bill increase	Amount of Discretionary pot (000s)			
	(000s)	2017-18	2018-19	2019-20	2020-21
Oxford City Council	4,085	481	233	96	14

## Administration costs

10. The DCLG intends to pay authorities a new burden sum in respect of the additional administration and IT related costs of administering the new schemes, in line with the current New Burdens Framework. A flat rate of £12,000 will be paid to all billing authorities. A further new burden sum of £0.50 per bill reissued will also be paid.
11. As a condition of this award, the relief will need to be recalculated in the event that there is a change of ratepayer for a property.
12. At present it is not clear whether the Council will be able to carry forward any underspend in the current financial year. The DCLG has advised that it will return to this question in quarter 2 of this financial year. This has made designing a new scheme difficult, mainly due to the risks involved in overspending the grant, but officers are conscious that central government is pushing billing authorities to get initial assistance out to non-domestic ratepayers as soon as possible.

## Proposals for the Revaluation Discretionary Relief Scheme

13. The proposed scheme which is set out in Appendix 1 is for the 2017/18 financial year only. Given the tapering nature of the grant and the uncertainty over carry forwards of underspends the scheme will be reviewed for subsequent years.
14. Taking into account the reduction in the funding pot a reduced percentage of relief on bills will inevitably be available to non-domestic ratepayers in future years.
15. To calculate the level of relief that will be available officers have identified ratepayers they think will be eligible using the criteria in the proposed scheme (at Appendix 1) and calculated what the cost of the relief would be allowing for various percentage increases. To allow for changes to the 2010 list Rateable Values and new properties that have or will be bought into the list retrospectively, it is proposed that 15% of the grant will be kept to cover the cost of these changes. Having considered the funding available and the need to retain a percentage of that funding for adjustments and appeals, based on the modelling carried out, an 8.5% reduction in the 2017/18 rates liability after reliefs will be offered to those businesses falling within the qualifying criteria. This is estimated to cost approximately £360k.

16. Officers will review the funding monthly, and will consider offering a further reduction up to the full rates liability for cases where the ratepayer is still showing signs of hardship, subject to there being sufficient money available.
17. Depending upon take-up from ratepayers, the Council may be able to make a top-up awards of relief later in the year if a need is identified, or carry forward of any underspend is allowed to be used to further assist in future years.
18. There will be no reimbursement of funding from Central Government if the allocated pot of money becomes overspent.
19. Applicants will apply for the relief and any awards of relief will be backdated to 1 April 2017.

## **Implementation**

20. Despite the schemes being introduced in the Spring budget, authorities were told not to progress implementation due to the uncertainty created by the general election. In a recent Spring budget update issued on 20 June authorities were given the go ahead to proceed with developing the three schemes and to progress with awarding relief along the following lines:
  - Billing Authorities are expected to deliver the schemes through the use of their discretionary rate relief powers. Businesses will be invited to make an application for any or all of the reliefs available and the Council will need to ensure that they have completed a declaration that State Aid levels will not be exceeded.
  - The legislation on State Aid is the means by which the European Union regulates state funded support for businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However the support for ratepayers will be State Aid compliant where it is provided in accordance with the *de minimis* regulations (EC 1407/2013)<sup>14</sup>.
  - The *de minimis* regulations allow an undertaking (a business) to receive up to €200,000 of 'de minimis' aid over a rolling three year period (consisting of the current financial year and the two previous financial years).
  - The Council will design a simple application form and send it to those thought to qualify from July. A review of cases that do not have any other Business Rate reliefs is underway to check eligibility.
  - Authorities will be reimbursed in full for any reliefs given to public houses and in respect of supporting small businesses via Section 31 grants. Authorities have been allocated money over the next four years to support the Revaluation Discretionary Relief Scheme.(See para 10)
  - All reliefs granted will be backdated to 1 April 2017.

## **Financial implications**

21. The Public House Relief Scheme and the Supporting Small Business Scheme are to be 100% funded by central government through a grant made under Section 31 of the Local Government Act 2003.
22. The same legislation is used to fund the to the Revaluation Discretionary Relief, up to a maximum amount based on the authority's allocation of the new £300m fund, and having regard to the % central and local shares (under the Business Rates retention scheme. The authority will receive 50% of the allocation of the grant as its share. However this will then be shared between billing and precepting authorities in the normal way using data provided in the NNDR 3 return.
23. An additional £12,000 of new burdens funding will be paid to Oxford City Council to cover the administration and IT costs of the three new relief schemes
24. Further administration, stationery and postage costs will be incurred in re-issuing bills for the current financial year, for which additional new burdens funding will be paid at 50p per bill issued. A data collection exercise will be undertaken by the DCLG at a later date to establish these costs, as at this early stage the numbers of changes are hard to estimate.

## **Legal issues**

25. Billing authorities are expected to deliver all three schemes through the use of discretionary relief powers under section 47 of the Local Government Finance Act 1988, as amended.
26. Local authorities will be reimbursed using grants under Section 31 of the Local Government Act 2003.

## **Level of risk**

27. A risk register is attached at Appendix 2. The risk of awarding relief at a percentage greater than the grant is a possibility, as is the miscalculation of the number of eligible businesses.

## **Equalities impact**

28. No equalities impact assessment is required. In the consultation conducted by the DCLG relating to the Revaluation Discretionary Relief, conditions require the grant to be used to support only ratepayers facing an increase in their bills following revaluation.
29. The Public House Relief Scheme and the Supporting Small Business Relief scheme identify certain conditions that need to be met to award the reliefs; therefore we cannot deviate from these conditions.
30. There are no concerns that the policy will have a differential impact on anyone with a protected characteristic

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**Background Papers:** None

## **Oxfordshire Districts- Revaluation Discretionary Relief**

It is proposed that each Billing Authority's scheme adopts a consistent approach to this relief, with local discretions added as appropriate, dependant on local need and funding allocations.

### **Facts**

- The Scheme will be funded by Section 31 grant allocated to authorities over a period of 4 years with reduced levels of funding year on year.
- The amounts of grant are already allocated to each authority and will be paid to authorities quarterly in arrears
- This scheme will run for one year only, and will be reviewed before allocations are made in each future year, due to the reduced level of funding year-on-year
- 15% of the grant will be retained to allow for Rateable Value (RV) adjustments/ Appeals etc.
- A change in ratepayer or the property becoming empty terminates entitlement to this discretionary relief
- The Government has yet to confirm whether or not any unspent grant can be carried over into future year/s

### **Qualifying Criteria**

- i) The ratepayer must be in occupation on 31/03/2017. No relief will be awarded to those taking up occupation on or after 01/04/2017.
- ii) All other mandatory reliefs must have been applied for prior to an application for Revaluation Discretionary Relief being considered.
- iii) The 2017 RV must be under £200,000.( This is based on the original funding allocation methodology)
- iv) This scheme will also apply to ratepayers if they are already in receipt of other capped Spring budget reliefs
- v) Where a property is formed following a split or merger after 31/03/2017 but qualified before the split or merger a new calculation will be carried out.
- vi) An application form must be completed. All applications will be considered on their merits. Relief is intended for those that have fallen out of Small Business Rate Relief and are facing large increases. Relief will apply from 1 April 2017. A new application will be required in each subsequent year if applicable
- vii) Increases to the 2017 RV only will not affect the award.
- viii) Recalculations will be made where reductions in RV for either the 2010 or 2017 list are made.



