

Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 22 January 2019

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Committee members:

Councillor Brown (Chair)

Councillor Turner

Councillor Chapman

Councillor Clarkson

Councillor Hayes

Councillor Upton

Officers:

Tim Sadler, Executive Director Sustainable City

Caroline Green, Assistant Chief Executive

Anita Bradley, Monitoring Officer

Nigel Kennedy, Head of Financial Services

Carolyn Ploszynski, Planning Policy and Place Manager

Laura Bessell, Benefits Manager

Paul Wilding, System Change Manager (Homelessness Prevention)

John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant, Chair of Scrutiny Committee

Apologies:

Councillors Hollingsworth, Rowley, Smith and Simm sent apologies.

120. Declarations of Interest

The Chair declared an interest, in relation to item 8 (JSSP Regulation 18 Consultation), as an employee of the Oxford University Hospital NHS Foundation Trust .

121. Addresses and Questions by Members of the Public

None.

122. Councillor Addresses on any item for decision on the Board's agenda

None.

123. Councillor Addresses on Neighbourhood Issues

None.

124. Items raised by Board Members

The Board Member for Leisure and Housing, was to have addressed the Board about the Severe Weather Emergency Provision (SWEP) but having sent apologies was unable to do so. A copy of the paper to which she would have spoken is attached to these minutes.

125. Scrutiny Committee Reports

The Scrutiny Committee had met on 21 January 2019 to consider the JSSP Regulation 18 Consultation document (item 8 of this agenda). Councillor Gant, as Chair of the Scrutiny Committee spoke to the paper and recommendations to the Board which flowed from that meeting. The Committee had heard how the consultation document had been produced jointly with the County and District Councils and how this impacted on the extent to which changes could be made at this stage of the process. An overarching concern of the Committee was that the document was pitched at too high a level. Two particular issues surfaced in the discussion, a wish for greater emphasis on environmental issues and recognition of the importance of social housing. In recognition of the inability to make significant changes at this point it had been agreed that the Board should be asked to suggest a number of minor amendments to the five Oxfordshire District Councils which would go some way to meeting the Committee's and Council's priorities.

The Chair shared the Committee's frustration at the necessarily high level of documentation at this stage and at the difficulty of the next steps in the absence of firm decisions about the Oxford to Cambridge Expressway. She saw no reason why some of the points made could not be put forward to the other Districts and officers would be asked to do so.

126. JSSP Regulation 18 Consultation Document

The Acting Head of Planning Services had submitted a report to seek approvals to progress the production of the Oxfordshire Plan 2050 through adopting the Statement of Community Involvement, approving an amendment to the Local Development Scheme and approving the Regulation 18 (Part 1) document for consultation.

Since publication of the report some additions had been made to it, details of which had been distributed in advance of the meeting. A copy of the paper detailing these additions is attached to the minutes.

The Planning Policy and Place Manager introduced the report. The Statement of Community Interest (SCI) detailed the changes made to it as a result of the 38 responses to the recent consultation. The proposed amendment to the Local Development Scheme (LDS) sought simply to introduce an additional phase of consultation but all within the original timeframe. The intention is to keep the 'Regulation 18' consultation at a high level to stimulate debate but with sufficient 'hooks' within it to align with the local plan.

The Chair reminded the Board that the JSSP was an important element of the Growth Deal and one which had to be delivered within a timescale.

The City Executive Board resolved to:

1. **Adopt** the Statement of Community Involvement (“SCI”) as amended following the close of the consultation as attached at Appendix 1;
2. **Approve** the amendment to the Local Development Scheme (“LDS”) as set out at paragraph 18 of this report;
3. **Approve** the Regulation 18 (Part 1) Issues consultation document for public consultation as attached at Appendix 3; and
4. **Authorise** the Oxfordshire Councils joint Heads of Planning group, to make any necessary editorial corrections and minor amendments to the documents, and to agree the final publication style.