## Exclusions

Relief will not be awarded to:

- i) Precepting bodies (i.e. County, District or Parish Councils and Thames Valley Police Authority).
- ii) Banks, Building Societies or other major financial institutions.
- iii) Multi-national businesses or large chains.
- iv) NHS properties.
- v) Charities, as they are already subject to Mandatory Relief of 80%

In agreement with the other Oxfordshire Districts it is proposed that a % relief is applied, based upon grant allocation.

This relief is subject to State Aid Rules. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid.

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## Appendix 2: Risk Register

Title	Risk description	Upp/threat	Cause	Consequence	Date Raised	Owner	Gross		Curren		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Revaluation Discretionary Rate Relief	Our policy allows more people than anticipated to qualify for relief	T	The modelling data is incorrect	No Sec 31 grant will be received if we pay relief above the grant allocation and any overspend will be a cost to the authority	26/6/17	T Bandekar	3	2	3	2	2	1		Will constantly check spend against a code on the system to ensure within grant totals	31/3/18		20	Anne Harvey-Lynch
Revaluation Discretionary Rate Relief 19	We are not able to carry forward any underspend of grant	T	Delay in DCLG/Treasury giving advice	If allowed to carry forward unspent grant we can offer additional assistance in the 2nd year, as the formula for the grant funding decreases significantly in Years 2,3 &4	5/7/17	T Bandekar	3	2	3	2	1	1	Will request professional associations to lobby government to allow a c/f	Already on mailing lists so will receive advice as soon as it is released	30/9/17		50%	Tanya Bandekar

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**To:** City Executive Board  
**Date:** 15 August 2017  
**Report of:** Head of Planning, Sustainable Development and Regulatory Services  
**Title of Report:** Littlemore Neighbourhood Area Application

Summary and recommendations	
<b>Purpose of report:</b>	To designate the Littlemore Neighbourhood Area for the purpose of delivering a Neighbourhood Plan.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Alex Hollingsworth, Board Member for Planning, Sustainable Development and Regulatory Services
<b>Corporate Priority:</b>	Strong and Active Communities
<b>Policy Framework:</b>	The designation of a neighbourhood area is the first step in producing a neighbourhood plan. When adopted, neighbourhood plans will form part of the planning policy framework for the area and will be used in the determination of planning applications.
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
1. Designate the proposed Littlemore Neighbourhood Area	

Appendices	
Appendix 1	Proposed neighbourhood area boundary
Appendix 2	Littlemore Parish Council's rationale for the proposed neighbourhood area
Appendix 3	Littlemore Parish Council's relevant body statement
Appendix 4	Risk assessment

## Introduction and background

1. The Localism Act 2011 introduced rights and powers to enable communities to be directly involved in planning for their areas through the production of neighbourhood plans. Producing neighbourhood plans allows communities to develop a shared vision for their area and to shape future growth. When a

neighbourhood plan is adopted it becomes part of the statutory development plan for the area and is an important consideration when making decisions on planning applications.

2. Littlemore Parish Council intends to produce a neighbourhood plan. The first step in this process is to decide the area that the neighbourhood plan will cover. This is known as the neighbourhood area. Littlemore Parish Council has proposed that the neighbourhood area follows the Littlemore parish boundary exactly, to include the whole parish area (see Appendix 1).
3. It is a legal requirement that neighbourhood plans are in general conformity with the strategic policies in the Local Plan. The City Council is working on producing a new Local Plan to guide development in Oxford up to 2036. The new Local Plan is currently at the preferred options stage, with consultation on the draft Local Plan due to take place in Summer 2018, and the new Local Plan expected to be submitted to the Government for examination by the end of the 2018. It should be noted that the timeline for producing the new Local Plan is likely to coincide with the timeline for producing the Littlemore Neighbourhood Plan. This could make the production of the Neighbourhood Plan more challenging, as the new Local Plan is likely include new strategic policies which the neighbourhood plan will need to be in conformity with when the Local Plan is adopted (expected to be in 2019).

### **Compliance with Planning Regulations**

4. The Neighbourhood Planning Regulations set out the information that must be provided when an application to designate a neighbourhood area is submitted:
  - i. A map showing the proposed neighbourhood area;
  - ii. A statement explaining why the area is considered appropriate to be designated as a neighbourhood area; and
  - iii. A statement that the organisation or body making the area application is a relevant body (a parish council or neighbourhood forum).

The neighbourhood area application submitted by Littlemore Parish Council (Appendices 1, 2 and 3) is considered to meet these requirements.

5. As a parish council, Littlemore Parish Council is considered a 'relevant body' to make a neighbourhood area application and to lead the production of a neighbourhood plan (in accordance with Section 61G(2) of The Town and Country Planning Act 1990, as amended by the Localism Act 2011).
6. As the neighbourhood area application submitted by Littlemore Parish Council consists of the whole of the parish council area, and there are no other neighbourhood areas within this, the Regulations are clear that the City Council must designate the neighbourhood area. In these circumstances there is no requirement to undertake consultation on the neighbourhood area application.

### **Community Infrastructure Levy**

7. The Community Infrastructure Levy (CIL) is a tariff in the form of a standard charge on new development to help the funding of infrastructure. The CIL Regulations require a proportion (15%) of CIL money collected to be used to provide neighbourhood level infrastructure to support areas where development is taking place. This neighbourhood portion of CIL rises to 25% in areas with an adopted

neighbourhood plan. In areas with a parish council, as an accountable body, this money is passed to the parish council to spend.

### **Business Area Designation**

8. When the City Council designates a neighbourhood area it is required to also consider whether the area should be designated as a business area. An area should be designated as a business area only if the City Council considers that the area is wholly or predominantly business in nature. Whilst the proposed neighbourhood area includes some employment areas (such as the Oxford Science Park), it also includes a significant number of residential properties. Therefore the proposed neighbourhood area is not considered appropriate for designation as a business area.

### **Financial implications**

9. The City Council is obliged to offer a certain degree of help to neighbourhood planning groups as they work on producing their neighbourhood plans. As well as this, the City Council must consult on draft plans, organise an examination and run the referendum. These requirements will be met from the current resources of Planning, Sustainable Development and Regulatory Services, supplemented by grants available from central government to district councils to support neighbourhood planning.

### **Legal issues**

10. As outlined above, the neighbourhood area application submitted by Littlemore Parish Council is considered to comply with statutory requirements, and in particular the Neighbourhood Planning (General) Regulations 2012 as amended in 2015.

### **Level of risk**

11. A risk assessment has been undertaken. No significant risks were identified.

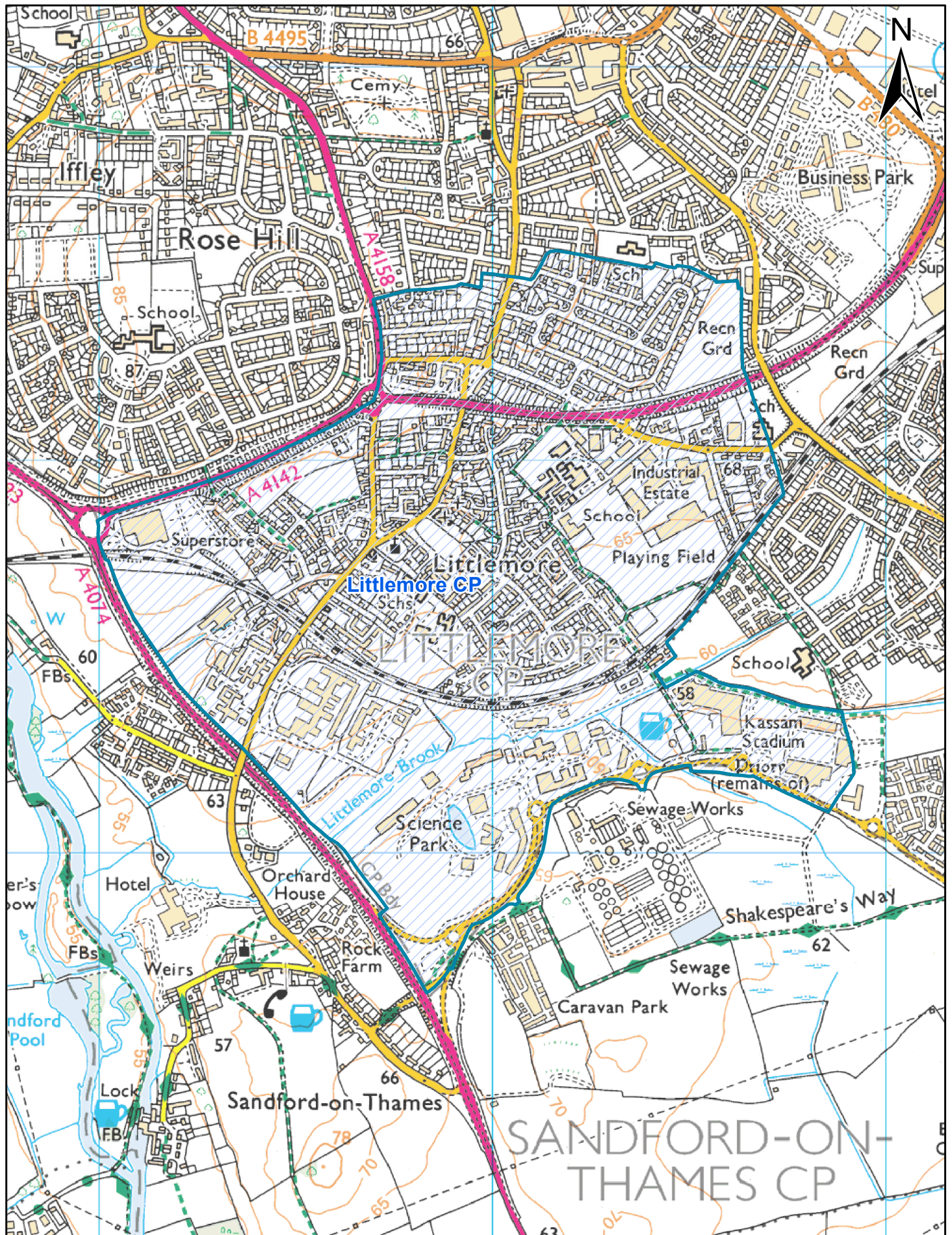
### **Equalities impact**

12. Consideration has been given to the public sector equality duty imposed by s149 of the Equality Act 2010. Having paid due regard to the need to meet the objectives of that duty the view is taken that the duty is met.

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Littlemore Civil Parish

0 0.2 0.4 0.6 0.8  
km

25

Scale: 1:12,500 (A4)

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## Why Littlemore is considered appropriate to be designated as a neighbourhood area

### Littlemore Parish boundary and defined area of benefit.

- **Latitude:** 51.7294
- **Longitude:** -1.2184

### Location

Littlemore is located approximately 3 miles to the south of Oxford, south of the Eastern Bypass and to the west of Blackbird Leys. Access to the village is via the A4074 Sandford Link Road into Henley Road/Sandford Road and the Eastern Bypass (A42142) onto Oxford Road and Cowley Road, Littlemore.

In 2011 Littlemore ward had 6,278 residents living in 2,694 households. Littlemore also had 163 residents who were living in communal establishments such as hospitals or care homes. The household population grew at 13% in the decade 2001-2011, slightly above the Oxford average, and the number of households increased by 237 (source 2011 census).



*Fig. 1 Littlemore Parish Boundary (circa 2011)*

Note that the Parish Boundaries are not the same as city electoral ward boundaries - this differs in the North West part of the Ward. The parish boundary excludes Fairlie Road (boundary is in the middle of the road), Mayfair Road, Hillsborough Road and a sections of Littlemore/Cowley Road as outlined in Fig.3