127. Council Tax Reduction Scheme 2019.20

The Head of Financial Services had submitted a report to consider feedback from the recent consultation on proposed changes to the Council Tax Support Scheme and to agree the principles of the new scheme to be drawn up for approval by Council on 28 January 2019.

The Benefits Manager introduced the report which noted the changes to the scheme as a result of the latest annual consultation. The consultation proposed just two changes to the scheme: uprating of the income banding (which determines the percentage discount received) and removal of the minimum floor for self-employed claimants.

The Chair noted how important the scheme was to protect the interests of poorer families and was pleased to see how the removal of the minimum income floor would ameliorate a negative impact on some residents which hadn't, originally, been understood.

The Board Member for Finance and Asset Management noted that the number of authorities operating a council tax reduction scheme was dwindling but was pleased that Council was still committed to doing so.

The City Executive Board resolved to:

1. **Note** the outcome of the consultation on the proposed Council Tax Reduction Scheme;
2. **Delegate** authority to the Head of Financial Services to draft the details of the new Council Tax Reduction Scheme for 2019/20 so that it can be submitted to Council for approval at its meeting on the 28 January 2019; and
3. **Recommend** Council to resolve to adopt the new Local Council Tax Reduction Scheme for 2019/20.

128. Review Of Trailblazer Programme (Homelessness Prevention)

The Head of Housing Services had submitted a report to update the Board on progress of the Oxfordshire Homelessness Prevention Trailblazer programme.

The System Change Manager (Homelessness Prevention), introduced the report which summarised progress of the two year programme to date. Delivery of the programme is due to finish in August 2019. The programme had at its heart a series of strong partnerships with, among others, representatives of the health service, justice system

and social services. The aims and outcomes of the programme had been agreed collectively. The first six months had been devoted to researching homelessness in Oxfordshire to ensure that the subsequent workstreams were the right ones. The focus now was on developing the learning that had been achieved so as to leave a lasting legacy. A lot of the value had been through the simple connection of services with one another where the relevance of such connections hadn't been appreciated before.

Members of the Board were pleased to see the positive consequences of the programme to date and agreed there was a powerful case for its extension.

The Chair thanked the System Change Manager and said the Board looked forward to hearing more about the programme in due course.

The City Executive Board resolved to:

Note the outcome of the review and the priorities for the year ahead.

129. Treasury Management mid-year report

The Head of Financial Services had submitted a report on the performance of the Treasury Management function for the 6 months to 30 September 2018.

The Board Member for Finance and Asset Management introduced the report noting that in a climate of low interest rates the Council's investments, notably in relation to property funds, were performing quite satisfactorily. He reminded the Board of the Council's loan facility to the Low Carbon Hub which as well as generating interest payments, served a socially useful purpose.

The City Executive Board resolved to:

Note the performance of the Treasury Management function for the six months to 30 September 2018.

130. Proposal to move car parking decking from Oxpens car park to Redbridge Park and Ride

The Executive Director Sustainable City had submitted a report to seek project approval, subject to budget approval by Council, to relocate and extend the car parking decking currently at Oxpens car park at Redbridge Park & Ride.

The Executive Director Sustainable City introduced the report. The temporary planning permission for the decking on its current site had expired and it had to be removed. A number of options had been explored including selling, scrapping or moving the decking. All options had a cost associated with them. The option of moving the decking to the Redbridge Park and Ride site was considered, on balance, to be the most cost-effective, not least because it might mitigate the potential loss of spaces at that site when work on the Oxford Flood Alleviation Scheme gets underway.

The City Executive Board resolved to:

1. **Grant** project approval, subject to Council approval of the capital budget for the relocation and extension of the car park decking currently located at Oxpens car park at Redbridge Park and Ride; and
2. **Delegate** to the Chief Executive in conjunction with the Section 151 Officer and Monitoring Officers the authority to enter into all appropriate contracts to implement the recommended option.

131.Minutes

The City Executive Board resolved to APPROVE the minutes of the meeting held on 18 December as a true and accurate record.

132.Dates of Future Meetings

Meetings are scheduled for the following dates:

- 12 February 2019
- 13 March 2019
- 10 April 2019

All of which will start at 6pm.

133.Matters Exempt from Publication

No exempt matters were discussed.

The meeting started at 6.00 pm and ended at 6.45 pm

Chair

Date: Tuesday 12 February 2019

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Briefing Note for CEB – Operation of SWEP (January update)

To be raised by Councillor Linda Smith under “Items Raised by Board Members”

Following my Motion to Full Council 26th November, officers were asked to report to CEB in January (and again in April) on the operation of SWEP this winter.

Given that the first period of SWEP opening this winter was not until 13th to 15th December and the second period of opening between 2nd and 4th January 2019, it has not been feasible for officer to assemble a full report in time to meet reporting deadlines for this CEB meeting.

I would therefore like to share with you this briefing on SWEP operation so far this winter which will then be circulated with the minutes of this meeting.

Whilst the same qualifications relating to reporting deadlines will apply in April, I am asking officers to provide as comprehensive report as possible on the operation of SWEP throughout this winter.

1 Occasions when SWEP has been triggered

1.1 At the time of writing, SWEP has so far been triggered on 3 occasions this winter:

- 13th to 15th December (3 nights, discretion exercised)
- 2nd to 4th January (3 nights)
- 17th January (1 night initially, discretion exercised and subject to review on the following day)

1.2 On two of these occasions officers exercised discretion to open SWEP even though the normal criteria for doing so – that is, a forecast of 3 or more nights at zero degrees Celsius or below - had not been met.

1.3 The reasons for this were that on the first period of opening (13th to 15th December) the temperature was forecast to fall to below zero degrees on two nights (13th & 14th December), rise above freezing on one night (15th December) but with an extremely low “feels like” temperature on this third night.

1.4 On the third period of opening (17th January), SWEP opened initially for one day only. This decision was made:

- Because of the sub-zero temperature forecast for that night
- In anticipation of the possibility that SWEP might need to stay open into and over the weekend
- With the intention that officers would review the situation the following morning (18/1) and decide then whether or not to close SWEP or continue the period of opening.

- 1.5 In the event, the decision was made to close SWEP on the morning of 18th January because there was no imminent forecast (eg. starting within the following 48 hours) for 3 consecutive nights at zero degrees Celsius or below.

2 Number of people accommodated

- 2.1 At the time of writing, figures were not yet available for the most recent opening of SWEP (17th January), however during the first two periods of opening, SWEP provided a total of 112 stays for 48 separate individuals with the maximum intake on a single night (15th December) being 24 people.
- 2.2 The vast majority of people were accommodated at O'Hanlon House and Simon House. Most SWEP users used the service on more than one occasion during periods of opening, with the average amount of stays as 2.3 per person.
- 2.3 In common with previous periods of operation, a significant proportion of SWEP users (14/48, 29%) were people who have not previously been known to services. This is an important factor for SWEP operation as people whose needs have yet to be assessed must be accommodated at the most secure venues [O'Hanlon House, Simon House].
- 2.4 Similarly, SWEP was well used by people without a known local connection to Oxfordshire (22/48, 46%) and without recourse to public funds (16/48, 33%). 8 of the 48 (17%) unique visitors to SWEP were women.

3 Availability of bed spaces in the Adult Homeless Pathway

- 3.1 During the periods when SWEP has been open this winter a total of 214 bed spaces have been commissioned in the Oxford Adult Homeless Pathway.
- 3.2 Officers work closely with accommodation providers year round to maximise bed occupancy. However, there are several reasons why from time to time a bed / room may be briefly unoccupied (void) including the need for maintenance, the temporary absence of the resident (for example due to arrest or hospital admission), and because the bed / room has been allocated to a person who has not yet arrived.
- 3.3 During the first two periods of SWEP opening this winter ...
 - 13th to 15th December – all beds / rooms were occupied with the exception of 3 units which were awaiting the imminent arrival of the allocated occupants
 - 2nd to 4th January - all beds / rooms were occupied with the exception of 8 units. Of these, 5 units were unoccupied because clients whose needs were appropriate for the service type / level had yet to be identified and 3 units where maintenance was needed before the bed / room could be re-allocated.