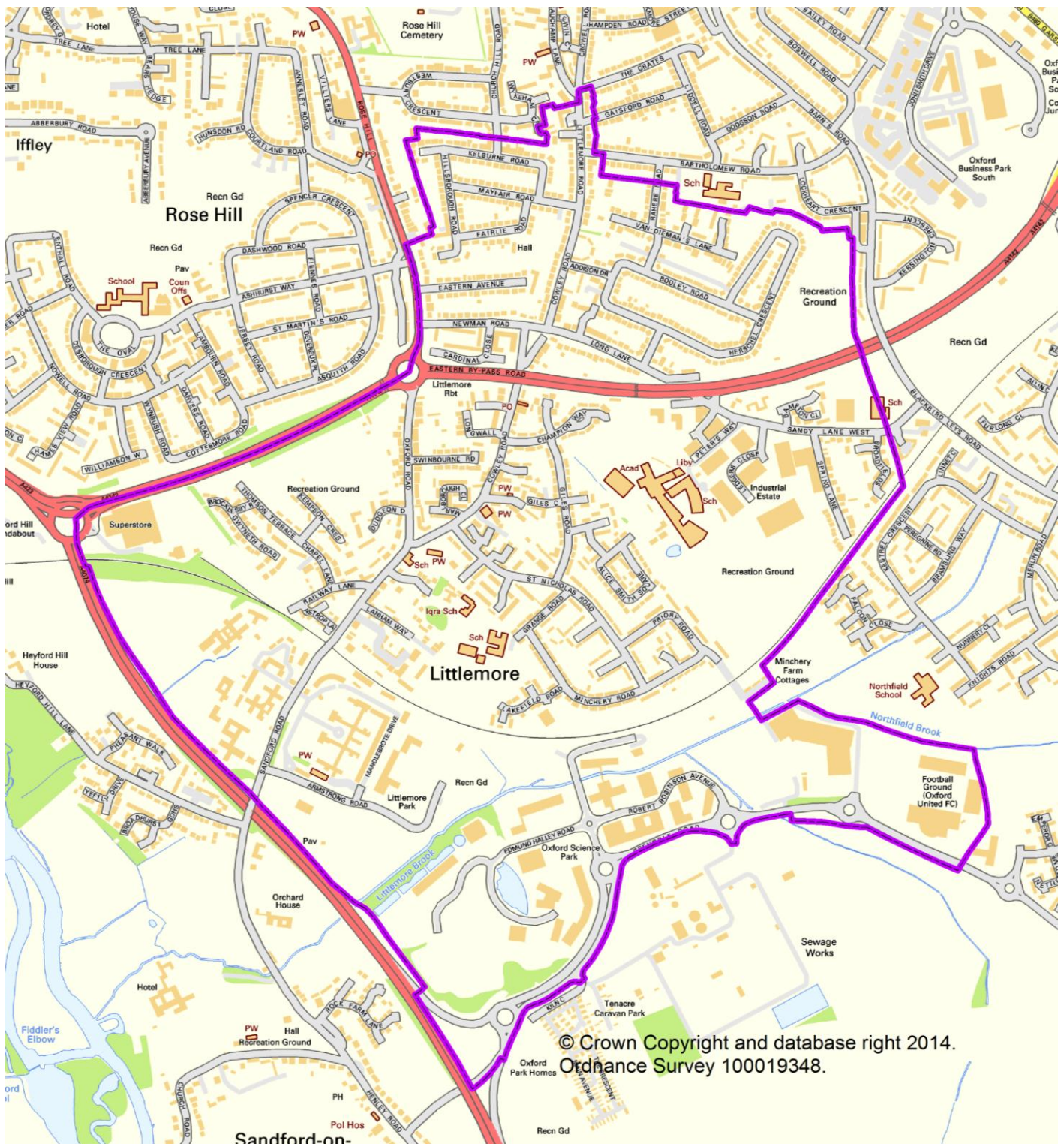
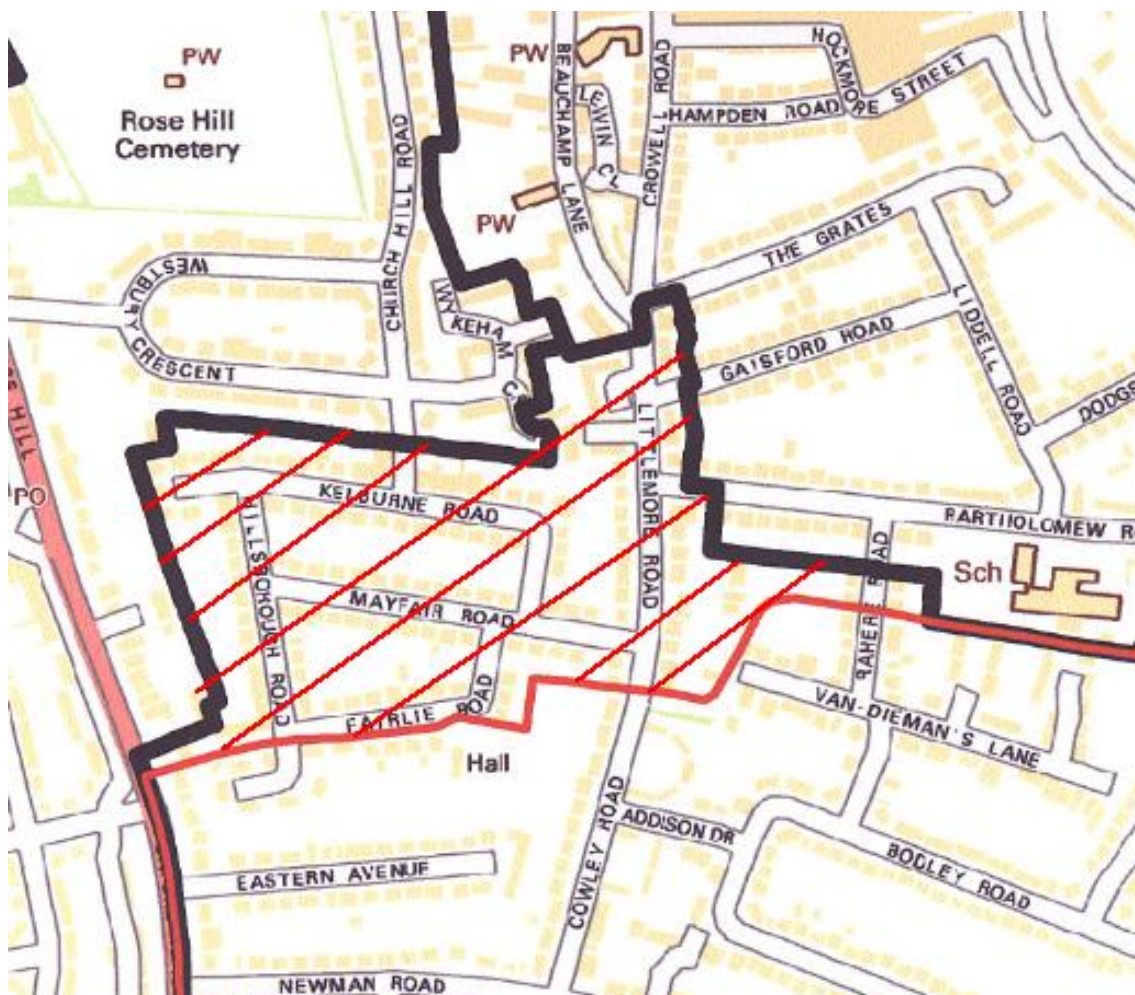


Fig 2. Littlemore electoral ward boundary





*Fig.3 Comparison between the parish boundary (in red) and the electoral ward boundary (in black).*

Littlemore was identified as an area which merits protection and consideration through conservation area status in the Draft Oxford Local Plan Review, April 1992, which noted it to have an historic centre comprised of essentially two elements.

The first is the predominantly rural settlement of manor house, farmhouse, barns and houses whose ages span the 15th to 18th centuries. The second is that resulting from Rev. John Henry Newman's involvement with Littlemore from the 1830s when he had built the first parish church in 1836 and converted a range of farm buildings to his "College" in the early 1840s.

There are 14 entries in the statutory list of buildings of special architectural or historic interest compiled by the Secretary of State within the Littlemore conservation area. The buildings represented on the List range from the 19th century church (St Mary and Nicholas Church) and Lychgate, the Manor House, Lawn Upton School and Lodge, The College, together with domestic dwellings and some of their high, rubble-stone boundary walls. All of these are historically and visually important building types within a village settlement. Several methods of construction and materials go to make up the variety of Littlemore's built environment. There is a mixture of rubble and ashlar stone, either natural or painted, coursed or random, sometimes with brick dressings under red tiled roofs. Brick, and painted render walls with slate roofs make an appearance, while timber framing exists in several of the older buildings. Many of the differing ages of buildings are linked as a visual entity by the presence of stone boundary walls. There

are several good examples of trees on street frontages within the conservation area which act as a foil to buildings and structures.

#### Listed buildings (Grade II) in Littlemore Parish

57, Elm Tree close, Littlemore  
Barn attached to Beenhams, Railway Lane, Littlemore  
Campion Cottage, Railway Lane, Littlemore  
Charity Farm Cottage, College Lane, Littlemore  
Church of St Mary and St Nicholas, Cowley Road, Littlemore  
Corpus Christi Farmhouse, Sandford Road, Littlemore  
Dormer Croft 26/28, Cowley Road, Littlemore  
Lawn Upton House, David Nicholls Close, Littlemore  
Littlemore Hospital, Mandelbrote Drive, Littlemore  
Lodge of Lawn Upton House, David Nicholls Close, Littlemore  
Old House 7, Sandford Road, Littlemore  
St George's 31, Littlemore  
The College, College Lane, Littlemore  
Wall at Number 23, Swinbourne Road, Littlemore

There are several listed buildings in the vicinity of the project.



*Above: depicts the Littlemore Conservation area (Black bold line), the proposal is located in a central position on a wide verge where residents have held Christmas carols, and serves as the geographic and visual centre of Littlemore.*

Littlemore Parish Council will not include Fairlie Road, Mayfair Road Hillsborough Road and a section of Littlemore/Cowley Road will include this area during the consultation process, and data collection, as the area lies outside of the parish boundary. Although this area lies within the electoral register of Littlemore, ward boundaries will change to accommodate size of population and dwelling densities. These changes would have an impact upon a local plan. So for the purposes of the neighbourhood plan Littlemore Parish Council has decided to use the parish boundary to better represent the area of benefit, both in the current context and future political changes that may influence future changes in and around Littlemore.

Littlemore will change considerably in the future, both in terms of socio-economic growth, but also via substantial planning applications, and Oxford City Councils aims in regenerating the area due to its classification as a area of high deprivation. The objectives of the proposed plan are to influence planning applications, and to encourage infrastructure that will enhance the future lives of those working, living and studying within the ward.

Littlemore Parish is considered 'appropriate' not only for its physical and historical attributes, but also to represent the views of an ever diverse and expanding population, that will require improved transportation links, educational facilities and plays of work and play. Working with its partners Littlemore Parish Council believes we can deliver these objectives via an inclusive neighbourhood plan.

## **Conclusion**

The proposed Littlemore Neighbourhood Plan will focus on the needs and issues within the Littlemore Parish boundary.



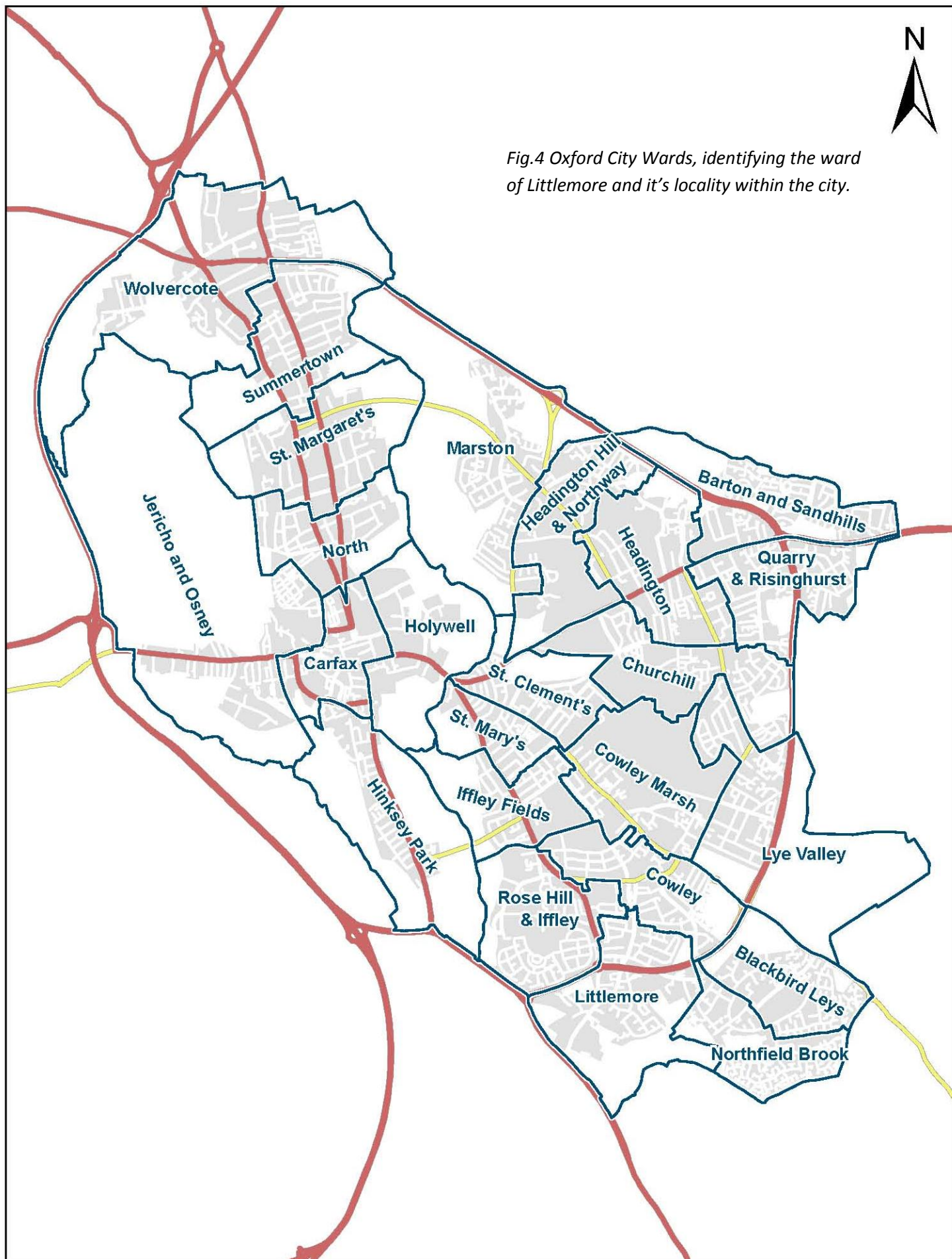


Fig.4 Oxford City Wards, identifying the ward of Littlemore and it's locality within the city.