4 Exclusions from SWEP

- 4.1 SWEP aims to provide additional accommodation for all those who need it during extreme, adverse weather conditions. Unfortunately, during the first two periods of SWEP operation a total of 12 separate individuals were excluded from the service on one or more occasions.
- 4.2 This was because – based on the information available to them at the time – SWEP accommodation providers considered that due to their behaviour, the individuals concerned posed an unacceptable level of risk to staff, residents and other SWEP users. The identified risks included violence and threats to staff members and other service users.
- 4.3 Since then officers have met with the providers concerned and agreed an approach which includes personalised accommodation plans for the individuals concerned and increased security and safety arrangements at Simon House. This plan was implemented ahead of the 3rd period of SWEP opening (17th January 2019).
- 4.4 I am confident that these arrangements will ensure that all those in need of SWEP will be able to access the service going forward. I am asking officers to provide a full account on this matter in their report to CEB on SWEP operation in April 2019.

5 Exit survey

- 5.1 In order to learn more about individuals' experiences of SWEP and how this might be improved a new service user questionnaire has been developed. The questionnaire invites SWEP service users to:
 - Tell us where they stayed
 - Rate their experience of using the service
 - Rate the helpfulness of the SWEP staff
 - Say whether they would use SWEP again
 - Suggest what could be done to improve the service
 - Say how they found out about the service
 - Say if they would like someone to talk with them about what other help might be available
 - Tell us anything else that they think we should know
- 5.2 The questionnaire was introduced during this period but responses have so far been limited. It is hoped that more service users will be encouraged and enabled to respond during future periods of operation.

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To: City Executive Board

Date: 22 January 2019

Report of: Interim Head of Planning Services

Title of Report: Supplementary note to Item 8: Joint Statutory Spatial Plan

Purpose

1. The purpose of this note is to supplement the report on the Oxfordshire Plan 2050 (CEB Item 8 Joint Statutory Spatial Plan) seeking approval of the Oxfordshire Plan 2050 Statement of Community Involvement; Amendment to the Local Development Plan and Regulation 18 Part 1 Consultation Document.
2. There are three updates to the report emerging since its publications set out below.

The Statement of Community Involvement (SCI)

3. Item 8 recommends adoption of the SCI with any amendments made as a result of the consultation which took place between 30 Nov 2018 and 11 Jan 2019. It is now possible to provide a summary of the consultation.
4. **Insert the following at the end of paragraph 7 of the report** *“38 responses were received to the SCI during this period, including from town and parish councils, the public, developers and other stakeholders. Appendix 1 shows the changes which have been made to improve clarity and signposting to other relevant documents. Additional text acknowledges that consultation will be of wide interest and that engagement will be encouraged across the board. In response to comments on consultation methods, flexibility is offered, recognising that a variety of methods will be employed focussed on accessibility.”*
5. Appendix 1 of the main report is the Statement of Community Involvement showing, as tracked changes for ease of reference, amendments made as a result of the consultation.

Local Development Scheme (LDS)

6. Item 8 recommends an amendment to the LDS timetable for the Plan, namely an additional consultation at Regulation 18 stage. **Insert the following at the end of paragraph 16 of the report** *“To support the identification of broad locations which is to the subject of the Reg.18 Part 2 consultation document, a ‘call for sites’ will need to be undertaken to demonstrate that any broad locations for growth are ‘deliverable’. There is no timetable for this at present.”*

Regulation 18 (Part 1) Issues consultation

7. Insert the following at the end of paragraph 25 of the report “*To support the Regulation 18 Part 1 consultation document a series of topic papers will be produced and published. These topic papers are intended to provide additional clarity and signpost readers to other sources of evidence and information. They will not contain policy.*”