Sunday, 02 July 2017

Rebekah Knight, Planner  
Planning Policy, Planning and Regulatory Services  
Oxford City Council  
St Aldate's Chambers  
St. Aldate's  
Oxford  
OX1 1DS

Ref: Littlemore Neighbourhood Plan

Dear Rebekah

After careful consideration Parish councillors on June 6<sup>th</sup> 2017 voted unanimously to proceed with a Neighbourhood plan for Littlemore, based on the parish boundary. A dedicated steering group was also nominated to administer and report back to parish council all matters concerning the neighbourhood plan.

- |                            |   |
|----------------------------|---|
| • Name of Applicant        | <b>Littlemore Parish Council</b>  |
| • Name of relevant body    | <b>Littlemore Parish Council</b>  |
| • Address of relevant body | Littlemore Parish Council, Giles Road, Littlemore, Oxford, OX4 4NL  |
| • Contact Person           | David Henwood (Chair of Steering group)<br>3, David Nicholls Close, Littlemore, Oxford, OX4 4QX<br>Email: <a href="mailto:dhenwood9@gmail.com">dhenwood9@gmail.com</a><br>Telephone: 07 |

For the purposes of the T&CP 1990 Act (section 61G), and after reviewing the guidelines and criteria set out in the Localism Act of 2011 in defining the relevant body, we 'Littlemore Parish Council' are satisfied that Littlemore Parish Council is the relevant body within Littlemore to deliver a local neighbourhood plan.

To support Littlemore Parish Council's application we are also submitting the following information:

- A map which identifies the area to which the area application applies
- A statement explaining why the area is considered appropriate to be designated as a neighbourhood area.

For and on behalf of Littlemore Parish Council



David Henwood

Chair of steering group, Littlemore Parish Council

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Appendix 4: Risk Register

Littlemore Neighbourhood Area Application

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
As neighbourhood areas cannot overlap, designating a neighbourhood area may restrict/limit the ability to bring forward other neighbourhood areas in this part of Oxford in the future.	As neighbourhood areas cannot overlap, designating a neighbourhood area may restrict/limit the ability to bring forward other neighbourhood areas in this part of Oxford in the future.	Threat.	Regulatory requirements.	The Regulations are clear that Parish Councils are responsible for neighbourhood planning in a parished area. Therefore no other groups could bring forward a neighbourhood plan within the Littlemore Parish area.	July 2017	n/a	1	1	1	1	1	1	none	No control required - controlled by the Neighbourhood Planning Regulations.	n/a	n/a	n/a	n/a
Littlemore Parish Council may wish to amend or remove the neighbourhood area designation in the future	Littlemore Parish Council may wish to amend or remove the neighbourhood area designation in the future.	Threat	The scope of the proposed Littlemore Neighbourhood Plan changes.	Regulatory procedures for amending/removing neighbourhood area designations would be followed.	July 2017	n/a	1	1	1	1	1	1	none	No control required - the Neighbourhood Planning Regulations set out the procedures that must be followed in these circumstances.	n/a	n/a	n/a	n/a

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**To:** City Executive Board  
**Date:** 15 August 2017  
**Report of:** Head of Law and Governance  
**Title of Report:** Appointment to a new outside body

Summary and recommendations	
<b>Purpose of report:</b>	To include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on the list of Oxford City Council Outside Bodies and to appoint a representative for the 2017/18 Council Year.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Bob Price, Executive Board Member for Corporate Strategy and Economic Development
<b>Corporate Priority:</b>	None
<b>Policy Framework:</b>	None
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. Agree to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on the list of Oxford City Council Outside Bodies and;</li> <li>2. To appoint Councillor Jamila Azad as the Oxford City Council representative to the National Association of Black, Asian and Ethnic Minority Councillors (UK) for the 2017/18 Council Year.</li> </ol>	

Appendices	
Appendix 1	Risk Register

## Introduction

1. The appointment of representatives to Outside Bodies is a matter for the Leader of the Council, who chooses to seek Executive Board agreement to his nominations.
2. The Leader wishes to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on the list of Oxford City Council Outside Bodies and appoint Councillor Jamila Azad as the Oxford City Council representative for the 2017/18 Council Year.

3. The National Association of Black, Asian and Ethnic Minority Councillors (UK) (NABAEMC) is a national body with representation from three main political parties: Labour, Liberal Democrats and Conservative Party.
4. NABAEMC held its AGM on 5 July 2017 at the Council House, Birmingham. The purpose of the meeting was to elect new Officers and a new Executive Committee to govern the NABAEMC. The stated aims and objectives of the organisation are:
  - *Meeting together enables BAME (Black, Asian, and minority ethnic) councillors to inspire, encourage and support each other*
  - *Provide opportunities for mentoring, networking and signposting*
  - *Promoting cultural diversity in local Government and securing better representation of BAME councillors at all levels*
  - *Giving a voice to BAME communities*
  - *Changing Party selection process to increase the numbers of BAME councillors and higher profile roles within council*
  - *Engaging more BAME members of the community in Party and civic life through political education and improved recruitments and retention*
  - *Increase council funding and assistance for community groups*
  - *Affordable housing for BAME residents*
  - *Improving the health and wellbeing of communities*
  - *More support to BAME businesses and jobs and apprenticeships for BAME people*
5. At present the NABAEMC does not have any on-line presence. The Secretary is Cllr Obajimi Adefiranye, Chairman of the London Borough of Lewisham and all correspondence is directed to him.

### **Legal and Financial issues**

6. This report has no legal or financial implications for the Council.

### **Level of risk**

7. A risk register is attached at Appendix 1.

### **Equalities impact**

8. An Equalities Impact Assessment is not necessary for this report.

<b>Report author</b>	Catherine Phythian
Job title	Committee & Member Services Officer
Service area or department	Committee and Member Services
Telephone	01865 252402
e-mail	<a href="mailto:cphythian@oxford.gov.uk">cphythian@oxford.gov.uk</a>

<b>Background Papers:</b> None
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					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Not appointing to Outside Body	Risk of not appointing to Outside Body	Threat	Records are not maintained, or nominations do not come forward	Councillors no longer aware of the needs/work of that body and the implications for the Council	Annual concern	Head of Law and Governance	2	2	2	2	2	2		Annual update of records and request feedback from Outside Body and Cllrs.	May 2017	On-going	95% complete for 2017	Rachel Drinkwater
Unnecessary appointment to Outside Body.	Risk of appointing to Outside Body when appointment is unnecessary	Threat	Overambition	Reputation of Council is threatened	Annual concern	Head of Law and Governance	2	2	2	2	2	2	Annual review exercise has been supplemented by detailed review in 2016; to be repeated in 2017.	Annual update of records and request feedback from Outside Body and Cllrs.	May 2017	On-going		Rachel Drinkwater
Role and responsibilities of appointees	Appointees do not understand their role or responsibilities on body.	Threat	Adequate guidance and support not given by Council officers or Outside Body	Appointees not able to fulfil their role on the body.	Annual concern	Head of Law and Governance	2	1	2	1	2	1	New guidance was issued to all appointees in 2016	Guidance note on the roles and responsibilities of members on Outside Bodies to be circulated to all representatives upon appointment	May 2017	On-going	95% complete for 2017	Rachel Drinkwater
Non-attendance of appointee.	Appointees do not attend Outside Body meetings.	Threat	Appointees not informed of meetings or unable to attend meetings.	Appointees not able to fulfil their role on the body. Reputation of Council is threatened	Annual concern	Head of Law and Governance	2	4	2	4	2	4		Encourage members and Outside Bodies to inform the Council if there are issues with attendance. Specific question to Outside Bodies and Cllrs as part of annual review.	May 2017	On-going	n/a	Rachel Drinkwater

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## **Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 18 July 2017**



### **Committee members:**

Councillor Price (Chair)

Councillor Brown

Councillor Hollingsworth

Councillor Sinclair

Councillor Tanner

Councillor Turner (Deputy Leader)

Councillor Hayes

Councillor Rowley

Councillor Smith

Councillor Tidball

### **Officers:**

Gordon Mitchell, Interim Chief Executive

Tim Sadler, Executive Director Sustainable City

Jackie Yates, Executive Director Organisational Development and Corporate Services

Simon Howick, Service Transformation Manager

Paul Wilding, Programme Manager Revenue & Benefits

Lindsay Cane, Acting Head of Law and Governance

Nigel Kennedy, Head of Financial Services

Sarah Claridge, Committee Services Officer

John Mitchell, Committee Services Officer

### **Also present:**

Councillor David Thomas, Ward Councillor for Holywell

Councillor James Fry, Chair of Scrutiny Shareholder Panel and Finance Panel

### **Apologies:**

No apologies were received

### **34. Declarations of Interest**

None

### **35. Addresses and Questions by Members of the Public**

None received

### **36. Councillors Addresses on any item for decision on the Board's agenda**

Cllr Thomas spoke on item 10, Council Tax Reduction Scheme for 2018/19 (minute 36). He had been minded to speak against option 10 (introducing a minimum charge) but after reading the Board Member's response to the Scrutiny Panel was content to let the matter rest.

### **37. Councillor Addresses on Neighbourhood Issues**

None

### **38. Items raised by Board Members**

None

### **39. Scrutiny Committee Reports**

#### **a) Scrutiny Response: Local Authority Trading Company**

Cllr Fry, Chair of the Scrutiny Shareholder Group and Finance Panel presented the report. He said that he was pleased with the protections given to employees, but felt that the report didn't sufficiently emphasise the benefits of the trading model for the Council. The Board approved the Scrutiny recommendation.

#### **b) Scrutiny Response: Council Tax Reduction Scheme for 2018/19**

Cllr Fry, Chair of the Scrutiny Shareholder Group and Finance Panel presented the report. He noted that the benefits of the scheme were potentially greater for the County Council. He suggested that the scheme was of sufficient significance to warrant that the wider community be consulted about its introduction. Cllr Brown, Board member for Customer and Corporate Services agreed that all those affected should be consulted.

### **40. Local Authority Trading Company - Progress report.**

The Executive Director for Sustainable City submitted a progress report on the establishment of the Local Authority Trading Company.

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

The Service Transformation Manager presented the report. He said that work was progressing well and there was verbal agreement that the Local Government Pension Scheme would be available to those staff transferring to the new company. There had been productive discussions with the trade unions and financial modelling was well underway and a shareholders' agreement had been drafted. Notwithstanding the

progress, this was a complex matter and much operational detail had yet to be determined.

The Chair reaffirmed that, at this stage, the Board was just being asked for approval in principle, looking to a further report in October. The business plan element of the proposal would be critical.

The Executive Director for Sustainable City reminded those present that the proposal was underpinned by the strong conviction that the proposal was in the best interests of the Council.

The Interim Chief Executive was pleased that the work done had been able to give confidence to staff. He reaffirmed the importance of the Business Plan and the work now needed to progress it. Successful implementation had the potential to generate considerable new business for the Council. The two companies had been established as legal entities which would be distinct from the Council but care would need to be taken to ensure that Council values and aims were not lost in the process. While there was a clear ambition to have the new arrangements in place by 01 November it should be recognised that (and it did not matter if) not every detail was sorted by then.

Cllr Brown, Board Member for Customer and Corporate Services welcomed the Interim Chief Executive's comments, particularly the recognition of the desirability of a shared ethos with the new companies.

Cllr Tanner, Board Member for A Clean and Green Oxford reminded those present that a failure to proceed on the lines proposed would almost certainly result in the need for the Council to curtail its current level of activity. The Board thanked staff for their work on the project to date.

The City Executive Board resolved to:

1. **Approve** the revised LATCo company structure as set out in this report, i.e. the creation of a "Teckal" company (to provide Council services – "the Teckal Company") and a trading company (to trade with external customers – "the Trading Company")
2. Note that the Interim Chief Executive in consultation with the Council's section 151 officer, Monitoring Officer and the Leader will be developing a full update report to be considered by the Board in September or October, which will contain recommendations on the following issues:
  - a. A date ("the Transfer Date"), on which all service delivery currently carried out by the Council's Direct Services will be transferred to the two new LATCo companies.
  - b. In regard to the Teckal Company, the terms of the Council's entry into an appropriate agreement with the company ("the Service Contract") under which the Teckal Company would undertake from the Transfer Date all relevant Council statutory functions and related work, as currently undertaken by Direct Services;

- c. The arrangements to transfer all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company, such transfer being subject to the TUPE regulations;
  - d. The arrangements to ensure that all transferring staff will continue to have access to the Local Government Pension Scheme;
  - e. The terms of the contract between the two LATCo companies and the Council (“the Support Contract”) under which the Council would provide support services to both companies;
  - f. The terms under which the Council would enter into leases or licences with the two LATCO companies covering their occupation of relevant Council premises and use of Council resources;
  - g. The arrangements made to transfer to the Trading Company of all contracts with third parties in existence on the Transfer Date
  - h. The terms of the Shareholder’s Agreement to be made between the companies and the Council (acting through its Shareholder Group)
  - i. The provisions of an initial Business Plan (or Plans) for the Companies.
  - j. An aspiration that the project aim should be to go live on 01 November 2017.
3. **Agree** to the transfer on the Transfer Date of all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company in accordance with all relevant employment law protecting terms and conditions of employment including pension, and for this to be reflected in the contract. This proposal being subject to consultation having taken place with the Trades Union concerned.
4. **Recommend** to the Teckal company that it incorporates the new Council three year pay deal (if endorsed by a ballot of Trades Union members) into the employment contracts of the transferring staff for the three year period following its implementation by the Council.
5. **Agree** to a transfer to the Trading company of the Council’s order book/external customer list, on terms to be agreed.

6. **Agree** to grant a licence to the LATCo companies to use the Council's "ox and ford" logo and the name "Oxford Direct Services" on terms to be agreed.
7. **Recommend that Council** agrees to a further loan of a sum up to £200k to the LATCo companies, on State-Aid compliant terms, to enable the LATCo companies to fund their set up costs and to delegate to the Councils section 151 officer, in consultation with the Interim Chief Executive and Council Leader, authority to approve spending of this money on other related matters
8. **Approve** the governance arrangements for the LATCo companies set out in this report.
9. **Ensure** that "client side" arrangements as set out in this report in regard to the Council's management of its contract with the Teckal Company are fully worked up and agreed
10. **Delegate authority** to the Interim Chief Executive, in consultation with the Council's s151 and Monitoring Officers and the Leader of the Council to agree on behalf of the Council any matter requiring the Council's consent to properly implement the proposals set out in this report, including the terms of any leases or licences to be granted to the companies for operational premises, vehicles, intellectual property or other licences, the terms of any loan agreement and any other relevant matters

## 41. Low Emissions Taxi Infrastructure Scheme

The Director for Sustainable City submitted a report which sought project approval to spend capital funding of £370k granted by the Office of Low Emission Vehicles (OLEV). The funding is to deliver electric vehicle charging points for Hackney Carriages and Private Hire vehicles operating in Oxford. Further funding may be available depending on degree of uptake of ultra-low emission taxis. The total project value may therefore exceed £500k in total.

Cllr John Tanner, Board Member for A Clean and Green Oxford presented the report. At a time of austerity, it was particularly gratifying to have secured government funds to contribute to the introduction of this scheme. The development of a network of rapid charging points would mean that Oxford taxis would be leading the way in the introduction of cleaner and cheaper transport in the City. A meeting with taxi drivers was being arranged and while the costs of new electric vehicles was greater than for others, the running costs were significantly less.

Cllr Rowley noted the significant increase in the proportion of diesel vehicles over the last decade and anything that contributed to a reduction in consequent pollution levels was very welcome.

The Executive Director for Community Services said that the taxi trade sought certainty and timetables for implementation. They understood that electric cabs would be more expensive but want to know when the proposal was going ahead. This was a matter that had been discussed for some time so the present proposals were very welcome.

Cllr Hollingsworth asked about the distinction between Hackney Carriages and private cabs for the purposes of the scheme. The scheme was primarily aimed at Hackney Carriages but Cllr Tanner said that the meeting referred to above was with all taxi providers. He noted that an increasing number of private hire vehicles were either already electric or hybrid.

The Board thanked officers for their effective work at bringing the scheme to this point.

The City Executive Board resolved to:

1. **Grant project approval** for the electric vehicle charging for taxis project referred to in this report;
2. **Delegate authority** to the Director for Sustainable City to complete negotiations with the Office of Low Emission Vehicles with a view to the Council being appointed as the accountable body for, and receiving grant funding under a funding agreement with the Office of Low Emission Vehicles;
3. **Delegate authority** to the Director for Sustainable City, in consultation with the Monitoring Officer and Section 151 officer, the authority within the funding envelope provided by the Council to enter into:
  - a) a grant agreement with the Office of Low Emission Vehicles;
  - b) appropriate agreements with our bid partners; and third parties required to deliver the project subject to their being selected under an appropriate procurement process.

## **42. Council Tax Reduction Scheme for 2018/19**

The Executive Director of Organisational Development and Corporate Services submitted a report which approved the proposals made for consultation on changes to the Council's Council Tax Reduction Scheme for 2018/19.

Cllr Susan Brown, Board Member for Customer & Corporate Services presented the report. She said the scheme reflected the Council's belief in financial inclusion and a recognition that seeking to secure money owed from residents who are financially pressed generally cost more in officer time to chase late payments than the money collected. The reviewed scheme takes into account the changes in the benefit system, in particular, the introduction of Universal Credit.

Having spoken to Councillors there is a clear view that it would not be preferable to consult on all the options given in the paper but, rather, to focus only on those which the Council would countenance.



She recommended the Council consult on the following options

Option No.	Description of change
1	Create an income band scheme for Universal Credit customers
3	Remove second adult reduction provision
5	Limit backdating to one month
6	Introduce a minimum income floor for self-employed claims
7	Reduce period where someone can claim whilst abroad
9	Remove family premium

The consultation document will acknowledge the existence of options which have, effectively, been ruled out.

The Programme Manager for Revenue and Benefits said the proposed consultation document would be amended to reflect the options agreed by the Board. The consultation will run for 2 months and papers will be available on the Council's website, in Templar Square shopping centre and the Town Hall.

The Board discussed the nature of the consultation and made the following suggestions:

- The consultation document needs to be sufficiently 'user friendly' to engage the wider community without, at the same time, simplifying this complex matter to a degree that it ceased to become meaningful.
- Workshop activities to promote the consultation in community centres
- Council's Communications team could create a video to explain the complex concepts.
- Briefing note for councillors so they can explain the proposals to constituents
- Focus group sessions to get people's feedback.

Cllr Brown agreed to set up a focus group with a cross section of key customers to complement the wider consultation. The Programme Manager for Revenue and Benefits agreed to review the consultation document to make it more user friendly, and agreed that all Councillors would be provided with a 'one page' briefing note to inform conversations with constituents.

The City Executive Board resolved to:

1. **Agree** that options 1, 3, 5, 6, 7 and 9 as set out in the table at paragraph 9 should be subject to public consultation.
2. **Agree to** consult on the proposals for an 8 week period from 19 July 2017 and;
3. **Instruct** the Executive Director of Organisational Development and Corporate Services to bring a further report to December CEB subject to the outcome of the consultation process.

### **43. Minutes**

The Board resolved to

APPROVE the minutes of the meeting held on 15 June 2017 as a true and accurate record.

APPROVE the amended minutes of the meeting held on 20 June 2017 as a true and accurate record.

### **44. Dates of Future Meetings**

The Board noted that the next meeting was scheduled for 15 August 2017.

**The meeting started at 5.00 pm and ended at 5.54 pm**

**Chair .....**

**Date: Tuesday 15 August 2017**